



MARSHLAND HIGH SCHOOL

Trips Policy

Person Responsible: Mr D Nicholls

Approved by: Local Governing Body

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1. Introduction

Marshland High School has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits' www.oeapng.info and as outlined on EVOLVE www.norfolkvisits.org.uk

Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Marshland High School has a strong commitment to the added value of learning outside the classroom and beyond the school premises, and seeks to provide a broad and balanced range of opportunities for all its pupils.

Each year a number of activities take place off the school site and out of school hours, which support the aims of the school. The range of activities for which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities

The following document is a specific guide to policy and practice at Marshland High School and all staff are required to follow it when organising trips. Its aim is to provide a clear outline of what must be done when organising and taking educational visits, and serve as a checklist. All organisers and leaders of education visits must follow the guidance issued by Norfolk County Council. For the most up to date national information please refer to:

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

2. Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Headteacher. Mr Dave Nicholls is the nominated Educational Visits Co-ordinator (EVC), approved by the Local Governing Body. The EVC has received training by the Local Authority.

1. Before booking any external visit, the agreed Trips approvals process and forms must be used. This is a stepped procedure, and can be found on a shared staff drive.
2. The Trips Finance form must be completed and draft letters checked and approved.
3. 'EVOLVE' software covers trip submission, parental consents, quality assurance and monitoring of all educational visits. The Resources page of EVOLVE gives helpful links to national guidance (OEAP)

Once costings and trip dates are approved the Evolve process should start as soon as the booking is confirmed. This must be completed 2 weeks prior to the visit starting for overseas, overnight or trips that need sign off by the Local Authority (including where the visit is made in conjunction with other schools) and one week prior to any other trip commencing.

All communications with parents, itineraries, student/staff lists and all risk assessments should be uploaded to EVOLVE. Forms will be returned or the trip may not be able to proceed if relevant documents are missing.

evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=norfolkvisits.org.uk

EVOLVE

Norfolk County Council

Home Contact

Welcome to EVOLVE

Norfolk County Council's On-line visits planning and approval system

www.norfolkvisits.org.uk

If you have problems with access please consult your EVC.

EVC's/Heads contact : educational.visits@norfolk.gov.uk

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1. All communication sent to parents must be agreed by the Senior Leadership Team (SLT) prior to it being sent. Any initial letter to parents must set out:
 - all expected costs (including voluntary contributions) with timeline of payments, stating clearly what amount is a non-refundable deposit, along with any conditions where all amounts may be forfeit.
 - Travel conditions or restrictions, insurance and passport requirements
 - that a random name generator would be used to select students should the trip be oversubscribed. Places will not be filled on a first-come first-served basis.
2. Accommodation conditions must be communicated clearly with parents. Should there be any requests for specific accommodation for a student, outside that normally provided on the trip, any additional costs incurred must be paid for by the student's parents/carers. This must be clearly stated, with an understanding it is not always possible to accommodate such requests.
3. Where an overnight or overseas visit is planned, there should be a briefing for students and parents to outline expectations of the participants, and other key information from the trip.
4. The trip leader is responsible for checking risk assessments, appropriate background checks, insurance, fire safety, etc, of any third-party providers (instructors, venues, etc) prior to commencement of any trip.

The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:

- **Level 3** - A residential or higher risk visit, which may include overseas travel. These trips require additional consideration and risk assessment. Activities are often led by external experts or professionals.
- **Level 2** - Day visits to venues within distance which can be reached, and returned from, within one day. A 'typical' visit that requires Risk Assessment and Evolve Tracking.
- **Level 1** - Local visits, often to other schools within the Trust. Start and finish in normal school day. Pupils in uniform, always with Marshland staff. Transported in school/Trust minibus by our staff.

3. Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Headteacher and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS

screening is available for volunteers. Only staff who are part of West Norfolk Academies Trust should accompany any educational visit. If, for an exceptional reason, someone outside of WNAT, or the approved venue is required to be part of the trip, permission must be given by SLT and advice sought from HR to ensure relevant checks are in place. Details regarding supervision of volunteers must be included in the risk assessment.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit (if necessary), briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way affected.

4. Risk Assessment

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and recorded in a risk assessment, uploaded to EVOLVE at least one week in advance.

This may well include a preliminary visit, even if the venue has been visited before. Consideration will be given to potential of what could go wrong, what can be done to avoid problems, what will be done in the event of problems.

First aid arrangements; first aid equipment must be taken on all visits (available from the Site Office).

It is normally expected that students will be in school uniform unless the trip is adventurous, overnight or it would be inappropriate, as this helps identification. SLT Guidance should be sought if there are any doubts.

Medical needs of students should form part of the risk assessment where relevant. Particularly cross-reference with SIMS, students who have allergies and require the use of an injection pen. A trained member of staff must be on the visit with these students.

5. External Activity Providers

Where external contractors are organising all or part of the visit, the contract is with the school on behalf of the pupils. All payments are through school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, any accreditation and licensing. Wherever possible the school will seek to use holders of the 'Learning Outside the Classroom Quality Badge' for which no Providers Contracts or other assurance checks are required.

6. Parental Consent

Written consent from parents will be required for pupils to take part in off-site activities organised by the school and a standard form is available. Forms are shared with parents digitally using Evolve+ features. Support can be provided by the EVC. Marshland High School gather 'Blanket Consent' annually for many students, which covers lower risk trips or visits which occur within a

normal school day. As part of the planning process, the EVC will advise on the level of consent required.

As part of the parent consent, they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions, Behaviour and Inclusion, which apply to all visits.

7. Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct forms part of the booking conditions by parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of additional journeys.

8. Information Meeting for Pupils and Parents

For overnight and overseas visits, an information meeting will be held for parents and pupils to meet all staff involved once they have confirmed their place. At this meeting, parents should receive final details of the visit, including spending money, suitable clothing, etc. Parents should be clearly advised what will/will not happen on the visit:

- Will students be on their own at any time?
- Will they be swimming or involved in any hazardous activities?
- Procedures if children become separated from the group? (Students should have a card with them detailing emergency contact details, along with the address and telephone number of their accommodation, to be carried at all times).
- Make clear arrangements for the security of personal currency. Are they individually responsible? Are staff going to look after it and issue it in stages in which case they are responsible for it?
- What is/is not covered by insurance
- Behaviour expectations and the consequences if these are not met
- If the trip is overseas every participant must have a full, valid passport (normally required to be valid for at least 6 months following the date of return to the UK).

9. Student Participation

Checks will be made with relevant school staff if there are concerns around any students attending. Any student list should be shared with relevant staff members and SLT once the closing date for expressions of interest has been reached. Participation in an educational visit by specific students may not be possible if safety or behaviour concerns are prevalent (mitigation not possible).

If the visit is part of an exam or assessment, all students must be allowed to take part, but specific behaviour contracts should be drawn up and discussed with individuals before going.

All students and staff may attend any educational visit providing it is not detrimental to the safety of the school or participants. If there are concerns regarding the safety or behaviour of a student or

a staff member prior to the trip, these must be discussed with SLT as soon as trip leaders are aware of these concerns. If risks cannot be mitigated, the school reserves the right to withdraw individual(s) from the trip.

10. Emergency Procedures

The school will appoint an SLT member as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or reputation/media issues.

The Visit Leader will provide full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported and recorded following normal school procedures for investigating incidents.

In the event of an emergency or critical incident, the immediate course of action should be to:

- Assess the situation, establishing the nature and extent of the emergency but ensuring that no-one is put at further risk
- Make sure all other members of the party are accounted for, safe, and briefed to ensure they understand what to do to remain safe
- Follow the emergency procedures appropriate to the activity
- In the event of injuries, take action to establish their extent, administer relevant First Aid, and contact the emergency services where necessary
- Keep accurate, real time records of all actions as they occur, including witnesses and any actions taken
- Contact and advise any local base being used by the group along with other staff not aware of the incident
- If a student needs to attend hospital, then an appropriate adult must also attend the receiving hospital taking with them the parent consent form and medical information for the injured person
- Ensure the remainder of the party are supervised throughout, return to base as soon as possible and receive appropriate support and reassurance.
- Communication with the EPOC must be made as soon as it is safe to do so. The EPOC will then put in place the school's Critical Incident/Emergency plan. Restrict the use of mobile phones and social media to avoid incorrect information being passed to parents or other members of the party or school community.
- Ensure that one adult remains contactable by telephone at all times.

11. Review by the Local Authority

The school is supported in its arrangements for offsite visits by the Local Authority. Where necessary, the school will seek advice from the Adviser for Outdoor Learning.

All visits involving an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures to be taken.

Some sample monitoring will also be undertaken by the LA, and the school agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the trip taking place.

12. Charging for Activities and Visits

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have contributed.

The level of contribution is calculated for each activity and may include the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support.

The school will comply with the law in relation to allowable charges for the cost of activities provided outside/within school hours, and for board and lodging on residential courses.

The Trust has a policy on remission of charges stating how much they are prepared to contribute etc.

13. During the Educational Visit

- Prior to embarking on the trip, a register and head count will be taken and checked.
- Details of exactly who is on the trip when it leaves will be communicated with the school and recorded on SIMS immediately.
- The emergency in-school contact must have a copy of all trip details, including participant details and contacts. If the trip leader also has a copy of the student details and contacts these must be kept secure at all times. This is to ensure that personal information cannot be accessed by anyone outside the school, in compliance with GDPR regulations.
- If food has been ordered for Free School Meal eligible children, these should be collected from the canteen at the start of the day. The canteen must be made aware of numbers required at least 3 days in advance of the trip commencing.
- A clear system of checking students throughout the trip will be in place: this could be using a teacher group responsibility system for larger groups. This should be included in the risk assessment.
- Ensure seatbelts are used on coach and minibus travel.

At all times during the trip:

- Teaching staff should support the trip leader in all requirements, look out for the health and safety of themselves and those around them and assist in general control and discipline. Any concerns should be reported to the trip leader.
- Students must dress and behave sensibly, following instructions of school staff and those at the venue visited, and not take any unnecessary risks, or place fellow students or staff at unnecessary risk.

For overseas and overnight visits liaise with the Emergency Point of Contact (EPOC) to advise of safe arrival and any changes in accommodation.

In the event of an emergency during the trip, the EPOC must be contacted at the first available opportunity with all details of the incident. An accident form must be completed and submitted as soon as possible, and the insurance company notified.

Prior to leaving the venue all students, staff and belongings should be checked. If there are likely to be a delay arriving back to school the EPOC and parents must be notified.

If the arrival to school is at night, all students must be met at school by a parent/guardian. At least two staff must remain until all students have been collected. Consideration should be given to school neighbours when arriving (or departing) outside normal school hours.

14. Covid-19 Restrictions

- Educational visits in England, or internationally, must be conducted in line with relevant COVID-19 guidance and regulations in place at that time.
- If planning an overnight or overseas trip, current government guidance must be taken into account in the risk assessment, and checked regularly in the days and weeks leading up to the visit, with any necessary changes being made.
- In particular, for overseas trips local rules regarding travel and Covid must be obeyed, along with rules in any transit country.
- Parents and participants must be kept informed about the situation and how to mitigate any risks.
- Guidance may also be sought from the local authority – details available via EVOLVE.
- Discussions on the potential effects of COVID-19 should be made with venues at the time of booking, with regular updates and checks in the run-up to the visit, such as:
 - a museum or gallery,
 - public event such as a concert or sporting fixture,
 - or residential accommodation such as a hostel or hotel,
 - or if you are using a tour operator or activity provider,