



# **Biddick**

## Academy

<b><i>Name of Policy</i></b>	<b>Educational Visits and Trips</b>
<b><i>Aims of Policy</i></b>	At Biddick Academy we aim to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The Academy's Headteacher and Trustees recognise the value and importance of learning outside the classroom and encourage staff to organise educational visits and trips which enrich the curriculum and enhance the learning and development of our students.
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<b><i>Responsibility for Review</i></b>	Assistant Headteacher - KS3 Achievement/Student Leadership

# Educational Visits and Trips Policy

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## Part 1: Introduction

All offsite visits and activities that are organised and undertaken by the Academy are regarded as “educational visits and trips”. Whenever students leave the Academy site under the direct or indirect supervision of staff, they are undertaking an educational visit or trip.

### Aims and Objectives (1.1)

At Biddick Academy we aim to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The Academy’s Headteacher and Trustees recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits and trips which enrich the curriculum and enhance the learning and development of our students.

### Types of Visit (1.2)

At Biddick Academy, all students have a right to learn in environments best suited to the subject to which they are studying, be it locally, regionally, nationally or internationally. Opportunities for students to develop knowledge and skills in both formal and informal contexts enable them to leave as well-rounded individuals. With this in mind, all visits and trips should have purposeful objectives linked to that young person’s needs, either academic and/or social.

### When can a visit take place? (1.3)

#### International Visits/Residential Visits

Visits with clearly defined learning outcomes linked to our curriculum values of curiosity, aspiration, readiness and resilience and our ‘Biddick Way’ values of respect, integrity, commitment, equality and excellence can take place during school time. For a first-time visit, a request form must be completed with the initial proposal. Where a visit or trip links indirectly to the curriculum and the focus is purely sport and leisure based, then these may be authorised to take place using time taken from school week combined with a school holiday.

All year group reward visits should be planned and approved a term in advance with guidance from the Senior Leadership Team.

### Inclusion & Equality (1.4)

External visits and trips should be available to all students, regardless of background or abilities. All visits, trips and activities must ensure that their provision meets the requirements of Biddick Academy’s Equality and SEND policies as well as Keeping Children Safe in Education. This policy also complies with our funding agreement and articles of association.

If a student with a disability or an Educational Health Care Plan (EHCP) or any other specific needs (for example, medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

The trip programme will be adjusted where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Guidance about inclusion can be found on the OEAP National Guidance website and within the School Inclusion policy. If it is felt that it is necessary to bar a student from undertaking the activity the matter should be discussed with the Headteacher designated signatory or the EVC.

## Charging Policy (1.5)

The Academy will work to get the best value for all educational visits and trips. A non-returnable deposit will be collected to secure a place on any visit.

Biddick Academy's Charging and Remissions policy will be followed at all times. Parents/carers will not be asked to pay for any educational visit that takes place during school hours. They also will not be asked to pay for any educational visit that takes place outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect students' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

## Access to Policies and Guidelines (1.6)

Staff involved in the leadership and management of visits and trips should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed. Biddick Academy/Sunderland City Council has adopted the national guidance published by the Outdoor Education Advisers Panel (OEAP) on the website [www.oeapeg.info](http://www.oeapeg.info). This provides detailed guidance about many aspects of off-site visits and outdoor learning, and includes Essential Reading for all key staff roles.

## Risk Assessment (1.7)

The Visit Leader is responsible for the completion of a comprehensive risk assessment – this template is available in the OneDrive 'Trip Documents' folder within the 'Staff Reference Documents' folder and must be submitted as per the deadlines outlined in '4.1 Planning'. Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory. Trip Leaders will raise any concerns or questions about potential risks and safety measures with the Headteacher/EVC and, where appropriate, third-party vendors.

## Part 2: Training/Support

### Training, Advice and Guidance (2.1)

Biddick Academy and Sunderland City Council will provide advice, guidance and training regarding the management of external visits and Learning Outside the Classroom. Further support is available through the External Visits Advisory Service based at Derwent Hill.

### Training Record (2.2)

Training	To Whom	Delivered by	Date
Policy/Procedure Update	Visit Leaders	Jonathan Knowles	December 2023
Educational Visit and Trip Training	See Register	Jonathan Knowles	September 2023
Educational Visit and Trip Training	See Register	Jonathan Knowles	January 2023
EVC Training	Jonathan Knowles Sam Scott Andrew Carr	LA EVAS	July 2021

New staff are given support from the EVC when required.

### Monitoring (2.3)

The purpose of monitoring visits is to assure that high standards and quality of provision is maintained. The monitoring process will be undertaken utilising a tracking form controlled by the EVC. The Headteacher designated signatory(s) or the EVC will accompany at least three visits per year to monitor the visit, the implementation of policies and the quality of provision. These records will be held centrally by the EVC. Any reported incidents and accidents will be reported using Evolve.

## Part 3: Safeguarding Young People

### Roles and Responsibilities (3.1)

Headteacher	Miss K Morris
Designated Signatory	Miss K Morris
Educational Visits Coordinator	Mr J Knowles

### Responsibility of Trustees/Designated Signatory (3.2)

- All educational visits and trips will be linked to the objectives of the Academy and planned sufficiently well in advance in accordance with good practice and effective planning procedures.
- Trustees will include in their role the support of the Academy policy and procedures for educational visits and trips. In addition the Trustee linked to Personal Development will receive information which is placed on Evolve.

- The Headteacher or Designated Signatory(s) will be responsible for the approval of all visits and trips but may delegate the approval of local routine and low risk visits (Category 1) to the Educational Visits Coordinator.
- The Headteacher or Designated Signatory will approve all higher risk visits, including adventure activities, residential experience and foreign travel (Categories 2 and 3). Both of these categories will be submitted to the Local Authority by means of Evolve. Category 3 visits require approval by the Local Authority.
- A named Educational Visits Coordinator (EVC) will be appointed.

### Responsibility of the Educational Visit Coordinator (3.3)

- The EVC will support the Trustees and Headteacher in the management of educational visits and trips in accordance with 'Safety Guidelines for Educational Visits and Adventure Activities' and in particular as described in 'DfES: Standards for LEAs in Overseeing Educational Visits' section 6; OEAP and Sunderland LA guidance.
- Ensure that risk assessments are completed and, when appropriate, individual safety plans and safe working practices.
- Support the Board of Trustees in any decision on approval.
- Assign competent staff to lead and help with trips.
- Verify that all accompanying adults have been DBS checked.
- Make sure that all consent and medical forms are obtained.
- Keep records of visits and provide after-visit evaluation to aid future visits.

### Responsibility of the Visit Leader (3.4)

- For all visits and activities there will be a named and approved Group Leader (and where appropriate, deputy).
- Working with the EVC, as necessary, the Group Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Group Leader will assume full responsibility during the visit, including ongoing risk assessment (dynamic risk assessment), in accordance with 'Safety Guidelines for Educational Visits and Adventure Activities' following OEAP guidance;
- The Group Leader will ensure Best Value principles are used when purchasing goods and services; that appropriate checks are made; that appropriate insurance and financial procedures have been followed.
- To ensure all students are registered and contact information and key information is left with the student office and the EVC if it is a residential.
- All key information is shared with parents to allow for adequate preparation arrangements to be made.
- The Group Leader will ensure that the following non-negotiable actions/expectations are met when planning and executing a trip:

Action	Completed (✓)
I have a first aid kit on my person	
I have either a trained first aider or access to a trained first aider on the trip	
All parents/carers have completed and returned the EV4 form (no form = no trip)	
The staff : student ratio is appropriate given the nature of the trip	
<p>I have checked (if applicable) that all external providers have:</p> <ul style="list-style-type: none"> <li>• Appropriate safety standards</li> <li>• Liability insurance</li> <li>• Licences for the activities they provide</li> <li>• A LOtC Quality Badge</li> <li>• AALA Registration</li> </ul>	
I have made all necessary adaptations to ensure that the trip is accessible to all	
I have uploaded all student medical/SEND/EHCP/dietary information to EVOLVE	
I have clearly outlined individual strategies to mitigate risk on EVOLVE	
I have uploaded all staff and student next of kin information to EVOLVE	
I have completed and uploaded a Risk Assessment to EVOLVE	
I have a paper copy of the Risk Assessment on my person and am aware of all procedures	
I have uploaded an itinerary to EVOLVE	
I have added all the students to the 'Register' on EVOLVE	
I have met with the staff team to clarify plans and expectations	
I have met with the students to clarify plans and expectations	
<p>Each member of my team has read and understands all documentation including:</p> <ul style="list-style-type: none"> <li>• The Risk Assessment</li> <li>• The emergency procedures</li> <li>• Student medical/SEND/EHCP/dietary information and strategies to mitigate risks</li> <li>• The itinerary</li> </ul>	
I have acquired all relevant/necessary insurance (if appropriate/applicable)	
Specific members of the team and/or I have conducted relevant iHasco training	
My team and I have all submitted and had SAM People leave requests approved	
My team and I have set cover for all our lessons	
My team and I have informed all relevant Faculty Leaders of our absence	
My team and I have arranged cover for any scheduled duties (if applicable)	
The transport I am using is on Reception's 'approved' list of providers (if applicable)	
I have checked that all other transport used on the trip is accredited	
I have booked the minibus and identified/agreed a driver (if applicable)	
At least two members of staff will supervise the students on the trip at all times	
I have collected in and secured all passports prior to departure (if applicable)	
I have checked that each student has their medication prior to departure (if applicable)	
I have collected in and secured all medication prior to departure (if applicable)	
I have collected in and secured all cash prior to departure (if applicable)	
My team and I each have a mobile phone	
<p>I have the contact information for:</p> <ul style="list-style-type: none"> <li>• Each staff member on the trip</li> <li>• The emergency contact at base</li> <li>• Each student and staff member's next of kin</li> </ul>	
I have shared the student register with the Student Office and the Attendance Team	
I have access to the student register so that regular checks and head counts can be made	

I have provided students eligible for Free School Meals with a packed lunch (if applicable)	
I have kept the EVC informed of progress at key points throughout the trip	
I have kept parents/carers informed of any unavoidable changes to the itinerary/plan	
I have informed the EVC that all students are safely off-site at the end of the trip	
I have refuelled the school minibus before returning the keys to Reception (if applicable)	
Now that the trip has been completed, I have completed the EVOLVE Evaluation	

### Responsibility of Accompanying Staff (3.5)

- All staff are responsible for the safety and well-being of all young people in their care
- All staff should support the visit leader and have clearly identified responsibilities whilst on the visit
- All staff should be aware of the needs of all young people in their care and act appropriately to keep them safe
- All staff should act in a professional manner at all times whilst working with young people.
- All staff should intervene if they deem an activity to be dangerous or the risk assessment is not being adhered to.

### Parents/Carers (3.6)

- The Academy website will provide parents with information about policy and procedures relating to the safe management of educational visits.
- Parents/carers will give consent for their child to undertake Category 1 visits at the beginning of every year.
- For activities taking place outside the school day, parents/carers will be given sufficient information about the visit or activity to enable them to make informed decisions and give written consent together with appropriate medical and emergency contact details. Whenever there is a high risk or overseas visit, a briefing meeting with parents/carers will be arranged to inform them about the expectations and procedures which will be followed.
- Expectations with regard to behaviour and codes of conduct will be explained to parents/carers. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.
- The leader should ensure that parents/carers are given information about the purpose and details of the visit and are invited to any briefing sessions for longer/international visits. The visit leader should also tell parents/carers how they can prepare their child for the visit, for example, reinforcing the visit's code of conduct.
- Parents/carers must: provide the group leader with emergency contact details, sign relevant consent forms (including a compulsory EV4 form) and give all details about their child's health prior to the visit taking place.

### Students (3.7)

- Wherever possible students should be involved with the planning of an educational visit and trip; establishing codes of conduct; assessing and managing risk and evaluating their own learning.
- Students should be briefed about aims, expectations and codes of conduct for all educational visits. Regular ongoing briefings and review briefings are an important element of learning and safety especially on residential visits.



## Volunteers (3.8)

- Only in exceptional circumstances will a volunteer be used as a party leader and only after discussion with appropriate members of the Senior Leadership Team. Accountability means that they are engaged through a thorough recruitment process which includes vetting and induction into the establishment's policies and procedures.

## Registers (3.9)

- It is the Visit Leader's responsibility to ensure that an accurate register is taken and handed to the student office in a timely manner. Registers for all visit participants are held by the Visit Leader, the school office and the EVC prior to the visit departing. For all out of school hours visits this needs to include parental/carer contact information and any medical information held on the child. The office keeps a record of all students to try and ensure that our offer is as inclusive as possible.

## Part 4: Procedure For Planning Educational Visits

### Planning (4.1)

- Visits should be recorded, checked, and approved in accordance with the following procedures:

Category	Definition	Requirement for notification & approval
Category 1	Straightforward routine visits defined as Category 1 in a written policy by Biddick Academy covered by: <ul style="list-style-type: none"><li>• an updated generic risk assessment, regularly reviewed</li><li>• blanket informed parent/carer consent</li><li>• Academy operating procedures</li></ul>	All visits must be logged by the student office and generic risk assessments followed. (see additional BA guidance)  Completion of Evolve. To be submitted at least 2 weeks prior to the visit.
Category 2	Visits requiring enhanced planning with event-specific risk assessment, including: <ul style="list-style-type: none"><li>• All residential visits not in Category 3</li><li>• Non-residential visits not in Categories 1 or 3</li></ul>	Must be authorised by Headteacher/signatory. To be submitted using Evolve at least six weeks prior to the visit.
Category 3	Higher risk visits, defined as: <ul style="list-style-type: none"><li>• Visits outside the UK</li><li>• Visits which include adventurous activities</li></ul>	Must be authorised by the Headteacher / Designated Signatory/EVC using Evolve at least eight weeks before the visit.

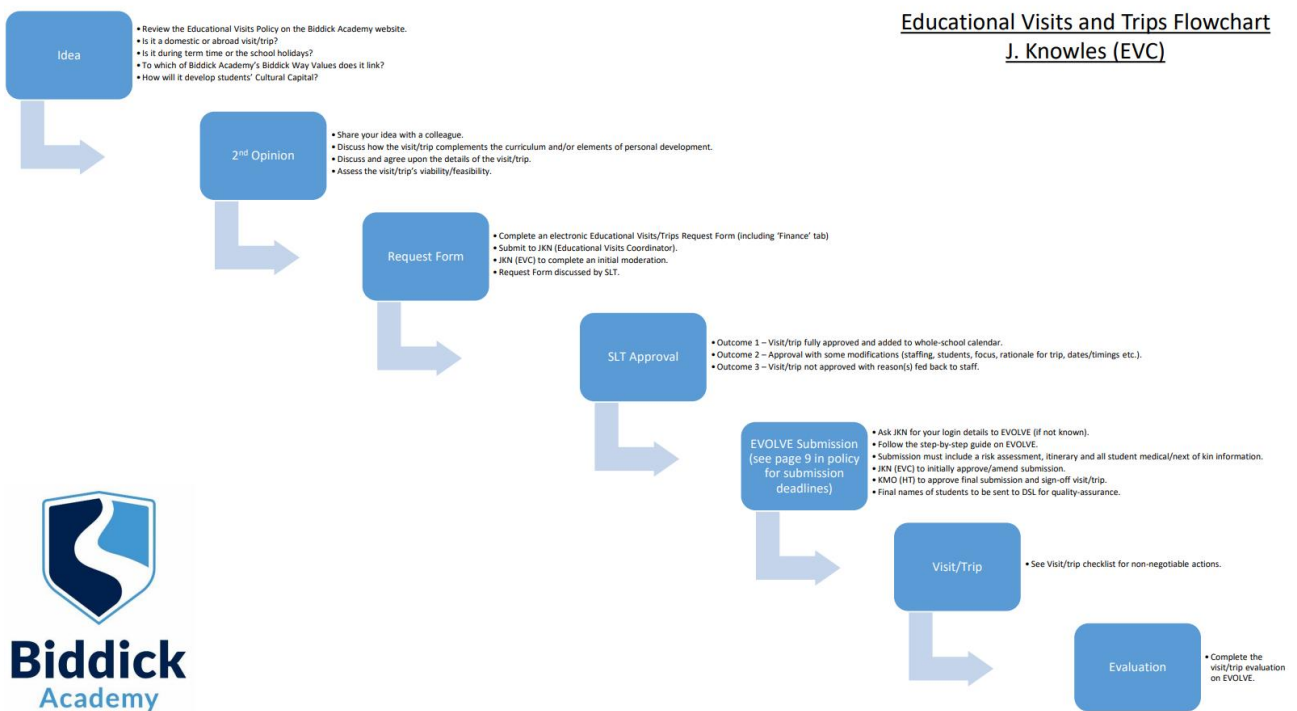
	<ul style="list-style-type: none"> <li>• Visits to remote or hazardous locations</li> </ul>	
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The visit plan for intended visits must include the following:

- Risk assessments for transport, site of visit and activities.
- Curriculum objectives
- Supervision/student ratios
- Itinerary
- Supervisory details
- Emergency contact details
- First aid arrangements
- Next of kin information
- Student/staff medical information and strategies employed by the Group Leader to mitigate risk

A visit may be cancelled at any point in this process if it is deemed that insufficient time or planning has taken place resulting in a potential risk to young people or staff. The decision on whether or not a visit will take place will be made by the Headteacher or the EVC and will be based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant



## Behaviour (4.2)

Students will be made fully aware of the behaviour expectations on any visit. If a young person fails to adhere to these guidelines and it is deemed unsafe to remain on the trip, parents will have the responsibility to fund any associated costs for returning their child home from any given destination. They will be fully briefed prior to taking part in any off site activity.

## Minibus driving (4.3)

There are clear guidelines for the use of the mini bus and these are to be found in the document entitled 'Minibus Operation – Code of practice'. Staff should be fully conversant with this document before driving the mini-bus. Anyone new to the school should discuss matters relating to this with the Headteacher designated signatory, the EVC or the Director of Business and Finance prior to booking any excursion involving the use of an Academy minibus.

## Emergency Procedures (4.4)

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

The school will appoint a member of the SLT (usually the EVC) as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

In the case of an emergency, the trip leader or other supervising adult will contact the appointed emergency contact and the Student Office. The Student Office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal evaluation report on Evolve, to include steps that can be taken in the future to avoid similar incidents. This will help with evaluating whether planning worked and to learn from any incidents that took place.

## Communicating with Parents/Carers (4.5)

Parents need to be aware that teachers on the visit will be acting in their place and will be exercising the same care that a prudent parent/carer would. The following information on matters that may affect students' health and safety is useful to parents, and will be included in a letter prior to the visit.

- Dates of visit
- Times of departure and return

- Mode(s) of transport including the name of the travel company
- Details of accommodation with security arrangements onsite
- Names of the leader and other staff attending
- Visit objectives
- Details of planned activities and how the assessed risks will be managed
- Schools' insurance policy
- Clothing/equipment to be taken
- Money to be taken

Consent will be sought for:

- Adventurous activities
- Residential/International visits

Parents/carers will be informed if the school intends to take their child off-site as part of the curriculum delivery.

## Assessing Venues and Providers (4.6)

The OEAP National Guidance includes guidance on Preliminary Visits and Provider Assurances. The Learning Outside the Classroom Quality Badge provides sufficient reassurance that a provider meets nationally required minimum standards of safety and quality. Details of a provider's status can be checked on the Quality Badge website [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk). If a provider of activities does not hold the Quality Badge, then detailed checks should be made to ensure that it meets required standards. Provider forms can be found on the EVOLVE website (for Outdoor or Adventure Centres AALA Licensed premises should be used)

This can be checked on <https://www.hse.gov.uk/aala/>

## External Visits Advisory Service (4.7)

Sunderland City Council's External Visits Advisory Service is based at Derwent Hill Outdoor Education & Training Centre, and may be contacted by phone on 017687 72005 or by email to [EVAS@sunderland.gov.uk](mailto:EVAS@sunderland.gov.uk).