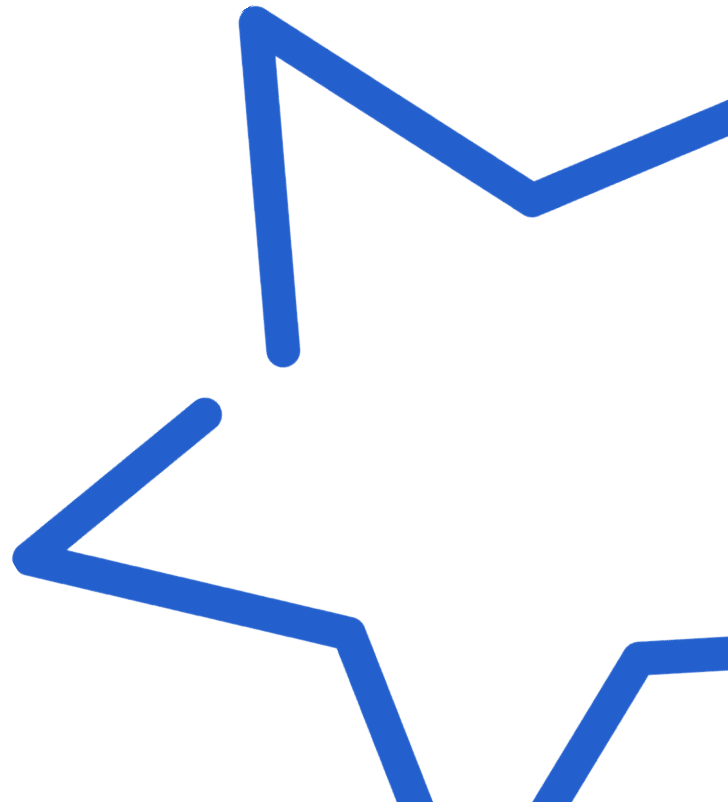




Educational Visits Policy

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1. Aims

This policy aims to:

- outline Great Academies Education Trust’s (GAET) requirements for planning, approving and running educational visits.
- detail the procedures for ensuring suitable and sufficient risk assessment is carried out for each educational visit.
- detail who is responsible for what aspects of educational visit safety management.

At GAET there is a requirement to ensure that all students have access to an ambitious curriculum. A significant part of this is learning outside of the classroom. In order to achieve sustainable and financially viable learning



outside of the classroom, balanced with in-class learning, it is important to follow a fair and equitable system. We are committed to ensuring that opportunities for participation in good quality and educationally beneficial visits are maximized.

It is the trust's intention that all practicable steps will be taken to meet statutory requirements, recognised codes of practice and government guidance in establishing a safe and healthy environment on educational visits.

We will ensure all staff have appropriate training and advice to organise and manage visits and trips safely.

Through academy leadership and subject area line management, all staff will know they have a duty to take reasonable care to avoid injury to themselves and others and to ensure statutory duties and obligations are fulfilled.

2. Legislation and guidance

This policy is informed by DfE guidance - 'Health and Safety: on Educational Visits November 2018' and will be reviewed every 5 years or after any changes of legislation or approved codes of practice. This policy is also informed by the Outdoor Advisers' Panel National Guidance, to which Educational Visit Coordinators (EVCs), Visit Leaders and others should refer.

3. Scope of policy

This policy applies to all educational visits, defined as learning activities that take place beyond each academy's premises. It does not apply to:

- local, frequent sporting activities or physical education (PE), as explained below.
- activities conducted outdoors but within an academy's boundaries, as the safety of these is managed under standard academy policies and processes.

As above, the risk management of all PE fixtures falls outside this policy as sporting activities come under the remit of the PE department, thus teachers leading or supervising PE fixtures outside the school grounds need to follow the guidance of their professional training and the Association for Physical Education. The risk management of the travel to and from PE fixtures comes under both the PE and minibus / transport procedures.

Any other, non-sports fixture trips undertaken by the PE department are educational visits and should be approved as such.

4. Roles and responsibilities

4.1 CEO and Trust Board

The Health and Safety at Work Act 1974, places overall responsibility for health and safety with the employer, which is the Great Academies Education Trust (GAET). To meet these responsibilities, GAET will:

- Provide guidance on Educational Visits (EV) policy and ensure it is reviewed at least every 5 years.
- Supporting the setting of procedures for the planning, management and approval of EVs.



- Ensure staff are adequately trained, guided and supported so they can plan and carry out safe, educational visits that are in line with this policy.
- Determine the charging and remissions policy and appropriate procedures for the financial management of visits having regard to any government guidance.
- Monitor compliance by each academy.

4.2 The Local Governing Committee

The Local Governing Committee takes a strategic overview of all enrichment opportunities for students, LGC will:

- Ensure that inclusion, equality and diversity aspects are considered within the enrichment opportunities for all students.
- Ensure that the Principal is carrying out his/her responsibilities effectively.
- Approve in principle all international trips.
- Receive summary reports, yearly, on learning outside of the classroom.

4.3 The Principal / Head of School

The Principal / Head of School has responsibility for the development and implementation of EV procedures and processes for all staff and students. The Principal will:

- Ensure that EV procedures are being followed and that a review mechanism is in place.
- Appoint a suitably competent Educational Visits Coordinator (EVC).
- Ensure that the EVC is appropriately trained and has sufficient time and authority to fulfill their role.
- Ensure that appropriate insurance arrangements are in place.
- Inform the GAET CEO or Trust Board of any concerns or issues as early as possible.
- Ensure that there is a process to obtain best value for individual visits.
- Personally approve all overnight, adventurous and international EVs.
- Ensure that suitable emergency procedures are in place, including procedures to ensure parents are appropriately informed in the event of a serious incident and that GAET reporting procedures are followed;
- Ensure that critical incident management plans are in place for dealing with an emergency.
- Ensure the trip is fully costed and financially affordable within school budget and projected contribution income.
- Ensure all international trips are notified in good time to the Local Governing Committee.

4.4 Educational Visits Coordinator

The functions of the EVC include a requirement to:

- Ensure EVs meet the procedural requirements and that the EV Checklist (Appendix 1) is followed.
- Advise the Principal / Head of School of any issues concerning the approval of visits.
- Approve all policy-compliant default EVs and give initial approval for policy-compliant overnight, adventurous or overseas visits before passing them to the Principal for final approval.
- Review all visits that are recorded on evolve.
- Assess the competence of prospective leaders and staff in terms of qualifications and/or experience and organise appropriate training and induction.



- Ensure that DBS disclosures required in support of any educational visit are in place as necessary.
- Ensure that emergency arrangements are in place for each visit.
- Keep records of visits, incidents, accidents and near misses on the usual academy system and as a visit note on evolve, where appropriate.
- Report all incidents to the Principal at the earliest opportunity.
- Ensure, where reasonably practicable, that pre-visits have taken place for higher risk visits.

4.5 Visit Leaders

The leader in charge of any academy EV must be competent, confident, and an employee of or otherwise contracted directly by the academy. It is the sole responsibility of the Visit Leader to:

- Plan the visit carefully and in line with the EV policy, including assessing the risks of activities and recording any significant findings.
- To submit details onto evolve accurately and work within the policy stipulated approval timeline (Appendix 2).
- To work closely with the EVC and follow their guidance.
- To supervise the visit and ensure planned control measures remain suitable and are followed by themselves and any other visit staff and volunteers.
- To prepare contingency and emergency plans.
- To carry out dynamic risk assessments to take into account changing environment, conditions or the group. An ongoing assessment may lead a Visit Leader to turn to a Plan B.
- To ensure that all volunteers are clear on any role they have within a trip or visit.
- To ensure each trip is fully funded and is managed within that budget.
- Ensure that all financial documentation relating to the trip is collated and shared with the appropriate school and GAET finance teams in a timely and requested manner.
- Ensure that all families are tracked effectively for payment and liaise directly with families, in conjunction with school finance teams, in order to ensure prompt and timely payment by all.

4.6 Volunteers

Any adults on the visit not employed by the academy must be clear about their roles and responsibilities during the visit. Adults not employed by the academy who are acting as supervisors must:

- Be DBS cleared, where reasonably practicable, but if the visit is overnight then this is a mandatory requirement. Otherwise, as a minimum, a 'Volunteer risk assessment' must have been completed and approved by the academy Principal.
- Do what is reasonably practicable to ensure the health and safety of everyone in the group.
- Be clear about the objectives of the visit.
- Attend briefing meetings and participate in all relevant activities.
- Not be left in sole charge of students.
- Follow the instructions of the Visit Leader and academy employed staff and help with control and behaviour management.
- Speak to the Visit Leader or academy employed staff if concerned about the health or safety of students at any time during the visit or if concerned about any aspect of the visit prior to its departure.
- Never be in a situation remote from the support of the leaders or other appropriate members of staff.



5. Procedural requirements

5.1 Visit Categories

GAET has identified four categories of EV, each requiring escalating levels of risk management and academy level sign-off in order to proceed. These are shown below:

	Default	Overnight	Adventurous	Overseas
Description	Takes place in the UK and does not involve an adventurous activity or overnight stay.	Takes place in the UK with an overnight stay/s but not an adventurous activity.	Takes place in the UK with adventurous activity, regardless of whether overnight stay or not.	Takes place abroad, regardless of whether or not it involves an adventurous activity.
Planning Process	Visit Leader completes and adheres to the EV Checklist and submits the visit on evolve within the approval timelines (see below).			
Approval	Academy EVC will be authorized to approve trip.	Academy EVC will give initial approval then to the Principal / Head of School for sign- off.	Academy EVC will give initial approval then to the Principal / Head of School for sign- off.	EVC gives initial approval before going to Principal for approval. The Local Authority Evolve service lead will have final approval sign off.

Default Visits

Where a visit involves neither an overnight stay, an adventurous activity or is overseas, it is classed as a default visit. These visits, if compliant with the policy, can be approved solely by the EVC who may contact the Principal / Head of School at any point for further advice if required. Default visits must be pre-planned for financial outlay and carried out within budget.

Overnight Visits

Where a visit takes place in the UK and involves an overnight stay, additional measures should be put in place to protect and safeguard students. These should be in line with the GAET Safeguarding Policy and OEAP national guidance. Overnight visits must be approved by the Principal.

Adventurous Activities

Where an EV takes place in the UK and involves an adventurous activity, whether or not it also includes an overnight stay, the visit should be recorded as 'Adventurous Activity' on evolve and approval must come from the Principal. The academy EVC may contact the GAET lead for educational visits for further advice.



Where practicable, any activities of an adventurous kind should be arranged through a specialist provider. However, qualified and experienced staff may organise and run visits with the approval of the Principal.

When planning an adventurous activity, the Visit Leader should familiarise themselves with The Adventure Activities Licensing Regulations 2004. The Visit Leader must ensure that any activities that are licensable under these regulations are covered by an AALA license. These activities include caving, climbing (except on artificial walls), trekking (including pony trekking, off-road cycling, off-piste skiing) and watersports (on certain bodies of water including the sea, rivers and 'turbulent inland waters').

Many activities are not licensable by AALA (e.g. ropes courses, indoor climbing, archery etc) and can be covered by other accreditation marks such as Adventuremark and the Learning Outside the Classroom (LOtC) quality badge.

The Adventuremark and LOtC quality badge, unlike the AALA license, are non-statutory so if a centre is offering non-AALA-licensable activities and does not hold an Adventuremark or LOtC badge, it does not mean they cannot be used, only that more checks and measures should be carried out on the provider by the Visit Leader. A Provider Statement must also be completed by the centre and uploaded onto evolve. Refer to Section 3.9 - Using External Providers

Overseas Visits

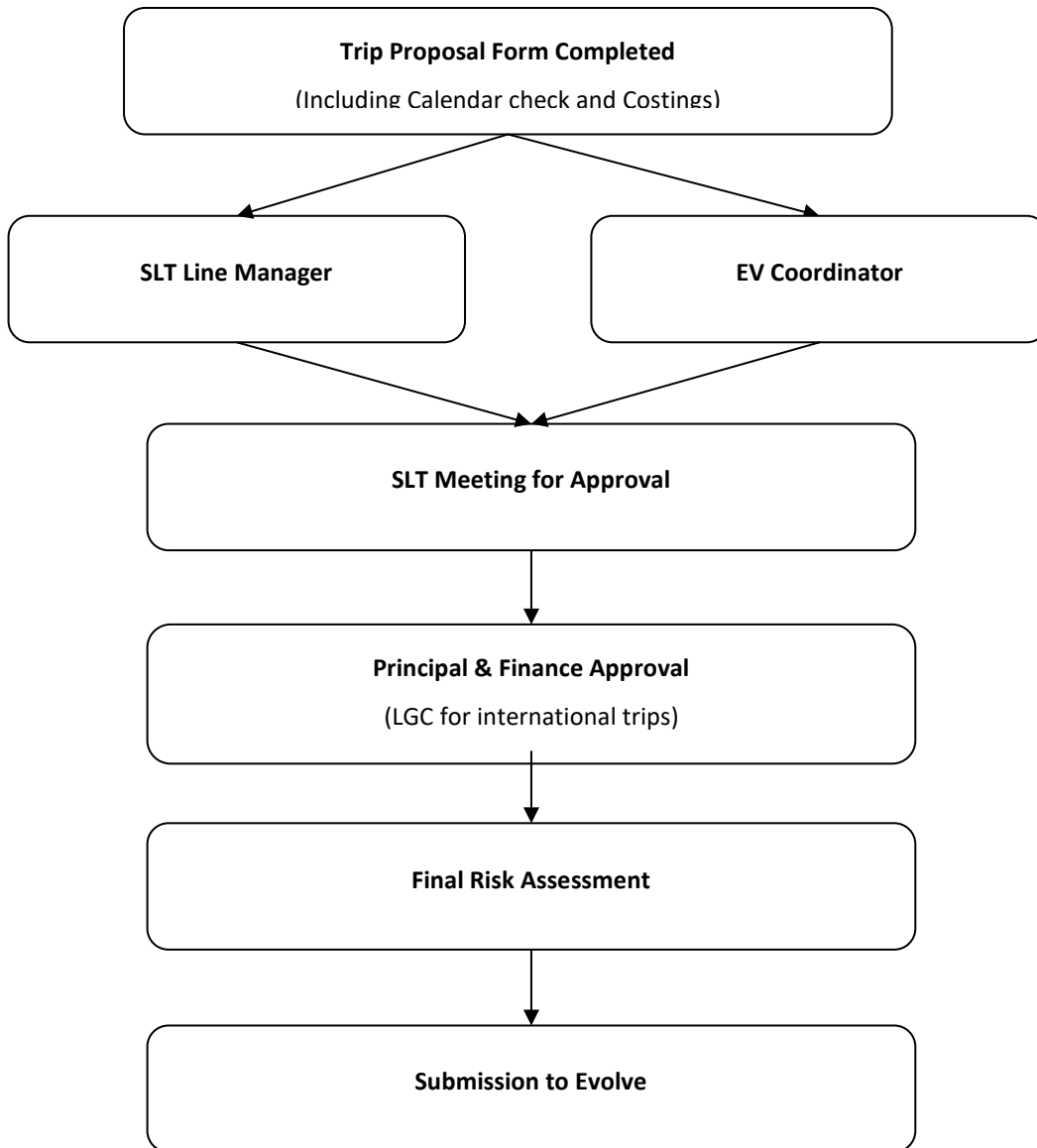
The academy actively encourages overseas visits. Planning meetings and briefings must take place in relation to overseas trips and should be held with at least one with the Principal in attendance.

5.2 Educational Visit Checklist

The EV Checklist outlines the steps for a Visit Leader to work through when planning an EV. This checklist represents a cornerstone of compliance and should be completed and attached to every visit on evolve.

5.3 Approval Process

The flowchart below details the correct approval process for all EVs.



5.4 Approvals Timeline

In order for the EVC and Principal to have time to appropriately check, all trips must be approved in Term 3b of the preceding academic year where possible. Visits abroad must be approved at least one calendar year prior to departure. Enough time needs to be established in order to achieve the formal approvals process. It is the responsibility of the Visit Leader to ensure that they meet the timelines in order to allow the due diligence process to be completed properly by the EVC, Principal.

5.5 Visit Emergency Pack

Both the Visit Leader and deputy (or another designated member of staff if there is no 'official' deputy), should carry an emergency pack at all times. A pack must also be left with the visit emergency SLT contact. Emergency packs should contain, as a minimum:

- a list of student / staff emergency contact details (including ages and a sufficient medical history of all students);



- any medication requirements
- any individual care plans or risk assessments. Care must be taken by staff to put measures in place to secure this data as it will be sensitive. Any loss of data must be reported to the Principal as soon as possible and within 24hrs.

The information in the emergency packs will also be available on evolve so the EVC and Principal can access it there.

5.6 Duty of Care

The duty of care expected of Visit Leaders is that of a reasonable, prudent and careful teaching professional applying their mind to the situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else. However, the Visit Leader should arrange a duty roster to ensure members of staff have adequate rest. It is essential that everyone involved in the visit understands the supervision arrangements and expectations. For information on direct, indirect and remote supervision refer to OEAP National Guidance Document.

Please note, there is a strict no alcohol rule for all staff / volunteers on all forms of educational visit.

5.7 Supervision Ratios

Supervision ratios are determined as part of the planning and approval process. The appropriate ratio for any activity will be informed by the risk assessment where there are no specific external or stakeholder guidelines that dictate instructor : student ratios. The decision should take into account:

- student gender, age (including developmental age), ability, competence and behaviour;
- general and specific supervision competencies;
- special educational needs and disabilities (which should trigger a higher ratio or individual care plan(s));
- duration and nature of the activity, including any journey required to get there/back;
- location and environment of where the activity will take place, including accommodation and requirements of the venue.

Taking into account the OEAP National Guidance and other bodies of work, this Policy stipulates the following ratios should be adhered to unless the Principal gives case-specific consent, which should be recorded in writing, to operate outside of them:

Default Trip	Overnight	Adventurous Activity	Overseas
1:15	1:10	1:10	1:8

Notes:

These are **minimum** staff to student ratio guidelines.

For SEND students, ratios might need to be tighter.

At least two adults, each of a different gender should accompany overnight and overseas visits (where this is not reasonably practicable, staff must still be able to access a member of the Safeguarding team through the on-call system).



At least two adults must accompany adventurous visits.

* These are minimum staff : student ratios but should be informed by the risk assessment.

These are merely minimum staff:student policy ratios. The actual supervision ratios must be informed by the needs of the group members and the complexity of the activity and they must be agreed by the EVC. The suggested ratio can be amended with the permission of the Principal, EVC and Visit Leader after the risk assessment has been submitted and before the final planning takes place. Further guidelines can be sought from:

- RoSPA (Royal Society for the Prevention of Accidents)
- The Department for Education
- OEAP (Outdoor Education Advisers Panel <https://oeapng.info/>)

GAET supports, where permissible, exploratory/reconnaissance visits by any member of staff who is to lead a group abroad, on a residential visit, or in a location that is not familiar to them. These visits will enable Leaders to gain first-hand knowledge of the area and facilities which will inform the risk assessment and pre-planning. Any costs incurred will be included in the total cost of the visit, although some contractors or providers may offer a pre-visit for the Visit Leader free of charge.

Where a pre-visit is not possible, the Principal, advised by the EVC, will determine whether the subsequent risk management plan is acceptable prior to authorization of the visit. Whether a pre-visit has been carried out or not, the Visit Leader should make a preliminary check of the venue upon arrival, noting any hazards or safety features.

5.8 Using External Providers

If using the facilities of a contractor, e.g. a tour operator, the Visit Leader should arrange a meeting with the local representative or manager in order that both parties can be kept fully informed and any concerns can be raised. Any points discussed should be noted in writing.

External providers contracted to run EVs should, wherever possible, hold the LOtC 'Quality Badge'. Where an un-badged provider is selected, the Visit Leader must undertake appropriate risk assessment (as with any EV), and check what other accreditation the provider holds. In this case, an OEAP National Guidance Provider Statement should be sent to the provider for completion, then sent to the EVC. The EVC should check they are satisfied with the provider's answers then upload the completed Provider Statement to the document library on evolve.

An exception to the requirement to attach a Provider Statement to a non-LOtC badged provider, is if the venue being visited is a public access building. In this case, as long as the visit does not include areas or activities that members of the public would not visit or complete, a Provider Statement does not need to be completed.

In all cases the Visit Leader must write their own risk assessment to include any likely risks posed by or to the members of the group.

5.9 Transport Providers



Where coaches are being hired to provide the transport for an Educational Visit, due diligence must be carried out on the coach company prior to the visit. A Transport Checklist (where appropriate) should be sent to and completed by the coach company, checked by the EVC and uploaded onto evolve. School finance team should be notified early in order to ensure appropriate payments are scheduled.

5.10 Parental Consent

Parents and carers must be made aware of all EVs that happen outside the normal start or finish of the academy day (including sports fixtures and local visits as part of the curriculum), or where an academy's duty of care will be exercised by contractor's staff on behalf of the academy. For these activities, consent must be obtained in the form of a written consent letter. Should a consent form not be submitted in time, verbal consent may be gained from a parent / carer. This must be recorded on evolve and the EVC must be informed prior to departure.

If a child in the group is subject to a care order, the relevant Social Services Department (SSD) should consent to any activity for which parental consent is advised. The SSD should be informed of any other 'learning outside the classroom' activity. The academy should also ensure that foster carers are aware of this so that they can take the necessary action.

If agreement cannot be reached with any parent who refuses consent, the student should be omitted from the activity and remain in school. Parents who object to their child participating in a low-risk activity must be referred to the most appropriate member of the Strategic Leadership Team.

5.11 Consent For Medical Treatment

Some Educational Visits may require consent from parents for emergency medical treatment (including, for example, anaesthesia or blood transfusions). Where such treatment is considered necessary by the medical authorities, parental consent must be sought for such treatment by way of a letter. This letter may be sent to parents at the beginning of the academic year or in advance of specific Educational Visits. Where parents refuse to consent to emergency medical treatment, either on religious or other grounds, advice will be sought from the GAET public liability insurer and/or legal adviser to determine whether their child is still able to take part.

If abroad, a doctor may be reluctant to treat one of the group participants if the Visit Leader does not have documented consent, therefore it is good practice for the Visit Leader to have ready access to a record of parental consent on such Educational Visits.

5.12 First Aid

The Health and Safety (First Aid) Regulations 1981 make it clear that "adequate" and "appropriate" first aid equipment, facilities and personnel must be in place. There is no specific guidance outlining the numbers of first aiders that must be present in an academy or accompany an educational visit. Visit Leaders must therefore consult both the EVC and the Principal when determining the first aid arrangements for an EV.

Minimum first aid provision for low-risk settings should comprise a suitably stocked first-aid box and a person appointed to be in charge of first aid arrangements. They may not necessarily be first aid qualified but will have a reasonable, working knowledge of first aid and be responsible for calling an ambulance and containing the situation, preventing further injury to students and staff.



For complex activities such as visits abroad or adventurous activities where emergency ambulance access may be delayed, at least one of the group's supervisors must be a suitably trained first aider.

5.13 Safeguarding

Child safeguarding measures must be considered at an early stage of the planning and, ideally through pre-visits, appropriate venues should be chosen that allow staff to effectively manage the safeguarding of the students. In line with the Safeguarding Policy, every member of staff or volunteer accompanying an EV is advised to adopt the attitude of 'it could happen here' where safeguarding is concerned. The Safeguarding Policy underpins all operational practice, including that outlined in this policy, and it should always be adhered to. If the Safeguarding Policy is updated, its contents override the contents of this policy, in relation to Safeguarding. A key summary of safeguarding measures for staff to adhere to on EVs can be found below.

All supervisory staff or adults who are employed to instruct students must be DBS checked before being allowed to supervise a group. Where reasonably practicable, or if the visit is overnight, all volunteers must also be DBS checked. Otherwise, as a minimum, they must have a 'Volunteer Risk Assessment' completed and approved by the Principal and must operate within the other stipulations set out within section 2.6, including not being left in sole charge of students.

Visit staff should give careful consideration to sleeping arrangements on EVs and allocate staff and student rooms with child protection as the main focus, taking into account any additional needs. The relationship between staff and students on EVs, particularly on residential visits, is often less formal than in the classroom, which can be of enormous benefit, but can also introduce higher risks. Staff should be acutely aware of the professional boundaries within which they need to operate, and be at pains to maintain professional standards at all times, including in how they speak, how they act, the conversations they allow to take place between students in their presence etc... If students need first aid treatment or emotional support during a visit, particularly overnight, particular care should be taken by staff to provide this in a way in which professional boundaries are maintained, through visible, transparent and appropriate actions.

If staff become aware of a safeguarding incident, disclosure or concern whilst on an EV, they must follow the Safeguarding Policy and report it to the DSL or designated safeguarding contact. If the disclosure / incident occurs out of hours, there should be adequate cover in place for this role – e.g. a member of the SLT who can manage or escalate the incident/disclosure or, for higher risk visits, a member of the Safeguarding team on call. If the student in question is at immediate risk of harm, a referral should be made to social services or the police immediately. If this is done by someone other than the DSL, e.g. for reasons of urgency, the DSL must be notified, as soon as possible, that a referral has been made.

The Safeguarding Policy must be referred to and followed, and incidents, concerns or disclosures must be recorded, maintaining confidentiality whilst prioritising the safety of the student(s) concerned.

When using external providers, clear handovers between provider and GAET staff should take place so it is evident to all who is responsible for the students at any point. Where reasonably practicable, visit staff should not leave students in the care of provider staff unobserved and monitored by GAET staff (unless in an emergency when that is necessary to preserve life or prevent an injured student's condition from worsening). A provider's safeguarding arrangements should be reviewed prior to the visit and questions raised, if necessary, by the Visit Leader. In the event of a potential safeguarding breach by provider staff (and after the immediate safeguarding of students has been secured), this should be raised immediately by the GAET staff on site with the provider's management. Thereafter the liaison should be made between the DSL and the provider's own DSL.

Further guidance can be found in the Safeguarding Policy and the Keeping Children Safe in Education statutory guidance from the Department for Education.



6. Risk management

GAET supports the principle of risk benefit assessment. The aim of sensible risk management for an EV is not to make the activity as safe as possible but as safe as it needs to be to maximize the learning outcomes whilst keeping an acceptable level of residual risk.

Visit Leaders who are in doubt about the balance of benefit and risk should consult the EVC. The EVC is empowered to make decisions on the balance of benefit and risk.

6.1 Risk Assessments

In order for an EV to be approved to go ahead, a written, suitable and sufficient risk assessment must be submitted by the Visit Leader. If using a generic risk assessment, it is imperative that the Visit Leader takes ownership of the document by making it relevant to their particular EV. This means they should take into account not only the activities being undertaken, but any specific needs of individuals on the trip / visit.

In order to be a useful, compliant document, the risk assessment should contain evidence of the knowledge of possible risks and ways to manage, avoid or mitigate them.

6.2 Risk Assessing students With SEN(D) or Medical Needs

Every effort should be made to include students with particular additional needs where possible, in accordance with Great Academies' SEND Policy. Risk assessments should consider:

- any additional aids or equipment that are needed;
- any additional staff requirements – e.g. higher staff : student ratios;
- parking / access requirements for students with blue badge mobility issues (consider bringing the blue badge and letting venues know in advance, which may allow parking closer to the entrance);
- PEEPS (Personal Emergency Evacuation Plans) and evacuation arrangements.

6.3 Dynamic Risk Assessments

Dynamic risk assessments should be carried out by EV staff continuously. These will not usually be written at the time, but any significant changes made to the risk assessment as a whole or the control measures, or any additional hazards seen or anticipated should be recorded, e.g. they can be handwritten onto the risk assessment and documented in the evaluation form. This should then be made available by the EVC for the benefit of future visit staff.

7. Inclusion



GAET supports the inclusion of all students on EVs wherever possible. In accordance with the Equality Act 2010, it is against the law to discriminate against someone based on any of the protected characteristics, thus Visit Leaders must make reasonable adjustments, if required, to include would-be participants who have a disability or present with other protected characteristics. The risk assessment can include such enabling measures.

Visit Leaders must ensure that practical measures are in place to include students with special educational needs or medical conditions where reasonable and practical. They should have, where possible, the same learning opportunities as the others in the group. The SEN(D)CO should determine what ratio of supervision the student will need for the visit and liaise with the EVC.

8. Behaviour

8.1 Student Code of Conduct

GAET's Behaviour Policy must be complied with by students and staff. Visit Leaders should ensure that parents and students have signed the Educational Visit Code of Conduct.

- GAET does not allow students to consume any alcohol on EVs.
- GAET does not allow smoking of any tobacco products on EVs, including e-cigarettes.
- The possession or use of any drug, other than legal over-the-counter medicines or medically prescribed drugs (pre-advice of which should be given to the staff in charge of the activity), is totally banned and the academy will take a most severe attitude to any departure from this rule.
- GAET does not allow students to participate in sexual activities whilst on EVs. Staff should be aware of any existing or developing student relationships and ensure that students conduct themselves in accordance with this rule. Any breach of the above guidelines will be treated with the utmost seriousness and may result in any or all of the following sanctions:
 - The student being sent home immediately at their parent / carer's expense;
 - The student being banned from all future trips;
 - An exclusion.

8.2 Staff Code of Conduct

GAET expects that all adults acting in loco parentis on any academy trip will be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgment at all times.

Although staff have a 24-hour responsibility for student welfare on a residential visit, they cannot all be on duty for 24 hours. The duty roster which the Visit Leader creates must be adhered to. All staff must ensure that they are on duty at the times set down and have the necessary information about the group and the events at that time, which should include emergency contact and medical information. The consumption of alcohol by any supervisory adult on any EV is strictly prohibited. To be clear, alcohol is not allowed by anyone at any time.

The Visit Leader must ensure that all staff are reminded of these expectations whilst on a visit.

9. Monitoring and compliance



All members of staff should be concerned about any serious and immediate risk, and also about any systemic shortcomings. If concerns cannot be settled amongst the staff leading the activity, all staff will be expected to stop the activity and refer the matter to the emergency SLT contact. GAET recognises the right of members of staff to refuse to participate in an activity which they consider unsafe. In such cases an alternative arrangement can be made with consent from the SLT.

10. Finance and insurance

Financial planning must be during the planning process and a completed Educational Visit Proposal Form (Appendix 1). The EVC must check that the form is completed and signed-off before approving a visit.

10.1 Charging For Visits

Every Visit Leader must be familiar with and comply with the GAET Charging Policy, which among other things outlines what academies can and cannot charge for, by law.

10.2 Costing of Visits

The Visit Leader is responsible for ensuring that the full costs involved in an EV are covered, either by parental contribution or by pre-arranged subsidy from academy funds.

The following main costs need to be considered but others may apply, depending on the nature of the journey:

- any cost of cover for absent staff;
- accommodation;
- food;
- travel / transfers;
- excursions;
- administration costs in organising the journey;
- insurance;
- sundries;
- contingencies.

For UK EVs, Visit Leaders should add on a 5% contingency fund to the charge made to the students. For overseas trips, this should be a 10% contingency fund.

10.3 Accounts

A record of receipts and payments should be kept and supported wherever possible by documentary evidence.

The records should be available at any time for examination by the Principal or the Finance Director and will be reviewed annually by the GAET auditors. They should be retained at the academy for a minimum period of six years from the end of the financial year they relate to.

All income relating to the EV should be passed to the academy finance office and all payments should be requested from them except in circumstances where an alternative system, e.g. of petty cash, has been authorised for the visit



by the School Business Manager. In no circumstances should the personal accounts of members of staff be used for any academy activity.

Where a student withdraws from an EV, or has their place on an EV removed by the academy leadership team, after arrangements have been made, sufficient funds should be withheld from the contributions already made by that student's parents in order to cover any irrecoverable costs incurred on the student's behalf.

Parents should be informed in the consent letter for the EV of the relevant visit budget, the finance procedures and rules. They will also be given the opportunity to opt out of receiving back any residual funds above £5 per student on the EVs return. If leftover money falls below £5 per student or parents opt out of receiving their allocation, it will be retained by the academy as contingency for future EVs.

Any requests for foreign currency need to be submitted to finance officers no later than 2-weeks prior to the departure of the trip.

10.4 Insurance

Appropriate insurance must be in place to cover employees (Employer Liability Insurance) and the academy's liability to the public (Public Liability Insurance), including students.

GAET has Risk Protection Arrangements (RPA) cover through the Department for Education which includes overseas travel (including winter sports). However, it is the duty of the Visit Leader, followed by the EVC and Principal to ensure that the insurance policy will cover all activities being undertaken and to arrange additional insurance if it does not.

It is possible that some adventurous activities are not covered by GAET's RPA, in which case, additional cover will be required. Tour operators may include additional travel insurance as part of the package they offer, but it is generally expected that the RPA will be used, unless otherwise agreed by the Principal. The responsibility for ensuring that insurance is suitable lies with each academy and note should be taken of specific exclusions such as for example, some snow sports, driving motor vehicles, high altitude, sub aqua, and individuals' pre-existing medical conditions. The academy will also determine whether additional insurance needs to be taken out by parents for their children and to inform the parents of this necessity and how it is to be arranged.

For more complex EVs, the academy will tell parents what insurance arrangements are in place and ask parents to accept the insurance arrangements through the consent form. Some parents may cancel their child's place on an extracurricular activity (one that takes place outside the academy day or term). If the place cannot be refilled, and the cancellation is covered by the insurance policy, the academy should forward the cancellation to the insurer and operator as soon as possible to help to mitigate cancellation charges.

11. Data Protection and GDPR

All members of staff should be aware of and compliant with GAET's Data Protection policy and should manage visit data in accordance with GAET's guidelines. This may include Visit Leaders ensuring that other providers being used, e.g. activity providers, flight carriers, venues etc are collecting, storing and using personal data, when required, appropriately.

The EVC remains the Data Controller for any visit-related data and will ensure that any data- processing third parties are assessed and approved, and that consent is correctly gained.



12. Emergency procedures and incident reporting

The academy will adhere to its policy and guidance documents on the reporting of accidents and incidents which are informed by the Health and Safety Executive.

It is good practice for Visit Leaders to consider, in advance, an 'emergency plan' for their visit. As a minimum, the following elements should be in place:

- every visit on evolve should include the contact details of the designated member of SLT on call for the duration of the visit;
- this 'home contact' should have access to evolve, to the visit details, and to senior colleagues' contact details;
- the Visit Leader should carry and put on evolve next of kin emergency contact details for every student and member of staff on the visit. Where a visit takes place entirely within school hours, emergency next-of-kin details may not always need to be carried, but the Visit Leader must ensure that they will be able to access these through a point of contact at the academy;
- in the event of a critical incident or emergency taking place on an EV, the academy communications tree needs to be activated. The Principal should be informed immediately, through the 'home contact', or directly by the Visit Leader, keeping the home contact informed;
- the Principal should then decide if the critical incident plan needs to be activated and a team of suitable senior staff configured to respond.



Appendix 1: Pre - Educational Visit Checklist

- Curriculum Need Identified
- Provider Identified
- Calendar Check
- Provisional Costings Agreed
- Expression Of Interest Letter Written
- Visit Approved In Principle By EVC
- Educational Visit Proposal Form Submitted To SLT Line Manager
- SLT Agreement
- Principal Approval
- Finance Approval
- Safeguarding Check
- Letter To Parents Authorised By Principal



Appendix 2: Educational Visit Proposal Form

All trips and visits must be agreed by the Educational Visits Coordinator and approved by the School Business Manager and the Principal.

Applications should be submitted for known trips in Term 3b of the previous academic year. For more responsive trips, a minimum of 8-weeks' notice is required. Other, special circumstances, will be considered on a case by case basis. For any trip abroad, the notice / planning period is one calendar year.

Event Details

Staff Name	
Name Of Event / Visit	
Date(s)	
Location	
Year Group(s)	
Number Of Students Involved	
Number Of Staff Likely To Meet Student : Staff Ratio	



Is the event:

- Curriculum essential
- Curriculum desirable
- Enrichment desirable

Explain why this trip is curriculum essential or if desirable, why it should go ahead.

Impact Of The Trip (Cover)

Lessons Missed

Lessons Missed	
Member Of Staff	Details Of Lessons Missed (Number & Year Group)



Total =	

Financial Costs Of The Trip

For curriculum essential trips parents / carers will pay a contribution but will not pay the cost of cover.

For desirable or enrichment trips parents / carers will pay the full cost including the cover cost.

<u>Cost Builder</u>	<u>Cost</u>
Estimated total number of students:	
Estimated total number of staff: - Teaching staff - Support staff	
Total entrance cost to event-location.	
Total supply costs calculated including time in lieu: <ul style="list-style-type: none"> ● £40 / Cover Lesson (General cover) ● £50 / Cover Lesson (Specialist cover compulsory if trip exceeds 2 days) ● £100 per day (£50 ½ day) cover costs for support staff 	
Transport costs: <ul style="list-style-type: none"> ● Total coach costs ● School minibus costs (@ £0.60 per mile) 	
Overnight insurance premium. If the trip involves an overnight stay then insurance costs need building in. <ul style="list-style-type: none"> ● 1-2 nights away – flat rate of 50p per student charged ● 3-6 nights away – flat rate of £1 per student charged ● 7+ nights – flat rate of £1.50 per student charged 	
Sub-total cost: (A)	



Administration Costs Trip Admin Fee Contribution - 2% added. Evolve costs, administration, ParentPay Licences, etc.	(Cell A x 0.02)
Disadvantage Premium Subsidy To support ensuring all students can access, an additional 5% per student should be added to the total cost. This additional 5% collected will support the subsidy for disadvantaged students.	(Cell A x 0.05)
Contingency (if required) If there will be staff incurred costs, e.g. accommodation, meals, subsistence, etc. this needs to be added in here.	
Total cost of the trip:	
Total cost per student:	
This event / visit has been approved by the Principal.	
Signature:	Date:



Appendix 3: Example Post Approval Educational Visit Checklist

- Visit Confirmed By SLT Line Manager
- Staffing Identified
- Staffing Authorised By SLT
- Dates Submitted To School Calendar
- Student List Submitted to Year Teams / Safeguarding Team
- Finance Schedule Approved
- Activities Confirmed
- Insurance Check
- KiT Meeting With The Principal / EVC
- Contact Details Confirmed
- Parental Meeting
- Depart



Appendix 4: Example Letters

Name of Student: _____ Form: _____

I consent to my son/daughter taking part in the visits detailed above and also agree to them taking part in the activities planned. Please acknowledge that activities may change dependent on weather and other circumstances beyond our control.

I have ensured that my son/daughter understands the importance of obeying any rules and instructions given by the adults in charge of the visit and I agree to impress upon them the necessity to behave responsibly and to help the leaders to ensure the safety of everyone on the visit. I am aware that the Academy has a detailed policy on the safe running of educational visits, which I can obtain from the Academy. I am also aware that the school's educational visits are always well organised with particular attention paid to health and safety. I understand that there can be no absolute guarantee of safety, but appreciate that the school leaders of the visit retain the same legal responsibility for students as they have in school and will do everything that is reasonably practicable to ensure the safety of everyone on the visit.

I consent to any emergency medical treatment which may be necessary during the course of the visit.

Please contact school if you do not wish your child to have photographs taken during the visit

Signed: _____ (Parent / Carer) Date _____

It would help the school to ensure the safety of all students taking part in the visit if you could supply the following information where applicable:

Details of any infectious or contagious diseases that your child has had in the last three months:

Details of any illness, allergy or disability which your child has, and any medical treatment which is necessary as a result:

Details of any medicine your child needs to take:

Name, address and telephone of your child's doctor:

Details of special dietary requirements (for medical, ethical or cultural reasons):

Contact Number in case of emergency:

Home _____ Home

Mobile _____ Mobile

Work _____ Work _____



Dear Parent / Carer,

At **ENTER ACADEMY NAME** we strongly believe in providing our young people with the opportunities and experiences which will metamorphosise their life chances. As part of this we are delighted to be able to offer our students in Year__ the opportunity to attend a cross-curricular trip to _____ in _____. The purpose of this trip is to allow students to ...

All students attending the trip will require a valid passport, with at least 3 months left on it at the time of departure, we also recommend that students have an EHIC card. The full cost of the trip is £____ and this can be paid over _____. There are limited places left on the trip and these will be allocated on a first come, first served basis. All students in Year __ are welcome to have a place on the trip.

Transport for the trip is by __. The itinerary is as follows:

Day 1

•

Day 2

•

Day 3

•

Day 4

•

Please see below the payment schedule for the trip:

Payment for the trip will be taken via **ENTER PAYMENT METHOD** and you will be notified when payments are live. If you wish to pay more than the required amount in a particular month, you are welcome to do so. However, the costs listed above are the minimum payment. Failure to keep up with payment **may** result in your child losing their place on the trip.

The school reserves the right to remove any student from the trip who does not demonstrate our school values between now and the departure of the trip. Please be aware that once paid the £____ deposit is non-refundable and any cancellations may incur a financial penalty. If a student is removed from the trip due to poor behaviour, we cannot refund the £____ deposit and cannot guarantee full return of further payments. If you wish for your child to attend the trip and require financial assistance, please contact school and we can discuss this. However, please note this cannot be guaranteed.

Yours faithfully,

Trip Leader



Appendix 5: Example Student Behaviour Contract

Name of Learner _____

For this visit to be safe and enjoyable for all involved, we ask for your written agreement to comply with the following code of conduct. Failure to comply with this Code of Conduct may result in sanctions on the trip, or disciplinary action upon our return to school. This will be decided on a case by case basis by the staff on the trip.

- All adult instructions must be followed straight away, without argument and at all times. This includes retail and travel staff, hotel staff and staff at visits. If the GAET staff feel that they cannot trust you to follow instructions you may be removed from activities, moved rooms/groups or in extreme instances, your parents/carers will need to collect you. Decisions regarding appropriate sanctions will be based primarily on the safety of yourself and others.
- If you see or are involved in any incident, which is inappropriate, makes you feel concerned or could be potentially dangerous, you must report this to a member of staff immediately. Failure to do so could put yourself and others at risk.
- You will not possess, purchase or use alcohol, tobacco, e-cigarettes or drugs whilst on the trip.
- You will stay within the boundaries set out by staff and ensure you arrive at meeting points when directed to.
- You will not use phones or social media in any way deemed inappropriate by school policy. If this is broken you may have only supervised access to your phone.
- You will always carry your emergency contact card.
- You will show respect through your actions and words at all times. In particular, you will be respectful, and sensitive to causing offence to members of the public.
- You will be respectful of the various environments you will be in. You will keep coaches free from litter. You will not cause intentional damage to hotel or other site facilities. You will comply with curfews and noise levels whilst in the hotel.

If you are unable to agree to comply to the code of conduct, it will not be suitable for the learner to go on this trip.

We agree to abide by the above Code of Conduct.

As a learner I understand what is expected of me in terms of good behaviour on this trip. I also understand that any serious breach of this behaviour contract will result in sanctions, both on the trip and on our return to school.

Young Person's Signature _____ Date _____

As a parent/carer I understand what is expected of my child in terms of good behaviour on this trip and understand that staff will use appropriate sanctions if there is poor behaviour.

Parent/Guardian Signature _____ Date _____

- Please tick this box if you do not wish for your child to be photographed whilst on the trip.