



**South Manchester
Learning Trust**

Altrincham College

Educational Trips Policy

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Approved by: Governors

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Date of next review:

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Background

Altrincham College has a longstanding reputation for the extra-curricular and residential opportunities offered and all students are encouraged to take advantage of these enriching experiences.

All members of the school community (students, staff, parents/carers and governors) have a right to be informed of the many and varied opportunities available and should anticipate a broad, balanced and exciting offer.

Principles

Altrincham College aims to offer a broad and balanced range of exciting and stimulating educational visits. The opportunities have a positive impact on raising standards, being a valuable and important part of the learning process for people of all ages.

Students will not be barred on financial grounds from any courses/visits considered a necessary part of the curriculum. When additional funding is necessary, the school will endeavour to source appropriate funds.

Visits should be consistent with the aims of the school and be fully researched, approved, clearly targeted and reviewed. All visits should follow an agreed pattern, to be part of the overall academic planning cycle.

The benefit for students visiting venues and gaining first-hand experience and/or partaking in activities is absolutely invaluable in their educational and personal development.

We also recognise that the selection of appropriate venues that can enhance the experience and enjoyment without compromising the health and safety of those who are involved, are crucial to the success of the visit. Equally crucial in the success of educational visits is the need to involve parents and to gain from their support and enthusiasm.

The purpose of this policy is to therefore ensure that all educational visits, irrespective of their nature and duration, are well planned and co-ordinated and consider the health and safety issues that may foreseeably arise during any visit and are in line with current coronavirus (Covid19) restrictions. Only competent persons and organisations will therefore be selected for the purpose of planning and organising any visits and all and any venues visited will be carefully assessed beforehand.

Aims

- Bring breadth to the learning experience
- Stimulate enquiry
- Encourage tolerance and quality in relationships between all involved
- Extend, enlighten and enrich the curriculum and the student's learning experience
- Residential courses should further self-discipline, organisation, empathy and recognition of our interdependence.

Practice

Principles

- To ensure that the *purpose* of any educational visit is clearly understood and is the focal point for any arrangements made.
- To ensure that all visits have prior approval before going ahead.
- To not exclude any student with protected characteristics as defined by the Equality Act (2010).
- To ensure adequate provisions and arrangements have been included for all students with special needs during educational visits.
- To categorise each educational visit and to plan and organise accordingly
- To co-ordinate all educational visits through our appointed Educational Visits Co-Ordinator (EVC).
- To ensure a suitable Trip Leader is appointed for each type of visit, irrespective of the nature and duration.
- To ensure that any selected Trip Leader has the relevant qualifications (where appropriate), skills, experience and abilities suitable for the responsibilities placed upon them.
- To select only appropriate venues and locations that are well-known and/or have been adequately assessed beforehand.
- To select only competent persons for supervisory roles and to ensure they have been suitably vetted and cleared in line with the school's safeguarding procedures.
- To select only competent and assessed travel and/or tour operators for means of transportation to and from venues and locations.
- To arrange educational visits only where the risks have been assessed and reduced to as low as reasonably practicable beforehand.
- To provide effective levels of supervision at all times appropriate to the numbers and age group(s) of the students.
- To ensure that all parents are fully informed of any plan to organise an educational visit and that formal consent has been obtained beforehand.
- To assist, wherever possible, those parents who may have difficulties in meeting all the costs of any specific visit.
- To exclude those whose behaviour represents a threat to the health and safety of themselves and those around them.
- To ensure that trips that have compulsory trips/fieldwork as a statutory part of the course have staff cover costs supported by whole school.

Arrangements

The following arrangements and activities are in place in order to meet the above policy requirements:

- A comprehensive risk assessment system and procedure to identify risks to the health and safety of all those who attend an educational visit and to determine the necessary precautions required to adequately control the risks (T: Trips: Risk Assessment).
- Completion of the Trip Approval Form (via **Evolve+** trip planning tool), then on receiving approval of the trip, completion of the full **Evolve+ Trip Form**
- A set of procedures to be followed in the event of an emergency or any unpredicted event that may threaten the health and safety of anyone during the visit (see end of this document).
- A reporting procedure for any accidents or incidents that may occur on the educational visit and for observed conditions that may lead to such incidents (forms in office).
- A system for providing feedback on the experiences of all educational visits that enables improvements and enhancements of future visits to be considered.

- First aid provision and trained first aiders appropriate to the assessed needs of any educational visit (all trips must have first aid cover).
- Adequate insurance arrangements appropriate to the nature of the visit covering (where appropriate):
 - Luggage and equipment
 - Accident and medical cover
 - Cancellation
- Provision of relevant, more detailed and updated internal guidelines, checklists and procedures to ensure a safe and successful visit (in this policy).
- Checklist systems to ensure the following are accounted for:
 - Names of all students on the visit and accountability during the visit
 - Emergency contact details of parents
 - A list of provisions and equipment required for the visit, including specific medical and first aid provisions
 - Itineraries and schedules for all proposed travel and activities
 - Appropriate and adequate provision of information and instruction to all those who require them
 - Appropriate mobile communication methods, systems and equipment
 - Additional specific requirements based on the nature and location of the visit
 - The assessment and provision of a licensed transport provider and adequately maintained transport vehicles wherever and whenever required.

Criteria for Trip Approval

A decision on whether or not a visit may go ahead will be made on the basis of:

- Cost to school and parents – the school reserves the right to cancel visits in the event of inadequate funding being available
- Educational value inclusiveness of all students
- Timing
- Adequate leadership arrangements and suitability of qualifications
- Health and safety considerations as a result of a completed risk assessments
- Whether or not it includes all students
- Financial security
- Evidence of appropriate planning
- Evidence that minimum disruption to the normal curriculum has been considered

There must be a briefing meeting for parents/carers before **all** residential, overseas visits or visits involving adventure activities. Parents and Carers must be informed before the visit if any form of remote supervision is to take place.

Procedures

Before applying for approval for the visit, the following information (where possible) should be sought by the organiser:

- Full cost of the visit, including options where possible, for students and staff e.g. activity/entrance fees, transport
- Cost of teaching cover, resources needed, cost/payment of part-time staff (particularly if not in school on those days)
- Accommodation details where appropriate
- Insurance details where appropriate
- Experience/qualifications of staff/instructors involved
- First Aid provision

An exploratory visit should be made, whenever possible, by any teacher who is to lead a group abroad or on a residential visit **or** who is to instruct or lead the group in an outdoor activity in a location that is not familiar to them. If, in the last resort, an exploratory visit is not feasible, the Trip Leader will need to consider how to complete an adequate assessment of the risks.

Planning a Visit/Trip

In order to allow for sufficient time for a visit to be organised, the following should be submitted to the EVC at least **6 weeks in advance** (6 months in the case of residential or overseas visits).

Approval for the visit will be based on the information given and should therefore be as detailed as possible and include:

1. Initial Proposal.
2. Budget Form.
3. Appropriate Risk Assessments (attached after approval/ Specific RA must be done as well as Generic).
4. The names of students involved and relevant supporting information (permission to go, medical information, contact details, payment information) should be submitted to the Finance Team. All supporting information can be collected on Evolve+.

Roles and responsibilities

Katherine Tovey (Educational Visits Co-ordinator)

Steve Berry – Trafford Authority (Evolve+ Trip Planner Co-Ordinator)

- ❖ The primary functions of the above-named person are to co-ordinate and oversee all issues and controls regarding educational visits and to liaise between all appropriate parties during the planning and organisation.
- ❖ This includes the need to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.
- ❖ In particular, the above-named person has responsibility for ensuring that any systems and procedures laid down for dealing with educational visits and the selection of suitable persons and organisations involved, follow the principal requirements of this policy and are fully in place prior to the commencement of any educational visit.
- ❖ In addition, the above-named person is responsible for ensuring that feedback is obtained from all educational visits and utilised, where practicable, to both enhance and improve any future arrangements and selection processes.
- ❖ The above person can delegate specific tasks to other staff members and is responsible for ensuring that such delegation is appropriate and clearly understood.

Trip Leader

- ❖ Where so instructed and delegated by the responsible person named in this policy, to plan the proposed visit taking into account the health and safety risks that may arise before, during and after the visit.

- ❖ To appoint, where considered appropriate, any competent deputy or deputies in support of any visit.
- ❖ To ensure that as much relevant information is obtained on any proposed visit, venue and location to enable an appropriate risk assessment to be carried out. This may include an exploratory visit beforehand. Staff cannot be responsible and not liable for a known historical medical condition if information is withheld from the trip leader prior to the visit.
- ❖ To ensure that the needs of all those included on the visit are assessed and provided for.
- ❖ To ensure that the risk assessment(s) also determine the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel.
- ❖ Ensuring that all equipment and materials required for the visit are adequate and arrangements are made to store them safely and correctly.
- ❖ To ensure parents are provided with all the necessary information about the educational visit, any equipment etc. they need to provide and the standards of conduct expected of their child(ren).
- ❖ Where appropriate, invite parents/carers to any briefing sessions. This should take account of any difficulties that parents may have if they have disabilities, if English is their second language etc.
- ❖ To brief all group members, including students and parents, on the main elements of the visit, the standards expected and the roles and responsibilities of all prior to commencing the visit.
- ❖ To finalise all details and arrangements with the responsible person named in this policy.
- ❖ To explore school Code of Conduct and any other relevant rules related to that activity.

Supporting staff involved with educational visits

- ❖ Support the Trip Leader in all requirements and follow instructions.
- ❖ Look out for the health and safety of themselves and those around them and for whom they also have appointed responsibility.
- ❖ Assist in general control and discipline requirements.
- ❖ Inform the Trip Leader of any concerns, observed or otherwise.
- ❖ Do not to force students to partake in any activities during the visit that they may not wish to do.

Parents/Carers

- ❖ Must provide emergency contact details prior to the educational visit.
- ❖ Sign and return a consent form.

- ❖ Provide any relevant information known to them regarding the (current) health of their child and if necessary, complete an Individual Healthcare Plan (IHP) and/or Administration of Medicine Form.
- ❖ To disclose any specific details of concerns for their child that may be appropriate to the nature of the visit and any activities planned.

Students

- ❖ Must dress and behave sensibly and strive to meet the expectations placed upon them
- ❖ Must follow the instructions given to them by any accompanying adults.
- ❖ Must not take any unnecessary risks or place their fellow students at unnecessary risk.
- ❖ Report to any supervising adult any concerns they may have during the visit and, in particular, if and when they are asked to partake in any activities.

Monitoring and evaluation

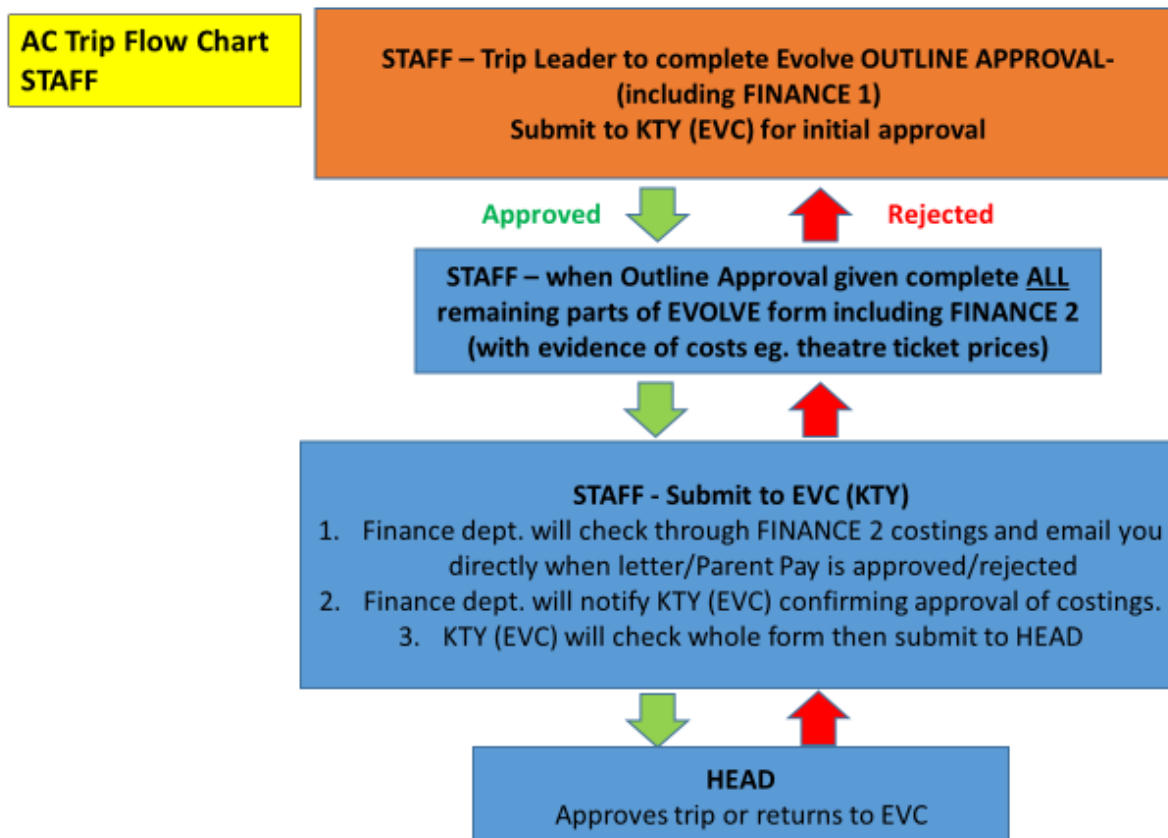
Trips will be monitored/evaluated in the following way:

- ❖ Staff will complete the Evolve Trip feedback.
- ❖ HODs will feedback to their SLT link managers about the value of the trip and the impact that it has had on learning.
- ❖ Enrichment trips will be evaluated by Heads of Year/Pastoral Managers and the impact reported back to their SLT Link manager on the social and mental well-being benefits to the students.
- ❖ Trips will be monitored in terms of the number of trips being approved, the students involved and the spread of subject areas covered.

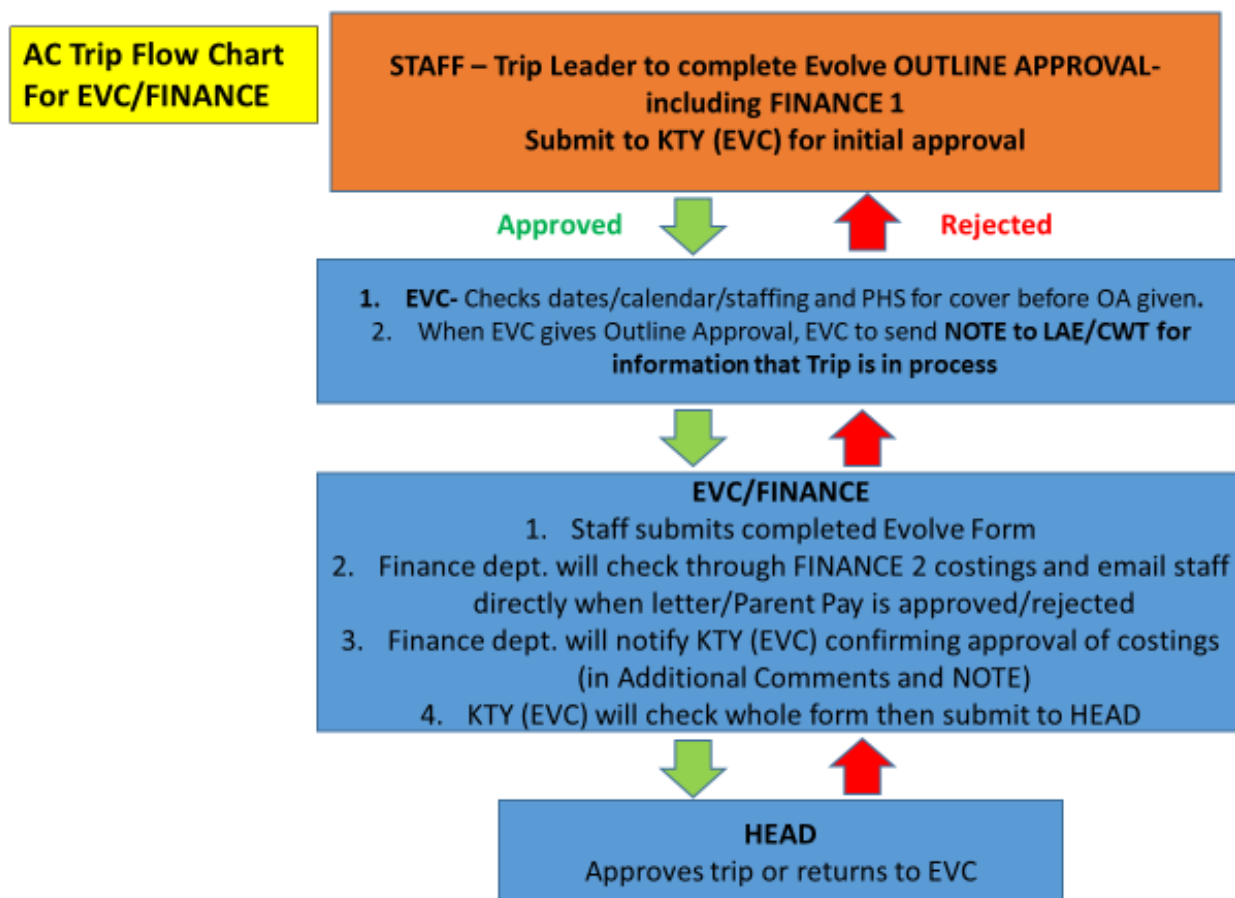
APPENDIX 1:
Risk Assessment Form – template

	Task/activity being risk assessed:				Assessment date:		Review date:	
	Brief details of task / activity:				Assessed by:		Signature:	
What are the hazards and why? e.g. slip/trip hazards, transport, getting detached from group.	What Covid 19 Restrictions are in place?	Who might be harmed and how? e.g. staff, pupils visitors. Name possible injury.	What are the existing control measures? <i>What is in place to reduce the level of risk? E.g. supervision, training,</i>	Risk Level <i>After control measures</i>	What further action is necessary? <i>Only if necessary, realistic and achievable</i>	Action by whom?	Action by when?	Completed

APPENDIX 2a:
Trip Flow Chart - Staff



APPENDIX 2b:
Trip Flow Chart – EVC/Finance



APPENDIX 3:

Off-Site Visit Management Form – Extended Learning Area

Please note: this form is only to be used for those visits within the designated **Extended Learning Area. This is an area within comfortable walking distance**, that **does not** require transport in any form and is part of the curriculum and takes place during the timings of a normal school day. This form can now be completed on the EVOLVE system.

The destinations visited must be within comfortable walking distance of the school site.

Date of Visit	
Destination	
Name of Visit Leader	
Accompanying staff	
Attendees – Total number	
Names of PP students attending the trip	
Please attach register of students attending	Register Attached: YES NO
A risk assessment must be completed	RA attached: YES NO

Time Out	
Time of return	
Visit return confirmed – Visit Leader signature	
Visit return confirmed – Office staff signature	

It is still expected that staff will complete **Stage 1 and 2** of our Evolve Trip Approval Form, 6 weeks prior to the trip taking place.

Please return this form to KTY on completion of your Extended Learning Area trip for filing.



Thank you

APPENDIX 4:

Finance Form – Example

TRIP BUDGET APPROVAL SECTION		
(Part 1&2 to be completed by Trip Organiser)		
NAME OF TRIP:		
TOTAL NUMBER OF STUDENTS INVOLVED		20
TOTAL NUMBER OF STAFF ATTENDING TRIP		1
TRIP START DATE (should not be within next 6 weeks)		
TRIP END DATE		
PART 1		
Please note OVERALL trip costs must be added in this section please complete the total cost of each aspect		
TOTAL TRANSPORT COSTS:		£250.00
TOTAL ACCOMODATION COSTS:		
TOTAL ENTRY FEES:		
TOTAL INCIDENTALS:		
TOTAL COSTS:		£250.00
ARE STUDENTS PAYING THE FULL COSTS?	YES/NO	
INDIVIDUAL PARENTAL CONTRIBUTION		12.50
PART 2		
The following information should now be sent to finance to review your trip:		
* Evidence of the above costs of the trip		
* Letter to be sent to students		
* Names of the students to be invited		
**PLEASE NOW WAIT TO RECEIVE YOUR TRIP APPROVAL OR REJECTION CONFIRMATION EMAIL **		
PART 3 (FINANCE OFFICE USE ONLY)		
CALCULATE PARENT PAY CHARGES:		
CHECK DATE OF TRIP NOT WITHIN 6 WEEK PERIOD		
CHECK EVIDENCE OF COSTS FROM TRIP PLANNER AND TRANSPORT ORGANISER		
CONFIRM TRIP APPROVAL OR REJECTION TO TRIP ORGANISER VIA EMAIL		