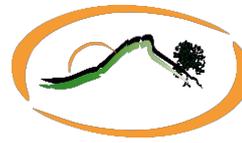

Trips and Visits Policy for Stokesley School and Sixth Form

Document Control Table	
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Date updated:	October 2020
Review Date:	July 2021



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Introduction

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 2.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

1. Scope and responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision.

The Headteacher, Mrs Hannah Millett has appointed an Educational Visits Co-ordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The Educational Visits Coordinator is: Mrs. J. Darbyshire, Deputy Headteacher

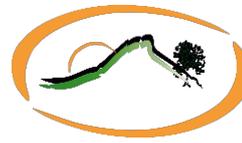
Administrative tasks will be carried out by: Mrs. JM. Myers, Admin Support Manager

2. Establishment policy and procedures

Stokesley School Policy for Educational Visits, Outdoor Learning and Adventurous Activities (November 2019)

The Local Governing Board will discharge its delegated duties through the adoption of the policy. Specific local procedures will be in line with, but not duplicate this policy.

Where there is a conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from North Yorkshire Educational Visits Advisory Service.



Consent

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day. We will always aim to fully inform parents by email/text/writing (whichever the school deems appropriate) of the nature of each visit, activity or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasions, a curriculum opportunity may become available at short notice and we will always aim to notify parents that their child will be off site but this may not always be possible.

Non-routine consent: Written consent (which may be electronic via Evolve) will be gained on enrolment for those visits, which are non-routine visits and activities and those visits, which fall outside of normal hours. We will fully inform parents by whichever method the school deems appropriate of the nature of each visit, activity or series of a similar nature.

Specific consent: Written consent (which may be electronic via Evolve) will be gained for every individual visit, activity or series of a similar nature, which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities. We will fully inform parents by whichever written method the school deems appropriate of the nature of each visit, activity or series of a similar nature.

Medical information: We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

Staff competence

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve.

To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

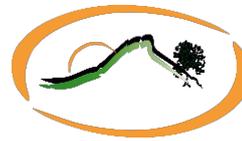
Visit Leader Training

Visit leaders will be approved by the Headteacher and will have attended appropriate training as required by the employer.

3. Planning and approval procedures

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and



activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. Generic or event specific risk assessments will be used to record significant findings.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a 'Learning Outside the Classroom Quality Badge'. Alternatively assurances will be gained through a Provider Statement as detailed in the employer policy

4. Visit Planning and Management System

A web-based system is used to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own account, which is set up by the Educational Visits Coordinator. The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider-led)
- Adventurous (self-led)

Refer to local procedures and guidance regarding the establishments' use of these categories.

Approval of visits will be made as detailed below. Initial approval in principle will also be gained as required in the employer policy.

The Trust Board delegate the approval and scrutiny of all visits to the Headteacher. New overseas trips and any adventurous trips will be require approval from the CEO/ Trust Board.

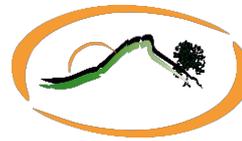
5. Incident Management

In the case of an incident during a visit all members of staff will follow the establishment's incident management plan.

6. Monitoring of visits and procedures

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Coordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.



7. Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with Trust Policy.

8. Inclusion & SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaptation or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable.

9. Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues.
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures.

10. Insurance

Young people participating in visits and activities will have annual travel insurance provided under an annual Schools Journey Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

11. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer.

APPENDIX 1 - Trips and Visits Request Form

All visits and activities that take children beyond the school/ establishment premises require formal approval **in writing** from the leadership team. If you are planning an external visit please read the guidelines in the Staff Handbook then complete this form and return it to Mrs JM. Myers.



Please remember all trips / activities / events need to be self-financing, including supply cover costs at £40 per period.

----- End of Policy -----

Policy Author: Mrs. J. Darbyshire, Deputy Headteacher, Stokesley School
Monitored by: Mrs. J. Darbyshire, Deputy Headteacher, Stokesley School
Reviewed: Nov 2020
Next Review: Nov 2021



Trips and Visits Request Form

Name of Trip Leader

Residential YES/ NO

Details of Trip/ Visit			
Visit Title			
Date/s		Time	
Location			
Leader		Other Staff	
Reason for Visit			
Links to Stokesley School Development Plan			

Cost of Trip/ Visit	
Cost of Trip <i>(Quote attached from travel company)</i>	=
Cost of Cover <i>(£40 per period of £200 per day, per member of staff)</i>	=
Float - to be confirmed by Educational Visits Co-ordinator <i>(£20 per day, per member of staff)</i>	=
Any other costs outside those listed above	=
TOTAL COSTS	=

Confirm that you have checked the school calendar for clashes	
Confirm that you have checked with the SLT link that the aims of the trip link to the Stokesley School Development Plan targets	
Confirm that you have minimised staff cover in your planning	



Cover Requirements								
Year Groups		7	8	9	10	11	12	13
No. of Students								
Periods of cover required (include class details)	TT							
	P1							
	P2							
	P3							
	P4							
	P5							

Declaration:

I have read and understand Stokesley School’s Trips and Visits Policy. This activity is planned in accordance with the NYCC Code of Practice and Guidelines which are available to me in the Staff Handbook. A full risk assessment will be carried out and shared with all supervising adults. Students will know who is directly responsible for them at all times. Arrangements are in place for emergency/ delayed return of pupils or adults. A full list of participants will be made available to Jean Marie Myers at least two weeks before departure. I understand that if a risk assessment or a list of participants is not made available in advance of departure students will not be permitted to leave the school site.

Trip Leader’s Signature

Date

Confirmed by Deputy Headteacher

Date of Approval

Confirmed by Educational Visits Co-ordinator

Date of Approval

Headteacher’s Signature

Date

For Office Use ONLY:

Trip leader informed of decision via email YES/ NO
 Trip leader informed to add on to Evolve YES/ NO
 School Calendar YES/ NO