



# Joseph Leckie Academy

## Educational Visits Policy (Learning Outside the Classroom)

**Approved by JLA Trust Board:** 04/2022

**Last reviewed on:** 04/2022

**Next review due by:** 04/2023

## **1. Introduction**

1.1 Educational visits provide curriculum enrichment. Academy visits play a vital role in the creation of an ethos in which students feel valued and trusted, and in which there are positive relationships between staff and students. They enable students to extend and/or apply their knowledge, skills and understanding in real life situations.

1.2 Well planned and conducted activities and adventures beyond the curriculum offer young people enjoyable and memorable learning experiences which can have a lasting, positive impact on their personal, social and development. Although activities cannot be completed risk free, the vast majority of young people who participate in such activities do so entirely without incident or injury. This policy is based upon the Learning Outside the Classroom (LOtC) manifesto ([www.lotc.org.uk](http://www.lotc.org.uk)) which the Academy firmly believes in.

1.3 All activities which take place outside the classroom are planned and organised so that students can learn and develop and extend their knowledge and skills. All activities will be well planned and have aims and objectives like all classroom activities. Following the activity there will be follow up or extension work where the learning that has taken place during the activity will be further developed or used within curriculum or pastoral opportunities.

1.4 The activity will be evaluated by the visit leader and evidence of the visit will be available in a variety of forms. This evidence may be in the form of displays, parent consultation evenings, presentations, classroom work, assemblies, photographs, student diaries etc.

## **2. Trips and Information**

2.1 Joseph Leckie Academy will seek to enhance the educational experience of all students throughout the Academy by providing a number of trips and visits during the year, including for example:

- Curriculum related visits (e.g. to a famous building, place of worship, theatre production, art gallery, historic site, Law courts, STEM, careers, Work Experience, Clothes and Food Shows, UCAS weeks, Field Trips and other academic visits)
- Adventure activities (e.g. camping, rock climbing, etc...)
- Sports-related trips and tours (e.g. Walsall Schools Sports, Sports Days, inter school fixtures etc...)
- Enrichment Activities (e.g. Activities week, Young Enterprise, Duke of Edinburgh, Well-being events, Celebration events etc...)
- Residential Trips (e.g. overnight stays during Activities weeks, Geography Field Trips, UK residential trips and overseas visits such as Battlefields, Ski Trips and cultural and/or sports trips)

2.2 Information regarding Academy trips/residential trips will be made available to parents/carers as soon as possible. The Academy will provide for participants and their parents/carers all relevant details, including travel arrangements, health and safety, purpose and expectations for each trip.

## **3. Good Practice**

3.1 Joseph Leckie Academy seeks to apply best practice in the management of all trips, including:

- Senior Leader with overall responsibility for trips and who is trained as an EVC (External Visits Co-ordinator) and in Risk Assessments.
- The Academy ensures that procedures and Risk Assessments are in line with external guidance from Health and Safety of students on Educational Visits (HASPV2) and Health and Safety on Educational Visits as well as other legislation and also advice from the Local Authority. These are all available on SharePoint.
- Staff organising and running trips are advised to attend the training run by the EVC and keep up to date with changes in procedures.
- A comprehensive approval procedure for all trips which embraces all relevant regulations, including stringent risk assessments (see appendix 1) and these must be authorised by the EVC before any trip or residential trip goes ahead.
- As a first priority ensuring the safety and welfare of all trip participants, including all relevant health and safety and safeguarding arrangements – though it should be noted that risk is an essential element of some trips (e.g. adventure activities, a residential trip, contact sports, etc...), in which case all practicable steps will be taken to minimise the risks.
- Careful choice of activities and destinations e.g. to check Risk Assessments at the venue, venues that hold the LOtC Quality Badge or venues where trips have been run successfully before). Where possible the trip leader should carry out a preliminary visit to the venue, however this is not always possible then the leader needs to consider how to complete an adequate assessment of risks and liaise with the EVC to complete this.
- Ensuring all staff have access to guidance on the management of trips (available on SharePoint and from the EVC).
- Using appropriately qualified and experienced trip leaders and staff.
- Careful choice of tour-operators and third party providers of activities.
- Having in place appropriate arrangements to deal with emergency situations, including appropriate levels and access to First Aid.
- Financial procedures to ensure good value for money.
- Ensuring that all parties involved have all the information required and are aware of their own responsibilities with regard to ensuring a safe and enjoyable trip for all staff and students participating.
- Arranging appropriate insurance for the trip (see 8.2 & 8.3).

#### **4. Trip Leaders and Staff**

4.1 Joseph Leckie Academy seeks to ensure that:

- The trip leader completes all the required paperwork by providing a comprehensive check list of requirements (see appendix 2).
- The trip leader and all staff travelling on the trip have the appropriate experience and, where appropriate, specific training and/or qualifications for the particular trip.
- The staff: student ratio is appropriate for the age of the participants and the nature of the trip.
- All staff involved have the means of contacting each other, a member of the Senior Leadership Team and the home contact of every child on the trip at all times during the trip.
- For trips involving at least one overnight stay, a member of staff is appointed and briefed as home contact to deal with any emergency or unforeseen circumstance and that the Local Authority (LA) is informed and the relevant documentation is sent to the LA in advance of the trip.

## **5. Students**

5.1 Joseph Leckie Academy seeks to ensure that:

- So far as is practicable, all students will have the opportunity to take part in a trip for which they are the appropriate age and have the appropriate skills/abilities/interests.
- All trip participants, including staff, have an appropriate level of health and fitness for the trip, checked where appropriate by means of a medical questionnaire/consent form for each participant.
- All those intending to take part in a trip are fully aware of the nature of the trip, what they should gain from it and what will be expected of them.
- Arrangements will be made to include participation of students with disabilities and special needs, so far as is practicable and without putting them or other participants and staff at risk.

## **6. Parents/Carers**

6.1 For all trips

- The Academy will ask parents/carers to give written consent for their child(ren) to participate.
- A consent form (disclosing medical conditions) will be required, signed by the parent/carer of each participant.
- We will ensure that parents/carers have all relevant information regarding a trip, including details for making contact in case of an emergency.

6.2 Parents/carers will be encouraged to:

- Take an interest in the destination of the trip and find out more about it with their child(ren)
- Impress upon their child(ren) the importance of following instructions and rules for the trip so that they maximise the benefit and enjoyment while minimising any risk to themselves or others.
- Ensure that they follow all joining instructions and, where appropriate, ensure that where the trip is abroad their child(ren) has/have a currently valid passport, Global Health Insurance Card (GHIC) and spending money/foreign currency.

## **7. Travel and accommodation**

- Where travel and/or accommodation is provided by a third party, we will only use reputable companies (e.g. ABTA/ATOL bonded).
- Third party providers of activities are required to provide their evidence of their licence to operate and their own safety procedures.
- Two members of staff will be appointed as home contacts for each overnight trip or trips which go beyond normal academy hours.

## **8. Financial and Insurance Arrangements**

8.1 We will seek to make sure that all trips are adequately funded and provide good value for money by a range of measures including:

- Approval at an early stage of a detailed cost plan.
- Agreeing the minimum and maximum number of participants for the trip's viability
- Ensuring that all aspects of the trip are appropriately funded, including a contingency sum to cover unforeseen events or emergencies.
- On extended trips, ensuring that staff have access to funds while away.

- Where parents/carers are required to meet or contribute to the cost of the trip, they will receive clear details of the costs and when payments are required. Where a deposit is non-returnable, that will be made clear at the time payment is requested.

8.2 Joseph Leckie Academy holds a block insurance policy which covers a variety of trips, details of the insurance policy can be provided on request. If this insurance does not cover the particulars of a trip, the trip leader will arrange a suitable alternative provision. It is essential the trip leader has checked the insurance requirements before costing out the trip.

8.3 Some pre-existing medical conditions are not covered under the Academy's block insurance policy. In these circumstances parents/carers will be asked to provide specific insurance cover for their child(ren).

## **9. Following a Trip**

9.1 All staff involved on the trip will be required to securely dispose of all the personal details for participants which they have carried during the trip.

9.2 The Principal will receive feedback from trip leaders and reviews the annual programme of trips, updates the trips approval procedure as necessary and seeks to ensure that staff planning future trips learn from experience of previous trips and, if necessary, adjust their plans accordingly.

## **Appendix 1: Educational Visits Procedure**

1. Take completed forms 1 and 2 to Manjit Matharu. Manjit will note if there are any cover implications and submit these to the Leadership Team for a decision to be made by the team, and if agreed, signed by the Principal (except for Enrichment week where CK will oversee trips authorised during this week). If agreed, Manjit Matharu will inform Alison Fletcher so that ParentMail can be set up for the specific trip/year(s), groups.
2. When you receive form 1 and 2 back from complete your Risk Assessment (on Form 3) and letter to parents/carers.
3. When these are drafted take to The Admin Team (who will read and initially check these against the check sheet).
4. After The Admin Team has done the initial check and signed form 1, email or bring a hard copy of the letter and Risk Assessment (including the emergency procedures) to CK for signing. Please note the letters MUST NOT be distributed students until after this has been checked by CK. This is to ensure certain key information is made clear to parents.
5. Once approved by CK, send letter to students with Form 6 parental consent form which should be returned to Reception and payment should be made via Parent Mail. This should no longer be returned to the Trip Leader. If students return to you, please take it to Reception. All payments now go through Parent Mail, where a parent cannot do this, payment can be taken in by Reception but trip leaders should encourage students to pay by Parent Mail by stating this in their letter. Trip Leaders can ask for an update of which students have paid/returned forms from the Admin Team or Alison Fletcher at any time in order to chase students.
6. Get insurance form completed (Form 4) and submitted to Alison Fletcher.
7. Complete Form 7 and give a copy to each student to take to teachers for permission.
8. Print a Copy of Emergency Action Plan (Form 8) to go with your pack.
9. Form 9 (Emergency contacts lists). Produced by trip leader.
10. Produce form 9a (list of students and data) - the Admin Team or Alison Fletcher will complete this list with all the required information from SIMS and provide this for your trip.
11. For residential trips and high risk activities Form 5 and 9a should also be completed and sent to the Local Authority (a minimum of 5 days before the trip).
12. Use Form 10 check list to ensure you have done everything.
13. Take hard copy of the whole pack to the Admin Team (please note this must be the signed copy and must contain all the information and Form 9 and 9a). They will upload to the folder on SharePoint. They will name the file with: date, trip to... and trip leaders name. This MUST be done at least one day before the trip to ensure office and after hours contact person or Leadership Team can access details of students on the trip, timings etc. These staff will access names from SharePoint as needed.

14. ONLY HARD COPIES should be with you and any trip deputies for the purposes of immediate and quick access whilst on the trip for health and safety reasons. If the Home-school contact(s) will not have access to the internet they may be given a hard copy as well. You and these staff are responsible for ensuring all this data is secure and shredded on return and reporting any breaches if data protection requirements are broken. PLEASE DO NOT LEAVE ANY COPIES IN RECEPTION OR ANYWHERE ELSE.

15. For attendance purposes, on the day of the trip you are still required to leave a register of students (full name and form only) who are actually on the trip. Please ensure this is accurate. You need to take this list with you but a copy MUST be left with the attendance team. Please hand in person to Mrs Jawanda or Mrs Booker. If your trip departs before the attendance team arrive, please put the list under their door in a named envelope with the date, trip name and trip leader. IT IS ESSENTIAL THAT COPIES ARE NOT LEFT IN THE OFFICE. When they have recorded the student's attendance, they will destroy the copy you gave them. This is to prevent breaches of data protection.

## Appendix 2: Checklist

**Complete the checklist and hand it to the Admin Team on completion of all the documentation.**

1	<b>FORM 1:</b> Principal's approval signed.	
2	<b>FORM 2:</b> Initial Cover request form completed & Cover agreed by Manjit Matharu.	
3	<b>FORM 3:</b> Risk Assessments completed and checked by the Admin Team. FORM 1 signed by a member of the Admin Team	
4	<b>FORM 6:</b> Draft parental letter checked by the Admin Team	
5	<b>Form 1, 3 &amp; 6:</b> After these have been checked by the Admin Team, submit Form 1, 3 & 6 to CK. Once the letter has been checked by CK it can be distributed to parents.	
6	<b>FORM 4:</b> Completed and passed to Alison Fletcher.	
7	<b>Budget Form:</b> Complete and pass to Alison Fletcher.	
8	<b>FORM 6:</b> Parental permission should be given via parent mails. Please pass any Parental permissions that have been completed on Form 6 to reception.	
9	<b>FORM 7:</b> Class Teachers approval printed and distributed.	
10	<b>FORM 8:</b> Emergency Action Plan printed.	
11	<b>FORM 9:</b> Completed by trip leader.	
12	<b>Form 9a:</b> Completed by the Admin Team, or Alison Fletcher.	
13	<b>FORM 5:</b> Local Authority form completed for certain activities (see Procedures No.11) and given to Admin Team for sending to the Authority a minimum of 1 week before the trip/residential trip along with a copy of FORM 9a.	
14	Advise the schools meals service of number of students absent if there are more than 10 and arrange packed lunches for those on Free school meals as required.	
15	Arrange First Aid Bum Bag and who will carry this.	
16	<b>FORM 10:</b> Pass a hard copy of the completed and signed checklist ( <b>Form 10</b> ) and hard copy of all paperwork ( <b>Forms 1 - 9</b> ) given to the Admin Team, <b>no later than the day before the trip to ensure it can be uploaded to SharePoint before the trip takes place.</b>	
17	Ensure the only hard copies of <b>Forms 3, 8, 9 and 9a</b> are with the Trip leader and Trip Deputies. These must be shredded on your return to the Academy.	
18	Ensure on the day of the trip a full attendance list is passed to the Attendance Team before you leave the Academy	

**I have completed all the above read the necessary guidance and legislation documents for taking trips/residential trips out of the Academy.**

**Staff Name:** .....

**Staff Signature:** ..... **Date:** .....