TRIPS AND VISITS

Purpose of this document

Bingley Grammar School is committed to extending the experience and achievement of all our students. Visits, off-site activities and outdoor education have great potential for enhancing the health, education and development of young people. Through offering a variety of residential visits, outdoor activities and day visits we ensure that students have a wide variety of opportunities.

Aims

- to provide extra-curricular activities that will extend the curriculum
- to develop students' personal and social skills
- to extend the personal horizons of our students through greater appreciation and understanding of the world and its peoples.
- to develop the self-esteem, personal responsibility, co-operation and respect of our students.
- to enhance practical problem solving and team working skills of our students.
- to promote professional competence of all staff participating in the trips and visits.

Procedures

Definition

This policy applies to all off-site visits (anywhere other than school grounds) and activities taking place both within and outside the timings of a normal school day.

Further Guidance

Bingley Grammar School follows the guidance of the Educational Visits Advisory Service (part of the Bradford Metropolitan Council) as discussed in the following document:

BRADFORD METROPOLITAN DISTRICT COUNCIL – Guidelines For Off-Site Visits and Activities.

The Department for Education and Skills issued the following national guidance for the Health and Safety of students on Educational Visits. (HASPEV)

- Health and Safety of Students on Educational Visits. 1998
- Responsibilities and Powers. 2001
- Standards for LEAs in Overseeing Educational Visits. 2002
- Standards for Adventure. 2002
- Safety at the Water Margins. 2003

Whilst the Bingley Grammar School policy should offer the first point of reference, staff with responsibility for running school trips and visits need to be familiar with the local authority and national guidance, using it as required.
Application to run an off-site visit
Before any activity is booked or organised, an application form and risk assessment must first be submitted to the School Educational Visits Coordinator (EVC) to gain approval using the EVOLVE on-line system.

The EVC, in conjunction with the Headteacher and potentially (depending upon the context) the governors, will then make a decision as to whether the trip application is successful. A likely range of factors that need to be considered include:

- assessment of any risk and safety considerations
- potential disruption to student learning
- staffing and curriculum implications
- enrichment value

The following notice is required to allow a trip to be authorised.

<table>
<thead>
<tr>
<th>Activity classification</th>
<th>Notice required</th>
<th>Authorised by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day visits</td>
<td>at least 1 month in advance</td>
<td>EVC*</td>
</tr>
<tr>
<td>High risk activities</td>
<td>at least 3 months in advance</td>
<td>EVC*</td>
</tr>
<tr>
<td>(e.g. rock climbing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overnight visits</td>
<td>at least 6 months in advance</td>
<td>EVC &amp; Governors*</td>
</tr>
<tr>
<td>Visits abroad</td>
<td>at least 6 months in advance</td>
<td>EVC &amp; Governors*</td>
</tr>
<tr>
<td>Sports/Tournament (short notice)</td>
<td>As soon as possible – dealt with on ad hoc basis</td>
<td>EVC*</td>
</tr>
</tbody>
</table>

*In conjunction with Headteacher.

Weekly PE fixtures taking place after school do not require application; however department records including medical consent forms, activity and travel risk assessments must be in place.

Supervision & Ratios

The leader of an visit must be an experienced teacher at BGS and must have experience of the type of visit being undertaken and be appropriately qualified and or registered if necessary (e.g. fell walking, climbing, mt biking) It is important to have a high enough ratio of adult supervisors to students for any visit.

The following are guide lines for appropriate staffing ratios – however these may alter dependant on the nature of the activity taking place and should be agreed with the school EVC. (Educational Visits Co-ordinator)

Any other adult accompanying a groups of students from Bingley Grammar School must be CRB checked.
NB: Certain activities ie caving and mountain biking is a 1:8 ratio

Group leaders should assess the risks and consider an appropriate safe supervision level for their particular group. There should be a minimum of one teacher in charge. In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to visits abroad.

The aim of visits for older students may be to encourage independence and investigative skills, and some of the time on visits such as trips abroad and fieldwork may be unsupervised. The group leader should establish during the planning stage of the visit whether the students are competent in remote supervision and should ensure parents have agreed this part of the visit. The group leader remains responsible for students even when not in direct contact with them.

All adult supervisors, including teachers and parent/volunteer helpers, must understand their roles and responsibilities at all times. It may be helpful to put this in writing. In particular, all supervisors should be aware of any students who may require closer supervision, such as those with special needs or those likely to cause trouble. Teachers retain responsibility for the group at all times.

First aid – It is desirable that supervisors are qualified in first aid, although not mandatory. However should you be accompanying students carrying epipens or other similar forms of medication it is essential that at least one supervisor is competent its administration.

Organising Payment & Finance

The DfE guidance essentially divides educational visits into one of two distinct categories:

- **Necessary:** mainly within the school day part of the National Curriculum part of a public exam syllabus statutory requirement relating to R.E.

- **Optional Extra:** any activity not deemed necessary i.e. ski trip, evening panto etc.
For **necessary activities**, schools may ask for a voluntary contribution. If a necessary activity includes a residential stay, the school may charge for the board and lodging element, although parents in receipt of certain benefits, including Income Support, may be exempt from the charges. For **optional extra** activities, schools may charge the full cost, which may not include an element of subsidy to cover non-payment. Parents should be informed of the proposed cost of a visit and their agreement sought as early as possible.

Therefore unless the activity is “necessary” (compulsory for curriculum coverage) we cannot insist on payment and as such requests for money should be stated as contributions. For example...

“*in order of cover the cost of travel insurance and site entry we would ask for a contribution of £6.50***

Wherever possible all costs should be covered through student contributions. It is better to collect an emergency fund and reimburse than to request further payments at a later date.

All money collection and payment procedures should be coordinated through the finance office. In general staff **should not** collect money from students unless previously arranged with the finance office. A non-refundable deposit of at least 10% should be requested initially, and parents should at this point be made aware of further payment deadlines.

Any students taking part in a visit during school hours whose parents are unable to afford the cost of the trip should be allowed to participate. They may apply in writing to access a possible bursary.

During residential trips colleagues may wish to set up a banking facility available to students to avoid loss of spending money. However, staff cannot be held responsible for this money.

If students have disabilities which require more expensive transport facilities, they should be charged the same as the other students and the difference should be found in the school fund or from the Local Authority.

**Parental Consent & Medical Information**
(Please refer to Bradford Guidance Document 2005 for further details)

Information is confidential and should be treated with discretion. Written information is required for all members of the party (including supervisors):

- written consent for anyone under 18
- emergency contacts: name, address and telephone numbers of next of kin
- medical information
- special Needs and dietary requirements
- other information e.g. religious and cultural issues

**Briefing Parents and Students.**
Parents and Participants should be given the opportunity to attend a briefing session,
particularly for residential and more complex programmes. As well as the details above briefing would include:

- addressing questions and concerns
- engaging students and parents in the risk management process
- agreeing personal standards of behaviour and conduct
- sanctions for misbehaviour
- roles of staff and other adults

Parents should be informed in writing of any offsite activity for every trip or visit unless it is a regular part of the school curriculum which parents have already been informed about through the school prospectus or a letter.

Before residential visits where students are to travel abroad or engage in adventure activities, parents should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents who cannot attend or who have difficulty with communication in English. Parents need to be aware that the teachers and other adult supervisors on the visit will be exercising the same care that a prudent parent would.

If parents withhold consent absolutely the student should not be taken on the visit but the curricular aims of the visit should be delivered to the student in some other way wherever possible. If the parents give a conditional consent the Headteacher/ EVC will need to consider whether the student may or may not be taken on the visit.

A parental consent form should be completed for each student in the group. (Participant details and consent form) Besides conveying the parents’ consent it should also form the basis for obtaining details required. If a tour operator is used it may be sensible to ask them what information to obtain. As part of the parental consent form, parents should be asked to agree to the student receiving emergency treatment. Please do not rely upon the school records as these can, on occasion, be out of date.

Parental consent should be obtained specifically for the transporting of students in the private vehicle of a non-teacher adult or another student on the visit. Should transport of students be in a teacher’s private car then that member of staff has a responsibility to organise appropriate business cover with their own insurance company.

During any time that remote supervision takes place the group leader must ensure that students are aware of the ground rules and are adequately equipped to be on their own in a group. Remote supervision is when, as part of a planned activity, a group works away from the supervisor but is subject to stated controls. The supervisor is present although not necessarily near or in sight, but their whereabouts are known and they are contactable.

Originator: SIG – Sept 2014
Partner Governor: Iain Taylor