



EDUCATIONAL VISITS POLICY

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|-----------------|---|
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| January 2022 | Process for planning visits updated to reflect use of Evolve and categorisation of trips |
| December 2023 | Wording in key roles and responsibilities section COVID 19 (originally section 13) information removed |

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1. INTRODUCTION

- Trips, visits and learning off-site comprise an essential part of the school curriculum at Ocean Academy Poole. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

Ocean Academy believes that all pupils should be able to experience the world beyond the classroom safely, whatever age, ability and circumstances. Organisers and leaders of off-site educational visits will make reasonable adjustments and ensure that practical measures are in place for pupils with a disability, special educational needs or medical conditions where that is possible. In 2012, *The Outdoor Education Advisors Panel (OEAP)* produced the National Guidance for Learning Outside the Classroom. This guidance offers comprehensive information, tools and resources on organising educational visits. It is recognised by the Department for Education (DfE).

- This policy has been produced to offer school staff advice and support in the planning and organising of all offsite activities in order to ensure the health and safety of pupils.

The latest Local Authority guidance (BCP Council Training October 2019) has adopted the guidance provided by the OEAP. Ocean Academy Poole follow the Local Authority's Service Level Agreement for educational visits which provides:

- Ongoing advice and support to ensure the planning and organising to educational visits (including policies, procedures, legal requirements etc) meets national guidance and standards. This is currently overseen by Jake Wiid (jake@evolveadvice.co.uk).
- Subscription to the Evolve service - website which provides guidance and support alongside

template forms and guidance on how to complete them. It also provides details of who to contact for help and support as well as model policies and other useful resources.

- Annual network meeting and training for relevant staff (EVC/Headteachers)
- Assessment of arrangements for residential visits, visits abroad and outdoor and adventurous activities led by school staff.

With this in place, Ocean Academy Poole will use the guidance materials, templates and tools provided by Evolve through the LA in its planning of all educational visits.

2. AIMS OF THE POLICY

This policy aims to:

- Set out Ocean Academy Poole's requirements for managing and running educational visits;
- Make clear the aims and objectives that underpin educational visits and off-site activities;
- Give guidance on the procedures for ensuring suitable and sufficient risk assessments;
- Indication who is responsible for what;
- Ensure that every pupil has the opportunity to benefit from educational visits.

3. BENEFITS OF EDUCATIONAL VISITS

Every educational visit must have clear aims and objectives. Ocean Academy Poole's general aims and objectives for educational visits are:

- Support the curriculum;
- Support our Three Guiding Principles: Engagement, Self-worth, Purpose;
- Support our Learning Skills: Teamwork, Respect, Independence, Resilience, Communication and Self-motivation;
- Enhance children's learning;
- Provide experiences outside the classroom;
- Enable pupils to learn a variety of new skills;
- Develop self confidence, self reliance, maturity, awareness and a sense of responsibility;
- Encourage pupils to work cooperatively with others.

4. KEY ROLES AND RESPONSIBILITIES

The **AAT and Local Advisory Body** has overall responsibility for the implementation of the School Trips Policy and Procedures of Ocean Academy. The AAT and LA will:

- Ensure there is an effective policy for the provision of safe, beneficial educational visits and that it is implemented;
- Provide guidance on procedures to be used;
- Support Ocean Academy Poole in any emergency situation;
- Have overall responsibility for ensuring that the School 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 AAT and Local Advisory Body has responsibility for handling complaints regarding this policy as outlined in the AAT Complaints Policy.

The **Principal** must:

- Be responsible for the day-to-day implementation and management of the School Trips Policy and procedures of Ocean Academy;
- Appoint an Educational Visits Coordinator (EVC) who is specifically trained and competent. The Principal must make time available for EVC to receive training and complete work associated with the role, delegate tasks to the EVC and monitor that they are fulfilling their role;
- Be consulted about all off-site visits;
- Check there is an appropriately competent leader on all visits. The Principal and the EVC should make a judgement on this;
- Ensure there is a Code of Conduct/Behaviour Contract in place for Educational visit which explains sanctions in place and the consequence if there is a serious breach;
- Ensure the school has an *Emergency Action Plan* (EAP) in place in case of emergencies. This should be regularly discussed and reviewed by all staff;
- Ensure the school can be run efficiently in the absence of staff involved in the educational visit;
- Ensure that educational objectives are appropriate for each educational visit;
- Ensure serious incidents and accidents are reported and investigated.

The **Educational Visits Coordinator** has overall responsibility for school trips. They must:

- Work with the LA and Principal to ensure appropriate educational visits are in place;
- Have an overview of all visits taking place in order to support visit leaders through the planning process;
- Receive regular and up to date training regarding Educational Visits;
- Organise and deliver appropriate training for all staff and keep a record of this;
- Work with visit leaders to ensure that planning of educational visits is suitable and sufficient and follows guidance;
- Ensure visit leaders evaluate visits effectively to ensure best value;
- Keep records of educational visits including forms, evaluations etc (all through Evolve online);
- Ensure that pre-visits have taken place where possible;
- Ensure risk assessments are robust;
- Ensure parents and relevant staff are fully informed about arrangements for a visit;
- Ensure that a parents' meeting is arranged prior to a visit in the case of residentials, abroad trips;
- Ensure that emergency arrangements are in place for each visit.

The **leader** in charge of any educational visit must be an employee of Ocean Academy Poole and have been approved by the Principal and EVC to lead the visit. The designated leader in charge of the trip is "in loco parentis" and has a duty of care to all members of the party. The leader of a trip can be any member of staff as long as they are deemed competent. They must:

- Ensure the educational visit has valid educational outcomes;
- Be accountable for and competent to lead the visit;
- Undertake all planning in with with agreed procedures;
- Make themselves familiar with the requirement of health and safety legislation, codes of practice and financial regulations that are relevant to educational visits;
- Operate a high standard of data management;
- Ensure that appropriate assessments of the benefits and risks of any visit/activity are made in good time;
- Inform the EVS or Principal regarding concerns of their own suitability or competence to lead the visit;

- Ensure arrangements are in place for the effective supervision and safeguarding of pupils for the entire visit;
- Define the roles and responsibilities of other staff and volunteers and communicate directly with any contractors;
- Monitor the performance of external contractors and immediately cease activity if health, safety or welfare concerns are detected.

All **other staff** involved in the educational visit will:

- Do what is reasonable to ensure the health and safety of everyone in the group;
- Ensure they are familiar with the school policies and procedures related to educational visits;
- Be clear about the educational objectives of the visit;
- Attend briefing meetings;
- Understand the organisational tasks assigned to them;
- Look after their own health and safety;
- Inform the leader of any serious and immediate risks

All the above apply for off-site educational visits in the UK. On visits outside the UK, leaders will be subject to foreign law but as the overseas visits are planned and prepared in the UK, the risk assessments will be subject to the UK domestic law.

All members of staff should be concerned about any serious or immediate risk. If the concerns cannot be settled within the staff leading the activity, all staff will be expected to stop the activity and refer the matter to the EVC or Principal.

Ocean Academy recognises the right of members of staff to refuse to participate in an activity that they consider unsafe or that they are not suitably competent for. In such cases, a Plan B should be in place.

Teachers and support staff will receive training on the School Trips Policy as part of their new starter induction. Teachers and support staff will receive regular and ongoing training as part of their continued professional development.

Volunteers - Many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will be known to the school, such as parents. Volunteers will be appointed as far in advance of the visit as possible. The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be.

Any adults on the visit not employed by Ocean Academy must be suitably clear about their roles and responsibilities during the visit. They must have undergone clear DBS clearance checks appropriate to their role and the nature of the visit.

Volunteers must:

- 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 as required;
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- Follow the instructions of the group leader and school-employed staff;
- Speak to the leader or school-employed member of staff if concerned about the health or safety of pupils at any time during the visit;
- Avoid being in a situation remote from the support of the leaders or other members of staff.

Ocean Academy recognises the right of volunteers to refuse to participate in an activity that they

consider unsafe or that they are not suitably competent for. In such cases, a Plan B should be in place.

Pupils - Pupils are responsible for following instructions from teachers while on educational visits and school trips. Pupils are responsible for behaving in a manner which matches the ethos of Ocean Academy, and for following the behaviour rules set out in the school's Behaviour Policy as they relate to the School Trips Policy.

Training of staff - Teachers and support staff will receive training on the School Trips Policy as part of their new starter induction. Teachers and support staff will receive regular and ongoing training as part of their continued professional development. The EVC will have refresher training at least annually, on their responsibilities regarding school trips.

5. MANAGEMENT AND PROCEDURES

Prior to planning any school trip, the following guidance should be read by the visit leader:

- The DfE's [Health and Safety: Advice on Legal Duties and Powers](#).
- The HSE's [School Trips and Outdoor Learning Activities](#).

Categorisation of Off-site Visits/Activities

Every off-site visit or outdoor activity must be either notified or approved by the Principal before the event takes place.

For the purposes of approval, off-site visits are classified into three categories.

Category A – Local and regular activities which are defined in this policy in terms of the nature of the activity and their location; for example, sports fixtures, swimming, local parks, places of worship, libraries, theatre, cinema, city centre, museums, allotments etc.

All of these visits MUST be entered on EVOLVE. One application can cover a range of similar visits or a series of activities.

For the purposes of this policy, the establishment defines **Category A** ('regular and routine' visits that take place in the 'local' area as part of a planned programme of activity over a given period of time and within the school day) as follows:

Those activities that take place as part of a planned curriculum. Such activities might include: Visits to Libraries, Art Galleries, Swimming Pools and Leisure Centres, City Schools, Sports Fixtures, and activities on the delivery site of a non-adventurous nature; for example: That can operate within the following locations:

Within the local neighbourhood or local built-up area, town or city.

Beyond these areas of working, the visit becomes a **Category B** visit.

Staff should be trained in the operation of this policy in relation to Category A visits.

Category B – Usually annual visits to attractions or locations beyond the 'local' area; *for example, visits to the seaside, major visitor attractions, UK cities etc.*

All of these visits MUST be entered on EVOLVE and will require the approval of the EVC and Principal.

Category C – Includes: **all residential visits, visits abroad and activities in hazardous environments** or involving '**adventurous**' activities, see Figure 2 for more detail.

All of these visits MUST be approved using EVOLVE and will require the approval of the EVC, Principal and Aspirations Academies Trust Health and Safety Officer.

Evolve Online

Beginning October 2019, Ocean Academy now uses the Evolve Online system for approving, planning and reviewing educational visits. This is in line with guidance from BCP Council (BCP Educational Visits Training October 2019). All paperwork for trips will be kept together and monitored by the EVC/Principal through Evolve. From April 2022, Aspirations began monitoring academy EVOLVE submissions and following the Principal's authorisation, monitors the risk assessments.

Each class teacher has been given their own access to Evolve Online where they can fill in appropriate paperwork. Other members of staff can also gain access at the request of the EVC/Principal. A full list of staff and pupil names are logged on Evolve so roll lists can be made and paperwork shared easily amongst relevant staff.

EVOLVE must be used to plan and approve all visits.

Notification of Visits

For **Category 'A'** this should be two weeks and for **Category 'B'** four weeks. However, it is recognised that some opportunities to work off-site may happen at short notice even in such cases academies must still use the EVOLVE system to approve them.

Category 'C' visits should be submitted (to AAT) at least **six (6)** weeks prior to departure to allow for the form to be returned for clarifications or for arrangements to be amended.

However, if the visit is Overseas, **twelve (12)** weeks should be given and if the visit is an Overseas Expedition, **eighteen (18) months** should be given.

Approving Educational Visits

Any member of staff planning a trip must first complete a proposal form through the Evolve Online system. The EVC will then directly approve the visit and activities, in consultation with the principal, apart from those visits deemed 'higher risk'. Higher risk visits are residential visits, visits abroad and outdoor and adventurous activities. In the case of such higher risk visits, the EVC will vet these visits before passing to the Local Authority (Jake Wiid) for endorsement. This will also happen through the Evolve Online system.

All visits should be planned and agreed by the EVC/Principal at least half a term in advance of the date of the trip (where possible). Trips classed as 'Higher Risk', require at least three months preparation ahead of the date of the trip.

Exploratory Visits

An exploratory visit must be made by any member of staff who is to lead a visit, especially residential visits or those in a location unfamiliar to them. This visit should inform any risk assessments and risk controls proposed. Ocean Academy accepts that in some circumstances (for example trips abroad) a prior visit may not be possible. In such cases, the Principal will decide in consultation with the EVC whether the risk assessment and proposed risk controls are sufficient.

Registers

A list of names, contact telephone numbers and medical history should always be accessible to the visit leader. Only those individuals who are required to know this information will be permitted access. When the data is carried off site, the group leader will be mindful of potential data protection breaches.

Supervision

All adults connected with a visit owe an enhanced duty of care to the pupils they accompany by common

law. The duty of care expected is that of a reasonable, careful parent applying his or her mind to the situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else (unless staff are working on a rota system).

The visit leader is responsible overall for the group at all times. He/she may, however, delegate supervisory roles to other adults. When delegating supervisory roles, the visit leader should:

- Allocate supervisory responsibility to each adult for named pupils and ensure that all adults understand that they are responsible to the leader for the supervision of the pupils assigned to them;
- Ensure that each adult knows which pupils they are responsible for;
- Ensure that each pupil knows which adult is responsible for them;
- Ensure that each adult has the means to contact the group leader and/or other adults in the group;
- Each adult has the knowledge of and clearly understands any relevant contingency plans.

Supervision can be close or remote but is always 24 hours per day (when on residential/trips abroad). Adults are not expected to be on duty for 24 hours each day. In order that each adult gets sufficient rest over the course of the visit, a duty roster/timetable should be arranged (both male and female members of staff on duty at the same time where possible). It is essential that all adults involved in the visit understand the supervision arrangements and expectations. It is good practice to let parents know that staff will be taking it in turns to be on/off duty throughout the course of the visit.

Supervisors should:

- Carry a list/register of all group members (including familiarising themselves with the groups medical needs/allergies);
- Regularly check that the entire group is present;
- Have appropriate access to first aid;
- Ensure that each pupil knows what to do if they are separated from the group;
- Ensure pupils understand and accept the expected standards of behaviour;
- Ensure a pupil is never left on his/her own.

During the night time on residential visits, the security of the group is of additional importance. The **visit leader** must ensure that (where possible):

- Staff (of both genders where appropriate) have sleeping accommodation on the same floor and as near as possible to the pupils' accommodation;
- Suitable and sufficient safeguarding arrangements are in place (following an appropriate risk assessment) to protect both staff and pupils;
- Where hotel/hostel reception is not staffed 24 hours a day, security arrangements are in force to restrict unauthorised visitors;
- in the absence of 24 hour staffing of reception, external doors should be secured against intrusion and windows closed as necessary;
- Where possible, internal doors should be lockable but staff should have reasonable access to pupil accommodation at all times;
- All staff and pupils should know the emergency procedures/escape routes in the event of a fire or emergency evacuation.

Risk Assessments

It is important to note that a risk assessment is a process and not simply a paper document. Risk assessments should reflect the level of risk e.g. real risk v perceived risk. It's purpose is to be shared with others (at briefing meetings) and it is essential that all staff attending a visit have a copy and have familiarised themselves with it. It is also considered good practice to involve children in the creation of a risk assessment as it allows them to think of the risks for themselves and be more aware.

Ocean Academy staff are expected to follow the LA guidance for risk assessment which is based on the OAEP guidance. All risk assessments will be looked at by the EVC/Principal and recorded on the Evolve Online System (proformas/examples can be found here too). The EVC/Principal will decide which assessments can be used as generic risk assessments and which are specific and need to be repeated for each activity.

There are three types of recognised Risk Assessment:

- Generic - This covers activities/venues which the school frequently uses e.g. Poole Park, The Lighthouse Theatre. A generic risk assessment can be used in this case but should always be recorded and read by all staff.
- Visit Specific - This risk assessment addresses the specific visit and the needs of the particular group. They might show how an activity can be modified to suit for example a disabled student. This should be written and recorded on Evolve online and be read by all relevant members of staff.
- On-going - This risk assessment is completed during the visit/activity by the visit leaders/other members of staff. They will take into account changing environments/conditions/group behaviours. An on-going assessment may lead a visit leader to a PPlan B scenario. These risk assessments will not usually be written and recorded at the time but what was done should be recorded later for the benefit of future visits.

If the off-site venue holds a LOfC Quality badge, you can use their risk assessments although an additional one completed by Ocean Academy staff is recommended. Please see the section on External Providers for more information.

Risk-Benefit Assessment - While assessing the risk, staff should also assess the benefits of the visit/activity. These must then be balanced against the risks.

Group leaders who are in doubt about the balance of benefit and risk should consult the EVC/Principal. The EVC/Principal has the final decision on the balance of risk/benefit.

Our risk assessment process is designed to manage real risks when planning trips whilst 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 precaution;
- Record your findings and implement them;
- Review your assessment and update if necessary.

Adult/Pupil Ratios

There is no longer a specified government adult to pupil ratio for school trips. The correct ratio for any visit will arise from the risk assessment and the competency level of staff members. The ratio decided should help leaders safely achieve the objectives of the visit. The Principal has the power to change the ratio after discussion with the EVC and group leader and may seek advice from the LA. The decision should take into account:

- The sex, age, ability and aptitude of the group;
- The nature and duration of the visit;
- The location and environment in which the activities take place;
- The experience of the leaders/teachers;
- The duration and nature of the journey;
- Type of accommodation;
- Competence of staff on any specific activities;
- Requirements of the place being visited;
- Medical, emotional and educational needs of the pupils;
- Special educational needs and disabilities;
- Competence and behaviour of pupils;

- First Aid cover.

Ocean Academy usually follows (where possible/appropriate) the LA recommended ratio guidance (see below).

| Day Visits | |
|---------------------------|----------------------------|
| Age of Group | Recommended Ratio |
| Nursery | 2 children to 1 adult |
| Reception - Year 3 | 6 children to 1 adult |
| Year 4 - Year 6 | 10 children to 1 adult |
| Year 7 onwards | 15 -18 children to 1 adult |
| Residential Visits | |
| Age of Pupil | Recommended Ratio |
| Under 16 years | 10 children to 1 adult |
| 16 + | 15 children to 1 adult |

Ocean Academy also recognises that it is advised, where possible, to always have one extra person 'floating' on a trip who is not assigned to a group. This person is then free to move between the groups and relieve another member of staff if necessary.

Ocean Academy accepts the help of parents as volunteers on school visits (day visits). When a parent is attending, they can act as a 1:1 for their own child. Otherwise, if they are attending as general support, Ocean Academy prefers parents to not be with their own child and to support another group of children. On day visits, Ocean Academy prefers a mix of genders amongst staff where possible. On residential visits, Ocean Academy will always insist on there being a mixture of genders amongst staff in attendance.

Parental Consent

Ocean Academy recognises that parental consent is not generally required for off-site activities that take place during school hours. However, for more routine, regular and low risk off-site visits, Ocean Academy chooses to obtain a 'one-off' consent form at the start of any academic year. This form gives consent for any and all activities, both on and off-site, that take place during school hours and at familiar venues e.g. Poole Park, The Lighthouse Theatre.

For higher risk off-site visits, such as day trips further afield or visits to a new location, Ocean Academy insists visit leaders obtain consent from parents for each and every specific visit. Ocean Academy will not accept 'non response' as consent.

All educational visits which fall either in full or partly outside of school hours require explicit parental consent e.g. residential trips, trips abroad.

If agreement cannot be reached with any parent who refuses consent, the pupil must be omitted from the activity and a different way found for the learning to be delivered to that pupil. National Guidance does state however, that a parent cannot simply withdraw their child from a trip which covers a National Curriculum objective. National Guidance states that the parent must withdraw their child from the whole subject, not just from that particular visit.

If a child requires specific medical treatment whilst on an educational visit, the pupil can only attend if parental consent for medical treatment is obtained.

Any correspondence sent out to the parents/carers must also be submitted to the Principal, who must check it through first.

General Data Protection Regulations (GDPR)

Ocean Academy understands that under the General Data Protection Regulation, data relating to an individual's health is sensitive and that children are classed as vulnerable individuals under data protection law. Child data disclosed will be handled with the utmost sensitivity and confidentiality and in accordance with the General Data Protection Regulation. Data is minimised as much as possible and is held only for the duration of the visit and then appropriately destroyed. Every endeavour will be taken to ensure that the data is kept secure recognising that it must also be accessible to relevant adults. The importance of diligent data security is stressed to staff and they receive appropriate training to ensure the risk of a breach is minimised.

Training

The EVC must have attended the OAEP's EVC's Training Course run by the Local Authority. The EVC must then attend the annual network meeting to keep up to date. The EVC is required to attend a refresher course after 5 years.

Ocean Academy requires the EVC to report back to colleagues after any training and after any updates.

Teachers and support staff will receive training on the School Trips Policy as part of their new starter induction. Teachers and support staff will receive regular and ongoing training as part of their continued professional development.

Safeguarding

Safeguarding requirements must be considered from the earliest stage of planning. If engaged in regulated activity, all supervisory staff or adults who are employed to instruct pupils, whether paid or voluntary, must be enhanced DBS checked before being allowed to supervise a group. Under no circumstances will a volunteer be left unsupervised with pupils or be allowed to work in a regulated activity if no checks have been obtained. In the case of residential trips, all adults will be enhanced DBS checked, regardless of their role within the visit.

Guidance can be found in the Government's 'Keeping Children Safe in Education' statutory guidance and also within Ocean Academy's Safeguarding policy.

External Providers

Ocean Academy will use external providers that have been specifically assessed as suitable to deliver educational visit activities.

Wherever possible, the providers should be holders of the 'Quality Badge' obtained through the Council for Learning Outside the Classroom accreditation scheme. The badge gives assurances of safe and good learning and should expedite the school's internal approval process. Visit leaders must still ensure that the provider is suitable for the group's requirements.

Although detailed risk management questionnaires do not necessarily need to be sent to a LOfC Quality Badge holder, they should still cooperate with the school in any pre-visit checks and questions.

Ocean Academy visit leaders are not restricted to only using LOfC Quality Badge providers (although they are preferred). If an organisation does not hold the badge, the school must thoroughly check that

they're an appropriate organisation to use. This could include checking:

- Insurance;
- They meet legal requirements;
- Their health and safety emergency policies;
- Their risk assessments;
- Control measures;
- Their use of vehicles;
- Staff competence;
- Safeguarding;
- Accommodation;
- Any sub-contracting arrangements they have;
- That they have a licence where needed.

Ocean Academy will create an agreement with them that makes it clear what everyone is responsible for. This is especially important if they'll be taking over supervision of the children.

In all cases, the visit leader must assess any likely risks posed by members of the group. External providers cannot do this on behalf of the school.

Visit leaders should check the Council for Learning Outside the Classroom website for details of the badge scheme.

6. TRANSPORT

If the school is organising transport for pupils to a school visit or venue, the school has a duty of care for the child whilst transporting them. If Ocean Academy arranges for pupils to be dropped off at a venue by their parents, the school's duty of care does not begin until the pupil joins them at the venue.

The only exception to this is if the school asks a parent to transport another pupil to the venue in addition to their own child. In this case, duty of care lies with the school and a 'Private Car Form' should be completed. If parents arrange lifts amongst themselves, this does not involve the school and therefore, the duty of care does not lie with the school.

Minibus

Pupils can be transported to a school visit through the use of an external coach provider or using the school minibus. Regulations for conduct on external coach providers need to be checked upon booking. Conditions for using the school minibus are as follows:

- Students will only be allowed to travel if they wear a seatbelt;
- The Health and Safety Officer (District Facilities Manager) is responsible for arranging the annual maintenance of the minibus including MOTs and road tax;
- The driver must have a current licence, be aged 25 years or over and hold a full licence in Group A or PVC. They must have also had appropriate training to drive the minibus and be happy to do so;
- Drivers must complete the relevant form from the academy office and supply a photocopy of their driving licence;
- Internal damage to the minibus is the responsibility of the individual using the minibus. The school will decide who is responsible for covering the cost of any repairs;
- The minibus will carry strictly one person per seat;
- Fines occurred will be paid by whoever was driving the minibus at the time the offence was committed;
- Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to school.

Use of Private Vehicles

In certain circumstances, a member of Ocean Academy staff may use their own car to transport a pupil/pupils if the correct insurance has been obtained. Before this happens, consent must always be gained from the pupil's parent and the Principal. The only time permission is not needed is in the case of an emergency. The member of staff should never travel 1:1 in the car, put the pupil in the back of the car and should only make the journey if they feel comfortable.

7. INSURANCE AND LICENSING

When planning activities of an adventurous nature in the UK, the visit leader and EVC will check that the provider of the activity holds a current license. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover. Ocean Academy will ensure that appropriate insurance is in place to cover employees (employer's liability insurance) and liability to the public (public liability insurance). It shall also ensure that sufficient travel insurance is in place to cover all pupils for all activities on the entire visit when overseas. Parents will be informed of the limits of any insurance cover. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible. Medical expenses will be recorded and stored in the academy office.

8. IN THE CASE OF AN EMERGENCY

In the case of accidents and injuries whilst on a school trip in the UK, the school's accident reporting process will begin as detailed in the Health and Safety Policy.

All staff will carry 'Emergency Cards' on all trips. These cards will contain emergency numbers for staff to ring if something is to go wrong. There will be a range of numbers to ring depending on time of day/severity of emergency e.g. School office number, Principal's personal number, 24hr line run by the LA. Visit leader is never to directly ring a parent in an emergency. They should ring one of the above appropriate numbers and allow someone else to speak to the parent.

If an ambulance has to be called, Ocean Academy will only send an adult with the child in question if there is enough staff left at the venue. If not, someone back at school or the child's parent/s will travel and meet the child at the hospital.

In the case of accidents and injuries whilst on a school trip abroad:

- Organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or child outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact with the UK should be the Principal who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy / Consulate will be informed.
- The insurer will be notified.
- Written records of the incident will be kept.
- Media enquiries must be referred to the Principal or, if they are not available, the Deputy Head or Clerk to the Governors.

9. SEN AND DISABILITIES

Where possible, Ocean Academy will always endeavour to ensure that activities and visits will be adapted to enable pupils with SEN and Disabilities to take part. These adjustments should not disadvantage anybody else e.g. not going at all.

Where this is not possible, an alternative activity of equal educational value will be arranged for the pupil.

If the visit leader cannot guarantee safety (for the child in question, other children or staff), even with 1:1 or parental support, Ocean Academy holds the right to not take the child on the visit. Ocean Academy will provide reasoning and evidence as to why this decision has been reached.

Ocean Academy also holds the right to withdraw a child from a visit due to their persistent, ongoing behaviour. This decision would not be made lightly and would follow a long consultation between the child, parents and staff involved. The final decision will be made by the Principal.

10. FINANCE

The EVC or visit leader will liaise with the school's finance staff and Principal over the budgeting, estimates, costings and the financial arrangements for the visit.

The member of staff in charge of the visit is responsible for ensuring that the full costs involved are covered by parental contributions or other funds. If there is any extra money left over from a visit, the Principal holds the final decision as to what happens with it.

The school's financial procedures must be followed when arranging trips.

Under no circumstances should trip money be processed through personal accounts.

11. FOREIGN TRIPS

Validity of passports and visa requirements will be dealt with within 3 months of the initial request to avoid problems when the trip is due to take place.

12. FIRST AID

Ocean Academy's First Aid Policy must be followed when determining the first aid arrangements for an educational visit.

There is no specific number of First Aiders required on a school visit as long as there is a responsible adult who has a good working knowledge appropriate to the environment in attendance.

The determination of the first aid provision will be based on a consideration of the following:

- The numbers in the group and the nature of the activity;
- The risk and type of injury that might be incurred and how effective first aid would be in those circumstances;
- The availability of ambulance services and the distance to a hospital with accident and emergency facilities;
- Pre-existing medical conditions of group members;
- The first aid training and competency of supervising staff.

First Aid or medical treatment should only be administered to children with pre-existing medical conditions by a member of staff who is fully trained to do so. The member of staff holds the right to say if they feel comfortable or not to administer the medical treatment and consent from the parents must always be obtained.

13. DEFINITIONS

The Outdoor Education Advisors Panel (OEAP) provides guidance and support when planning school visits.

Reference to 'Evolve' is the Aspirations system for planning and logging school trips. This is kept as a central record of all trips undertaken by all schools registered under BCP Council.

Reference to AAT means Aspirations Academy Trust.

"In loco parentis" means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent / carer.

"School Trip" means any educational visit, foreign exchange trip, away-day or residential holiday organised by Ocean Academy which takes students off-site.

"Residential" means any school trip which includes an overnight stay.

"Activities of an adventurous nature" include, but are not limited to, activities that involve:

- Trekking
- Caving
- Water Sports
- Skiing
- Climbing

14. APPENDICES

These are examples of the information collected. Academies can also hold their own

versions. –

- Appendix 1 – One-off consent form for school trips and other off-site activities

Please sign and date the form below if you are happy for your child, *<name of the child>*:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
- All visit which take place during normal school hours
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

.....

...

.....

.....

..... **Signed**.....

Date.....

- Appendix 2 – Consent form for individual school trip or other off-site activity

CONSENT FORM

EDUCATIONAL VISITS

PUPIL DETAILS: VISIT DETAILS:

NAME: DESTINATION:

FORM: DATE:

DOB: TIME:

HOME TEL NO: I acknowledge the need for my child to behave responsibly ☐

Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. **All information will be treated in confidence.**

When did your child last have a tetanus injection?

If your child is taking medication, please give details, including whether it can be self-administered.

Is your child allergic to any medication? YES / NO. If yes please specify:

Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary.

Family Doctor: Telephone No: Address:

I am happy to let my son/daughter to make their own way home: ☐

I will collect my son/daughter at 4.30 pm from: _____ ☐

I give permission for my child to participate in the above school visit, and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by ACE European Group insurance, and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above.

SIGNED: _____ DATE: _____

PARENT Name in BLOCK capitals: _____

Address: _____

Please give an alternative contact name and telephone number in case we cannot reach you in an emergency.

Name: _____

Tel No: _____

Tel No: _____

