



LANGTREE SCHOOL GOVERNORS’ TRIPS AND VISITS POLICY

LANGTREE SCHOOL ACADEMY TRUST COMPANY
AN EXEMPT CHARITY LIMITED BY GUARANTEE
COMPANY NUMBER 7980335

In this policy as in all documents of The Langtree School Academy Trust Company (“TLSATC”) any reference to Langtree School, School, Governors of Langtree School or Trustees of Langtree School Academy Trust Company is a reference to The Board of Directors of The Langtree School Academy Trust Company and any reference to the Headteacher of Langtree School is a reference to the Chief Executive Officer of TLSATC.

STATUS:			
RECOMMENDED	✓	STATUTORY	
REVIEW FREQUENCY	3 Years		
DATE OF POLICY	Jan 2021		
DATE OF LAST REVIEW	Jan 2021		
REVIEW DUE	Jan 2024		
COMMITTEE	Finance		
Signed: Chair of Governors			

1. Introduction

This policy covers educational visits off site and local sports fixtures. These range from visiting events to walks around the locality, residential visits of several days' duration, outdoor and adventurous activities and visits abroad. A policy such as this cannot cover all eventualities which might be encountered, but seeks to put in place a framework within which visit leaders and/or the EVC (Educational Visits Coordinator) can apply their own decision-making processes.

2. Background

- 2.1. Langtree School has a stated commitment to learning in the 'outdoor classroom', and trips, visits and activities for educational purposes will be a consistent aspect of a student's experience as they progress through their school career.
- 2.2. Trips, visits and activities are designed to promote the school's commitment to Creativity, allowing students to learn and work in different, challenging and collaborative contexts very different from those experienced in the school day.
- 2.3. Trips, visits and activities are intended not only to extend learning, but also to develop the self-esteem, self-confidence, and the collaborative, communicative and interpersonal skills of each participant.

3. Aims

- 3.1. To ensure that all students, staff and associate staff taking part in agreed trips, visits and activities as part of Langtree's commitment to the 'outdoor classroom' are safe, happy at all times, and able to benefit from the full range of educational opportunities on offer during each and every event.
- 3.2. To ensure that all students are able to access the full range of educational trips, visits and activities on offer at Langtree School as part of our equal value principle.
- 3.3. To ensure that Langtree School follows all published procedures required by the Local Authority in the planning and running of all trips, visits and activities during the school year.

4. Responsibilities relating to school visits are :-

- 4.1. The Governing Body ensure there are robust procedures in place for the management of Health & Safety within school and monitor the effectiveness of these procedures. All residential trips and visits out of school will be proposed to the FGB in advance in the HT's termly report to governors, and approval will be sought and recorded in the minutes in order for the trip to proceed.
- 4.2. The EVC develops school visit procedures in line with national guidance; ensures staff are aware of national, local and school policy; monitors visits and activities to ensure they are run in a safe manner; and quality assures risk assessments for each visit to ensure safe practice is being followed.
- 4.3. The Designated Visit Leader takes overall responsibility for the well-being of the students during the visit; follows school procedures for visit management; provides a risk assessment that has been adapted according to any circumstances which may occur including consideration of the nature of the visit and the students taking part.

- 4.4. Responsible adults (staff and those volunteers with a DBS check) under instruction from the visit leader take immediate responsibility for a group of students, follow risk assessments, and ensure students are kept safe at all times.

All proposals for trips, visits and activities will be raised with the nominated EVC in the first instance before any further planning takes place.

Trips and visits out of school will only be published in the school calendar once agreed with SLT and proposed to the FGB for ratification in the HT termly report.

5. Risk assessments

Risk assessments must be compiled for all Educational Visits off site. This requires that the Visit Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a risk assessment appropriately. Risk assessments must be simple, manageable, proportional, suitable and sufficient. The system must:

- identify significant hazards;
- assess the risk of harm;
- put control measures in place;
- check if anything else is needed;
- use a simple assessment language e.g. high/medium/low;
- consider the site and its environment, the group, the activity and the leaders;
- consider whether the residual risk is an acceptable level for the visit to take place.

Risk assessments must be signed off by the Visit Leader, the EVC and the Headteacher before the visit takes place. All responsible adults should be made aware of the risk assessment(s).

6. Financing and payment for trips

- 6.1. Costings for each trip will be agreed by the bursar well in advance of the event, and the costed proposal must be signed off by the bursar before any financial commitment is made with any trip provider, box office or ticket provider, travel company or provider of accommodation.
- 6.2. There can be no obligatory charge for trips, visits or activities during school hours with the exception of music tuition (please refer to the Langtree School Charging and Remissions Policy). However, in such cases the school will request a voluntary contribution from parents and carers in order to make such trips, visits and activities viable.
- 6.3. Similarly, there can be no obligatory charge for trips, visits or activities that take place outside of school hours when they are: part of the set curriculum. part of the syllabus for a public examination that the pupil is being prepared for by the school, or part of the school's basic curriculum for religious education (please see the Langtree School Charging and Remissions Policy). However, in such cases the school will request a voluntary contribution from parents and carers in order to make such activities viable.
- 6.4. In such cases as cited in 6.2 and 6.3 above, voluntary contributions will not be requested from the parent or carer of any student eligible for the Pupil Premium, or from any parent or carer who is eligible for the remissions and concessions listed in Section 11 of the Charging and Remissions Policy. Furthermore, there is no charge for transport during school hours to school-organised activities such as sports fixtures.

- 6.5. Langtree School will charge parents and carers for any trip, visit or activity which is an 'optional extra', i.e. not part of the national curriculum, or part of a syllabus for a prescribed public examination. In such cases, no charges will be made for any student eligible for the pupil premium.
- 6.6. There will be no charge for any curriculum trip, visit or activity deemed necessary as part of a chosen course of academic study for any student eligible for the Pupil Premium. Charges for any other trips of an extracurricular basis offered to students eligible for the Pupil Premium will be decided on a case by case basis.
- 6.7. All costings for trips will include a surcharge for insurance where necessary (and at a variable cost depending on the level of risk of the trip) which will be advised by the bursar when costings are being agreed.
- 6.8. Places on all trips and visits will be allocated on a first come first served basis. Cases of financial hardship will be considered on application and places may be reserved for such students once an agreement has been reached between the bursar, the trip leader and the appropriate Head of School on the level of parental contribution.
- 6.9. All deposits for trips will be non-refundable, and this will be clearly communicated to parents in the letter.
- 6.10. The school's preference is for all payments for all trips, visits and activities will be made online via the school website. Payment by other means will only be permissible when parents are unable to make an electronic transfer of funds. Payment by cheque will be via the red letter box in reception. All cheques must be made payable to Langtree School.
- 6.11. No cash will be accepted unless by prior arrangement. Any such payments must be made to the bursar by hand and receipts will be given for all cash payments delivered in this way.

7. Student behaviour

- 7.1. Students whose behaviour indicates that they cannot be taken on a trip or visit will be identified by the trip leader and Head of School in advance of the letters going to parents. Deposits for places will not be accepted from such students and parents will be informed immediately by the trip leader if letters requesting places are received by the finance office.
- 7.2. Access to any trip, visit or activity will be denied if, in the view of the trip leader, the behaviour of an individual student is likely to impact upon the health and safety and well-being of the individual concerned, or the health and safety and well-being of all other students and staff on the trip. In such cases, a decision to disqualify a student from the trip will be proposed by the Trip Leader and confirmed by the Headteacher, and parents will be informed on the same day of the decision being made.

8. Communication with parents/carers

- 8.1. All letters for trips and visits will request the following information: Name and tutor group of student, Name of trip and visit. The standard Langtree School template for trips and visits should be used. All letters will be checked and signed off by the Headteacher before publication in electronic or hard copy format.

8.2. The school will seek specific consent from parents for any visit for which any of the following apply:

- 8.2.1. Involves travelling by coach, minibus or car;
- 8.2.2. Takes place outside of the school day;
- 8.2.3. Involves hazardous activities.

9. Staffing Ratios

- 9.1. Staffing ratios should be considered with regard to the nature of the visit and the students taking part.
- 9.2. In almost all circumstances, there should be (i) at least one qualified teacher per class and (ii) one other adult present. The exception to this may be, for example, where activities are taking place at another local school and their staff are part of the overall supervision. Any variation to this should be discussed with the EVC.

10. DBS checks

All helpers should be appropriately vetted, and careful consideration should be given as to whether voluntary helpers are engaging in regulated activity. If so, they should be required to have a Disclosure and Barring Service (DBS) Enhanced check with barred list check. Regulated Activity includes taking sole responsibility for a group of children or participating on a regular basis.

11. Transport

11.1. The driver of a vehicle cannot drive and supervise young people at the same time. Therefore, if in your judgement the young people may need supervising during the journey - because of age, maturity, behaviour, special needs or medical issues etc, then a second adult to provide this supervision is necessary. This will always be the case for a minibus, with children with significant behavioural or medical issues. Drivers of the school minibus will have undertaken and passed a minibus proficiency test with an Oxfordshire County Council approved tester and hold the relevant permit.

11.2. Where private cars are used, the adult driving should produce to the Business Manager in advance of the visit:

- 11.2.1. A certificate of insurance (this should include Class 1 Business Use for staff employed by the school)
- 11.2.2. A driving licence (any endorsements should be made aware to the Headteacher, who will risk assess the suitability of the driver)
- 11.2.3. For vehicles over three years old, a valid MOT certificate.

12. First Aid

12.1. First aid cover should always be planned for. This should take into account:

- 12.1.1. The nature of the activity;
- 12.1.2. The nature of the group;
- 12.1.3. The likely injuries associated with the activity;
- 12.1.4. The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time).

12.2. Qualified first-aiders may not be necessary for all off-site activities and visits. However, a basic level of first aid support must be available at all times. This will require that one or more of the staff leading the activity:

- 12.2.1. Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group;
- 12.2.2. Knows how to access, and is able to access, qualified first aid support;

12.2.3. Carries a first aid kit.

12.3. Risk assessments for visits should cover where First Aid provision can be accessed.

13. The Use of External Providers

- 13.1. The school should ensure that any external providers used for hazardous activities are appropriately accredited and licensed. Examples of such schemes include:
- 13.1.1. Learning Outside the Classroom (LOtC) Quality Badge (covers both quality and safety of all activities offered);
 - 13.1.2. Adventure Activities Licensing Authority (AALA) licence (- this statutory scheme covers only safety management);
 - 13.1.3. Adventuremark (- covers only safety);
 - 13.1.4. National Governing Body centre approval schemes (applicable where the only provision is a single, specialist activity).
- 13.2. The school will ensure that tour operators used for overseas visits also have industry recognised accreditation such as ABTA, IATA.

14. Water

- 14.1. Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Swimming in the sea on a coastal visit will not be allowed. Paddling will only be allowed as part of a closely supervised activity. Students should always be in sight of their teachers. One adult should always stay out of the water for better surveillance. Swimming in outdoor non-coastal waters or indoors should always be conducted in the presence of, and under the supervision of, qualified lifeguards or instructors.
- 14.2. Where students are close to water (for example, a lake in the local park), this must be specifically considered within the risk assessment. Where students are using inland stretches of water, consideration should also be given to the transmission of infection such as Weil's disease.

15. Farm visits

Consideration should be given to:

- Farm machinery
- Infections from e coli or other diseases
- Risk from animal bites, etc
- Handwashing facilities
- Safety standards and animal welfare

16. Crossing Roads

If a group of students will need to cross a road on a trip, Pelican Crossings or Zebra Crossings should be used. If these are not within a suitable walking distance, this should be discussed with the school's EVC to follow best practice.

17. Headcounts

Regular headcounts should be undertaken throughout the visit. These must *always* include: when leaving the school building; when seated on the coach before embarking (both outward and return journey); and at any other transition points throughout the day (e.g. the end of lunchtime).

18. Sun Safety

When organising an outdoor visit in the summer, consideration should be given to the risk of sunburn and heatstroke. Measures taken to prevent this are likely to include:

- Wearing tops which cover the shoulders

- Wearing sunhats
- Having access to shade and/or drinking water
- Not participating in activities which are too energetic
- Use of suntan lotions

19. Food

Staff should be aware of any allergies within the group, particularly if students are able to purchase food during the visit.

20. Money & valuables

Students should not be *required* to bring money on a visit. If there are necessary costs, these should be factored into the published price of the visit. Where students are allowed to bring money, for example to visit a souvenir shop, group leaders must:

- Decide whether students (in the case of older students) or adults are responsible for the money
- Set a maximum amount to be brought.

21. Emergencies

21.1. All visit leaders and accompanying staff should carry details of the school Emergency Procedures

21.2. It is the responsibility of the Visit leader to ensure emergency arrangements are in place for their visit. This includes ensuring that all involved know who the emergency contact point in the school is for the visit. During school hours, this would be the Headteacher/Deputy Headteacher/EVC or, if the Headteacher/Deputy Headteacher/EVC is accompanying the visit, the most senior member of staff present in school. For out of hours and residential visits, the Visit Leader will be provided with 24 hour contact details which should be shared with all staff accompanying the visit.

21.3. In the event of an emergency, staff should:

Keep calm

Put the welfare of the students first at all times.

Risk assess continually and take steps to avoid further accidents or injury

Follow directions given by the Visit Leader, or by those in a position of authority (venue staff, emergency services)

Contact the emergency services first (if required), followed by the Headteacher and school.

The Headteacher will inform the local authority where required

Contact the group leader/other staff if they have become separated from the group.

22. Maintenance of records

All paperwork relating to school visits is maintained by the Business Manager. Records will be retained for six academic years, except where there has been an incident recorded, in which case they will be retained in accordance with the relevant protocols for the retention of data.

23. Links to other policies and documentation

This policy should be read in conjunction with:

- The Governors' Finance Policy.
- The Governors' Curriculum Policy.
- The Governors' Charging and Remissions Policy.