

# Educational Visits Policy 2016

## Monitoring

By	Review Period	Method
Staff and Students Committee	Annual	Meeting

Ownership: Jackie Maxwell, Administration Manager

## Revision History

Review	Changes	Next Review Date
May 2016	Small changes	May 2017





## **Vision Statement**

Our Catholic College seeks to be a community in which all are valued, where the life and the relationships of the College are permeated by Gospel values and in which the individual is seen as unique, with infinite potential for growth towards wholeness.

The College, in active partnership with home, parish and the wider community, endeavors to prepare all its members for a future in which they will be able to make a positive contribution and take up the challenge of their faith.

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## **The College Trips Policy**

College journeys and trips are an important element of College life often extending and enriching the day-to-day activities of College. All such journeys and trips are organised with a paramount concern for the welfare and safety of those taking part.

The Governors of St Joseph's College recognises the value of all trips connected with the College and offers the following policy as guidance and support.

### **Statement of intent**

St Joseph's Catholic College has adopted the DfE Good Practice Guide 1998 and the Swindon LEA policy on Educational Trips. This policy is based upon those documents and should be read in conjunction with the Educational Trips and Journeys Handbook available from Reception. Each family area will be issued with a copy of the DfE guide so that staff can refer to it when organising trips.

### **The Aim of College Trips**

College Trips are encouraged because they:

- are an essential part of delivering the curriculum
- support teaching and learning
- broaden the student's experience of the curriculum
- extend a student's experience
- turn theory into practice
- encourage and develop positive relationships between staff and students
- help to develop social and other skills.

### **Equal Opportunities**

Every effort should be made to ensure that College trips, journeys and activities are available and accessible to all who wish to participate, irrespective of Special educational needs, ethnic origin, sex, religion etc.

### **General Guidelines**

Those leading a trip must follow the procedures set out by the College and contained in the DfE Good Practice Guide 1998 and the Swindon LEA policy on Educational Trips.

Care must be taken to:

- ensure that any trip in College time is justifiable on educational grounds.
- ensure that a balance is maintained between time spent on trips and curriculum delivery and College educational outcomes.
- avoid undue pressure being applied to students to participate.
- avoid disruption to the College timetable by making sure that as far as possible residential trips take place during College holidays to avoid a loss of teaching time
- avoid where possible College trips for any year groups in their examination year.
- avoid trips where time spent traveling is disproportionate to the potential benefits gained.
- avoid trips where the cost of participating is socially divisive.

## **Student costs and payments**

The issue of funding for such trips must be fully explored and no student can be excluded from taking part in essential fieldwork on the grounds of inability to pay. Where the trip is essential, a charge can only be voluntary and a student cannot be *refused* on the grounds that they cannot pay.

However, it must be noted that if not enough monies are received then the trip may not be able to take place. This must be taken in to account when planning the trip. Parents who wish, may make additional voluntary contributions to assist in providing activities for low income families.

## **Planning Trips**

The trips procedure form EV01 must be completed whenever it is proposed to take a party of young people on a trip. When contacting external transport facilities only ABTA Bonded Companies can be used.

The trip must be approved before any letters to parents or any advertising of a trip is undertaken. Full costs must be declared on the EV01. The true cost must include:

Travel	This must always be originate from the College and return to the College (including travel using the College mini bus)
Accommodation	Including all meals unless clearly stated in writing
Insurance	Full insurance from the earliest possible date
Supply Cover	Where a trip involves a teacher being absent from lessons, then the cost of a replacement has to be included.

## **Costing of Trips**

Careful costing of all trips is a necessity. There should be no need to change costs after an initial price is announced unless it has been clearly stated that the price is subject to fluctuation. Any costing should include travel, accommodation, full insurance, contingency (at least 5%), and any supply cover required.

The College has procedure sheets for planning trips which must be used when planning a trip and submitted alongside form SV1.

## **Risk Assessment**

A Risk Assessment must be completed for all trips. The risk assessment should be handed to the College Trips Coordinator with the form EV02. All risk assessments are stored as a computer file or provided by the Trips Coordinator upon request.

## **Governor's responsibilities**

The Governing Body has the following responsibilities.

1. To periodically review and authorize this College Trips policy in accordance with the College Policies' review schedule.
2. To review the need for Governor Training in managing the role of the Governing Body in relation to trips.

3. To approve the proposal for all College trips for the next academic year at the Full Governors' meeting immediately after Easter. This approval is conditional upon the proposed trips fulfilling the requirements of the College Trips Policy.
4. To delegate a Governor to act on behalf of the full Governing body in countersigning the individual trip proposal and planning forms as they are prepared throughout the year. This role is normally fulfilled by the Chair, Staff and Pupils Committee and this individual review will consist of a check that:
  - a) The trip is in accordance with the College Trips Policy
  - b) The trip has been authorized by the Principal.
  - c) Where a trip is additional to the forecast published schedule of trips then a good reason for its inclusion has been stated.
  - d) The details recorded on the proposal form are complete and from what is written on the form a judgment can be made that there has been effective planning in making the arrangements.
  - e) Adequate plans are in place to deal with any students or staff with special requirements (SEN, diet, medical etc.).
5. To express an appropriate active interest in the purpose, conduct and achievement of trips and to periodically request oral or written reports of specific events.

### **The Principal's responsibilities**

The Principal is responsible for

1. Co-coordinating the production of a College proposal for a trips programme for the full academic year.
2. Presenting the College proposal for all College trips for the next academic year at the Full Governors' meeting immediately after Easter.
3. Advising the Governors on the impact of the proposed College trips programme on curriculum delivery and College educational outcomes.
5. Arranging the publication of a calendar of approved trips for the year to parents with provisional guide prices.
6. Managing and coordinating the implementation of the whole programme throughout the College.

### **The College trips coordinator responsibilities**

The College trips coordinator, on behalf of the Governing Body and Principal will ensure that:

- adequate child protection procedures are in place
- all necessary actions have been completed before the trip begins
- risk assessment has been completed and appropriate safety measures and emergency procedures are in place
- training needs have been assessed by a competent person and the needs of the staff and students have been considered

- the group leader has experience in supervising the age groups going on the trip and will organise the group effectively
- the group leader or another teacher/instructor is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place
- group leaders are allowed sufficient time to organise trips properly
- all non-teaching supervisors on the trip are appropriate people to supervise children
- ratio of supervisors to students is appropriate
- the governing body has approved the trip, if appropriate
- parents have signed consent forms
- arrangements have been made for the medical needs and special educational needs of all the students
- adequate first-aid provision will be available
- the mode of transport is appropriate
- travel times out and back are known, including pick-up and drop-off points
- there is adequate insurance cover
- the College has: the address and phone number of the trip's venue; a contact name; details of companies providing transport, including flight numbers
- a College contact has been nominated and the group leader has details
- the group leader, supervisors and nominated College contact have a copy of the emergency procedures
- The group leader, supervisors and nominated College contact have the names of all other adults and students traveling in the group and the contact details of parents and the teachers' and other supervisors' next of kin.
- There is a contingency plan for any delays including the trip including a late return home
- The financial and cash handling aspects of the trip meet the requirements of the Governors Financial Management Policy.

### **Responsibility of the Trip Organiser**

The Trip Organiser is responsible for ensuring that all correct procedures are followed before and during the trip and for maintaining regular communication with parents and governors, informing of any changes as soon as possible. The trip organizer is responsible for ensuring that parents have a full and detailed itinerary in order that balanced assessments can be made about whether a student should attend or not. He or she is also responsible for maintaining the good reputation of St Joseph's College and its students during the trip.

The trip organizer or Party Leader is responsible for making every effort at providing the opportunity for any students to fulfil their Sunday Mass obligation.

### **Responsibilities of all supervisory teachers**

Teachers on College-led trips act as employees of the Governing Body, whether the trip takes place within normal College hours or outside those hours, by agreement with the Principal and governors.

Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.

Teachers and all other adults assisting the Trip leader must consent and agree the Team Leader has full authority to reasonably direct their supervision of the students.

## **Supervision**

### **Staff/Student Ratio**

#### **Local Study Trip**

For a short local study trip during a lesson (e.g. a class of students exploring/ investigating the immediate environment beyond the College) one adult per class with a maximum of 1:30.

#### **Educational Day Trip**

For an Educational Day Trip, one adult per 15 students. Deep water habitats and coastal sites present additional hazards and so at least two adults should accompany the party. Some Field Studies Centres provide staff to teach and organise activities. The party leader should confirm the extent of such assistance *before* finalizing his/her own staff requirements.

#### **Residential Trips**

Residential Trips to all types of *Centre*, including self-catering where trips involve an overnight stay or are likely to extend beyond 12 midnight on the day of the trip, the ratio of adults to students is 1:10 with a minimum of two adults. However, *where* the party consists of boys and girls, one adult of each sex must accompany the party.

Camping requires a ratio of one adult to 10 students. Where the party consists of Sixth Form or F.E. students and the establishment is unable to provide both male and female adults to accompany a mixed party, the trip may go ahead provided the parents have been informed in writing and their written consent obtained.

#### **Family/Student Exchanges**

For trips and journeys abroad involving exchanges with families the general ratio will be 1:20 with a minimum of two adults of opposite sexes if a mixed party. This ratio will apply when students are with the host families. For purposes of traveling to the destination (surface travel only) the ratio will be 1:10 with a minimum of two adults of opposite sexes if a mixed party. (N.B. It should be noted that these ratios are only for family/student exchanges).

#### **Residential Trips Abroad**

All trips abroad require a ratio of 1:10 with a minimum of two adults unless outdoor activities are involved.

#### **Accompanying adults**

Where a high adult: pupil ratio is required, it is not always feasible to use College Staff alone. Parents/volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the College and the student group.

The Safeguarding Vulnerable groups Act 2006 made changes to the law with the aim of preventing people who are barred by the Secretary of State from being directly employed by a Local Authority, College or Further Education college from getting round the ban by either working as a volunteer; or working in a business that is contracted to provide services to Colleges, further education institutions, or students attending them.

**Anyone who has not had a criminal conviction check should never be left in sole charge of students.**

## **PLANNING THE TRIP**

**EV01** Outline proposal to governing body, seeking approval in principle. Proposals might include:

- Trips objectives
- Likely date, duration and venue
- Pupil group & staffing
- Resources, estimate of costs

Proposals should be made well before the start of the relevant academic year.

Planning

Contact venue. Is it suitable for the group?

What are the transport options?

Who would lead the group and who would help to supervise it?

Who would pay for the trip?

Risk Assessment. Exploratory trip.

**EV02** Substantive proposal to Leadership Group via Trips Co-ordinator.

Details of dates, risk assessment, emergency procedures, transport, insurance, costs, group membership, staffing.

Refer to flowcharts for detailed guidelines.

### **Final Term of the Academic Year**

- Submission of form (EV01) to Governors. Once approval has been granted, follow the procedures laid down in the DfE guide.
- Copies of all documentation concerning the trip are to be passed to trips coordinator. Changes to the details which were agreed by the Governors must also be discussed with the College trips Co-ordinator *before* letters go out.

### **At least two months before the trip.**

- Once authorization has been granted through the EV01 form, Form EV02 must be completed.
- A Risk Assessment must be completed and submitted with EV02.
- Where trips involve an overnight stay, a health and consent form must be completed at least two months before the trip by each member of the group and taken on the trip (examples attached).
- Complete cover request forms for all staff involved at least two months in advance.
- You may consider students wearing College uniform for trips which take place within the College day, to aid identification.
- Notify HR of anyone who is not a member of staff and who is accompanying the trip in order that arrangements for a CRB check can be made.

### **At least one month before the trip.**

- Obtain approval and parental consent for trip, and medical information.
- Ensure that an emergency contact person is identified to parents.

**At least 2 weeks before the trip**

- Ensure that the College caterers are given at least two weeks' notice of the number of students going and if applicable of any free College meal requirements

**At least 1 week before the trip**

- Post a list of students involved on the staffroom noticeboards, give copies to attendance officer, Student Managers and Trips Co-ordinator.
- Complete and pass an emergency contact cover sheet (see example enclosed) to the Trips Co-ordinator.

**On the day**

Brief student about conduct etc.

- Never allow students to surge towards a coach – consider a seating plan.
- Should there be any delay, inform the emergency contact immediately and arrange for students to telephone home.
- No student must be left at the return site without an adult.
- For local sporting fixtures, a list of students and a cover sheet which shows contact details and destination is required. Also an estimated time of time of return must be left with Reception. Where students are involved in a competition outside of the College, parents must have a letter with all details of the venue and contact arrangements.

**After the trip**

A trip evaluation form must be completed within 14 days of return and passed to the College trips Co-ordinator. A copy should be made available on request to the delegated Governor responsible for countersigning the trip form.

# St Joseph's Catholic College Trips Flowchart Pre-Approval Guidelines

## Spring Term

1. Initial request to be submitted on a EV01 to Visits Co-ordinator, which is passed to the Principal for Approval

2. Party Leader notified of permission granted with Reply Slip

## Summer Term

3. The data is entered on a spreadsheet for approval by SLT and Governors

4. Trips Booklet produced for Parents

At least two months before the visit

5. EV02 completed with as much detail as possible & attached Risk Assessments. This is passed to the Trips Co-ordinator and once logged is passed to the Principal for final signature.

GO TO PART TWO OF THE FLOWCHART

Guidelines for supervision, staff ratios, Risk Assessment and Insurance can be found in the Trips Handbook

For frequent trips such as sports matches and other regular weekly events offsite, permission is granted by the Principal by email.

# St Joseph's Catholic College – Approved Trip Guidelines

## Day Trips

Front Office can assist with all administrative arrangements for day trips including coaches and mini bus bookings.

Payments must be made by ParentPay or in an envelope to Reception .

Front Office Administration can collect and collate reply slips.

Administrative staff are able to notify Catering of large numbers absent, arrange lunches for Pupil Premium students at least two weeks before. They need to confirm transport arrangements and liaise with Medical Officer regarding care plans.

**All monies must be complete at least one week before the visit. Failure to do so means the child is unable to attend the visit**

Lists of names attending to be passed to Trips Co-ordinator, Reception, Attendance & and Student Manager. Teachers to brief students about conduct on the visit.

After the trip, the party leader will be asked to complete an assessment of the trip by the Trips Co-ordinator which is passed to the SLT & Governors.

## Residential Trips

The Trips Co-ordinator can assist with the administration of the visit with the Party Leader.

For Residential trips, scheduled payment cards can be issued.

**Please note that under no circumstances should monies be collected than other by Finance**

**Proposed Visit Form September 2016 – July 2017**

*Please note that approval must be given by the Principal and Governors for all Educational Visits before any trips can go ahead.*

**Visit to:**

**Date of Proposed Visit:**

**Number of days:**

**Year group(s) involved:**

**Number of pupils:**

**Proposed Cost:**  
(Remember to cost in supply cover at £185.00 per day)

**Funding details:**

**Party Leader:**

**Department:**

**Number/names of teachers involved:**

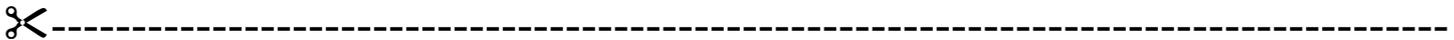
**Number of other adults:**

**Aim/Purpose of Visit:**

Signed:..... Date:.....

Approval given by The Principal  
..... Date: .....

Please pass this form back to Debbie Lewis.



To: Party Leader:  
Approval has been given by Governors for your visit to ..... on  
..... to take place. Date: .....

**Application for the approval of educational visits  
by the Principal and Governing body**

Not all sections will be relevant to every **proposed** visit.

**Group leader:**

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**Name of Trip**

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**PLEASE NOTE:**

Under no circumstances should anything be booked i.e. coaches, tickets, accommodation until such times as the party leader has received a copy of this form back duly signed by the Principal. **Until this time the trip has NOT been approved.**

**1. Purpose of visit and specific educational objectives:**

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**2. Places to be visited:**

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**3. Dates and times:**

Date of return:

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Time: approx

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**4. Transport arrangements:** Include the name of the transport company and vehicle registration number(s).

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**5. Organising company/agency (if any):** Include licence reference number if the body is registered with the Adventure Activities Licensing Authority:

Name:

Address:

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Tel:

Licence number if  
registered:

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**6. Proposed cost and financial arrangements:**

Expenditure	Total Cost	Cost per Student
Accommodation		
Transport *		
Entrance Fees		
Materials/Photocopy		
Passports		
Refreshments		
Parking/Ferries		
Supply **		
Contingency		
<b>TOTAL</b>		

Income	
Cost Per Pupil	
No Pupils	
Governors	
<b>TOTAL</b>	

\* Mini Bus Charges are £10 for local journeys, £25 per half day, £50 for a full day, £75 for overnight.

\*\* Supply charges are £35 per lesson including 6<sup>th</sup> form if cover needed for that lesson

**7. Insurance arrangements for all members of the proposed party, including voluntary helpers:** Include the name of the insurance company.

Insurance cover: Zurich Municipal Policy number: KSC-242045-9463

Address:

**8. Accommodation to be used:**

Name: Address:

Name of head of centre (if available):

**9. Details of the programme of activities:**

**10. Details of any hazardous activity and the associated planning, organisation and staffing:**

**11. Names of Teachers attending with relevant experience, qualifications and specific responsibilities of staff accompanying the party: PLEASE ARRANGE COVER FORMS IF REQUIRED.**

1 Mobile Number being taken on trip

2. Mobile Number being taken on trip

3. Mobile Number being taken on trip

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4.

Mobile Number being taken on trip.

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**Names of other staff attending, relevant experience, qualifications and specific responsibilities of staff and other adults accompanying the party:**

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**13. Name, address and telephone number of the contact person in the home area who holds all information about the visit or journey in case of an emergency:**

Office Hours Contact: Debbie Lewis 01793 714200 Mobile: 07768 615605

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Out of Hours Contact: (if applicable) Helen Peace 07890 260162

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**14. Existing knowledge of places to be visited and whether an exploratory visit is intended:**

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**15. Size and composition of the group:**

Age range and Year Group:

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Number of boys:

Number of girls

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Adult to pupil ratio

Total Number of  
Teachers/Staff

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Information on whether the group leader has received all consent forms duly completed and signed (parental consent may precede or follow approval):

**16. Information on parental consent:**

Once permission has been given for the trip to go ahead, please attach a copy of the letter/letters sent out.

All trips require parental consent. Have all consent forms been returned and signed.

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**17. Names of pupils with special educational or medical needs:**

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Signed:

Date:

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Group leader (full name):

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## **Confirmation from Principal for visit to go ahead**

To be completed by the Principal.

To the group leader:

1. I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.
  - a. Ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.
  - b. Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

Signed:  
**Helen Peace**

Date:

Signed:

Date:

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Principal: **Paul Hughes**

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A copy of the completed application form and details of any subsequent changes should be retained by the Principal.. A copy should also be available for the responsible authority (LEA and/or governing body).

The form may be modified where approval is sought from the governing body or the LEA.

### **Approval by Governing Body**

This visit has been approved by the governing body/ on behalf of the governing body by

\_\_\_\_\_ by phone/email (please attach)/in person

Signed \_\_\_\_\_ Dated \_\_\_\_\_

### **Checklist:**

Once permission for the trip to go ahead has been given this form needs to be fully completed with the following:

- Letter to Parent/Guardian with permission/consent slip or forms
- All relevant Risk Assessments
- Have all the detailed costs been completed on the form
- Please show all staff who are attending

# Emergency Contact Information

To be completed before the visit. Copies to be held by the Group Leader and home – College contact.

1. **Visit to:**

**Name of group leader:**

2. **Visit departure date:**

3. **Return information:**

4. **Group:.**(Total number)

5. **Do you have an emergency contact list for everyone in the group?**

6. **Emergency Contact Information:**

**Visits Co-ordinator:** :Debra Lewis 01793 714200 or Mobile: 07768 615605

**Nominated Leadership Group Member:** Helen Peace Home Tel: 01793 752424  
Mobile Tel: 07890 260162

**Method of Transport:** Mini bus

**Travel Company (inc address/tel of contacts)** N/A

**Acc:**

**Insurance/emergency:**

9 **Other emergency numbers of staff attending** N/A

**Teachers going are:**

**Tel:**

**Please pass this with a list of students to Visits Co-ordinator**

## St Josephs Catholic College

### EVALUATION OF THE VISIT TO BE COMPLETED BY THE GROUP LEADER FOR FUTURE REFERENCE

<b>Group Leader</b>	
<b>Number in Group</b>	Boys:                  Girls:                  Supervisors:
<b>Dates of Visit</b>	
<b>Purpose of Visit</b>	
<b>Venue</b>	
<b>Commercial Organisation</b>	

Please comment on the following features:

	<b>Rating out of 10</b>	<b>Comments</b>
<b>1. Pre-visit organisation:</b>		
<b>2. Travel Arrangements:</b>		
<b>3. Content of education programme provided:</b>		
<b>4. Instruction: (if applicable)</b>		

<b>5. Equipment: (if applicable)</b>		
<b>6. Suitability of environment:</b>		
<b>7. Accommodation:</b>		
<b>8. Food:</b>		
<b>9. Evening activities:</b>		
<b>10. Courier/Representative: (if applicable)</b>		
<b>11. Other comments and evaluation including 'close calls' not involving injury or damage:</b>		

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Group Leader's full name:** \_\_\_\_\_

**To be completed after all ventures and returned to Debbie Lewis who will pass on to Governors and the Principal.**