

Educational Trips, Visits and Events Policy

ISI reference	14d
Rationale for the Policy:	<p>GSAL aims to provide a wide-range of opportunities for students to enjoy well-run trips and visits that compliment students’ learning on-site. This policy applies to the whole school community, including EYFS.</p> <p>This policy aims to establish and maintain clear protocols for the safe running of trips, visits and events consistent with good practice and external requirements.</p>

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Agreed and Authorised by:	GSAL SLT / Governing body
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**The School runs on FREDIE principles:
Fairness, Respect, Equality, Diversity, Inclusion and Engagement**

- GSAL Educational Trips Visits and Events: Policy Overview

This policy covers our approach to trips, visits and events throughout the school. Each section of the school has its own paperwork authorised by the appropriate member of the leadership team in each section who have access to training, advice and guidance.

All areas are covered with appropriate documentation:

- On-site Events and Visits
- Day Trips
- Overnight Trips
- Longer Residential Trips

- *Curricular Outdoor Learning visits are managed by the Head of Outdoor Learning according to the same principles*
- *D of E Expeditions are managed by the Head of Outdoor Learning according to the same principles*
- *School fixtures are covered by generic risk assessment, modified according to specific activity*
- *School events on site are covered by generic risk assessment, modified according to specific activity*
- *Visiting presenters are covered by the policy on Visiting Speakers*
- *CCF and Scouts – trips associated with Scouts and CCF should follow MOD and the Scout Movement policies respectively in addition to the needs of the school.*

All of the paperwork comes through the office of the relevant member of the leadership team in each section and it is his/her overall responsibility to:

- Consider the suitability of a proposed trip, in consultation with appropriate HOD, HOY and with consideration for the demands on the school calendar.
- For overseas trips OR for trips where the total cost is in excess of £50K, approval must also be sought from Finance before proceeding.
- Consider the suitability of a colleague to lead a trip, in consultation with appropriate HOD, HOY and SLT and with consideration for the school calendar.
- Liaise and confirm dates with the school calendar.
- Confirm the trip with the Trips Co-ordinator who will then liaise with Finance Office in order to register:
 - our insurance requirements
 - initiate the financial procedures and payment plans
- Monitor and guide the preparation for the trip through the trip leader: this should include a consideration of appropriate supervision ratios, the preparation of pupils (especially those with SEND or medical needs) and the expectations of pupil behaviour, transport arrangements including vehicle insurance, vetting checks of adults not directly associated with the school including drivers.
- If external providers are to be used they should hold the Learning Outside the Curriculum (LOtC) badge. Where organisations do not hold the badge, the school must check that they are an appropriate organisation to use. This will include checking their insurance; they meet legal requirements; their health and safety and emergency policies; their risk assessments and control measures; their use of vehicles; staff competence; safeguarding; accommodation; and sub-contracting arrangements they have; that they have a licence where needed.

- Sign off the papers at the different stages of the process.
- Liaise with the office of the Director of Estates in order to approve risk assessments (RA) and emergency procedures (EP) – to include parents' contact details and permissions for emergency medical treatment

if the parents cannot be contacted, appropriate to the trip.

- Receive the Trip Report and Final Accounts.
- Keep abreast of the regulatory framework for learning outside the classroom.
- Maintain an understanding of the management of safe, effective and enjoyable trips and visits.
- Disseminate that good practice across the school.

Supervision ratios

In Primary phase the staff: child ratio is by default 1:10 in Key Stage 2; 1:5 in Key Stage 1 and 1:4 in the EYFS but may be adjusted dependent on the risk assessment.

In years 7-11 the staff: child ratio is by default 1:15 but may be adjusted dependent on the risk assessment.

In sixth form the staff: child ratio is by default 1:20 but may be adjusted dependent on the risk assessment.

In all cases, when confirming ratios, the risk assessment should take account of:

- the nature and duration of the visit;
- the location and environment in which the activity is to take place;
- the qualification and experience of staff;
- the nature of the group, including their age, level of development, sex, ability and needs (behavioural, medical, emotional and educational);
- the consequence of a member of staff being indisposed.

On-Site Visits and Events:

Colleagues need to ensure that all aspects of an event on-site have been considered. To ensure that events are well managed and safe, colleagues wishing to organise on-site visits or events should follow the procedures outlined in the document, 'Guidance for organising an on-site event or visit' which can be found in the 'Activities, Trips and Visits' section on GSAL World. Additionally, should external speakers be invited, please consult the document Guidelines for Visiting Speakers and the Visiting Speaker Risk Assessment.

Day Trips:

Colleagues with a new trip and/or on a first occasion as leader, are advised to discuss the matter with and seek the advice of the relevant member of the leadership team in each section of school, in particular if they anticipate the trip encroaching upon lesson time. Thereafter colleagues should follow procedures as outlined in the document, 'Day Trips Guidelines' which can be found in the 'Activities, Trips and Visits' section on GSALWorld.

Overnight Trips:

Colleagues with a new trip and/or on a first occasion as leader, are advised to discuss the matter with and seek the advice of the relevant member of the leadership team in each section, in particular if they anticipate the trip encroaching upon lesson time. Thereafter, colleagues should follow procedures as outlined in the document, 'Overnight Trips Guidelines' which can be found in the 'Activities, Trips and Visits' section on GSALWorld.

Longer Residential Trips:

One document 'Residential Trips Guidelines', which can be found in the 'Activities, Trips and Visits' section on GSAL World, contains the procedures that guide trip leaders through the whole process; one that clearly requires more detailed documentation and closer monitoring at more regular intervals. The document:

- Guides on the whole procedure including a checklist to follow it through

- Links to scale, scope, timing, duration, numbers (students and staff), costs and financing
- Triggers a set of financial procedures to:
 - establish a budget;
 - inform on the more complex insurance requirements;
 - manage stepped and sizeable payments from students;
 - handle quantities of foreign currency;
 - manage and account for expenditure whilst on the trip.
- Encourages clear and detailed communication to parents and students, culminating in an in-person or virtual meeting for all.
- Gives advice on risk assessment from prior experience, in writing and through discussion.
- Covers important matters of health, pre-existing medical conditions and diet.
- Advises the necessary certification from Third Party Service Providers (TPSP) to get their credentials
- Requires a thorough written risk assessment from the trip leader derived from:
 - Third Party Service Providers as appropriate;
 - Ourselves, where we exercise the responsibility for aspects of the trip, including 'free time'.
- Produces a clear set of specific emergency procedures, from a template.
- Incorporates guidance on how to act in the event of a major incident.
- Produces a final report and accounts to evaluate the conduct and success of the trip.
- Enables that experience to be for the benefit of the party and the broader experience of all.

On all trips, the trip leader is responsible for pupils' behaviour for the duration of the trip. Any incidents should be reported to the relevant member of the leadership team in each section of the school. The expectations regarding behaviour should be made clear to all before the trip departs.

Related Policies: First Aid Policy, Minibus Policy, Behaviour Policy, Rewards and Sanctions Policy (in staff handbook), Health and Safety Policy, Staff Code of Conduct