



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) 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 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.
- 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.