

The Dean Academy – Protocol for Organising Educational Trips and Events

General Principles

- Educational trip and events are an integral part of providing students with a rich curriculum. However, staff must consider the bigger picture of school organisation and take steps to ensure that (especially in Term 6) any organised events and trips are planned for in advance to enable suitable planning and risk assessment management.
- The member of staff (MOS) organising the trip is responsible for liaising with Emma Day with regards to costings, cover, tickets and transport. They are also responsible for uploading the risk assessments onto the online system.
- It is the responsibility of the MOS organising the trip to get regular updates from Emma Day (numbers on trip etc) and then to follow up with students as necessary. On the day of the trip the MOS should see Emma to collect the medical information pack and the first aid kit. A school mobile is available if required but if a MOS is using their own phone, they must make sure that Emma has the number prior to departure.
- Wherever possible, staff should take steps to reduce cover costs
- Staff must return the medical information pack (for shredding) to Emma Day as well as the First Aid Kit and phone. Any lost medical information pack is considered a GDPR breach and subsequent steps to inform the relevant authorities will need to be taken.
- The school operates a cashless payment system and all payments by parents / students should be made on ParentPay.

Protocol

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

PROPOSE A TRIP

Find out prices / information/ cover implications and then bring information to Emma Day who will then cost the trip with transport and insurance added. If using school mini-bus, the member of staff should arrange a driver.

FILL OUT THE GREEN PROFORMA

If the trip is proceedable, the member of staff fills in the green proforma (with approved costings) and passes to S. Haines for approval.

GET TRIP UNDERWAY

Once approval has been given, member of staff liaises with reception to get letter typed up, signed and printed. The trip will be added to the school calendar. The member of staff in charge of the trip sends Emma Day a list of eligible students so that the trip can be opened on ParentPay . Parents should complete medical forms on Parent Pay.

UPLOAD TRIP DETAILS AND RISK ASSESSMENTS TO THE ONLINE SYSTEM

It is the responsibility of the member of staff in charge of the trip to log on to the system and upload trip details, staffing and risk assessments. Generic risk assessments should be personalised for each trip and are available on Secure Access – trips- risk assessments. Please see Emma Day for a log in if you need one.

FINALISE THE TRIP

The EVC (Educational Visits Co-ordinator) scrutinises the trip details and risk assessments and gives final approval. The member of staff in charge of the trip collects medical information , first aid and phone from Emma Day on the day of the trip. After the trip these must be returned as soon as possible.