



TRIPS AND VISITS POLICY

GOVERNOR LEAD: Ms Janine Fox

Next Review Date: October 2021

1. Principle

Trips and visits are used to broaden the education of students and provide experiences that they would not normally encounter in everyday life.

2. Aims and Objectives

- 2.1 To ensure that Health and Safety on trips and visits is paramount at all times.
- 2.2 To ensure that all students are able to take part in the trips and visits experience and that reasonable adjustments are made for any student with Special Educational Needs.
- 2.3 To support staff in their attempt to educate young people for their future lives.
- 2.4 To ensure that, whilst supporting the educational experience that a trip or visit can offer, the learning of other students is disrupted as little as possible.
- 2.5 To ensure that all trips or visits are cost effective both for the student and the academy.

3. Process of Arranging a Trip or Visit

- 3.1. Leaders of the academy trips, ie. people in charge of any students, must be employees of The Dean Academy. Other accompanying adults go as visitors on the trips, pay the cost of the trip **and should not be left in charge of students**. No NQT or Teachfirst student is permitted to lead a trip until they have accompanied at least three other trips and thereafter at the discretion of the Head Teacher. Experienced staff, new to the school, are to familiarise themselves with the academy's trips and visits procedures.
- 3.2. Staff should adhere to the trips protocol flowchart when organising a trip (see appendix 1) including liaising with the Finance Assistant to cost the trip, completing a green form and providing office staff with a list of eligible students. (A list of students is to be given to the finance assistant, SLT , reception once names are confirmed)
- 3.3. All Directors of Faculty must be consulted on all trips and approval given
- 3.4. The Deputy Head Teacher gives permission for any off site visit and no visit should take place unless this permission has been received.
- 3.5. Staff organising the trip are responsible for uploading details and risk assessments to the online system

- 3.6. Year 11 trips will only be authorised if the impact on curriculum time is not significant.
- 3.7. The Finance Assistant will then put the visit in the trips and visits diary and book transport if required .
- 3.8. Risk Assessment to be adjusted once the cohort of students is confirmed and any reasonable adjustments must be made at this time.
- 3.9. An indemnity form must be completed for each student taking part in the trip, signed by the parent/carer and a copy left with the Finance Assistant. Under NO circumstances should any student take part in any trip unless the Indemnity Form is completed and signed by the parent/carer and copy left with the Finance Assistant. Medical forms can also be completed on Parent Pay
- 3.10. The Finance Department must be given financial details of the trip as soon as it is planned. Voluntary contributions to be asked for only. If not enough money has been received then the trip cannot go ahead
- 3.11. The school operates a cashless payment system and all payments should be made on ParentPay. Medical forms can also be completed on ParentPay.
- 3.12. Current FSM (Free School Meal) students go free.
- 3.13. The school provides insurance for trips in the UK. Residential trips in Europe require parents to provide a EHIC card or other relevant cover as stated on the trip letter
- 3.14. All contact information and emergency contacts to be given to Finance Office prior to the trip.
- 3.15. Staff leading the trip will be issued with an emergency contact pack and a school mobile if needed. Any paperwork should be returned to the office after the trip to comply with GDPR regulations.
- 3.16. Students on trips must comply with the policy relating to use of mobile phones.
- 3.17. After the trip has taken place a balanced sheet for the trip will be issued for the accounts department.
- 3.18. Contingency money must only be spent on emergency expenditure. Unspent money should be brought back to the academy and given back to the Finance Department.
- 3.19. No visits are allowed to make a financial profit. Unused money is paid back to the student/parent.
- 3.20. Any accidents or near misses MUST be reported to SLT as soon as the trip returns to the academy.

4. For Residential Visits

All students should travel as one party to and from their destination. If for any reason a student cannot travel back with the main party, then a member of the academy's staff should remain with them and travel back with them.

5. **Supervision** (Please check specific supervision ratios for trips involving outdoor pursuits).
- 5.1.1 A ratio of 1 teacher to 20 students is the preferred ratio. However the ratio required is at the Headteacher's discretion This applies to :Day visits outside walking distance of the academy, with a minimum of 2 adults of the opposite sexes if a mixed party. Short local visits eg a study visit during lessons. Here 1 teacher can be sufficient even with a mixed party.
 - 5.1.2 A ratio of 1 teacher to 10 students for a residential visit with a minimum of 2 adults of opposite sexes if a mixed party is the preferred ratio however this is at the Head's discretion.
 - 5.1.3 A ratio of 1 teacher to 10 students for a visit abroad with a minimum of 2 adults of opposite sexes if a mixed party however this is at the Head's discretion.

6. First aid kits

- 6.1 These are available from the academy's lead first aider. One first aid kit per 30 students. All kits to be collected and returned to the academy's lead first aider.

7. Students Travelling in Cars

- 7.1 All students should travel on a coach organised by the academy. Only in exceptional circumstances can a student travel in a member of staff's car ; there must be parental permission, SLT must be informed, the member of staff must have business insurance and there should be two members of staff in the car.

8. All Trips and Visits

- 8.1 The Deputy Headteacher must have details of all trips, eg destination, staff and students taking part, mode of transport, copies of indemnity forms etc, at least a week before the trip due to leave. Reports of accidents, near misses, students getting lost or any other difficulties encountered whilst the party is out of the academy must be reported to the Deputy Head Teacher (or SLT) as soon as the trip returns.

9. Insurance

- 9.1 Insurance for the trip is organised if necessary, through the Finance Manager and is in place before the trip leaves.

10. Evaluation

- 10.1 Evaluation for trips and visits is continuous, ie. after each visit particularly where problems have occurred, trying to ensure that such problems do not recur.

If you are unsure about anything in this policy or anything to do with Trips and Visits please contact the Deputy Headteacher.

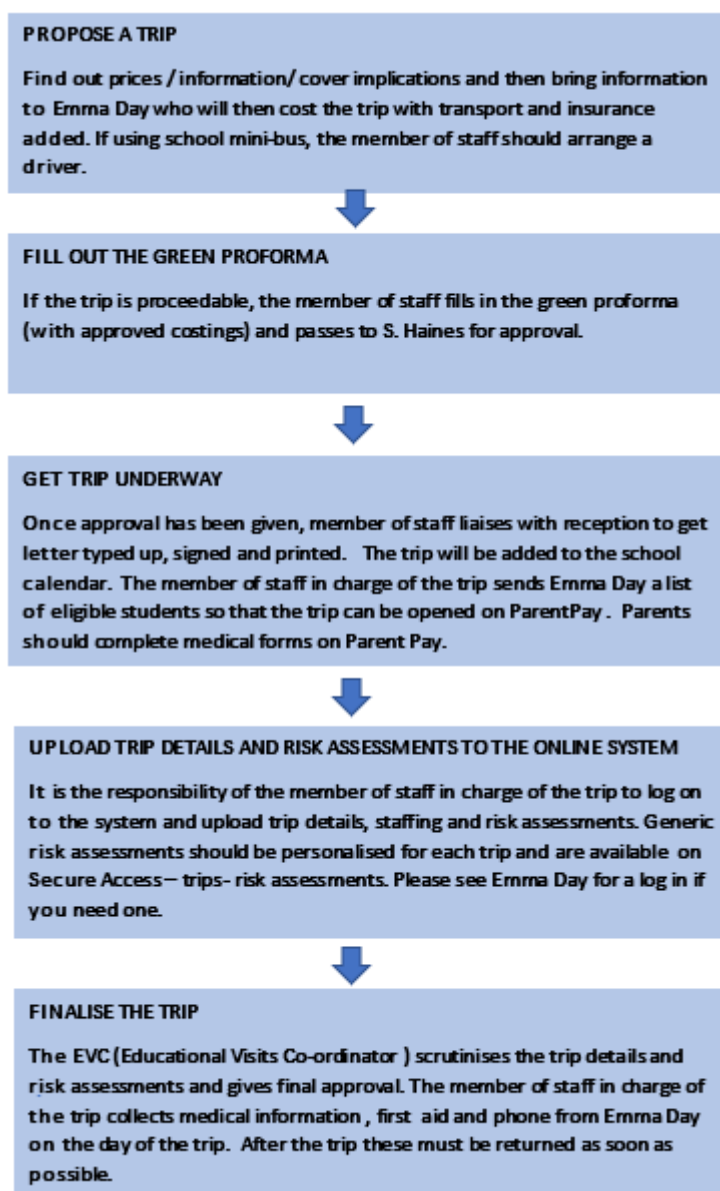
APPENDIX 1

Time frames

A minimum of 4 weeks is required by the school to organise a trip or event

A minimum of 6 months' notice is required for a residential trip

Protocol



Checklist for trips and visits

Preliminary

- Check idea informally with your line manager
- Nominate teacher-in-charge and delegate other organisational work as necessary

- Make preliminary costings/bookings etc
- Fill in trips and visits form
- Check student/teacher ratios
- Check cover implications for a trip on that day

Final

- Prepare letter for parents/carers
- Call meeting with parents/carers (if residential/abroad)
- Make final booking arrangements on basis of confirmed numbers
- Arrange cover work
- Give visit details to the Head's PA for the bulletin
- Give student list to Deputy Headteacher, reception and post on staff noticeboard
- Ensure an emergency contact number is arranged if the trip is outside the academy hours



The Dean Academy

Proforma for all Academy Visits



General trips and visits

1. Description of Activity
2. Venue.....
3. Date.....
4. Departure Time from TDA..... Return Time to TDA.....
5. Means of transport..... Quote from Coach/Mini bus.....
6. Number of students.....Number of SEN students.....
7. Member of Staff Leading Visit.....
8. Other Staff attending
9. Cost of Cover involved (info supplied by ED).....
10. Overall cost of Trip.....
11. Cost per Student.....

Signature (Teacher in Charge):

Date:

Signature (Line manager):

Date:

I Agree / Disagree to the proposed trip/visit outlined. – Signed by Sarah Haines

Signed:

Date:

Sports Fixtures

Sports Fixtures are a normal part of the everyday curriculum for a school and therefore do not need to be treated as a trip. Risk assessments for sporting activities should be updated every year by PE staff and a copy kept in the Finance Office for reference.

When a fixture has been arranged the member of staff should:

- Sort any cover requirements with T. Williams
- Email T. Whatley to put the fixture information on the parent and staff bulletin
- Provide E. Day and the attendance office with a list of students going to the fixture
- Get a list of SLT emergency contacts to contact if there is an issue and who can contact parents/ guardians

Note: In the event of a fixture being cancelled, please inform the following staff by email.

- Reception
- Attendance
- Theresa Whatley
- Emma Day
- Tracy Williams