

Educational Visits Policy

Livingstone Academy,
Bournemouth

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Definitions

“In loco parentis” means that the group leader of any school trip or educational visit has a duty of care over the students in place of a parent / carer.

“School Trip” means any educational visit, foreign exchange trip, away-day or residential holiday organised by Livingstone Academy which takes students off-site.

“Residential” means any school trip which includes an overnight stay.

“Activities of an adventurous nature” include, but are not limited to, activities that involve:

- Trekking.
- Caving.
- Skiing.
- Water sports.
- Climbing.

Key roles and responsibilities

- The AAT and BCP Council has overall responsibility for the implementation of the School Trips Policy and Procedures of Livingstone Academy.
- BCP Council has overall responsibility for ensuring that the School Trips Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The AAT and BCP Council have responsibility for handling complaints regarding this policy as outlined in the AAT Complaints Policy.
- The Executive Director for Learning will be responsible for the day-to-day implementation and management of the School Trips Policy and procedures of Livingstone Academy.
- The Educational Visits Coordinator has overall responsibility for school trips.
- Staff will be responsible for following the School Trips Policy and for ensuring students also do so. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- The designated leader in charge of the trip is “in loco parentis” and has a duty of care to all members of the party.
- Students are responsible for following instructions from teachers while on educational visits and school trips.
- Students are responsible for behaving in a manner which matches the ethos of Livingstone Academy, and for following the behaviour rules set out in the Academy’s Behaviour Policy as they relate to the School Trips Policy.

Training of staff

Teachers and support staff will receive training on the School Trips Policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their continued professional development.

Risk assessment process

Our risk assessment process is designed to manage real risks when planning trips whilst ensuring that learning opportunities are experienced to the full.

The process is as follows:

- Identify the hazards.
- Decide who might be harmed and how.
- Evaluate the risks and decide on precaution.
- Record your findings and implement them.
- Review your assessment and update if necessary.

Safe use of minibuses and seatbelts

- Students will not be allowed to travel unless they wear a seatbelt.
- Livingstone Academy Premise Staff, are responsible for arranging the annual maintenance of the minibus / minibuses including MOTs and road tax.
- The driver must have a current license, be aged 25 years or over and hold a full licence in Group A or PCV.
- Drivers must complete the relevant form from the Livingstone Academy office and supply a photocopy of their driving licence.
- If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.
- Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The Academy will decide who is responsible for covering the cost of any repairs.
- The minibus will carry strictly one person per seat and seat belts must be worn at all times.
- Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.
- Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the Academy.
- Staff members hold the required licence and have completed specific training allowing them to drive the minibus/minibuses.

Parental consent

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

If preferable, parents may complete a "one-off" consent form at the start of any academic year which gives consent for any and all activities, both on and offsite, that take place at any time, including the school holidays. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

Staffing Ratios

There will be sufficient staff to cope in an emergency. Our minimum staff to student ratios are as follows:

- One adult for every 6 students in school years 1 to 3 (under 5s Reception classes should have a higher ratio).
- One adult for every 12-15 students in school years 4 to 6.
- One adult for every 15 students, with a maximum of two adults in school years 7 to 11.
- One adult per 20 students of one sex for years 12 to 13. Mixed sex groups still usually require one male and one female adult, but one adult can accompany a mixed sex group if deemed appropriate by the Executive Director of Learning and following risk assessment.

Insurance and licensing

- When planning activities of an adventurous nature in the UK, the Educational Visits Coordinator (EVC) will check that the provider of the activity holds a current license.
- Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.
- Parents will be informed of the limits of any insurance cover.
- For European trips, a valid European Health Insurance Card (EHIC) will be obtained for every participant.
- Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- Medical expenses will be recorded and stored in the Academy office.

If things go wrong

In the case of accidents and injuries whilst on a school trip in the UK, the Academy's accident reporting process will begin as detailed in the Health and Safety Policy.

In the case of accidents and injuries whilst on a school trip abroad:

- Organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or child outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact with the UK should be the Executive Director of Learning who will contact the family of the injured person.
- Students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy / Consulate will be informed.
- The insurer will be notified.
- Written records of the incident will be kept.
- Media enquiries must be referred to the Executive Director of Learning or, if they are not available, the Head of Secondary or Clerk to the Governors.

SEN and Disabilities

Where possible, activities and visits will be adapted to enable students with SEN and Disabilities to take part.

Where this is not possible, an alternative activity of equal educational value will be arranged for the student.

Finance

The Academy's financial procedures must be followed when arranging trips. Under no circumstances should trip money be processed through personal accounts.

Foreign trips

Validity of passports and visa requirements will be dealt with within 6 months of the initial request to avoid problems when the trip is due to take place.

School trip process

Prior to planning a school trip, the following guidance should be read:

- The DfE's [Health and Safety: Advice on Legal Duties and Powers](#).
- The HSE's [School Trips and Outdoor Learning Activities](#).
- Livingstone Academy Educational Visits process.

Appendices

Appendix 1 – One-off consent form for school trips and other off-site activities

(All parents/carers will be provided with a google form to complete the consent form below)

Please sign and date the form below if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises;
and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - All visits (including residential trips) which take place during the holidays or a weekend.
 - Adventure activities at any time.
 - Off-site sporting fixtures outside the school day.
 - All off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

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.....

Signed..... **Date**.....

Appendix 2 – Consent form for individual school trip or other off-site activity

(All parents/carers will be provided with a google form to complete the consent form below)

<h1 style="margin: 0;">CONSENT FORM</h1> <h2 style="margin: 0;">EDUCATIONAL VISITS</h2>			
<u>STUDENT DETAILS:</u>		<u>VISIT DETAILS:</u>	
NAME:		DESTINATION:	
FORM:		DATE:	
DOB:		TIME:	
HOME TEL NO:		I acknowledge the need for my child to behave responsibly <input type="checkbox"/>	
Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. All information will be treated in confidence.			
When did your child last have a tetanus injection?			
If your child is taking medication, please give details, including whether it can be self-administered.			
Is your child allergic to any medication? YES / NO. If yes please specify:			
Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary.			
Family Doctor:		Telephone No:	
Address:			
I am happy to let my son/daughter to make their own way home: <input type="checkbox"/>			
I will collect my son/daughter at 4.30 pm from: _____ <input type="checkbox"/>			

I give permission for my child to participate in the above school visit, and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by ACE European Group insurance, and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above.

SIGNED: _____ DATE: _____

PARENT Name in BLOCK capitals: _____ Address: _____ _____ Tel No: _____	Please give an alternative contact name and telephone number in case we cannot reach you in an emergency. Name: _____ Tel No: _____
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