

# Educational Visits

March 2024

|                |                 |              |                 |           |                        |
|----------------|-----------------|--------------|-----------------|-----------|------------------------|
| Date Approved: | <b>March 24</b> | Review Date: | <b>March 25</b> | Approved: | <b>The Trust Board</b> |
|----------------|-----------------|--------------|-----------------|-----------|------------------------|

## 1. Educational Visits

Educational visits are valuable in supporting the planned curriculum and in promoting the personal development of students.

The following criteria and conditions have been agreed for off-site visits:

- prior approval must be obtained from the Educational Visit Coordinator (EVC) and the Headteacher to begin organisation of all off site visits on the Planned Itinerary – Trips document in EVOLVE. The timescale is detailed below
- an activity which is recreational must take place out of school hours
- an activity which is of a general educational value should where possible take place outside of school hours
- activities which are closely linked to the scheme of work or an examination syllabus will be allowed during school hours, subject to the following:
  - All required documentation completed and submitted on EVOLVE which has been authorised by the EVC and the Headteacher.
  - the visit has been added to the school calendar and Heads of Departments and Year Leaders have been consulted to allow students to take part in activity
  - Attendance Officer must be advised of students involved. The timescale is detailed below
  - cover requirements must be provided to the MIS team 14 days before the trip leaves
  - all lesson plans must be provided to the MIS team and Head of Department in advance of the trip's departure:
  - for trips that take more than one day, then part of/all of a weekend/holiday must be used if possible.

When populating the cohort of any school visit, the Trip Leader must liaise with the Year Leader to seek the most up to date information on the students' behaviour and attitude to learning.

It is the Trip Leader's responsibility to ensure timelines and deadlines are maintained.

All documents once authorised should be printed and given to the MIS team for their reference. A copy should be kept by the Trip Leader.

The following documents must be used (appendix 2 - 6:

- Trip Itinerary (appendix 2)
- Student medical form (appendix 3)
- Passenger Manifest (appendix 4)
- Risk Assessment (appendix 5)

- Trip Checklist (appendix 6)

### 2. Communication with Parents

All trip letters will contain the following statement as part of the body of the letter and as part of the reply slip.

Students will be unable to participate in the school trip if a signed confirmation reply slip and up to date medical form has not been completed and returned to the school prior to the trip leaving.

'Acceptance on this and any school trip is provisional. It has been given due to a record of good attendance and behaviour. If necessary, the offer of a place may be withdrawn. This would be done as a result of there being specific concerns around behaviour, attendance or health and safety. In circumstances where this happens due to a student's actions, no refunds will be given.'

All trips where students may be unsupervised for any length of time must contain **one** of the following statements.

- Please be aware that students will be unsupervised during the lunch period.
- Please be aware that students will be unsupervised for certain parts of the activity.
- Please be aware that students will be unsupervised for certain parts of the activity and during the lunch period.

Specific details such as the length of time this would mean will be included by the Trip Leader.

### 3. Registering Students

Where a trip falls within the scope of the school day normal registration procedures should be followed in that students attend their tutor period. In addition, as students board transport or leave the site a further register will be completed and presented to the attendance officer.

### 4. On Day of trip

- The trip register is emailed to the 'trips list' distribution list. The register must be completed on departure.
- Contact phone number/s should be emailed to the 'Trips List' distribution list. A school mobile phone must be taken on all trips unless staff members voluntarily provide their personal mobile phone number on the Passenger Manifest.
- The 'Trip Checklist' document needs to be completed.

## 5. Timescale

The suggested guidelines below are for organisational purposes:

All timings are from the date of departure

| Timescale                       | Action                                            |
|---------------------------------|---------------------------------------------------|
| 30 school days before departure | Completed submit all documentation on EVOLVE.     |
| 14 school days before departure | MIS Team to be given final requirements for cover |
| 5 school days before departure  | Lesson Plans to MIS team and Heads of Department  |

It is the Trip Leader's responsibility to ensure timelines and deadlines are maintained. Please see the 'Trip Planning Flowchart' in Appendix 1 below.

All forms should be printed from EVOLVE by the Trip Leader and given to the MIS Team for their reference. A copy should be kept by the Trip Leader.

## 6. Refunds

Refunds on spending contingency will only be issued if the amount exceeds £20 per pupil across all trips.

## Trip Planning Flow Chart



### STAGE 1

Trip Leader (TL) completes all online documents on EVOLVE.

30 days prior to departure

- TL submits all documents on EVOLVE



### STAGE 2

EVC reviews stage 1 documentation with TL within 7 days

- TL makes any required updates and submits final documents on EVOLVE

14 days prior to departure

- EVC approves final documentation on EVOLVE and alerts Headteacher



### STAGE 4

Headteacher sign off all trip documentation



### STAGE 5—Trip Departure Day

Complete Trip Checklist and email register to [triplist@fareham-academy.co.uk](mailto:triplist@fareham-academy.co.uk)



### STAGE 6

Complete Trip Review Form and email to EVC

Appendix 2:



**Planned Itinerary – Trips**

For residential trips abroad a detailed Itinerary must be provided if the trip is at more than one location.

|                                  |  |       |  |
|----------------------------------|--|-------|--|
| Date(s) of Trip                  |  |       |  |
| Location                         |  |       |  |
| Curriculum Area/<br>Type of trip |  |       |  |
| Staff Lead                       |  |       |  |
| Group Size                       |  | Ratio |  |

**Timeline Itinerary:** Include

## Personal Details, Educational Visits and Consent Form

Data Protection Act 2018 - The information that you provide on our forms will be held on the computerised database maintained by the Academy as the data controller. Your Child's data will be used in accordance with the principles set out in the Data Protection Act 2018, which protects the right to privacy of individuals whose personal details are held by the data controller. Fareham Academy will only make details available within the Local Authority; to Hampshire County Council schools and their governance bodies; the Department of Education or any other bodies involved with the care of children at the Academy. The details provided on this form will be used as the medical information we hold on students for activities at the Academy and for day trips and visits. You will receive a separate letter for consent to attend each field trip or visit. Students will not be able to attend any trips or visits without this form being fully completed.

### Personal details

First name of student \_\_\_\_\_ Surname \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_ Male/Female \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Name of next of kin \_\_\_\_\_

Is your child under a special guardianship order? Yes/no \_\_\_\_\_

Contact no: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Name and address of student's doctor \_\_\_\_\_

Doctor's Telephone no \_\_\_\_\_ NHS no (*if know*) \_\_\_\_\_

### Consent for field trips and visits

I confirm that I have parental responsibility for \_\_\_\_\_

He/she is in good health and I consider him/her to be capable of taking part in field trips and visits.

In the event of illness or accident, I consent to any necessary medical treatment, which might include the use of anaesthetics.

Signed \_\_\_\_\_

Please print name here \_\_\_\_\_

Has the participant had any of the following?

|                             |     |    |                                                  |     |    |
|-----------------------------|-----|----|--------------------------------------------------|-----|----|
| Asthma or bronchitis        | Yes | No | Allergies to any known medication                | Yes | No |
| Heart condition             | Yes | No | Any other allergies, eg material, food, plasters | Yes | No |
| Fits, fainting or blackouts | Yes | No | Other illness or disability                      | Yes | No |
| Severe headaches            | Yes | No | Travel sickness                                  | Yes | No |
| Diabetes                    | Yes | No | Regular medication                               | Yes | No |

If the answer to any of these questions is Yes, please give details: \_\_\_\_\_

If it is considered necessary, do you agree to mild over the counter painkillers (eg: Paracetamol) or over the counter antihistamines (eg: Benadryl) being administered?

Yes No

Has the participant received vaccination against Tetanus in the last 10 years?

Yes No

Is the participant receiving medical or surgical treatment of any kind from either their doctor or hospital?

Yes No

Has the participant been given specific medical advice to follow in emergencies?

Yes No

If the answer to either of the last two questions in **Yes**, please give details here (including name and dosage of any medication/tablets):

In the event of any illness or medical treatment occurring after the return of this form and prior to the activity, I undertake to inform the group leader. I will inform the group leader in writing about any other illnesses, conditions or medical treatment not covered in this form.

Signed \_\_\_\_\_

Person with parental responsibility

Please print name here \_\_\_\_\_

### Consent for taking images

During our visits and in school we are likely to take pictures and videos. We would like to use these in presentations, displays, booklets, newsletters or digital publicity.

In the event of any images of my child/me being taken, I consent to them being used for educational and publicity purposes, including digital media and the Academy website.

Yes No

Signed \_\_\_\_\_

Person with parental responsibility

Please print name here \_\_\_\_\_

Date: \_\_\_\_\_



Appendix 4:

## Passenger Manifest

A copy (ipad photo digital or digital copy) of this form must be sent to the 'Trip List' Mailing list via email.  
A copy should be left at reception too.

Subject heading should be: **Trip List – (date) – (Destination)**

|                                                                               |  |
|-------------------------------------------------------------------------------|--|
| <b>Destination (if out in field provide route/grid references separately)</b> |  |
| <b>Mode of Transport</b>                                                      |  |
| <b>Contact Number (School mobile or personal number of staff)</b>             |  |
| <b>ETA of arrival back at Fareham Academy</b>                                 |  |
| <b>Number of <u>staff</u></b>                                                 |  |
| <b>Number of Students</b>                                                     |  |

|    | Participant name (List staff first then students) | Tick only if present on trip | SEN Need (Y/N) | Medical Need (Y/N) | Safeguarding (Y/N) | Individual RA required (Y/N) |
|----|---------------------------------------------------|------------------------------|----------------|--------------------|--------------------|------------------------------|
| 1  |                                                   |                              |                |                    |                    |                              |
| 2  |                                                   |                              |                |                    |                    |                              |
| 3  |                                                   |                              |                |                    |                    |                              |
| 4  |                                                   |                              |                |                    |                    |                              |
| 5  |                                                   |                              |                |                    |                    |                              |
| 6  |                                                   |                              |                |                    |                    |                              |
| 7  |                                                   |                              |                |                    |                    |                              |
| 8  |                                                   |                              |                |                    |                    |                              |
| 9  |                                                   |                              |                |                    |                    |                              |
| 10 |                                                   |                              |                |                    |                    |                              |
| 11 |                                                   |                              |                |                    |                    |                              |
| 12 |                                                   |                              |                |                    |                    |                              |
| 13 |                                                   |                              |                |                    |                    |                              |
| 14 |                                                   |                              |                |                    |                    |                              |
| 15 |                                                   |                              |                |                    |                    |                              |
| 16 |                                                   |                              |                |                    |                    |                              |
| 17 |                                                   |                              |                |                    |                    |                              |
| 18 |                                                   |                              |                |                    |                    |                              |
| 19 |                                                   |                              |                |                    |                    |                              |
| 20 |                                                   |                              |                |                    |                    |                              |
| 21 |                                                   |                              |                |                    |                    |                              |
| 22 |                                                   |                              |                |                    |                    |                              |
| 23 |                                                   |                              |                |                    |                    |                              |
| 24 |                                                   |                              |                |                    |                    |                              |
| 25 |                                                   |                              |                |                    |                    |                              |

## Appendix 5:

| Specific Trip Risk Assessment                                                                                                                                        |                                                                                                           |                                      |                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------|
| Identifying the hazard - assessing the risk                                                                                                                          | Risk Rating (L/M/H)                                                                                       | Control measures - reducing the risk | What happens in an emergency? |
| <u>Site and its environment</u>                                                                                                                                      |                                                                                                           |                                      |                               |
| <u>Group/special needs/safeguarding</u>                                                                                                                              |                                                                                                           |                                      |                               |
| <u>Activities and Specific locations</u> (eg, Airport, theme parks)                                                                                                  |                                                                                                           |                                      |                               |
| <u>Transport</u>                                                                                                                                                     |                                                                                                           |                                      |                               |
| <u>Lunch/Break/free time Arrangements</u> <ul style="list-style-type: none"> <li>Supervision during these times</li> <li>Packed lunch or using facilities</li> </ul> |                                                                                                           |                                      |                               |
| <u>Group/special needs/safeguarding</u>                                                                                                                              | <b>Individual student risk assessment MUST be completed for all that require it.</b><br><b>See below.</b> |                                      |                               |
| <b>First Aid Arrangements:</b> First aider in charge, equipment required. Ensure individual first aid arrangements are <u>consider</u> below.                        |                                                                                                           |                                      |                               |

|                                                                                                                                               |                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Alternative Plans (Plan B):</b> In the event of an emergency what could change                                                             |                                                                                                                                                                    |
| <b>Emergency contacts – take the emergency action cards with you!</b> <b>Group details – ensure you have full details close to hand.</b>      |                                                                                                                                                                    |
| <b>Base contacts:</b> 1) Name _____ No. _____<br>2) Name _____ No. _____                                                                      |                                                                                                                                                                    |
| <b>REMEMBER: Ongoing RA</b><br><br>1. Apply the control measures<br>2. Monitor how effective they are<br>3. Change, adapt, revise as required | <b>Examples</b> <ul style="list-style-type: none"> <li>Monitor weather</li> <li>Water levels</li> <li>Traffic on the road</li> <li>Conditions underfoot</li> </ul> |



**Individual Student Risk Assessments** (medical, safeguarding, behaviour, SEND need, dietary)

| Individual Student Risk Assessments |              |                                             |                                      |                               |
|-------------------------------------|--------------|---------------------------------------------|--------------------------------------|-------------------------------|
| Student Name                        | Area of Need | Areas of increased hazard (related to need) | Control measures - reducing the risk | What happens in an emergency? |
|                                     |              |                                             |                                      |                               |
|                                     |              |                                             |                                      |                               |
|                                     |              |                                             |                                      |                               |
|                                     |              |                                             |                                      |                               |
|                                     |              |                                             |                                      |                               |

## Appendix 6:

### Trip Checklists



A copy of this form should be emailed to the 'Trips List' on departure day.

| Trip Checklist – Prior to Trip                                                                                                                                                                                                           | Tick |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| All staff on the trip have read the educational visits policy.                                                                                                                                                                           |      |
| The risk assessment has been authorised by the EVC and Headteacher on EVOLVE                                                                                                                                                             |      |
| Costings for the trip have been calculated and approved, (including a bid for petrol for the minibus or hire of the minibus has been booked through the Finance Officer).                                                                |      |
| The coach or minibus has been booked via the <u>bookings</u> diary with the Finance Officer.                                                                                                                                             |      |
| For trips involving more than one <u>staff</u> , Travel Groups have been arranged and students have had the procedure explained and know who's group they are in.                                                                        |      |
| All parents have been notified of the estimated return time and date.                                                                                                                                                                    |      |
| All staff notified a week in advance of students who will be absent from lessons Free school meals have been ordered.                                                                                                                    |      |
| Event/Trip has been added to the school calendar and the calendar has been checked for any clashes with other events.                                                                                                                    |      |
| Day trip medical forms have been checked as completed and an excel spreadsheet copy is taken on the trip either digitally stored locally or a paper copy. All residential trips have a new medical form filled out specific to the trip. |      |
| Trip Checklist – On the Departure Day                                                                                                                                                                                                    | Tick |
| A full participant list (Manifest) has been left at reception and the names of only the students travelling have been ticked as being present. Any Absentees are clearly labelled as "ABSENT."                                           |      |
| A photo of the full Manifest has been emailed to the 'Trip list' mailing list.                                                                                                                                                           |      |
| A <u>Manifest</u> is being taken by every member of staff on the trip and a completed register left at reception on departure.                                                                                                           |      |
| The risk assessment has been authorised by the EVC and Headteacher on EVOLVE                                                                                                                                                             |      |
| All parents have been notified of the estimated return time.                                                                                                                                                                             |      |
| A working/fully charged mobile phone has been taken on the trip and a number has been left on the manifest.                                                                                                                              |      |
| Day trip medical forms have been checked as completed and an excel spreadsheet copy is taken on the trip either digitally stored locally or a paper copy.                                                                                |      |
| First Aid Kit has been picked up and a Qualified First Aider is on any residential, outdoor fieldwork or hazardous activities trip.                                                                                                      |      |
| An emergency GREEN card has been taken by the Trip Leader.                                                                                                                                                                               |      |
| Free school meals have been picked up from the canteen.                                                                                                                                                                                  |      |