



## Essa Academy School Trips Policy

**Date of Issue:** July 2021

**Next Review Date:** August 2022

## Policy Cover Note

Title of the Policy	Essa Academy School Trips Policy
Summary/Reason for bringing to Bord for Approval	Just adapted the format
Statutory Requirement	No
Decisions to be made / recommendation on options	
Name of the author	Stacey O'Connor
Date written	July 2021
Date for Review	July 2022
Policy/Procedure to be published on the trust website	Yes
Policy/procedure to be published on the Academy/Primary website	Yes
Amendments/Updates	Name changes

All documentation for trips and visits should be completed using the specified documents in EVOLVE.

## Evolve

[https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=essavisits.org.uk](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=essavisits.org.uk)

**EVOLVE**

A screenshot of the EVOLVE login page. At the top, there are two navigation buttons: 'Home' (orange) and 'Contact' (blue). The main content area has a white background with a red border. It features the text 'Welcome to EVOLVE' in a large, bold, black font, with 'ESSA' below it in a smaller blue font, and 'Planning, Notification and Management System' in a blue font. On the right side, there is a login form with 'Username:' and 'Password:' labels, input fields, and a blue login button. Below the password field is a link that says 'Reset/Forgotten your password?'. At the bottom left, there is a copyright notice '© 2007 - 2017 eduFOCUS Limited', and at the bottom right, there is a link for 'Privacy Policy'.

The lead Educational Visits Co-Ordinators (EVC) for the Academy are:

**DSL - Stacey O'Connor.**

**Previous DDSL- Natasha Squire**

**Admin Manager- Macauley Hesketh.**

All requests for trips regardless of duration MUST be presented to the Head teacher and EVC using the proforma enclosed BEFORE any parental communication and/or bookings/payments are made.

## 1. Introduction and Statement of Intent

The EFAT Board of Directors has delegated responsibility for the development, implementation, and review of this policy to the Local Governing Bodies of Essa Academy.

Educational visits are not treated separately from other aspects of health and safety. This policy is to ensure the safeguarding and promotion of the welfare, health and safety of children on activities outside the academy and to promote good behaviour on these activities.

The EVC will give advice on anything related to residential or day trips and has more detailed information available for party leaders on planning, required procedures and example paperwork.

## 2. Legal Implications

The legal implications are well known but worthy of clear statement:

The leader in charge is "in loco parentis" and has a duty of care to all members of the party.

In Essa Academy and Essa Primary Academy the Principal and the LGB have a responsibility for ensuring appropriate leadership, proper planning and organisation.

In Essa Nursery the Nursery Manager and the NMC have a responsibility for ensuring appropriate leadership, proper planning and organisation.

## 3. Initial Permission

A residential or day trip Request Form should be submitted to the Principal for permission for the trip to take place by the Party Leader.

**No parental communication and/or payments or firm bookings should be made until permission has been given by the Principal.**

If permission is granted, it is conditional on the submission of all the relevant documentation listed on the form.

## 4. Planning

The Party Leader has overall responsibility for the supervision and conduct of the trip, and should have regard to the health and safety of the party in accordance with the academy regulations, guidelines and policies.

The Party Leader must be a full time, experienced member of staff, in the academy, not an NQT. Ideally, the Party Leader should have prior experience of the type of visit to be arranged. The Party leader should have a clearly designated deputy.

A designated account should be set up for the trip and financial details and responsibilities must be clearly stated in advance. Evidence of expenditure and income should be kept and checked weekly with the account details with the support of the Finance Team. A reconciliation form must be completed after the trip.

Ideally, the Party Leader should be a trained first-aider; if not, another member of the group must be a trained first-aider and a First Aid kit appropriate to the visit must be carried at all times, including on the journey. See the First Aid Policy.

A trip must not go ahead without adequate first aid support or medical students not taking their medical equipment on the trip with them.

Risk assessment analysis should be evaluated for every trip. Templates are available on the EVOLVE Portal. Party Leaders should also arrange a meeting with the EVC at least two weeks before the trip departs.

Mixed parties should be accompanied by at least one male and one female member of staff whenever possible. Where adults other than EFAT staff are accompanying the trip, the number of EFAT Staff should be more than half of the minimum number of supervisors required. A DBS check must be made for all such adults; otherwise they must never be left in sole charge of children, for their own and the children's protection.

The role of staff whose children are in the party should be considered and all parties should be made aware of the arrangements and their responsibilities.

Parents/carers must be fully informed about the proposed trip before the trip goes ahead. As part of student data collection sheets we ask for parental / carer consent to school trips therefore we do not need additional consent for a trip to go ahead if this is in normal school hours / days.

Children should be briefed to ensure they clearly understand what is expected of them and what the trip will entail. In addition, children should clearly understand what standards of behaviour are expected from them and why rules must be followed. In addition, details about relevant foreign culture/customs, issues about ringing home (how to avoid causing concern or confusion at home), emergency procedures and rendezvous procedures and discussions about banned items not being brought on the trip and from being purchased during the trip may also be included. If there is to be any remote supervision, children must be made aware of ground rules and the size of groups to go around in.

The Party Leader should carry at least one emergency contact number for the EVC, as well as at least one for each of the children and member of staff on the trip. A mobile phone and charger should be taken on the trip [ICT Services can provide one if necessary].

## **5. Residential trips abroad**

Party Leaders of new residential trips are asked to undertake an exploratory visit as part of the visit/site specific risk assessment, which will assist with pre-planning. If this is not possible, information/advice could also be sought from others involved in previous visits or from reliable local guides.

When using a commercial travel agent(s) specialising in school trips, it is important that the Party Leader carries out due diligence and ensures that the agent(s) is a member of ABTA (Association of British Travel Agents). If the travel agent is not, the trip will not be allowed to proceed.

Party Leaders wishing to arrange their own trips abroad should seek further guidance from the Principal to ensure appropriate insurance and safeguards are in place.

## **6. Foreign Exchanges**

Party Leaders should establish a close line of communication with partner schools, inform hosting families in writing of any special dietary requirements and that guests should not be taken on hazardous activities (e.g. skiing) without prior consent. They should ensure that emergency procedures are in place.

Contact with host colleagues in the link school should be maintained throughout the exchange. After the

exchange has taken place, it should be evaluated, with input from children, staff and host families, with feedback given to the partner school to assist in the planning of future visits.

## **7. Staffing Ratios**

It is recommended that there should be sufficient staff to cope with an emergency. The guidelines are:

### **Essa Academy**

Abroad: 1:10 [with a minimum of two adult leaders]  
Other residential: 1:15  
Other visits: 1:15 [where the element of risk is normal to that in everyday life] –

Written consent from parents/carers is not required for children to take part in the majority of off-site activities organised by an academy as most of these activities take place during the academy day and are a normal part of the child's education. However, parents/carers should be told where their child will be when not on academy premises and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside the academy day.

## **8. Disability and Special Educational Needs**

The Party Leader should make every effort to include disabled children and children with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group. Special needs of any kind should be taken into consideration in the risk assessments and planning undertaken in advance of the visit and appropriate mitigation measures should be implemented. See Supporting Children with Medical Conditions policy.

## **9. Written Risk Assessments**

These should be completed, as appropriate, well before the trip - formal assessments of the foreseeable risks that might be met on a trip and the actions to be put in place to prevent or reduce the risk. Children must not be placed in situations which expose them to an unreasonable level of risk. Safety must always be the prime consideration.

Risk assessment templates can be found on EVOLVE Portal, and include ones for transport and travel, accommodation, unsupervised time and various other activities. The EVC will help and give advice on the production of risk assessments.

## **10. Dynamic Risk Assessment**

The Party Leader and other staff should monitor the risks throughout the trip and take appropriate action as necessary e.g. risks may need to be reassessed in the light of changing weather, new safety warnings, illnesses, behavioural problems or emergencies.

## **11. Indemnity**

General indemnity forms have no legal force. Parents/carers cannot sign away their right to sue in cases of alleged negligence. However, it is possible to require parents/carers to indemnify staff against any claims made by a third party and any extra costs which the academy/nursery or staff might incur on behalf of the child or any loss arising from damage caused by the child. If an indemnity form is to be used, it should be incorporated with the general consent form sent to parents/carers.

## **12. Finance**

The Party Leader should contact the Finance Team to confirm costs associated with the trip. If the cost of the trip is over £1000 then a number of quotes from different suppliers may be required – the Finance Team will advise on this.

Once the children going on the trip have been chosen, an account will be set up on [The Gateway App](#) for parental contributions if necessary, and the Finance Team will provide weekly updates to the Party Leader on parental contributions.

It is important to ensure that all parents/carers are committed to paying for the trip before the academy commits to paying for it. This is very important for more expensive trips. A significant deposit should be required, which would become non-refundable once the academy is committed to payment, unless another child takes the vacated place. A payment plan should be established with up to 50% paid before the academy commits financially. Parents should be given a reasonable amount of time to pay the deposit. All requests for parental contributions must be in line with the trust's Charging and Remissions Policy.

## **13. Insurance**

Essa Academies Trust are insured for travel within the UK only. If a foreign trip is planned then separate insurance will have to be procured and the cost included within the cost of the trip. The Finance Team can advise on this.

It is imperative that the Party Leader even for the shortest of trips ensures that adequate and appropriate insurance cover and medical cover is in place. Assistance and advice should be sought from the Finance Department. A copy of the limits of the insurance cover should be included with the trip details sent to parents/carers. The insurance should conform to the minimum benchmark insurance which can be accessed from the Finance Department. When thefts occur, whether at home or abroad, a report must be made to the local police as soon as possible and certainly within 24 hours and written confirmation obtained that this has been done. Where medical expenses are incurred, all accounts must be preserved.

For trips abroad, a valid EHIC card should be obtained for each member of the party where appropriate.

## **14. Reporting accidents, injuries and dangerous occurrences**

Where actual injury is sustained the normal reporting procedure must be undertaken immediately on return to Academy- see the First Aid Policy. In cases of significant injury and/or incident a preliminary verbal report should be given to the Principal as soon as possible after the event and before returning from the trip. Useful lessons can be learnt from "near misses" which may help the safety of future parties. Party Leaders are encouraged to report such occurrences to the Principal. (The fact that a "near miss" has occurred will not be taken as implying criticism towards the quality or action of the leadership).

## **15. Use of Private cars**

Written consent of parents/carers is required when private cars feature in travel arrangements. Drivers must have suitable insurance which covers use on EFAT business and specifically use to transport children.

## **16. Minibuses**

Staff should be experienced drivers, usually over 25 years of age, and for certain vehicles must have passed the relevant PCV test (the age condition may be waived on application to the insurance company subject to the Principal's approval).

Drivers without experience of the EFAT minibuses must first show their license to the Principal to confirm that they have the required license category and then arrange a time for driving evaluation with him.

## **17. Drivers**

Maximum loading capacities must be observed and, in addition to the driver and front seat passengers.

Staff must not take risks if a fault develops; maintenance is the responsibility of the Trust. All drivers must be strictly within the law. Notification to EFAT insurers is required where drivers have either any previous motoring convictions or health problems affecting driving.

## **18. Seat Belts**

All passengers must wear seat belts in all vehicles at all times.

## **19. Information to parents/carers**

Clear information must be given to parents/carers.. This information should set out the following, requiring response on the signed and dated pro-forma [examples of these are at the end of the section].

- ◆ nature of activity and accommodation
- ◆ where and when it is to occur
- ◆ equipment, kit required, travel arrangements
- ◆ cost (including non-refundable portion as deposit)
- ◆ any special higher risk activity to be offered in programme requiring special consent
- ◆ request for dietary and medical details and inclusion of written consent for emergency treatment
- ◆ indemnity clause on reply slip and details of limits of insurance cover
- ◆ commitment to provide balance of fee by stated date on reply slip
- ◆ date for return of reply slips with deposits if required
- ◆ any disciplinary or conduct points or special regulations specific for the purpose of the trip

Before residential visits, or when the children are to travel abroad or engage in adventure activities, parents/carers should be invited to attend a briefing meeting to be provided with:

- ◆ times and place of departure and return – parents/carers must have agreed to meet their child on return
- ◆ modes and duration of travel including the name of any travel company
- ◆ the level of supervision including any times when remote supervision may take place;
- ◆ details of accommodation with security and supervisory arrangements
- ◆ details of provision for medical needs and procedures for children who become ill
- ◆ names of leader, of other staff and of other accompanying adults
- ◆ details of the activities planned



- ◆ standards of behaviour expected in respect of; alcohol, sexual behaviour, smoking and general group discipline including prohibited items. This information may take the form of a code of conduct which parents/carers should sign
- ◆ details of insurance taken out for the party as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents/carers need to arrange additional cover
- ◆ information on clothing and equipment to be taken
- ◆ spending money to be taken and arrangements for safekeeping and issue of pocket money
- ◆ the trip's policy on the use of mobile phones
- ◆ arrangements for medication their child is taking and what is required if staff are to administer their medication (See Supporting Children with Medical Conditions policy)
- ◆ contact phone numbers in case of emergencies

## 20. Dietary Requirements

At EFAT we aim to deliver catering provision for most dietary requirements as specified by culture, religion and medical concerns. When organising trips & visits, staff will organise meals for a wide variety of needs including coeliac, nut-free, dairy intolerance, vegetarian and vegan. Information relating to dietary requirements should be sought & provided at the time of booking.

## 21. Emergency Procedures

Leaders in charge of children during a trip have a duty of care to make sure that the children are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Leaders should not hesitate to act in an emergency and to take life-saving action in an extreme situation. The Party Leader should normally take charge in an emergency and would need to ensure that emergency procedures are in place. However, in certain situations, it may be more appropriate to have a more experienced member of staff on the trip take charge of the emergency and the Party Leader to look after the rest of the party.

All staff involved in the trip should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency. Prior to the trip, the name and 24 hour telephone numbers of an emergency contact should be identified. It is advisable to arrange a second emergency contact as a reserve. The emergency contacts should have all the necessary phone numbers and information about the trip. This information and telephone contact numbers should be provided (usually as a laminated small card format) and carried at all times by all staff during the trip.

Should an emergency occur:

- establish the nature and extent of the emergency as quickly as possible;
- summon the appropriate emergency services;
- ensure that the party is safe, accounted for by a roll call, kept together and adequately supervised at all times;
- establish the names of any casualties and get immediate medical attention for them;
- if the **party is abroad, notify the British Embassy/Consulate and the local police;**
- ensure that children are accompanied to hospital or police station by a member of staff;
- ensure that children, although they may wish to reassure parents/carers, are not allowed to make direct telephone or other forms of contact in the immediate aftermath of an incident. At that stage full details may not be available and inaccurate information might cause unnecessary speculation and anxiety for relatives and others at home.
- as soon as it is practical the children's mobile phones should be collected but left switched on. It is not intended to prevent parents/carers and children contacting each other; merely to try to ensure that incorrect and sensationalised information is not being disseminated. If incoming calls from parents/carers are received, children should be allowed to answer these under staff supervision. After children have

greeted parents/carers, staff should speak to them, quoting the statement below. The children should then be allowed in staff presence to complete the conversation without giving details of the incident.

*“An incident has occurred on the [\*\*\*\*\*] trip. Your child is not involved in the incident. He/She is unharmed and is not the subject of any disciplinary action. Further details will be given out by the Principal/ Nursery Manager when all facts are known”.*

- later, when the full details are known, supervised contact between children and their parents/carers can be made, using the procedure above;
- parents/carers of the child/children directly involved should be contacted as soon as full details are known. Full co-operation should be given if the parents/carers of those directly involved wish to travel to their child, provided that the child is in a place of safety and the emergency services allow;
- inform the emergency contact at academy trust
- ensure no one in the party speaks to the media;
- do not give the name of any casualty – adult or child involved to the media;
- all media enquiries should be answered by: *“any statement will be issued by the Principal in due time”*;
- collect details of the incident to pass on to the establishment, which should include: nature, date and time of incident; location of incident; names of casualties- adults and children- and details of their injuries; names of others involved but not casualties so that their parents/carers and the next of kin of any adults, can be reassured; action taken so far, including where casualties have been taken and action yet to be taken and by whom;
- write down accurately and as soon as possible all relevant facts and witness details and preserve vital evidence;
- keep a written account of all events, times and contacts after the incident;
- complete an accident report form as soon as possible;
- liaise with the representative of the tour operator if one is being used;
- ensure no one in the party discusses the incident or legal liability with anyone outside the party;
- report the incident using appropriate forms, if necessary.

The emergency contact’s main responsibilities are to ensure that the Party Leader is in control of the situation, establish if any assistance is required from other sources and if necessary arrange for a senior member of staff to go out to take control or assist, contact parents/carers if required, notify insurers, especially if medical assistance is required and contact any other relevant body.

## **22. Information to be left at the Academy**

See the list IN BOLD TEXT in Appendix 1- Information Required Before The Trip Departs.

## **23. General advice**

The smooth running and general happiness of the party and its leaders will be greatly helped by adherence to the following general points. While these may not appear to be directly linked with safety, poor organisation in these aspects can quickly lead to accident or injury.

- Maintenance of agreed standards of behaviour when the party is travelling, often for long periods in confined spaces. Good food, adequate halts and keeping hydrated are essential.
- Maintenance of good order in hotel/hostel accommodation and awareness of emergency evacuation procedures. A sensible checking routine is needed, dependent on daily/evening activities. This can be effective without being onerous.
- Brief party about avoiding general public including involvement/conflict with other school groups nearby. Not always possible but desirable.

- When attending academy events and trips including residential visits either in this country or abroad, employees are considered to be working and so the consumption of alcohol is not permitted. Inappropriate behaviour at events and on trips may result in disciplinary action.
- Minor crime - ranging from shoplifting to stuffing of coin in slot machines with inappropriate foreign currency, to smuggling goods and illegal articles. Be aware of the possibilities and sensitive to signs of problems. Encourage all children to be careful with property.
- Where group activities are involved - sensible choice of individuals in the group with clear instructions and emergency routine/phone number for all times.
- The Party Leader should specify a minimum group size for their party in any free time.
- Children in a group should be told to keep together and should inform staff of their names, where they are going and their time of return. They should be told the boundary within which they can move around. Clear instructions and emergency contact numbers, if applicable should be given.

#### **24. Further Information**

Further information can be sought from the Principal.

#### **25. Related Policies**

This policy should be read in conjunction with:

Code of Conduct

First Aid Policy

Charging and Remission policy

Supporting Children with Medical Conditions policy

#### **Covid19**

There are no key changes to this policy during this time. Most of the providers we work alongside will still provide services and offer support for both staff and students virtually. We will be continuously keep up to date with key changes following Government guidelines.

## **Information Required Before the Trip Departs**

**This information required by the Principal at least FOUR WEEKS before the trip departs**

**Copies of items in BOLD must be left with the Principal, EVC, DSL, Reception and any Emergency Contacts**

- 1. Trip Itinerary and Travel Details**
- 2. List of Children's Names and their Forms**
- 3. Contact Telephone Number for the Party Leader**
- 4. List of Names of Staff (and other adults) on the trip and any Telephone Contact Numbers**
- 5. List of children's Home/Emergency Telephone Contact Numbers**  
(in the form of a "Telephone Tree" for trips with over 15 children)
- 6. List of Telephone Numbers of Emergency Contacts** (e.g The Principal, DSL and Reception)
- 7. Name, Address and Telephone Number of Accommodation**
- 8. Name and Telephone Number of the Tour Operator(s)**
- 9. Name and Telephone Number of the Transport Provider**
- 10. Name of the Insurers and Certificate Number**
11. List of medical and dietary needs of children and staff
12. Risk Assessments for travel, accommodation, activities etc
13. Copy of all literature sent to parents/carers
14. List of telephone numbers of 'Emergency Contacts' being used
15. Details of Emergency Procedures
16. Confirmation of DBS checks for adults not employed by EFAT e.g. supervisors, drivers, reps, instructors
17. Details of arrangements for emergency payments and the security of these funds
18. A copy of a Parents'/Carers' Brochure (if one is produced)
19. A copy of a Staff Information Pack (if one is produced)
20. A copy of the Rules of Behaviour for Children going on the trip (if one is produced)

A list of children' names and their Forms/ Year Group should be sent to the DSL and Head of Year or Principal as soon as possible

A list of children's names and their Forms/ Year Groups should be given to the relevant Head of Year and DSL or Principal, if registration will be missed

A list of children' names and their Forms/ Year Groups should be sent to the Catering Supervisor if lunch will be missed

**ALL CHILDREN'S INFORMATION MUST BE SHREDDED AFTER THE TRIP**

**A TRIP RECONCILIATION FORM MUST BE COMPLETED AFTER THE TRIP RETURN**

