



## **Educational Visits and Trips V3**

### **Sheep Dip Lane Academy**

<b>Status</b>	<b>Statutory/Non Statutory</b>
<b>Responsible Directors' Committee</b>	
<b>Local Governing Board</b>	
<b>Responsible Persons</b>	<b>Principal</b>
<b>Date Policy Agreed</b>	<b>February 2021</b>
<b>Review Date</b>	<b>February 2024</b>
<b>Date of next review</b>	<b>February 2025</b>

## Version Control

<b>Version</b>	<b>Revision Date</b>	<b>Revised by</b>	<b>Section Revised</b>
V1			New Policy
V2	Feb 2022	F Parish	Pg 3 staff section, teacher responsibility and Pg 2 Principal not Governing Body who is responsible for the application of the policy
V3	Feb 24	S Foster	No Changes

### Statement of intent:

Sheep Dip Lane Academy takes the health and wellbeing of our staff and pupils very seriously.

We take reasonable steps as stated in the Health and Safety at Work Act 1974. This policy has been designed in line with the DfE and Health and Safety Executive (HSE) guidance and details our responsibilities for pupils while out on educational visits and academy trips.

Visits are organised to enrich our pupil's learning and life experiences and are mainly linked to our academy topics. As children progress through academy we offer residential trips giving our children the chance to stay away from home with peers, enjoying activities and team building.

### Roles & Responsibilities

- The Principal has the overall responsibility for the implementation of the Educational Visits and Academy Trips Policy of Sheep Dip Lane Academy.
- The LGB has overall responsibility for ensuring that the Educational Visits and Academy Trips Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The LGB has responsibility for handling complaints regarding this policy as outlined in the academy's Complaints Policy.
- The Principal will be responsible for the day-to-day implementation and management of the Educational Visits and Academy Trips Policy.
- The Visit Leader and educational visits coordinator has overall responsibility for educational visits and academy trips, ensuring booked correctly and the smooth running of the trip the day.
- Staff will be responsible for following the Educational Visits and Academy Trips Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all members of the party.
- Pupils are responsible for following instructions from teachers while on educational visits and academy trips.

- Pupils are responsible for behaving in a manner which matches the ethos of Sheep Dip Academy, and for following the behaviour rules set out in the academy's Behaviour Policy as they relate to the Educational Visits and Academy Trips Policy.

### **Planning a Visit**

- Prior to planning a academy trip, the visit co-ordinator should check that the academy calendar is clear for their class and there are no bookings to affect their class such as flu jabs, swimming lessons etc.
- *The academy's financial procedures must be followed when arranging trips.*
- The visit co-ordinator is to raise an order form and pass to admin to ensure no invoices are received prior to a Purchase Order being raised as per academy's financial procedures.
- Email admin request to set up ParentPay when final costings are in.
- All trips will be booked using ParentPay, all parents will be issued with logins giving the option to pay online or in the local shop using PayPoint.
- Parents will be given a minimum of 5 weeks to pay for the trip, ParentPay online will have a closing date of 2 weeks prior to the trip to ensure all funds are cleared. Payments will still be accepted via PayPoint after this time.
- ParentPay have the option for a parent to give permission for their child to attend the trip – if **NO** Permission is received the child cannot attend, class staff to chase permission from parents.

### **Staff Training**

- Members of Senior Leadership Team (SLT) receive training on Exeant Doncaster (including risk assessing and approval of trips) and disseminate to staff arranging visits.
- Teachers and support staff will receive training on the Educational Visits and Academy Trips Policy as part of their new induction starter.
- Teachers and support staff will receive regular and ongoing training as part of their continued professional development.

### **Risk Assessment & Insurance**

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

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record your findings and implement them
- Review your assessment and update if necessary
- There will be sufficient staff to cope in an emergency.
- The ratios will be reviewed for each trip taking place and any special circumstances taken into consideration ie one to one care.

Visit Leader to leave a copy of the Risk Assessment and trip documentation with Admin before leaving site.

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

**Should an Emergency arise during the trip:**

- Visit Leader is to contact the Academy and speak to the Principal or Vice Principal, in case of accident/injury to child the Principal will call the child's parents/carers.
- Children on the trip will be instructed to not contact parents or friends until the Principal allows them to.
- The insurer will be notified as necessary.
- Full written records of the incident will be submitted to the Principal at the earliest opportunity and kept securely with the Academy Business Manager once all investigations are concluded.
- Media enquiries must be referred to the Principal or, if they are not available, the Assistant Principals or clerk to the governors.

Policy Agreed: February 2021 and reviewed; February 2024

Signed:  Principal:

Signed:  Chair of Governors:

Policy to be reviewed in: February 2025