

Greenway Academy Policy

Academy Trips

Policy Statement

This policy is designed to provide practical information and guidance for group leaders and all other staff who participate in educational visits and all other academy trips.

The Aims of the Policy

The aims of this policy are:

- to define the procedures for planning and preparing for an educational visit or academy trip
- to define the procedures for assessing any risks that might be associated with an educational visit or academy trip
- to detail the procedures for informing parents, gaining their consent and, when appropriate, involving them in educational visits and academy trips
- to define the roles and responsibilities of group leaders and other supervisors during educational visits and academy trips
- to define the financial arrangements in relation to educational visits and academy trips.

Procedure

Planning and Preparation

The Head will authorise all out of academy visits whatever the duration or purpose.

The governors will be consulted for all academy trips and their specific permission sought for any overseas trips.

In preparing for an academy trip, the lead organiser will provide the following information to the Head and the governing body:

- the nature, purpose and length of the proposed visit or journey
- the number and ages of the pupils who will be involved
- the proposed number of supervisors, including the ratio of teachers to other adults, and how this relates to any statutory regulations or guidelines
- the name and experience of the proposed party leader
- the experience of any adults other than teachers who have been asked to act as supervisors for the trip
- the proposed transport arrangements.

Risk Assessment

A competent person will undertake a thorough risk assessment for every educational visit or academy trip using working in conjunction with West Sussex County Council's Outdoor Education Adviser via the EVOLVE system which is a national planning tool to support learning outside of the classroom.

A written statement on the five key areas of risk assessment will be prepared, covering the following.

- What potential hazards are involved in the visit or activity?
- Who might be affected by the hazards?
- What safety measures need to be put in place to reduce any risks to an acceptable level?
- Is the party leader able to put the safety measures in place without specialist assistance?
- What arrangements are there for dealing with an emergency?

The risk assessment will take into account:

- the type of activity and the level at which it is undertaken
- the age, competence, fitness and temperament of the group members
- any special educational or medical needs of individuals within the group
- supervision ratios
- the competence, experience and qualifications of the supervisory team
- the location, routes and modes of transport to it.

The school reserves the right to withdraw a child from a trip for safeguarding purposes at any time, and we cannot guarantee that any monies paid will be refunded.

Recommended Ratios

The recommended ratio of supervisors to participants is:

- for primary schools — one adult for every 10–15 pupils.

Informing and Involving Parents

The academy will obtain parental consent for all academy trips. Standard parental consent forms will be used to ensure that any medical conditions, allergies and special dietary needs are covered. These forms will give permission for emergency medical treatment if the parents cannot be contacted.

Parents will be given full information concerning the proposed out-of-academy activity or visit.

Parent information will include the option for parents to provide booster seats for their child/ren.

Overseas Travel and Residential Visits in the UK

For journeys involving overseas travel or extended residential journeys in this country, the academy will hold a meeting with the parents of those pupils wishing to participate so that parents have access to full information before making a final decision on their children's participation.

Such meetings will cover:

- the dates and time of departure and return
- the destination with full address and telephone numbers
- the name of travel company/coach company, method of travel
- the activities planned for the participants
- the cost and what it covers
- insurance arrangements
- the date after which the deposit cannot be returned if cancelling
- advice on pocket money
- the identity of staff who will be responsible for money
- a checklist of clothing and/or equipment required

- details of any inoculations required
- planned care for any pupils with special education or health needs
- the names of the group leader, deputy leader and other staff and or parents accompanying the party
- the ratio of pupils to supervisors
- the rules
- contact details in case of an emergency.

Accompanying Parents or Other Volunteers

All parents or others who volunteer to accompany the party as one of the supervisors will be subjected to a Disclosure and Barring Service criminal records check if an overnight stay is involved or if there is a possibility of them being alone with pupils. Their participation will need to be approved by the party leader, the Head and the governing body.

Roles and Responsibilities

The Group Leader

The group leader will have overall responsibility for the group at all times. In delegating supervisory roles to other adults in the group the group leader will ensure that:

- supervisory responsibility is allocated to each adult for named pupils
- each adult knows which pupils they are responsible for
- each pupil knows which adult is responsible for them
- all adults understand that they are responsible to the group leader for the supervision of pupils assigned to them
- all adults and pupils are aware of the expected standards of behaviour.

The group leader will be expected to have made an exploratory visit to the location.

Supervisors

Individual supervisors will be expected to:

- have a reasonable prior knowledge of the pupils including any special educational needs, medical needs or disabilities
- carry a list/register of all group members
- directly supervise the pupils, particularly when they are mingling with the public and may not be easily identified
- regularly check that the entire group is present
- have a clear plan of the activity to be undertaken and its educational objectives
- have the means to contact the group leader or other supervisors if needing help
- have prior knowledge of the venue (the group leader should normally have made an exploratory visit)
- anticipate any potential risk by recognising hazards and act promptly where necessary
- continuously monitor the appropriateness of all activities and the physical and mental condition and abilities of the group and suitability of prevailing conditions
- exercise appropriate control of the group and ensure that pupils abide by the agreed standards of behaviour
- have a clear understanding of emergency procedures and be able to carry them out

- ensure that all pupils are aware of an appropriate rendezvous point
- ensure that all pupils know what to do if they become separated from the group
- have appropriate access to first aid.

Financial Arrangements

For educational visits and other academy trips, the academy may make charges for:

- travel costs
- board and lodging
- special materials, books and other equipment
- non-teaching staff costs and costs of hiring instructors for the specific purpose of providing the activity
- insurance costs.

Charges will not be made where books and equipment are exclusively used:

- as part of the basic curriculum
- for a prescribed examination
- as part of statutory religious education.

The group leader will appoint a treasurer to collect monies and manage all finances.

The treasurer will ensure that all supervisors have sufficient financial resources available to them at all times. The group leader will ensure that he or she has access to sufficient funds to meet any emergencies that can be reasonably foreseen.

Payment

- All deposits are non-refundable. Other monies are refundable in exceptional circumstances
- As part of our commitment to a sustainable environment, please pay for trips via your ParentPay account
- For queries about payment or in circumstances of financial hardship, please contact the school office
- Our Charging and Remissions Policy with full details can be found on the school website.

Cancellations

- In the unlikely event of a trip being cancelled due to circumstances beyond the school's control that are not covered under our insurance policy, the school will make every effort to secure a refund from the trip provider. However, if none is forthcoming then the school will be unable to offer a refund.

Pupils' Pocket Money

The group leader will make appropriate arrangements to ensure that pupils' pocket money is kept safe and issued at regular intervals to ensure that individual pupils are not carrying excessive amounts of cash.

Reviewed: June 2018

Next Review: Summer 2019