

Robert Bloomfield Academy

Educational Visits Policy

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Minor changes made	YES
Significant changes made	
Ratified	
Validity	2 Yearly
Next Review	Autumn Term 2025
Author	M Harpin

Educational Visits Policy (2023)

To be reviewed Autumn Term 2025



1. Rationale & Aim

Educational visits are an important part of a child's education, providing access to a variety of new learning experiences, broadening horizons, allowing pupils to develop independence, and maturing social skills. As a school we offer a range of successful visits enabling every pupil, who wishes to, the opportunity to participate.

Any activity where children are not on the school site is classed as an Educational Visit and is subject to the Guidelines in the LA Educational Visits and Journeys Handbook, which must be read by any group leader undertaking a trip. This includes all day trips, residential visits, sports fixtures and local visits off site.

All visits are subject to approval by the Principal and the Educational Visits Co-ordinator (EVC). All residential visits, visits abroad or visits involving Adventure Activities are also subject to Local Authority (LA) approval (via Evolve).

2. Policy

Participation

It is our intention that all pupils should have the opportunity to participate in day trips organised during school time. During their 4 years at the school, all pupils who wish to should have the opportunity to participate in residential visits. However, there are some visits such as sports fixtures, masterclasses, trips with limited ticket availability or some residential visits where numbers are limited by coach / accommodation size. In these instances, selection criterion must be made explicit to pupils and parents, whether it is based on ability, membership of a club or drawn from a hat. Every effort will be made to minimise the disappointment suffered by pupils who are not selected.

"First come, first served" is not an acceptable means of selection under our Equal opportunities Policy. If a trip is oversubscribed and a pupil is not 'drawn out of the hat', they will be offered a place on another trip in the same or subsequent year.

When drawing names from a hat each child is taken as an individual including siblings within the same year group. Therefore, if one sibling is drawn from the hat then the other is not automatically drawn as well as this is not fair on the other pupils who are still in the draw. If the additional sibling(s) are not drawn out of the hat the parents will be informed and given the opportunity to retain the place or relinquish it to the next pupil on the waiting list.

Conduct

High standards of behaviour are expected on every trip, pupils are made aware of this before every visit. The school Behaviour Policy operates fully on all trips.

Any pupil who has not consistently adhered to the school V.O.I.C.E values and expectations, including poor behaviour in school, or who has failed to follow the school Code of Conduct, may lose the right to participate in, or attend, a trip, especially where their actions or behaviour could jeopardise the safety and enjoyment of other pupils. Pupils and parents must be made aware that the school reserves the right to withdraw a place. The decision is to be made by the Head of Year, Trip Leader and Senior Teacher (behaviour) in consultation with parents and pupil concerned.

Financial Arrangements

Visits which occur during school time, or which are deemed a necessary part of the curriculum, must be provided free of charge. However, parents can be asked for a voluntary contribution towards the cost of the trip – in reality the value of the requested contribution equates to the cost of the visit. Pupils whose parents / guardians are unable to contribute or who do not wish to do so must not be discriminated against. When insufficient voluntary contributions are forthcoming a trip may have to be cancelled – parents must be notified of this contingency.

For residential trips or visits out of school time, full charges need to be met to cover the costs; however, the school is able to offer a 20% contribution to Pupil Premium families. The school also reserve the right to increase this contribution to ensure our most vulnerable pupils do not miss the positive experience of a school trip. The school also reserve the right to cancel a day trip or residential trip for any student(s), if full payment is not completed.

3. Procedure Outline

Organising a trip

Any member of staff organising a trip (the Trip leader) must read the LA Guidelines on Educational Visits and Journeys and ensure that these guidelines are followed.

All forms must be fully completed and approved by the EVC before the visit can take place (this includes the Visit Proposal Forms and the risk assessments). Visit proposal forms must be signed by the Principal and sent to the finance team before any trip information is sent out to pupils and parents.

These are to be placed onto the Evolve website.

For Adventurous Activities and Residential Visits, approval must be sought from the LA at least 6 weeks before the trip.

All Risk Assessments and plans should be adhered to.

A checklist for staff organising visits is also included (Appendix A).

Volunteers

Most trips are dependent on voluntary help in order to maintain the appropriate ratios for the trip to run.

For all trips, volunteers must be fully briefed, either in writing or verbally, by the Trip leader. They must be aware of the exact expectations on them (including the use of alcohol and smoking) as well as key practical information such as group lists, timings of visit, maps of site and emergency procedures.

For all residential visits an enhanced (RBA specific) DBS clearance must be obtained for every volunteer. An enhanced DBS expires after three months of inactivity. Please refer volunteers to the Office Manager to complete a DBS application online or to check its validity. It is the Trip Leader's responsibility to ensure this is obtained. The minimum age for a Group Leader on a trip is 21 years of age and 18 if they are assisting on the trip. All volunteers must be clearly briefed on 'down time' – and all must read and have signed the Volunteer Residential Agreement form. (Appendix B)

Sports Fixtures and local visits

A generic risk assessment covering all fixtures should be provided and reviewed at the start of each year. Permission is granted by parents via Evolve Clubs for individual fixtures and local visits.

Health and Safety

RBA subscribe to the Central Bedfordshire policy on Educational Visits and Journeys (2011), which is available from Central Bedfordshire Council via EVOLVE.

RBA use EVOLVE, an online system for recording all information related to a visit, and a library of resources including national and local guidance for running educational trips and visits. The Educational Visits Coordinator (EVC) can provide access to EVOLVE and direct staff to appropriate documents. The website is www.centralbedfordshirevisits.org.uk.

RBA has a trained EVC who is responsible for ensuring all administration and documentation is received on EVOLVE and that it meets required standards and deadlines. The contact details for the EVC can be obtained from the academy office.

The LA Educational Visits and Journey's Guideline contain very clear Health and Safety Guidelines which must be followed.

A copy of the school Health and Safety Policy is held in the school office, electronically on the Google Drive as well as on the school website.

The Trip Leader is responsible for ensuring a full risk assessment is carried out and all adults / pupils are aware of potential risks. Guidelines to minimise the risks must be followed – the responsibility for this rests with the Trip Leader. The complete risk assessment is held on Evolve.

All adults must maintain a constant awareness of any potential risks arising and report them immediately to the Group Leader who may decide, in consultation with other staff, to change plans. Any plan B should also be subject to a full risk assessment.

All staff must have full group lists in case of emergency, and at least 3 copies must be left with the office / senior members of staff, together with contact details for the trip. The school has 2 mobile phones, each containing full emergency contact details.

Each Trip Leader must nominate a member of staff responsible for first aid and ensure that each coach / trip has a complete first aid kit and a working mobile phone.

School medical records must be checked and staff alerted to any pupils with severe allergies (epilepsy / diabetes etc.) or medical conditions.

- For pupils who have an Epi pen in school a 'Pupils with Additional Requirements' form and Epi pen record should be completed and added to Evolve.
- The member of staff nominated for first aid or the Trip leader must ensure each child carries their own Epi pen with them on the trip and acquire written agreement from the parent/carer. The school Epi pen for that individual child (*where available*) will also accompany the trip and be held centrally (with the venue staff being made fully aware of its location) or by the child's group leader.
- For pupils who suffer with diabetes a consent form and 'Pupils with Additional Requirements' form should be completed and added to Evolve
- On a trip the pupil should carry the diabetic medication with them at all times and should be accompanied by a group leader

All medicines must be handed to the nominated member of staff, the exception being asthma inhalers. Medication such as travel sickness tablets / paracetamol for headaches can only be administered with parental consent; a complete record of all medication given must be kept.

School SEND records must be checked and staff alerted to any additional support individual pupils may need. The trip leader must meet with the SENDCo and discuss the needs of the individual and a plan should be drawn up to highlight specific support. A 'Pupils with Additional Requirements' record should be completed and added to Evolve. In addition, safeguarding checks are made during the planning process, as well as before any trip or residential is signed off.

The Trip Leader / first aider must familiarise themselves with the emergency procedures in the LA guidelines and ensure they are followed.

Following any accident or emergency, the Trip leader must make a full written report.

Internet Enabled Devices (IED)

The Trip leader should make it explicit to all parties that all IEDs must be clear of any inappropriate content and must adhere to the trip arrangements (these will vary dependent on the trip – the trip's requirements and cellular/mobile coverage in a geographical area).

For all residential trips, as a rule, mobile phones are not permitted.

All tablets and gaming devices must have any cellular or Wifi function disabled and should not be used immediately prior to bedtime.

Parents sign an agreement to this prior to the trip. Any phones found will be confiscated and handed back to parents at the end of the trip.

For all day trips, (if phones are permitted) they should not be used to

- make a phone call or send a text that is not directed by a member of staff
- Post anything on social media
- take a photograph of other pupils without their permission. They can be used to take photographs of the activity (if permitted by the venue) and their friends (with permission).

For all electronic and personal devices, the pupil will have total responsibility (apart from when they are locked in storage) for their devices and the school's insurance policy will not cover loss or damage of these items.

The Trip leader must ensure that all pupils and their parents/carers have signed and returned the residential trip contract (Appendix C).

4. Monitoring & Evaluation

It is the responsibility of the Principal, or designated member of staff, and the Local Governing Body to monitor this policy and ensure that the Academy implements it fully.

5. Implementation & Review

This policy will be made known to all staff, parents/carers and governors, and it will be published on the Academy website. Copies will also be available upon request from the Academy office. This policy will be reviewed two yearly, or as required, in response to changes to Government Policy.

6. **Author & Date**

Educational Visits Coordinator: Matt Harpin – September 2023

Approved by the Principal: John Linehan – September 2023

Appendices

Appendix A – Planning checklist

Appendix B – Residential visits volunteer agreement and information sheet

Appendix C – How to have a Trip authorised and how to record it

Appendix D - Pupils with Additional Requirements form

Staff should take current advice and guidance about COVID-19 into account as part of the process of risk assessment, and then check it regularly in the days and weeks leading up to the visit, and during a residential visit, and make any changes necessary to plans.

If staff make any bookings or financial commitments, they should clarify how the terms and conditions will apply if we have to cancel, or are prevented from going ahead because of COVID-19. Staff should also ensure that parents are clear about any financial consequences of cancellation.

APPENDIX A

Planning Checklist – Day visits

This document is intended to support staff in organising a visit – it should be used in conjunction with the LA Guidelines

- A new visit, discuss viability with Head of School/Principal, EVC and relevant Subject / Head of Learning
- Contact the proposed location, ideally in person if it is a new visit, obtain details of site, costs, available dates
- Check calendar and make a provisional booking
- Ensure there are sufficient staff willing / able to accompany trip
- Obtain quotes from reputable coach firms, provisionally book
- Obtain quote for insurance (Office hold details of county insurance)
- Establish total cost of trip per pupil – ensure VAT is included. Check with office if unsure
- Begin to complete Visit Proposal form and pass to EVC through Evolve
- In year assembly or lesson time as appropriate explain to pupils about trip
- Send letter home including:
 - Exact nature of trip / location / activities to be undertaken / educational reasons
 - Cost (voluntary contribution) and arrangements for payment
 - Insurance arrangements
 - Date / times / transport arrangements
 - Reservation of right to withdraw a pupil's inclusion in the event of poor behaviour in school
 - Requests for parental help if appropriate
 - Inform office of any monies coming in and provide payment cards if appropriate for instalments
- Confirm venue and coaches.
Ensure insurance cover is paid for
- Complete a full risk assessment and pass to EVC through Evolve
Confirm parents whose help is required – thank and decline those who are not. Make sure all parents have the information they require together with an outline of the visit and what is expected of them
- Inform kitchens of alteration to numbers for dinner. Request any free packed lunches if required
- Check medical database for any serious conditions which staff need to be aware of – contact parents if unsure about any of the information. Use forms on Evolve to assist with this. (Epi pen and or Vulnerable pupil record needs to be completed)
- Check the SEND records for any pupils that require additional support on the trip. Meet with the SENDCo to discuss needs (complete Pupils with Statement record).
- If food is to be consumed at the site, inform them of any allergies
- Complete any arrangements for cover – inform all staff and ensure person responsible for cover has a copy
- Confirm any arrangements for pupils not going on trip – inform those pupils
- Put children into groups / coaches as required
- Circulate lists to all staff together with information on responsibilities / venue / timings / specific medical concerns / risk assessments etc – a meeting of all staff going is advisable

- Brief children fully on expectations, activities, clothes, money, times, pick up arrangements etc – either ensure this is written in diaries or send a final letter home to avoid confusion
- Ask office to provide first aid kits / sick kits together with any monies / cheques needed
- Ensure there is a 'Field file on each coach in addition to the 'Master' and the three held by the local contacts.
- Make sure there is a working mobile phone on each coach and other staff have the number, together with the contact number of the location
- Make sure office / senior member of staff have complete lists of all pupil groups / coaches and contact numbers
- Establish pupils who cannot have their photographs taken on the trip

On the day

- Make sure sick kits / first aid kits / epi pens / diabetic boxes / free packed lunches / monies are collected
- Make sure all relevant documentation is to hand
- Once registers are taken, make sure lists are amended in respect of any pupils absent
- Count children onto coach / take coach register. Ensure they are all seated properly and belted in
- Enjoy a safe, stimulating and rewarding day!

Checklist for Residential Visits

All of the steps for Day visits apply together with the following points which must be observed.

- All volunteers on residential trips must be enhanced DBS checked.
- Any volunteers that have previously resided outside the UK must obtain 'Certificate of Good Conduct'.
- Volunteers must be fully briefed about expectations during the visit and their role. This should include protocol for entering children's sleeping areas
- Full medical forms / dietary forms must be completed and taken on visit. This includes permission to administer medical attention / pain relief etc
- Check medical database for any serious conditions which staff need to be aware of – contact parents if unsure about any of the information. Use forms on Evolve to assist with this. (Epi pen and or Vulnerable pupil record needs to be completed)
- Check the SEND records for any pupils that require additional support on the trip. Meet with the SENCo to discuss needs (complete Pupils with Statement record).
- Establish which pupils cannot have their photograph taken
- A first aider should be nominated to take responsibility for any medication children bring on trip together with paracetamol should the need arise. Full records of all medication given, including date, time dosage, reason and pupil's signature should be kept
- A deputy trip leader who is familiar with all the arrangements should be nominated and able to take over should an emergency occur
- The Trip Leader should keep an on going diary of the trip, including any variations from the expected itinerary, accidents or incidents. In the event of an accident or a near-miss, the appropriate county form must be completed
- Full risk assessments, together with details of the trip and the Independent Providers contract must be completed and uploaded to Evolve for the EVC to check at least 6 weeks before departure
- Ensure there is a 'Field file on each coach in addition to the 'Master' and the three held by the local contacts.

- All Risk Assessments and plans must be adhered to.
- The minimum age of a volunteer is 18 and group leader 21.

APPENDIX B

RESIDENTIAL VISITS VOLUNTEER AGREEMENT & INFORMATION SHEET

Residential trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer – thank-you. You will have an important role to play in the success and safety of this school trip. Please read this information sheet carefully and return the tear off slip to show your agreement. This is part of our school’s risk assessment planning.

Role of the Volunteer

- To be responsible and look after, in equal measure, all of the children in your group
- To stay with your allocated group of children (during formal activity times), ensuring that their well-being and safety is maintained at all times.
- To promote polite and respectful behaviour towards each other and members of the public. Remembering we are all ambassadors of Robert Bloomfield Academy.
- To ensure that your group keep up with the main school party, be it walking, entering or exiting from transportation.
- To contact the Trip leader if there are issues with first aid, safety and/or behaviour.
- Your focus should be on the children in your group, the use of mobile phones should be limited to ‘down time’ and emergencies.

Working alongside school staff – expectations of volunteer helpers:

- Comply with all of the above whilst being under the direct line management of the Trip leader.
- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information as well as assist with any equipment and other key functions.
- Engage with, encourage and praise the pupils
- Follow guidance from school staff

What is not permitted

- Volunteers are not allowed to bring additional siblings on the school trip.
- Volunteers are not allowed to re-organise school visit groups.
- Volunteers are not allowed to smoke, drink alcohol to excess or engage in any illegal practices.
- Volunteers are not permitted to take photographs of the children
- Volunteers are not allowed to give/buy their group treats e.g. ice creams, biscuits, sweets – before, during or after the school trip
- Volunteers are not permitted to take children to the toilet unless accompanied by a member of school staff
- Volunteers should ensure they do not put themselves in a 1:1 situation with a child in a confined space. There may however been times when this is unavoidable, if in doubt please contact a member of staff.
- As group leaders, volunteers should not be placed in a group with their own child. In the event of an emergency, group leaders must be responsible for all the members in their group.

First Aid

For each trip/visit, there will be at least one qualified first aider. You will be informed if any children in your group have medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine in which case you will be asked if you would prefer to administer this.

Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please wait at the designated meeting point, telephone the Trip leader or telephone the school.

We are sure you will agree the safeguarding of all parties involved in any residential trip is of paramount importance and whilst we do not want to stop anyone, who has volunteered to help, enjoying themselves we have to ensure we are all working in a safe and structured environment. Thank-you ever so much for supporting the school and the trip and we are sure you will find it a rewarding experience.

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Appendix C – How to have a Trip authorised and how to record it

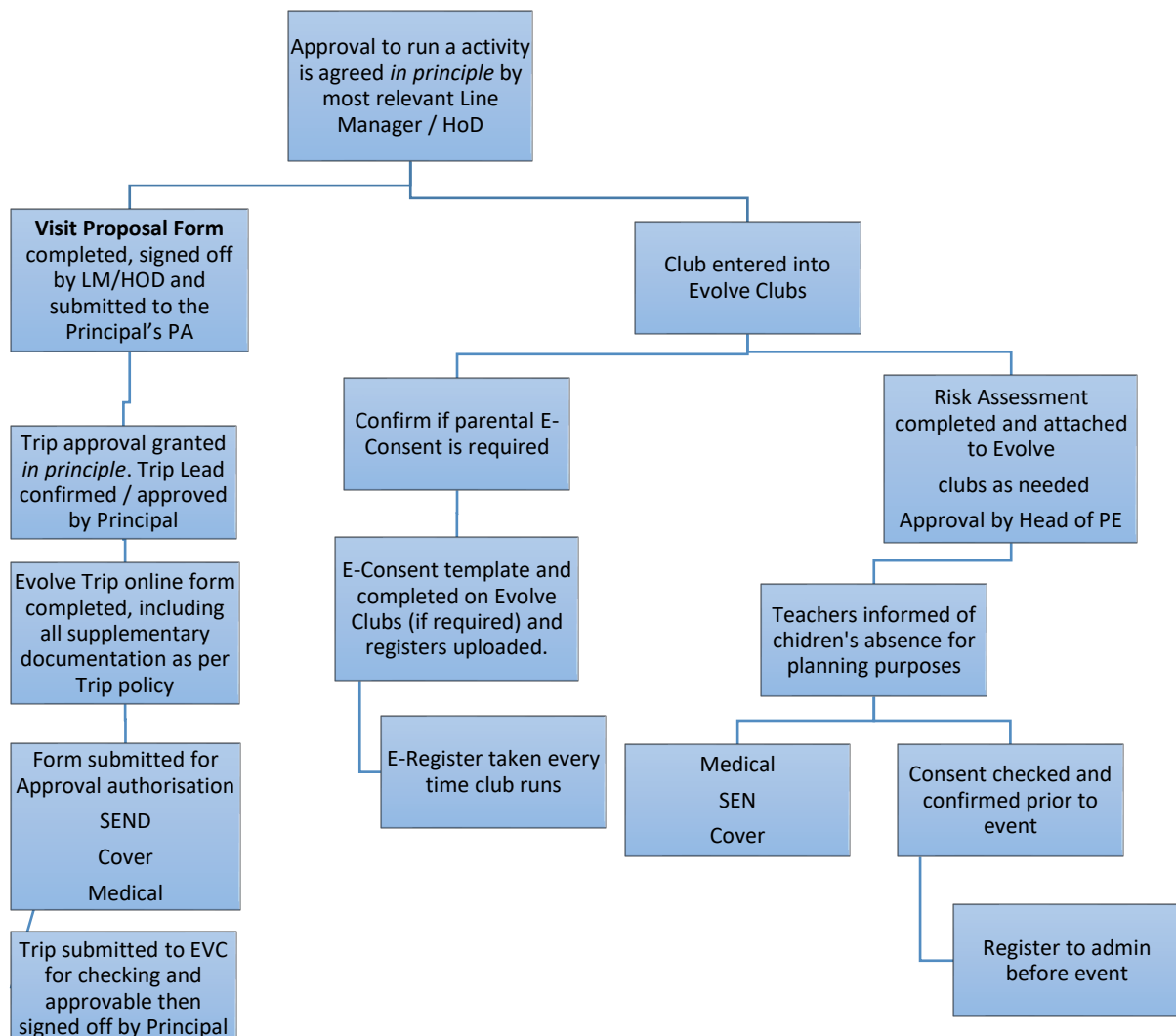
All staff must follow the policy set out here <https://www.robertbloomfield.beds.sch.uk/our-academy/policies> “Educational Visits Policy.” Two defined terms are used to represent an activity that is outside of school/ outside of the normal curriculum plan.

Evolve Club

- A sporting fixture within our local school partnership
- An event on site, before/during/ after the school day
- A local event external to the school that does not exceed a journey time of 60 mins (trips to local area etc)

Evolve Trip

- An event that is external to RBA and exceeds 60 minutes travel
- An event where 30+ students are in attendance and as such, staff ratios must be applied
- A sporting fixture that is outside of our local partnership (local schools) or exceeds travel time of 60 mins





Pupils with Additional Requirements – Off Site Trips

Name:	
Form:	
Reason for form: Every pupil who has a statement needs 1 to 1 support. This can be a teacher or a TA. Please speak to SENDCo regards a TA as it may not be their usual one that attends. Please DO NOT assume this	EHCP SEN VP Med
Outline of need:	
Discussion with SENDCO?	Yes No
Discussion with parent?	Yes No
Strategies to be put in place:	
Group Leader:	
Trip Leader:	
Date:	