



VISITS POLICY - SECONDARY

**Presented to
Trustees
4 April 2017**

Date approved: ¹	4 April 2017
Date reviewed: ²	8 December 2015 Personnel Committee
Date of next review: ³	November 2018

¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus two years

Footnote:

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VISITS POLICY – SECONDARY

This procedure applies to ALL off site educational activities.

The Educational Visits Coordinator (EVC) manages all visits and is the first person to contact with any queries about visits.

All Peterborough City Council guidelines are to be followed and can be located on the Resources section of Evolve, the Council's software system for trips. Alternatively, the EVC has a copy of the guidelines if you require specific information.

When organising any visit you must complete a set of forms, which can be collected from the EVC.

GENERAL PRINCIPLES

Whilst on the trip please remember that you are responsible for the students in your care at all times.

The School believes in the undoubted value that trips and activities outside the structured curriculum can offer to a student's understanding and enjoyment of a subject as well as the social and cultural benefits they can provide. However, when a visit is proposed we have 3 key concerns:

- That the trip is properly organised well before the event takes place.
- That the activity is organised with student safety uppermost in mind.
- That the disruption to School life and specifically curriculum time is reduced to a minimum for staff and students involved and the wider school.

All trips/visits require approval from SMT. Any decision will be based on the following criteria:

- a) Contribution to the curriculum
- b) Equal opportunities
- c) Cultural value

1.0 TRIPS AND VISITS DURING CURRICULUM TIME

- 1.1 One trip per Key Stage per Faculty. All trips must have a curriculum focus.
- 1.2 Where a subject has clearly stated curriculum requirements, eg that first-hand experience is mandatory, some flexibility may be allowed, subject to SMT approval.
- 1.3 It is acknowledged that Geography field trips are a compulsory part of the course, at all Key Stages, and will run in addition to other Humanities Department trips.
- 1.4 Trips for Years 11, 12 and 13 should not take place between February Half Term and the end of the external examination period in May/June unless this is a requirement for the assessment of the course, in which case approval from SMT will be required.
- 1.5 All students attending trips should be trusted to behave whilst on the trip and uphold the reputation of the School. Where there is concern over a particular individual the School reserves the right to stop that student taking part in the visit.

2.0 TRIPS AND VISITS OUTSIDE OF CURRICULUM TIME

- 2.1 Consideration must be given regarding timing of trips and any forthcoming examinations for the Year Group involved. Trips for Years 11, 12 and 13 should not take place between February Half Term and the end of the external examination period in May/June.
- 2.2 The Ski Trip (AMVC) takes place in February Half Term.

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- 2.3 More than one trip can take place during a holiday period provided one does not impact on the other regarding student numbers and that it meets all criteria set out in this policy. A curriculum trip must take priority over any other trip, for example attendance on a Geography field trip.

3.0 DUKE OF EDINBURGH (DofE) EXPEDITIONS

DofE must aim to limit, as far as is possible, the impact on the School curriculum. Dates for DofE trips should be agreed with SMT and placed on the School calendar before the start of a new academic year.

4.0 PLANNING A VISIT

- 4.1 All trips require at least 4 weeks' notice, with the exception of adventure activities that require at least 10 weeks and trips abroad that require at least 9 months' notice.
- 4.2 All students in the Year Group may apply for the trip, where relevant to their studies.
- 4.3 Students should only be exempted if parents/carers refuse permission, or if they have a record of ill-discipline which could cause an inappropriate level of risk.
- 4.4 Where a trip is oversubscribed places will be allocated by a public lottery.
- 4.5 Unqualified members of staff and NQTs cannot lead a trip.
- 4.6 In normal circumstances at least 50% of the adult supervisors should be employees (eg teachers or Learning Support Assistants). Parents/carers are welcome to act as supervisors on trips, providing they hold a valid Enhanced DBS certificate.
- 4.7 Staff organising trips must avoid public examination dates.
- 4.8 When feasible, inform the refectory staff of students entitled to Free School Meals so that a packed lunch can be prepared for students to collect on the day of the trip.

5.0 TRIP APPROVAL

- 5.1 Collect a Trips and Visits pack from the EVC.
- 5.2 Follow the checklist points on the blue form.
- 5.3 **All trips must be fully staffed prior to approval.**
- 5.4 Trips which include an overnight stay must be presented to SMT along with a clear and structured itinerary covering the duration of the trip.
- 5.5 New trips abroad or hazardous trips must be submitted to Governors for approval, risk assessments must be provided.
- 5.6 Each trip should have a designated second in charge who can take over the running of the trip in the absence of the trip leader.

Once you have completed the points on the blue form you should then make all the arrangements for the visit:

- 5.7 Issue letter to students, giving details of the visit and obtaining parental permission/emergency contact numbers. (The letter must be typed by Admin and checked by SMT). Included in the letter should be the declaration 'I have read and understood the terms set out in sections 15 to 17 and Appendix A of the School Visits Policy. This is available on the School website'.
- 5.8 The trip leader should tailor the School's "Code of Conduct" (Appendix A) for school trips to their specific trip if amendments are required. **The School operates a 'no alcohol' policy. Even where students are of a legal age to drink alcohol, it must be made clear that alcohol may not be purchased or consumed at any stage during the trip.**

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- 5.9 Make appropriate bookings, minibus, coaches etc (obtain confirmation of bookings).
- 5.10 Complete student, contact and medical lists for EVC; 2 emergency numbers required for each student and the student's personal mobile number if available.
- 5.11 All paperwork must be returned to the EVC at least one week prior to the trip, along with the list of students attending, contact details and any medical information.
- 5.12 Teaching staff should be given at least a week's notice of students attending a trip to allow them to effectively plan lessons.
- 5.13 Ensure mobile phone and first aid kits are booked.
- 5.14 All trip details should be entered onto the Evolve system along with the appropriate completed risk assessment. These will be checked by the EVC prior to approval from SMT and, where necessary, the Local Authority. A risk assessment template and examples are available from the EVC.
- 5.15 Students should be carefully briefed before a visit, especially in matters of conduct and safety.

6.0 TRIPS ABROAD

- 6.1 Trips aboard must be submitted at least 9 months in advance for consideration by SMT.
- 6.2 If a travel agent is being used, check that they are a member of ABTA and for flights, ATOL.
- 6.3 The trip leader should ensure that all requisite documentation has been completed (ie passports/visas/vaccination checks).
- 6.4 A Parents' Evening should be organised in order to disseminate information.

7.0 STAFFING AND SUPERVISION

- 7.1 For all visits the trip leader, EVC and Headteacher must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:
 - a) the type, level and duration of activity
 - b) the nature and requirements of individuals within the group, including those with additional needs
 - c) the experience and competence of staff and other adults
 - d) the venue, time of year and prevailing/predicted conditions, if applicable
 - e) the contingency, or Plan B options
- 7.2 A visit must not go ahead where either the trip leader, EVC or Headteacher is not satisfied than an appropriate level of supervision exists.
- 7.3 Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

8.0 BEFORE LEAVING THE SCHOOL

- 8.1 The trip leader must provide a list of participants (staff and students) to Main Reception, amended to show any absences.
- 8.2 Staff must ensure they take a first aid kit on the trip, these are available in the Medical Room. Staff should ensure there is a first aid kit for each vehicle used in transport.
- 8.3 The trip leader must collect a School mobile phone from the Finance office. The phone number must be shared with all students on trips whenever there is a possibility that students may become separated from the group.

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9.0 LEAVING OR RETURNING FROM THE VISIT DURING UNSOCIABLE HOURS

- 9.1 Ensure Site Officers are aware for access via the gates.
- 9.2 Consideration must be given to local residents (this should be reflected in the risk assessment and on the original letter).

10.0 ON THE VISIT

- 10.1 The trip leader is responsible overall for the group at all times.
- 10.2 Where significant numbers of students are participating in a school trip, it may be appropriate to organise them into smaller groups. Accompanying staff will be assigned to each of these groups.
- 10.3 Accompanying staff should be well briefed by the trip leader and have a good understanding of their responsibilities on the trip, the emergency procedures, the information in the risk assessment and information about individual students.
- 10.4 Students should be made aware of: potential dangers, the need to remain together, the need to adhere to plans and follow instructions, the need for courtesy and correct conduct and what they should do in an emergency.
- 10.5 On a coach, staff must instruct all the passengers to wear the safety belts provided and to stay in their seats.
- 10.6 Regular head counts are essential, particularly before leaving any venue, on boarding transport, at mealtimes and bedtimes, etc.
- 10.7 On any walk there must be adults at the front to lead and adults at the back to prevent stragglers. Road crossings must be supervised wherever possible. For trips abroad students must be reminded which side of the road the country drives on for safety purposes.
- 10.8 On residential visits all group members should carry the address/phone number of the accommodation.
- 10.9 Make sure all supervising staff know what to do in an emergency and have the trip leader's mobile number and emergency contact numbers.
- 10.10 On trips where students have remote supervision (eg to go shopping, field work, DofE), ensure they are in groups of three or more and have been given the trip mobile phone number.
- 10.11 An agreed meeting point should be shared with students and staffed for the duration of any remote supervision wherever possible.
- 10.12 Check all coaches for litter and ensure that they are left litter free.
- 10.13 Upon return, no student must be left unsupervised at the end of the trip.

11.0 SPORTS FIXTURES

- 11.1 Fixtures that take students off site will not need to go through the full process outlined above due to the quantity of fixtures and in some cases the short notice of fixture dates.
- 11.2 The Head of PE must ensure that all students who take part in sporting fixtures have a signed agreement by parents/carers which is filed in School prior to any student being able to attend off site school fixtures.
- 11.3 The member of staff leading the fixture will ensure they take a first aid kit with them.
- 11.4 Students will also be issued with full details in hard copy regarding the fixture which must include information about the venue, timing and the member of staff in charge, and should be passed on to parents/carers.
- 11.5 Details of the fixture and students taking part must be left with Main Reception.
- 11.6 The fixture does not need to be logged on Evolve.
- 11.7 Staff in charge of the fixture will continue to ensure students are kept safe and made aware of any potential hazards throughout the time off site.

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11.8 A generic risk assessment is in place for all sports fixtures (Appendix B).

12.0 FIRST AID

12.1 The trip leader will ensure that there is adequate first aid provision on each visit. The minimum requirements for Educational Visits are:

- a suitably stocked first aid container per vehicle.
- at least one appointed person to take charge of first aid arrangements.

13.0 PAYMENT TO STAFF

13.1 We are not able to pay overtime to staff attending school trips. The only exception to this would be trips associated with Activities Week where Support Staff are required to assist with trips and could incur additional expenses (associated with, for example, childcare). In this event the School would pay pensionable overtime up until 6.00 pm.

It is recognised that not all trips would be able to run without the goodwill of our Teaching and Support Staff, which is greatly appreciated.

14.0 IF ANYTHING GOES WRONG

14.1 Ensure the wellbeing and safety of all students and staff.

14.2 Contact the SMT on call who will be able to give advice. Where an incident is deemed by SMT to be of a critical nature, the member of SMT should refer to the emergency card (Appendix C) and contact the Headteacher in the first instance.

14.3 Make notes about the event with brief details of times, people, places etc.

15.0 STUDENT BEHAVIOUR PRIOR TO TRIPS

15.1 All students attending trips must show they can be trusted to behave and follow instructions given to them by staff. Where there is concern over a particular individual's ability to behave or follow staff instruction prior to the trip, the School reserves the right to stop that student attending the trip.

15.2 The use of SIMS points will be used alongside information held by the member of SMT responsible for behaviour when determining whether a student should or should not be allowed to attend a trip

15.3 If a deposit or any other payment is made in respect of any particular trip, visit or activity and a student's behaviour is such that, having regard to the School's policies on behaviour and discipline, the student is refused permission to participate then all such payments shall, unless otherwise agreed, be retained by the School to defray costs, expenses and any losses relating to that planned event.

16.0 IN THE EVENT OF A BEHAVIOUR INCIDENT ON A TRIP/VISIT

16.1 The trip leader will make the decision as to the appropriate action initially and will use their judgement as to whether they should contact the on call member of SMT for further support and advice.

16.2 In the event that parents/carers need to be contacted about the incident this will likely be by the on call member of SMT following discussion with the trip leader.

16.3 It may not be possible for the trip leader to speak directly to parents/carers as the priority will be ensuring the safety and smooth running of the trip.

16.4 It may be appropriate to isolate a student from the rest of the group. Any such student will be supervised by a member of staff.

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- 16.5 It may be appropriate to confiscate mobile devices from students.
- 16.6 Written statements from students will be taken whenever possible.
- 16.7 Written statements will also be completed by staff on return to School.
- 16.8 All action taken will be in the interests of keeping all students safe and to try and ensure the incident does not lead to any further issues.
- 16.9 Following serious behaviour incidents on a trip a full investigation will take place on return to School and the School may impose further sanctions, including exclusion if appropriate.

17.0 SENDING A STUDENT HOME DUE TO POOR BEHAVIOUR

If a student's behaviour threatens safety; brings the school party into disrepute, or makes the continuation of the trip impossible, it may be required to send the student home. The course of events should be:

- 17.1 Trip leader will have been in contact with the on call member of SMT regarding the issue.
- 17.2 Trip leader takes the decision that the student should be sent home and informs SMT on call. Agreement from the Headteacher or in his absence the Deputy Head will be needed. If both unavailable then the on call member of SMT will have to be in agreement.
- 17.3 Trip leader or member of SMT contacts parents/carers of student to explain their decision and arrange for transport home.
- 17.4 Trip leader contacts on call SMT again to confirm transport arrangements.
- 17.5 Transport home will normally occur in one of three ways:
 - i) Parent comes and fetches the student – the easiest method, and recommended for UK trips.
 - ii) If air transport is available, parent agrees to meet student at airport. Ticket is purchased by parent and arrangement made for ticket to be collected at airport. Student is accompanied to airport by School staff and checked in as an 'unaccompanied minor'. Staff may leave student once he/she has passed through passport control into the departure lounge.
 - iii) If the parent refuses or is unable to meet the student, they will have to be accompanied back to School by a member of staff. The parent will be asked to pay for the transport of the student and the two-way travel of the member of staff.
- 17.6 As soon as is possible, the trip leader should prepare a written report detailing the behaviour and the return home arrangements.

18.0 CHECKING FOR LATEST INFORMATION

Trip leaders are advised to visit the Outdoor Education Advisers' Panel (OEAP) website which provides relevant and up to date trip information: <http://oeapng.info/visit-leader/>

19.0 REVIEW

- 19.1 The Trustee Board (or responsible committee) will review this policy in line with the procedure for policy review.
- 19.2 Date for review
If no other reason for review (see policy review procedure) this policy will be reviewed in November 2018.

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APPENDIX A

CODE OF CONDUCT FOR SCHOOL TRIPS FORM

Please note that the following information should be read in conjunction with the School's general Behaviour and Discipline Policy.

Each student should:

- Cooperate fully with leaders at all times
- Fulfil any tasks or duties set prior to and during the visit
- Participate fully in all activities and sessions during the visit
- Be punctual at all times
- Dress in an appropriate manner – logos and clothing should not cause offence
- Not leave group sessions or accommodation without permission
- Not enter the rooms or accommodation of students of the opposite gender
- If granted indirectly supervised time, be in groups of not less than 3 students
- Avoid behaviour that might inconvenience others
- Accept full liability for their personal possessions, including money. It is advised that students do not take valuables on school trips
- Be considerate to others at all times
- Respect all requests and requirements made by staff and accompanying adults
- Behave at all times in a manner that reflects credit on self, the group and the School
- Abide by the laws, rules and regulations of the countries and places visited
- Be aware and considerate of the social / religious conventions of the country and places visited
- Comply with customs and duty-free regulations
- Not purchase or consume alcohol or tobacco products (even as gifts)
- If in doubt on any matter, consult with staff
- Accept that a full written report of any misconduct will be forwarded to the Headteacher and/or to the parent(s)
- Use social media responsibly and appropriately, bearing in mind that any social media output deemed inappropriate or offensive will lead to the confiscation of media devices.

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APPENDIX B

School Assessment of Risk

(This form should be completed, in addition to any generic risk assessments that might be used, to record the risks associated with a specific visit. Taking into account the particular activities undertaken, the locations visited and the individuals involved – add extra sheets if necessary.)

Department: PE		Activity: Fixtures	Venue/Location: Generic			
Date of visit: Generic		Number of students: Generic	Staff Attending: Generic			
Specific individuals at risk ie anyone who may be at particular risk of harm, or might present a hazard to others, eg Bob Jones - occasional epileptic seizures – risk of injury when falls or during seizures.		Precautions and control measures ie steps that will be taken to reduce the risk of harm to an acceptable level, eg Bob Jones – ensure medication taken – staff / pupils all aware and trained to provide gentle support and padding.				
TIME / PLACE / ACTIVITY ie when, where, why at risk of harm? eg Tuesday am – Whitby fossil hunt	SIGNIFICANT HAZARDS ie how might people foreseeably be harmed? eg use of hammers and rock splinters in eye	PRECAUTIONS AND CONTROL MEASURES ie what steps will be taken to reduce the risk of harm to an acceptable level? eg all participants required to wear goggles and helmets	OVERALL RISK ACCEPTABLE (Yes or No?) ie has the risk of harm been reduced to a reasonable and acceptable level?	Who to be informed – tick all that apply ✓		
				Parents	Staff	Students
	Inadequate staff supervision/ training/ qualifications → Accidents	<ul style="list-style-type: none"> The Overall Group Leader will be a designated competent leader, with adequate experience of leading similar groups and activities The Overall Group Leader, responsible for the group's welfare, will be an employed member of staff (e.g. Teacher, Cover Supervisor or Teaching Assistant) with appropriate leadership experience and competence, and knowledge of the group An appropriate number of other competent leaders will accompany the group to assist with supervision of the group. Overall staffing supervision ratios will be in place Volunteers will work alongside, and under the direct supervision of, a competent employed member of staff (e.g. Teacher) 	Yes		x	

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		<ul style="list-style-type: none"> More distant supervisory responsibilities will only be delegated to a another leader (e.g. contracted sports coach) if they have been fully briefed regarding their role/responsibilities and emergency procedures, and are deemed, following a thorough risk assessment, and an appropriate period of induction and direct supervision, to be appropriately qualified/competent for the role Paid coaches who are contracted to provide agreed services will still operate under the direction of, and with indirect supervision from, the Overall Group Leader Where some direct supervisory responsibilities are delegated to a another leader (e.g. sports coach or volunteer leader), the Overall Group Leader maintains overall responsibility for the group, and will ensure that they can be contacted, and intervene or provide assistance if required All contracted coaches and volunteer staff will be appropriately checked regarding child protection issues prior to involvement, and will be made aware of recommended safe practice The gender mix of staff will take account of the group’s gender mix (normally at least one member of each gender in mixed groups) A member of staff (of appropriate gender) will be available to supervise group members in the changing rooms (if necessary) All accompanying staff will remain accessible and available to assist with supervision throughout the activity/event, including supervision of those not directly involved (e.g. reserves/spectators) If accompanying staff are directly responsible for providing coaching/supervision of groups, or are acting as referee/umpire, they will hold the appropriate qualification, as recommended by the National Governing Body concerned, or equivalent Guidance provided by the Government and relevant Sports Governing Bodies regarding the use of volunteers and paid coaches (contractors) will be referred to and followed 				
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	<p>Assault/Aggressive behaviour → injury</p> <p>Pupils lost/separated from the group → injury</p> <p>Inadequate emergency procedures → illness or injury</p>	<ul style="list-style-type: none"> the ground conditions and playing surface are suitable (e.g. no ice/hard frost/rocks/broken glass) <p>The Leader responsible for the group will ensure, as far as possible, that:</p> <ul style="list-style-type: none"> players are clearly briefed regarding expected behaviour/sanctions prompt action is taken by the referee or accompanying staff (e.g. substitute an offending player) if dangerous/aggressive behaviour is shown by players which puts themselves or others at risk of harm <ul style="list-style-type: none"> The Overall Group Leader will retain responsibility for all group members until they have been returned to the care of their parents/guardians, or to an agreed place of safety Suitable grouping measures will be applied (buddy systems, large groups split into smaller ones) with appropriate supervision by staff Itinerary and arrangements will be discussed in advance with young people. All young people will be briefed on what to do if separated from the group. Head counts will be undertaken by leaders, particularly at arrival/ departure points. Meeting points will be agreed for the start and end of matches/events <ul style="list-style-type: none"> Leaders will know how to call the emergency services. Appropriate medical/special needs information will be obtained. All appropriate medical conditions will be disclosed to <u>all relevant</u> staff/leaders Advice from SENCO will be sought if appropriate Pupils and parents will be reminded to bring individual medication First aid and travel sickness equipment will be carried. Mobile phones will be carried by staff 				
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	<p>Away matches if start/return is before/after school hours</p>	<ul style="list-style-type: none"> • Parents will be informed in writing of their child’s involvement in sports fixtures including accurate dates and times. • Parental consent for after-hours activities will be obtained, by a general consent covering letter at the beginning of the year. • Starts/returns will be pre-planned, and parents will be informed where and when to drop off/collect young people. • Student lists, staff contact details and fixture details are left with main reception on departure. - Alternative arrangements (e.g. older students to walk home) will be pre-planned with appropriate parental consent • Suitable arrangements will be made for any young people whose parents fail, or are unable, to collect them. All staff are briefed on how to contact parents using the trip phone, and told that they must stay with students until collected. In cases where a parent cannot be contacted HOD or Deputy HOD must be contacted • coaches are checked by a competent leader before departure regarding basic safety features • Group members will be instructed to use and fit seat belts correctly at all times during journey • group members are briefed regarding acceptable behaviour whilst on the coach e.g. • no throwing food/objects • no meddling with emergency doors or roof windows • no distracting other vehicle drivers • If breakdown or accident occurs, all passengers will be directed to the safest location and all sensible precautions will be taken. (included in the brief with HOD / Trip Leader) 				
	<p>Travel</p>					

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Emergency Card (Home Contacts)

For visits that take place outside normal establishment hours.

This ‘card’ or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

The establishment’s Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible;
- You should also contact the Head of Establishment; MSA will then advise you and contact the Chair of Governors.

It is the responsibility of the SMT on call member (only in conjunction with MSA) to contact the LA. Please contact Peterborough City Council 07920 160001 (24 hours) and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.

- Your details will be taken and you will be phoned back as soon as possible;
- A Response Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately;
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would arrange for the return of the party or arrange other transport where required;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of Establishment	MSA	
Deputy Head of Establishment	JOA	
Peterborough City Council Emergency Contact	07920 160001 (24 hours)	-
Chair of Trustee Board (optional)		
Other/EVC		

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