

## **Trips and Visits Policy**

### **Definition of a Trip/Visit**

A trip is defined as any occasion when a pupil or group of pupils is away from the provision, undertaking a educational activity and under the supervision of a member of staff. To avoid unnecessary repetition, the word 'trip' is largely used throughout this policy but, where this occurs, please understand 'trip and/ or visit' as appropriate.

There is no definitive list of a school trip or visit. Examples may include museums, art galleries, theatres, sporting fixtures, trips to educational conferences, trips in the evenings or at weekends.

### **Benefits of Educational Trips or Visits**

- Developing Students' Cultural Capital.
- Providing opportunities to bring the curriculum to life with out of classroom learning.
- Improvements in their ability to cope with change.
- Increase resilience
- Increase levels of trust and examine the concept of trust.
- Enhanced opportunities for 'real world' learning in context and the development of social and emotional aspects of intelligence.
- Develop genuine teamwork.
- Greater sense of personal responsibility.
- Increase risk management skills.

### **The Role of the EVC**

The Educational Visit Co-ordinator should give advice to staff on all aspects of school trips/ visits. Copies of documentation from the DfE and other agencies including 'Health & Safety of Pupils on Educational Trips'. The EVC should meet with staff prior to a trip to discuss the trip, venue, student-staff ratios, transport and share any other vital information including the risk assessment. Andy Dean is the EVC and oversees all trips at the provision.

All trips/visits will require robust risk assessments in place for the venue, transport and student specific ones related to any special educational needs or disabilities. Venues which have risk assessments should email them over prior to any educational visit. These can then be studied by the EVC and shared with other staff attending the trip. For any venue that does not have robust or relevant risk assessments the EVC will complete any risk assessments prior to the date of the trip.

Before the trip/visit the provision, manager and proprietor will meet to discuss the trip, risk assessments, staff responsibilities and amend any aspects of the trip/ visit if needed. A copy of the trips/ visit checklist letter is below.

Where possible a member of staff will visit the trip or visit destination prior to the visit. They will share information with the EVC of any issues that may need to be added to the risk assessment.

Trip or Visit Proforma

	Description
Date of trip:	
Venue and timings of the day:	
Risk Assessment for Venue:	Yes/No
Mode of transport/travel arrangements:	
Risk assessment for transport:	Yes/No
Any additional risk assessments:	
Staff-student ratio (1:4 ratio with male/female staff):	
Register of students:	
Additional dietary requirements:	
Parental Consent:	Yes/No
Medical Consent:	Yes/No
Emergency Contact details:	
Description of Trip:	
Planned Activities:	
Staff contact details and phone numbers:	
Trip signed off by:	
Trip Signed off date:	

### Prior to the Trip

Parent/ carer letters should be issued well in advance of the trip. These letters should ask for consent, permission to take photographs of their child and medical issues that staff should be made aware of. The letter should contain the purpose of the trip, travel details, financial contribution if applicable, timings of the day and venue. There should be emergency contact details and medical information shared on the letter. No student will be allowed to attend the trip/ visit unless authorisation has been agreed by parents/ carers.

### Day of the trip

On the day of the trip/ visit. The EVC must email the above checklist to the proprietor. All the above information must be completed. After the trip the EVC will gather feedback from staff on any aspects of the trip that can be improved.

### Staff Development

Staff training will be offered on how to keep students and staff safe when on trips. Staff will be made aware of Health and safety procedures and risk management and assessment. Staff will be able to raise any concerns they have regarding any trip or visit.