



TRIP

POLICY

Date of Policy Approval:

9 March 2015

Owner of Policy:

The Principal, South Shore Academy

Authorised By:

Governing Body

Policy Review Date:

December 2016

Distribution:

All Staff

South Shore Academy

Management of off-site and supported visits

1. Rationale

1.1 The school is dedicated to providing a positive, varied and enriched educational experience for all students. The use and promotion of off site visits is a fundamental part of how to offer an enriching experience and to engage all young people in activities beyond their normal curriculum entitlement.

1.2 The above may result in contributing to:

- an increased level of aspiration for all young people
- a more varied approach to learning
- increased links to the curriculum opportunities and the wider 'world of work'
- raising attainment and pupil progress

2. Aims

The aims of the school are to:

2.1 ensure that school policies and procedures are followed for the management of off-site and supported visits

2.2 ensure that all students have access to a broad and balanced curriculum

2.3 ensure that all students take as full a part as possible in all school activities both within school and off-site

3. Introduction

3.1 This policy applies to all staff and volunteers who engage in 'outdoor' learning and off-site educational visits.

3.1.1 South Shore Academy use the EVOLVE system, which is an online trips and visits programme, administered by Blackpool Local Authority.

3.1.2 This policy works alongside other policies, including LAC, Child Protection etc.

3.1. The National Guidance for the Management of outdoor learning, off-site visits and learning outside the classroom, is used to support trips and educational visits. Where there is any conflict of advice from the National Guidance please refer matters to the EVC.

4. Clarification of roles and ratio of staff to students

4.1.1 For clarification of roles and responsibilities please refer to the National Guidance document 1a.

4.1.2 AVP for safeguarding is the EVC for the academy and directly line manages the organisation of off-site visits. The Principal of the Academy authorises visits which are to be led off site.

4.1.3 Governors hold the decision of the preferred ratio for activities. A starting part for non-residential/adventurous activities is 1:15, however this can be altered as per the discretion of the governors and/or EVC. **Please refer to National Guidance 4.3b for further details**

4.1.4 See appendix for list of adventurous activities as defined by the LA/National Guidance.

4.1.5 The trip leader must ensure that the check list for the smooth running of the trip is adhered to. **Please refer to National Guidance 3.3e for further details.**

5. Definitions of visits and associated risks

5.1 LOW LEVEL DAY visits are defined as day trips as part of a normal curriculum programme (e.g visits to theatre, museums and cinemas etc). These take place during the normal school hours.

5.1.1 LOW LEVEL EVENING/WEEKEND visits are defined as trips that take part outside of normal school hours (e.g visits to theatre, museums and cinemas etc).

5.1.2 UPPER LEVEL visits are defined by where increased risk is observed, some nationally recognised qualifications may be at this level, eg Aspects of the Duke of Edinburgh Award.

5.1.3 UPPER LEVEL visits are defined as residential visits which include overnight stays and/or foreign travel.

5.1.4 LOW LEVEL visits require a minimum of 2 weeks' notice to the EVC in order to approve internally.

5.1.5 UPPER LEVEL (adventurous) activities require minimum of 4 weeks' notice and approval from the LA is needed for these. See appendix and/or National Guidance for list of defined adventurous activities.

5.1.6 UPPER LEVEL (residential) activities require governor approval and must be submitted at least 6 weeks in advance. These require further submission through a proposal to be discussed at a governors' meeting.

6. Procedural requirements

6.1 Approval of staff to lead a visit is determined by the EVC and Principal. **Please refer to 3.2d-Assessment of competence for further details.**

6.2 Parental consent is highlighted as per the blanket consent form which forms part of the Home-School agreement. Every opportunity will be taken to inform parents for all types of activities that are being undertaken. **Please refer to National Guidance 4.3d for further details.**

6.3 Information about participants' medical conditions, special needs, behaviour etc will form part of the RMP and will be held centrally and electronically for ease of access to authorised staff.

6.4 A base contact must be identified for every trip. Where it is a residential trip and/or out of hours trip then two base contacts will need to be identified. The base contact(s) need to be available 24hrs a day and provide a mobile number and/or landline number.

6.5 Please see National Guidance for details for Emergency planning (4.1c), Group Management (4.2a), Good practice basics (4.3a) and Safeguarding (4.3a).

6.6 Clear check-in and check-out procedures are to be a clear part of planning for the trip. Registers must be taken at the beginning of the trip and the list must be passed to the attendance office. All students during and after the trip must be fully accounted for. Any issues of student whereabouts must be communicated to the base contact.

7. Risk Management Plans (RMPs)

7.1 The OEAP National Guidance provides advice about risk management plans

7.2 All trips must have a Risk Management Plan (RMP) attached to it in order for the visit to be approved. **Please see 4.3c for further details.**

7.3 Training is available to staff to support them completing a RMP. Exemplar RMPs are available through the Establishment Document section of EVOLVE and are fully downloadable and amendable.

7.4 Good practice for the development of a RMP would include all staff involved contributing to the plan and being shared with all students before the trip. Students can be

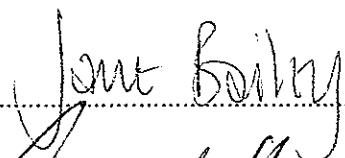
involved in the completion of the RMP to ensure an in depth understanding of the risks involved.

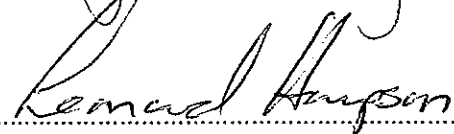
8. Assessment of venues

8.1 Please refer to National Guidance 4.4h for information on preliminary visits and provider assurances

Conclusion

South Shore Academy has a duty of care and responsibility towards students, parents/carers and staff. South Shore Academy will take every opportunity to enhance the learning opportunities of all students. The educational achievement and welfare of the all students is the key issue behind this document.

Signed  Principal

Signed  Chair of Governors

Date 

Appendix

Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom-www.oeapng.info

1a Essential Guidance for off site visits

3.2 d Assessment and Competence of staff

3.3e Visit leader checklist

4.1c Emergency planning

4.2a Group management

4.3a Good practice basics

4.3b Guidance and good practice for ratios

4.3c Risk Management Plans advice and guidance

4.3d Advice for Parental Consent

4.3e Safeguarding advice on a trip

4.4h Preliminary visits and provider assurances

List of adventurous activities