



Kemnal
Technology
College



TRIPS POLICY

This Policy was reviewed:

September 2023

The Policy will next be reviewed by TKAT &
Kemnal Technology College by:

September 2024



Outline and Purpose

Kemnal Technology College acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of students. We provide an extensive range of day, residential and overseas opportunities to contribute to the overall school experience offered to our students.

An educational visit can be seen as any aspect of a pupil's education that takes place off the main school site and should include visits to such places as cultural and sporting venues, colleges and other schools, as well as residential trips and visits abroad. This policy aims to guide those planning a trip at Kemnal Technology College and should be read in conjunction with the guidelines outlined by both TKAT and Bromley Council, as well as in conjunction with the DFCS health and safety handbook and HASPEV guidance.

"It has long been acknowledged that pupils can derive a good deal of educational benefit from taking part in visits with their schools. In particular, they have the opportunity to undergo experiences not available in the classroom."

Health and Safety of Learners Outside the Classroom (HASLOC) - DFE 2014

Outdoor Education gives depth to the curriculum and makes an important contribution to students physical, personal and social education.

Outdoor Education - Aspects of good practice – OfSTED – Sept 2004

TKAT encourages Academies to arrange a wide range of "Out of School" activities, which can include visits to museums, trips to the countryside, or taking part in challenging and adventurous activities, as it recognises the benefit of learning away from the Academy.

TKAT Health and Safety Policy - 2014

Kemnal Technology College has adopted the guidance in 3 key documents and this policy and its associated procedures (Appendix 1) MUST be read in conjunction with the detailed advice contained within them. These are:

- ❖ TKAT Health and Safety Policy (Educational Visits Extracts) 2014
- ❖ Health and Safety of Learners Outside the Classroom (HASLOC) – DFE 2014

This Educational Visits Policy and subsequent residential and overseas trips organised in conjunction with it, are coordinated and recorded through internal systems. These tell everyone what is happening at any one time, enables audit trails for every activity, ensures straightforward risk assessment. Advice is gained from TKAT Health and Safety manager where required. Copies of these documents can be found on the Staff shared area.



Roles And Responsibilities

Governors

- ❖ To ensure that the Head Teacher and the Educational Visits Coordinator (EVC) have adhered to the guidelines contained within Bromley Council Requirements for Educational Visits.
- ❖ To ensure that visits are approved as necessary by TKAT Health and Safety Manager before bookings are confirmed
- ❖ To ensure full risk assessments for all residential and overseas trips are given to TKAT in advance of a trips departure.
- ❖ To ensure that visits are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion etc
- ❖ To authorise any residential visits, trips abroad and those involving outdoor and adventurous activities. In these instances, to ensure that bookings are not completed until external providers have met all the necessary assurances.
- ❖ To define which type of visits should be approved by the Local Governing Body, and/or the Head Teacher, and/or the designated EVC.
- ❖ To ensure that that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure. It is not expected that Governors should become directly involved in risk assessment and related matters unless they have an appropriate competence.
- ❖ To consider and (where appropriate) ask questions about a visit's educational objectives and how they will be met.
- ❖ To review regularly this policy and procedures, including incident and emergency management systems.

Head Teacher

The Head Teacher reserves the right to amend, review and implement appropriate changes to the trips policy and procedures if it is deemed necessary at any point, without prior consent or approval. Where possible, agreement will be gained from the school's Local Governing Body and Senior Leadership Team prior to amendments, however this is not essential and is at the Head Teacher's discretion.

- ❖ To ensure that visits comply with the guidelines and regulations provided by the Bromley Council Requirements for Educational Visits and the School's own Health and Safety Policy.
- ❖ To ensure that the EVC is competent to oversee the co-ordination of all off-site education, and support the EVC in attending relevant training courses.



- ❖ To ensure that the EVC keeps the Headteacher informed of the progress of the visit and that this information is relayed to Governors (and to parents as necessary).
- ❖ To check that the EVC has designated an appropriately competent visit leader who will meet the Bromley Council's criteria. For less routine visits, the Head Teacher will need to ensure that the EVC can obtain advice from an appropriate technical adviser as necessary.
- ❖ To ensure that any activity leader is competent (experience and training) to undertake the activity and supporting staff are suitably prepared for their role, and authorise all staffing proposed by EVC.
- ❖ To review students' attendance on trips following any fixed term exclusions or behaviour causing significant concern.
- ❖ To ensure that in the event of a major incident or accident, TKAT and Bromley Council guidelines are adhered to in terms of informing, parents, staff and the media. Help to ensure that serious incidents, accidents and near-accidents are investigated. Ensure the CEO is informed following any such incident.
- ❖ To seek advice from the Foreign Office in order to be in line with governmental travel advice. It is the school's decision to cancel a trip at any point if detrimental circumstances occur, including terrorist threats.

Educational Visit Co-ordinator

The Educational Visit Co-ordinator (EVC)'s role is to support the Head Teacher in ensuring that all visits follow Bromley Council regulations and guidance and all of the schools relevant policies and procedures and will act on behalf of the Head Teacher.

Thus it is the Educational Visit Co-ordinator's role:

- ❖ To approve educational visits as agreed by the Head Teacher and Governing Body, and informing TKAT Health and Safety where appropriate.
- ❖ To provide adequate documentation to support planning of all trips and visits.
- ❖ To ensure all off-site visits are thoroughly planned using standardised whole-school documentation.
- ❖ To ensure all staff are aware of the guidelines available through Bromley Council Requirements for Educational Visits concerning their particular visit.
- ❖ To assign competent people to lead or otherwise supervise a visit, and to ensure appropriate staffing.
- ❖ To ensure visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- ❖ To work with the visit leader to provide parents/carers with full details of the visit beforehand to enable them to give their consent on a fully informed basis.
- ❖ To organise the emergency arrangements and ensure there is an SLT emergency contact for each visit.

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- ❖ To keep records of individual visits including reports of accidents and 'near accidents' (sometimes known as 'near misses').
- ❖ To ensure that arrangements are in place for the Governing Body to be made aware of residential visits so that questions can be asked as necessary.
- ❖ To ensure that visit evaluation is used to inform future visits and training needs. Further staff training should be made available where a need is identified.
- ❖ To arrange for the recording of accidents and the reporting of serious injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- ❖ To review systems and, on occasion, monitor practice.

Visit Organiser

It would normally be expected that the Visit Organiser will also lead the visit. Where this is not the case the Visit Organiser must ensure that the Visit Leader is completely involved and aware of all details of the pre-planning.

The Visit Organiser will:

- ❖ Liaise with Visit Leader
- ❖ Identify the clear purpose and objectives of the visit.
- ❖ Complete visit documentation and obtain EVC approval for any activity off-site, no matter how short its duration.
- ❖ Complete an event specific risk assessment and take account of relevant generic risk assessments.
- ❖ Inform parents and seek permission / consent, detailing the nature, purpose and related activities involved in the visit.
- ❖ Monitor accounts related to off-site activities should be monitored, liaising with the finance office.

Visit Leader

The Visit Leader has full responsibility for the safe running of the activity including pre planning, following guidance and ensuring all participants are aware of their roles. To achieve this, the Visit Leader (in liaison with the Visit Organiser when applicable) will also;

- ❖ Plan the itinerary in such a way as to account for all times on the visit including meal and 'down' times particularly on residential trips.
- ❖ Have prior knowledge of the venue – the visit leader should normally have made an exploratory pre visit.
- ❖ Ensure a risk assessment is conducted on arrival at accommodation for residential visits, highlighting and rectifying any concerns raised.
- ❖ Allocate supervisory responsibility to each adult for named pupils and ensure that each adult knows for which pupils they are responsible. To ensure that each pupil
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- ❖ knows which adult is responsible for them and that all adults understand that they are responsible to the visit leader for the supervision of the pupils assigned to them.
- ❖ Ensure that all adults involved in supervising the visit are aware of the risk assessments including 'Plan B' and the expected standards of behaviour.
- ❖ Continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions - i.e. an ongoing risk assessment.
- ❖ Ensure all relevant faculty staff are aware of proposed trips and are informed of planning stages and any possible implications it may have; in terms of areas such as cover.
- ❖ Respond to any incident on the visit, ensuring appropriate action is taken and the appropriate people are informed.
- ❖ Evaluate the activity on completion and make the appropriate suggestions for changes next time (where applicable).

Activity Leader

An Activity Leader, who may or may not be the Visit Leader and may or may not be an external provider, must be competent to lead the activity indicated by having either:
Significant previous experience of the activity.

- ❖ Prior training on the activity.
- ❖ Accreditation from an awarding body where applicable.

Supervisor

The level of supervision must be established by the event specific risk assessment. The Visit Leader will allocate supervisory responsibility to each adult. If the supervisor is not a member of the school staff and is to be left in sole charge of a group, he or she will have provided evidence of appropriate competence and Disclosure and Barring Service (DBS) clearance as appropriate. The supervisor's role is:

- ❖ To understand the aims and objectives of the visit
- ❖ To be responsible for a named group of students
- ❖ To regularly check the whereabouts of students in their group
- ❖ To inform the Visit Leader of any concerns relating to the visit.
- ❖ To be aware of the risk assessments including 'Plan B'.

Provider

If a Provider or tour operator is involved with the visit or activity they must submit written assurances that they comply with Bromley Council policy by:

- ❖ Completion of Provider Form. All supportive materials provided by external providers is to be collated, utilised and archived for reference.



- ❖ Where applicable, documentation from a provider or tour operator of a residential trip is to be uploaded onto internal systems.

Student

Students taking part in the activity need:

- ❖ To be aware of the risk assessments including 'Plan B'.
- ❖ To know who their supervisor is at any given time and how to contact him or her and to alert the supervisor if someone is missing or in difficulties.
- ❖ To understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- ❖ To understand and accept the expected standards of behaviour.

Monitoring, Evaluation and Review

The Governors' Quality and Standards Committee will review this policy and its procedures regularly to include incident and emergency management systems and a summary of the visits undertaken.



APPENDIX 1

EDUCATIONAL VISITS

PROCEDURES

These procedures should be followed when planning and running any visit, and should be read in conjunction with the Educational Visits policy and documentation provided on the staff shared area.

This area will contain the most up to date documentation and should be referred to prior to each visit specifically:

- ❖ Bromley Council Requirements for Educational Visits
- ❖ Group Safety at Water Margins

These documents provide detailed guidelines on procedures in a range of specific situations likely to be encountered / undertaken on visits off-site. Visit leaders will need to be aware of the relevant sections before undertaking the trip.

The school has in place a clear process to be adhered to in planning and organising an educational visit or trip;

PLANNING

- ❖ An informal request will be made to outline the dates, year group, venue and basic overview of the trip to ensure the trip is both applicable to the students and feasible against a variety of school commitments that may already be in place.
- ❖ A School Visit Application (SVA) should be completed and returned to the EVC and Office Manager 2 months prior to the visit.
- ❖ Confirm details with and obtain approval for the trip from the EVC.
- ❖ Obtain approval from the member of SLT responsible for the overall management of visits and ensure that all visits have been entered into the school diary.
- ❖ When the visit is authorised, letters are to be sent to the EVC for checking prior to them being sent home.
- ❖ Finalised letters and consent forms will be sent home for all day and residential trips.
- ❖ Parents/Carers must always be made aware when their children are undertaking a visit and will be off school premises.
- ❖ Collect reply slips (bearing in mind some pupils in care of social services may also need additional permission from them) - No pupil will be allowed to go on a visit without permission from a person with parental responsibility.
- ❖ Liaise with the EVC over any changes to the approved itinerary and arrangements.
- ❖ Pre-visits. In most cases it is very important to undertake a pre visit. The need for a pre-visit should be discussed with the EVC. If a pre-visit is considered as not being necessary the reasons must be noted on the event specific risk assessment.



- ❖ In planning and organising a residential or overseas trip or visit involving outdoor and adventurous activities the above process remains relevant with the following additions.
- ❖ All proposed residential or overseas trips must be agreed following a meeting with either the Head Teacher or the EVC.
- ❖ All visits involving a residential (overnight stay) and/or adventurous activities must be approved in principle by TKAT and Governors before a contract is made with a Provider.
- ❖ Confirm details with, and obtain approval for, the trip with the EVC at least 6 months prior to the visit to enable Governors to be informed.
- ❖ Obtain approval from the member of SLT responsible for the overall management of visits. This will allow the date to be entered into the school diary at least 6 months prior to the visit.
- ❖ When the visit is authorised, letters can be sent home to parents as necessary.
- ❖ Collect reply slips (bearing in mind some pupils in care of social services may also need additional permission from them) – No pupil will be allowed to go on a visit without permission from a person with parental responsibility. Authorisation for the visit leader to act for the child in the event of a medical emergency should be included within the permission.
- ❖ A full parent/carer meeting must take place in the run up to all residential trips and will be delivered by the Trip Leader and attached staff team.
- ❖ Collect pupil contributions using the procedures requested by the finance assistant in the office.
- ❖ Liaise with the EVC over any changes to the approved itinerary and arrangements.
- ❖ Wherever possible and practical a First-aider should accompany each visit offsite. There should always be an appropriate first aid box available for use. Your Risk Assessment will identify when a qualified First Aider is not necessary.

RISK ASSESSMENTS

Risk assessment and risk management are legal requirements. For educational visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from, unless this in itself causes a risk to participants and then a new risk assessment should be undertaken.

Risk assessment for educational visits can be usefully considered as having three levels:

- ❖ Generic activity risk assessments, which are likely to apply to the activity wherever and whenever it takes place. These are usually prepared by the school. Examples of generic risk assessment include travel in the school minibus and coach travel.



- ❖ Visit/site specific risk assessments which will differ from place to place and group to group. These must be undertaken for each venue and are amended as necessary for different groups. They should be prepared or agreed by someone trained and competent to assess risks, such as the EVC.
- ❖ Activities such as swimming, crossing roads and curricular partnerships with other schools are examples of these site specific risk assessments where the same venue is used each week and barring any changes to the nature of that venue, our prime concern on a weekly basis is the risk presented by the group of pupils undertaking the visit.
- ❖ However for visits which are 'one offs' a specific risk assessment for the venue itself as well as for the pupils is required. Examples of this would be visits to farms, galleries, museums, public parks, garden centres etc. as part of a specific curriculum module for a specific class group
- ❖ Ongoing risk assessments are those that take account of unplanned and unexpected changes, for example, illness of staff or pupils, changes of weather, availability of preferred activity. The visit leader is responsible for making decisions on an ongoing basis during the visit as to the appropriateness of continuing the visit in the light of prevailing conditions.
- ❖ All staff and pupils should be aware of a "PLAN B" in the event of the planned agenda needing to change. Visit leaders are always in charge. They should trust their own knowledge of the young people and use their own professional judgement. This may include challenging an activity leader where the visit leader's knowledge of the group is superior or intervening to prompt a change of plan, including stopping an activity if they feel uncomfortable or believe that that it has become too hazardous.
- ❖ In addition to the risk assessments completed in advance of the visit, on residential trips, the staff should ensure that room risk assessment checks are completed before the students use the facilities
- ❖ If a student has received a fixed term exclusion in the current academic year, if it is considered unsafe to include a particular pupil because there is serious doubts concerning their behaviour, or it is felt that they represent a significant risk to themselves or others within the group (including staff), the Head Teacher will make the final decision on whether the pupil should access the trip. In this case suitable alternatives that will meet the educational needs of the visit will be planned.

VETTING OF PROVIDERS

When a residential trip or a visit that includes adventurous activities is being considered, the Providers of such services will be vetted by the LA on our behalf to ensure that it meets the LA requirements.



LICENSED ACTIVITIES

Most Providers who offer adventurous activities require an Adventurous Activity Licence. The adventurous activities that fall within the scope of the Licensing Authority are; Caving, Climbing, Trekking and Water Sports.

INSURANCE

- ❖ When a trip is undertaken as part of the normal school curriculum, even though it is conducted off school premises, the insurance arrangements for the school will prevail.
- ❖ The visit leader must check the need for additional travel insurance depending upon the nature of the activity to be undertaken. (See Safe Practice of Educational Visits)
- ❖ When a tour operator is used the type and extent of the insurance cover being used should be ascertained. All Providers must hold £5 million Public Liability Insurance.

STAFFING

The EVC will ensure that proposed staffing for any visit provides appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management. The Headteacher has final say on the staffing arranged for all visits.

- ❖ The visit leader and supervisors must be competent and have appropriate skills/experience.
- ❖ The competence of adults proposed to provide support or lead activities within a visit will commonly be established with reference to accreditations from an awarding body and/or previous experience and on the job training.
- ❖ Staff must not lead any visit where their child is in attendance
- ❖ Residential trips must not be run or attended by staff with a personal link to another member of staff attending, i.e. through marriage or partners

VOLUNTARY HELP

- ❖ The use of voluntary helpers should only be permitted by the Head Teacher or EVC This permission will be based upon knowledge of the volunteers and their previous experience and training (on the job). The fact that help is voluntary does not negate the legal responsibility of those involved.
- ❖ DBS checks should be carried out by HR on all volunteer helpers – hence much advance notice is needed and those intending to use voluntary help should liaise with the EVC as early as possible in the planning phase



- ❖ All volunteer helpers have the same responsibility to follow the instructions of the visit leader.

TRANSPORT

- ❖ Parents should always be informed of the type of transport to be used and risk assessments carried out. There are generic risk assessments for most forms of transport.
- ❖ Hired transport – The school should ensure appropriate levels of supervisory staff are available to ensure the safety and welfare of all pupils. The driver of the coach has no responsibility for the behaviour and conduct of the pupils.
- ❖ School Minibus – The school minibus policy should be adhered to at all times, including those aspects referring to supervision ratios. Your risk assessment will inform you if it is acceptable not to have a second adult in the rear of the vehicle supervising the group.
- ❖ Public transport – Close supervision should be ensured.
- ❖ Use of private cars – Staff must ensure they have appropriate insurance cover for conveying pupils during the course of their professional duties. Parents must always be informed if members of staff intend to use private transport. School will not reimburse parents for the use of their cars.

FINANCIAL PLANNING

- ❖ For residential visits, parents should have early written information about the costs of the visit at least six weeks before the proposed visit, and how much each parent will be charged or asked to contribute. Parents should be given enough time to prepare financially for the visit (arrangements can be made for payment in instalments). It may be useful to break the costs down into subheadings such as travel, hostel, meals etc.
- ❖ The Visit Organiser should ensure that there are sufficient funds in the trip school fund account to cover the cost of the visit, parents should not be asked to contribute additional funds for visits they have already paid for.
- ❖ Accounts should be monitored throughout the trip process to ensure there is no short fall that requires additional support from the school.

CHARGING FOR VISITS

- ❖ The basic principle underlying the charging provisions of the 1988 Act (ERA 1988) is that education provided by any maintained school for its registered pupils should be free of charge if it takes place wholly or mainly during school hours.
- ❖ There is also the principle that an educational visit mainly outside the school day should be free of charge if it contributes to the delivery of the National Curriculum



- ❖ Visits that are non-educational should not take place during school time denying access to full programmes of study. All visits during the school day should therefore be deemed to be educational.
- ❖ Voluntary contributions can be requested for any educational visit that takes place during the school day; however, a pupil cannot be prevented from taking part in the visit on the basis of a family not making any or sufficient contribution. Parents should be made aware that the contribution is not compulsory, and the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount in order to subsidise those pupils whose parents have not contributed. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.
- ❖ Charges may be made for residential accommodation.
- ❖ The Head Teacher should obtain the parents' agreement to meet the costs of an optional extra visit before the visit is planned in detail.
- ❖ An optional extra:
 - falls wholly or mainly outside school hours;
 - does not form part of the National Curriculum;
 - is not part of a syllabus towards a Prescribed Public Examination;
 - is not in scope of the statutory requirements relating to religious education. E.g. going bowling at the end of year would be an optional extra.
- ❖ Where the visit is non-educational (optional extra) the charge cannot exceed the actual costs to be incurred. Costs can be calculated against transport, board and lodging, admission costs, costs of appropriate non-teaching staff, incidental costs of staff, materials and equipment and insurance costs. Charging parents for an optional extra visit may not include an element of subsidy in respect of other pupils whose families do not meet the full charge.
- ❖ For residential visits which are not optional extras, or which take place during school hours, the parents/carers of children eligible for pupil premium may be able to have board and lodging costs remitted.

DURING THE VISIT

- ❖ All accompanying staff are expected to follow normal school policies, including Behaviour Management and Equality and Diversity policies. Where specific medical plans exist for students attending the visit, the visit leader is responsible for ensuring all staff and accompanying adults are aware of the plan.
- ❖ One of the key features of all visits is the need for all staff to be involved in on going risk assessments. Visit Leaders need to make decisions on an on going basis regarding the safety of the visit. (see 'Risk Assessments'). This includes the support ratios and pupil groupings dependant upon social interactions and behavioural



- ❖ issues presented during the day. All members of staff need to be aware of the plans and procedures identified for dealing with pupils with specific behaviour plans.
- ❖ Visit Leaders must take a mobile phone in order to remain in contact with the school (and vice versa) during the time off-site. In the event of an emergency the school must be contacted immediately (or as soon as is practical) in order that a member of the SLT can take charge of the management of the incident. This procedure will follow the school's Emergency/Crisis Plan.

FIRST AID DURING THE VISIT

- ❖ Where a first aider is called to deal with any medical incident a call should be made to the parents informing them of the injury and subsequent medical action. The initial contact should then be followed up later to reassure the parent about the care of the child, and their recovery.
- ❖ Where a first aider has had to deal with an injury they should ensure that in checking the student later that the injury is re-assessed, as well as asking the student about their recovery.
- ❖ If there is any doubt about the medical condition found by staff dealing with first aid, specialist medical help must be sought promptly.
- ❖ Students will never be told not to communicate with their parents, but staff will always contact the parent directly.

REVIEW

- ❖ All journeys and visits off-site must be reviewed and evaluated in relation to the visit aims and purpose in order to aid future planning. It is the responsibility of the Visit Leader to review the visit with the EVC and identify any specific issues affecting future visits concerning the venue, the transport or the group.
- ❖ In the case of a residential, outdoor or adventurous activity, this will take the form of a formal meeting in the week following the trip.