



ASPIRATIONS

SCHOOL TRIPS POLICY



**LIVINGSTONE
ACADEMY
BOURNEMOUTH**
an Aspirations Academy

Version control	
March 2022	Addition of Cat C permission form
January 2022	Process for planning visits updated to reflect use of Evolve and categorisation of trips
November 2021	-Additions to reflect responsibilities of post holders -EHIC changed to GHIC

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1. Definitions

- 1.1. "In loco parentis" means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent / carer.
- 1.2. "School Trip" means any educational visit, foreign exchange trip, away-day or residential holiday organised by Livingstone Academy which takes students off-site.
- 1.3. "Residential" means any school trip which includes an overnight stay.
- 1.4. "Activities of an adventurous nature" include, but are not limited to, activities that involve:
 - Trekking.
 - Caving.
 - Skiing.
 - Water sports
 - Climbing.

2. Key roles and responsibilities

2.1. The Principal / Executive Principal has overall responsibility for the implementation of the School Trips Policy and Procedures of Livingstone Academy and will appoint an Educational Visits Coordinator (EVC) who is:

- an experienced visits leader
- of appropriate seniority to be able to guide the working practises of other staff
- confident in assessing the ability of other staff to lead visits
- confident in assessing outside activity providers
- able to advise the Principal / Executive Principal and/or governors when they are approving trips
- able to access training, advice and guidance

(Coordinators can also get guidance on the OEAP [website](#).)

2.2. The Principal / Executive Principal 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.

2.3. The Principal / Executive Principal has responsibility for handling complaints regarding this policy as outlined in the Aspirations Academies Trust Complaints Policy.

- 2.4. The Head of EYFS/KS1 or Head of Secondary will be responsible for the day-to-day implementation and management of the School Trips Policy and procedures of Livingstone Academy.
- 2.5. The Educational Visits Coordinator has overall responsibility for school trips.
- 2.6. The Aspirations Health and Safety Officer has responsibility for approving all Category C trips.
- 2.7. Staff will be responsible for following the School Trips Policy and for ensuring pupils also do so. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 2.8. The designated leader in charge of the trip is "in loco parentis" and has a duty of care to all members of the party.
- 2.9. Pupils are responsible for following instructions from teachers while on educational visits and school trips.
- 2.10. Pupils are responsible for behaving in a manner which matches the ethos of Livingstone Academy, and for following the behaviour rules set out in the school's Behaviour Policy as they relate to the School Trips Policy.

3. Training of staff

- 3.1. Teachers and support staff will receive training on the School Trips Policy as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their continued professional development.
- 3.3. The EVC will have refresher training at least annually, on their responsibilities regarding school trips.

4. Risk assessment process

- 4.1. Our risk assessment process is designed to manage real risks when planning trips whilst ensuring that learning opportunities are experienced to the full.
- 4.2. The process is as follows:
 - 4.2.1. Identify the hazards
 - 4.2.2. Decide who might be harmed and how
 - 4.2.3. Evaluate the risks and decide on precaution

4.2.4. Record your findings and implement them

4.2.5. Review your assessment and update if necessary

5. Safe use of minibuses and seatbelts

5.1. Students will not be allowed to travel unless they wear a seatbelt.

5.2. The site manager is responsible for arranging the annual maintenance of the minibus / minibuses including MOTs and road tax.

5.3. The driver must have a current licence, be aged 25 years or over and hold a full licence in Group A or PCV.

5.4. Drivers must complete the relevant form from the Livingstone Academy office and supply a photocopy of their driving licence.

5.5. If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.

5.6. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.

5.7. The minibus will carry strictly one person per seat and seat belts must be worn at all times.

5.8. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

5.9. Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

6. Parental consent

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

6.2. Written consent is required for:

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

6.3. 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.

6.4. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

7. Staffing Ratios

7.1. There will be sufficient staff to cope in an emergency. Each trip will be evaluated by the trip leader, leadership team and EVC lead to decide on appropriate staff ratios.

8. Insurance and licensing

8.1. When planning activities of an adventurous nature in the UK, the Educational Visits Coordinator will check that the provider of the activity holds a current licence.

8.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.

8.3. Parents will be informed of the limits of any insurance cover.

8.4. For European trips, a valid UK Global Health Insurance Card (GHIC) will be obtained for every participant.

8.5. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

8.6. Medical expenses will be recorded and stored in the academy office.

9. If things go wrong

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

9.2. 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 Principal who will contact the family of the injured person.
- Pupils 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 Principal or, if they are not available, the Regional CEO, both of whom must liaise with the Trust's Director of Press and Media.

10. SEN and Disabilities

- 10.1. Where possible, activities and visits will be adapted to enable pupils with SEN and Disabilities to take part.
- 10.2. Where this is not possible, an alternative activity of equal educational value will be arranged for the pupil.

11. Finance

- 11.1. The school's financial procedures must be followed when arranging trips.
- 11.2. Under no circumstances should trip money be processed through personal accounts.
- 11.3. The cost to parents/carers will not exceed the cost of running the trip.

12. Foreign trips

- 12.1. Validity of passports and visa requirements will be dealt with within 3 months of the initial request to avoid problems when the trip is due to take place.

13. School trip planning process

- 13.1. 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](#).

Categorisation of Off-site Visits/Activities

Every off-site visit or outdoor activity must be either notified or approved by the Principal before the event takes place.

For the purposes of approval, off-site visits are classified into three categories, see figure 1 for a summary:

Category A – Local and regular activities which are defined in this policy in terms of the nature of the activity and their location; for example, sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc.

All of these visits MUST be entered on EVOLVE. One application can cover a range of similar visits or a series of activities.

For the purposes of this policy, the establishment defines **Category A** ('regular and routine' visits that take place in the 'local' area as part of a planned programme of activity over a given period of time and within the school day) as follows:

Those activities that take place as part of a planned curriculum. Such activities might include: Visits to Libraries, Art Galleries, Swimming Pools and Leisure Centres, City Schools, Sports Fixtures, and activities on the delivery site of a non-adventurous nature; for example: That can operate within the following locations:

Within the local neighbourhood or local built-up area, town or city.

Beyond these areas of working, the visit becomes a **Category B** visit.

Staff should be trained in the operation of this policy in relation to Category A visits.

Category B – Usually annual visits to attractions or locations beyond the 'local' area; *for example, visits to the seaside, major visitor attractions, UK cities etc.*

All of these visits MUST be entered on EVOLVE and will require the approval of the EVC and Principal.

Category C – Includes: **all residential visits, visits abroad and activities in hazardous environments** or involving '**adventurous**' activities, see Figure 2 for more detail.

All of these visits MUST be approved using EVOLVE and will require the approval of the EVC, Principal and Aspirations Academies Trust Health and Safety Officer.

Authorisation

The Managing Director of the Aspirations Academies Trust delegates authorisation and approval for Category A, B and C visits to the Principal. In addition, the AAT H&S Officer is required to review and authorise all Category C visits.

Educational Visits Co-ordinators

Each Academy must nominate an Educational Visits Coordinator (EVC) who is responsible for coordinating all external events and visits and who has taken part in appropriate training such as the OEAP 6-hour training course for EVCs. For further details of the role and responsibility of the EVC, please refer to Outdoor Education Advisers' Panel National Guidance on EVCs.

The EVC should be carefully selected for the role by the Principal and should have practical experience of leading and managing a range of visits similar to those typically run by the establishment. Normally, but not exclusively, such competence will be identified in a person within the senior management team of the establishment.

A key role of the EVC is to assess the competence of staff to lead visits. If the EVC does not have the professional background and competence for this task it will be the responsibility of the Principal to fulfil this role.

EVOLVE

To assist in the planning, management, approval and evaluation of visits, Aspirations uses the EVOLVE web-based management system.

As well as being an efficient tool for planning and approving visits, EVOLVE also contains a variety of features including: search and report facilities, downloadable resources and information, staff records and visit history, gateway access for parents, etc.

Aspirations access can be found via this link to EVOLVE

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=aspirationsacademiestrust

EVOLVE must be used to plan and approve all visits.

Notification of Visits

For **Category 'A'** this should be two weeks and for **Category 'B'** four weeks. However, it is recognised that some opportunities to work off-site may happen at short notice even in such cases academies must still use the EVOLVE system to approve them.

Category 'C' visits should be submitted (to AAT) at least **six (6)** weeks prior to departure to allow for the form to be returned for clarifications or for arrangements to be amended.

However, if the visit is Overseas, **twelve (12)** weeks should be given and if the visit is an Overseas Expedition, **eighteen (18) months** should be given.

6. Process of Approval and notification

Category A Notification of Regular and Routine visits:

All local regular and routine visits both around and local to the site must be entered on EVOLVE as a means of notifying both the EVC and Principal, see figure 1, who will authorise the visit.

Risk assessments uploaded to EVOLVE may include generic school risk assessments for Travel and All Visits.

Category B visits to be approved by:

First stage Approval: EVC

Second Stage Approval: Principal

For Category B visits, Visit Leaders should complete the following:

Complete the On-line application on EVOLVE

Risk Assessments that should include:

- Travel
- All Visits
- Any other Risk Assessment appropriate to the activity

Activity programme

Programme planning information, as appropriate.

OV2 (Provider checklist) or use LOTC Quality Badge for checking providers.

Category C Visits, to be approved by:

First Stage Approval: OVC

Second Stage Approval: Principal

Third Stage Approval: AAT H&S Officer – Details can be found on the Homepage of EVOLVE

For Category C visits, Visit Leaders should complete the following:

-The On-line application on EVOLVE

-Risk Assessments that should include:

- Travel
- All Visits or Visits Abroad, if going overseas
- Accommodation – if staying overnight
- Any other Risk Assessment appropriate to the activity programme or location

-Activity programme

-Programme planning information, as appropriate

-Give minimum 6 weeks' notice

-Provider checklist or use LOTC Quality Badge

– parental consent form completed

Approval is delegated to the Principal for all visits (Category A and B), except for the following visit types:

- overseas

- residential

- those involving an adventurous activity and hazardous environments as defined in Appendix 1

The above three types (Category C) are 'authorised' within the Academy, but are 'approved' by AAT via EVOLVE. These visits **must** be planned and submitted using EVOLVE.

Some examples of Category 'B' and 'C' visits are given in Figure 1, with some further definitions of 'adventurous activities' given in Figure 2.

In approving visits, the Principal and EVC should ensure that the visit leader has been appropriately inducted/trained, and is competent to lead the visit.

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

Please sign and date the form below if you are happy for your child, *<name of the child>*:

- b) To take part in school trips and other activities that take place off school premises;
and
- c) 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 *<name of child>* suffers from and any medication my child should take during off-site visits:

.....

.....

.....

Signed (parent/carer) **Date**.....

Name.....

d) Appendix 2 – Consent form for individual school trip or other off-site activity Cat B

<h2 style="margin: 0;">CONSENT FORM</h2> <h3 style="margin: 0;">EDUCATIONAL VISITS</h3>			
<u>PUPIL 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"/>	
<p>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.</p>			
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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Category C Consent Form

PARENTAL CONSENT FORM

PART A – Student information and emergency contacts			
Student Name			
Student Date of Birth		Tutor group / Class	
Visit/Trip to			
Parent/Carer Name			
Home Address			
Postcode:			
Contact Information – In case of emergencies			
Contact 1			
Name			
Relationship to student			
Home telephone			

Mobile number		
E-mail		
Contact 2		
Name		
Relationship to student		
Home telephone		
Mobile number		
E-mail		
Student's Doctor Information		
Name of Doctor		
Address of Surgery		
Surgery Contact number		
Student's NHS Number		
PART B – Medical Information – Current and/or on going medical conditions		
Asthma or any other breathing issues	Yes	No
Sight impairments	Yes	No
Hearing impairments	Yes	No
Heart conditions	Yes	No
Fits, faints or blackouts	Yes	No
Epilepsy	Yes	No

Severe headaches	Yes	No
Diabetes	Yes	No
Sleep walking	Yes	No
Travel sickness	Yes	No
Anaphylaxis	If Yes specify =	No
Allergies to know drugs	If Yes specify =	No
Allergic reaction to	If Yes specify =	No
Any other illness or medical condition		
Has your son/daughter received medical or surgical treatment of any kind from either your family doctor or hospital during the last 12 MONTHS?	Yes	No
If Yes, please provide details opposite		
Has your son/daughter been given specific medical advice to follow in emergencies ?	Yes	No
If the answer is YES , please give details opposite (include dosage of any medicines or tablets)		

Has your son/daughter received vaccination against Tetanus in the last ten years	Yes	No
Does your son/daughter need to take medication during the trip	Yes	No
If the answer is YES , please give details opposite	Name of medication	Dosage
		When needs to be taken

PART C - DECLARATION

As the parent/carer of _____

- I have read, fully understood and am satisfied with the details supplied about the above named trip/visit and agree to my son/daughter taking part in it.
- I consent to my son/daughter receiving any necessary emergency medical treatment for any injury or illness during the trip. Every effort will be made to contact you for your consent should your son/daughter need to receive any emergency dental, medical or surgical treatment (including anaesthetic) as considered necessary. However, it may not always be possible.
- I will inform the academy if other medical conditions or illnesses arise before the group departs.
- I understand the academy's behaviour expectations and I will reinforce the academy behaviour policy with my son/daughter before the trip. If there are any issues when on the trip/visit I agree for suitable consequences to be put in place. These will be outlined in the letter for each trip.
- I also understand that I am responsible for my child getting home from the academy after the trip.

Signed: _____ Date: _____

Parent/Carer of
