



Extracurricular Trips and Visits Policy

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Introduction to Extracurricular Trips and Visits Policy

Ark believes that adventurous and challenging school visits are a vital part of a pupil's education. They can develop teamwork skills, resilience, and confidence, as well as supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. Off-site activities must serve an educational purpose, enhancing and enriching our pupil's learning experiences.

Uncertainty is inherent in adventure, but a young person's development should not be stifled by the need to consider risk without first estimating its likelihood and balancing this against the possible benefits.

Purpose

The purpose of this policy document is to ensure that all off-site visits are correctly planned, managed, and supervised so that pupils can safely participate in the opportunities that are offered.

As previous generations have learnt by experience, it is rare that a well-planned exercise leads to accidental injury. It will instead be most likely to bring a sense of enterprise, accomplishment, and fun, so vital for judgement, maturity, and well-being, which must nearly always offset the residual and inevitable risk. We believe that *"We must try to make life as safe as necessary, not as safe as possible."*

Scope

This document lays out our scheme of delegation and guidelines for trip planning and management of learning outside the classroom.

Section 1: Decision Making

1. This section defines the scheme of delegation for approving off-site visits within Ark Kings Academy.
2. Under the Health and Safety at Work Act (1974) Ark Kings Academy is responsible for the health, safety, and welfare of its employees. Ark Kings Academy is also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. In addition to this
 - a. The Management of Health and Safety at Work Regulations 1992 requires an employer to assess the risks of activities; introduce measures to control those risks; tell their employees about these measures.
 - b. Under Health and Safety legislation employees must: take reasonable care of their own and others' health and safety; co-operate with their employers over safety matters; carry out activities in accordance with training and instructions; inform their employers of any serious risks.

Section 2: Roles and Responsibilities

The Principal will:

- a. ensure that off-site activities comply with the procedures in this guidance document
- b. appoints, or undertake the functions of, an Educational Visits Coordinator and inform Ark. If appointing, the EVC should be a member of SLT, who in the view of the Principal is competent to undertake delegated tasks.
- c. ensures that the EVC has attended an EVC training course and refresher training every 3 years
- d. delegate approval of defined visits to the EVC
- e. with advice from the EVC, approve party leaders and additional staff who are sufficiently experienced and competent to assess and manage the risks regarding the group and planned activity.
- f. ensure that risks have been assessed, significant risks recorded, and appropriate safety measures are in place and that all parties are aware of the assessments and ensure that all staff understand and comply.
- g. the final planning checklist is completed, and all supporting documents are completed before the journey takes place.
- h. ensure formal approval is given to each journey or visit before it is communicated to parents.
- i. complies with Ark monitoring arrangements and agree with the EVC a programme for monitoring off-site visits.
- j. For the Duke of Edinburgh Award, ensure compliance with Operating Authority or if the school holds a Direct Licence ensure that the EVC and nominated DoE Officer have had verification of policies, procedures, and practices from the Outdoor Education Adviser.

The Educational Visits Coordinator (EVC) will:

- a. supports the Principal with approval.
- b. approves delegated visits.
- c. approves competent people to lead or otherwise supervise a visit.
- d. support the trip leader with advice and guidance on risk assessments.
- e. review and approve the risk assessment produced by the trip leader and team for each visit.
- f. checks the emergency arrangements are adequate and ensure there is an emergency contact for each visit.
- g. receives, evaluate, action if necessary and archive Trip Leader's Evaluation and Trip/Outing Report and any other significant documentation [e.g., related to an accident].
- h. ensure that safeguarding arrangements are in place for all visits, liaising with the designated safeguarding lead as appropriate.
- i. review systems and, on occasion, monitor practice.

The Trip Leader will:

- a. completes an initial proposal form for the visit and submit a cost breakdown.
- b. obtains the approval of the Principal or EVC before any off-site visit or activity takes place.
- c. assesses the reasonably foreseeable risks involved and draw up or amend as appropriate any previously recorded risk assessment.
- d. oversees the safe conduct of each visit, paying particular attention to on-going risk assessments and changing circumstances, and arrange a pre-visit if appropriate.
- e. ensure that all other members of staff and voluntary helpers are made aware of their responsibilities and have the appropriate training and experience to undertake their assigned roles.
- f. completes the planning checklist to ensure that all procedures have been followed.
- g. informs parents about the visit and gain their consent, where appropriate

Additional members of staff and volunteers on the trip will:

- a. Be given appropriate safeguarding training and should be DBS checked if required.
- b. be given written instructions to ensure that they are familiar with procedures/protocols.
- c. assists the party leader to ensure the health, safety, and welfare of all the young people on the visit.
- d. be clear about their roles and responsibilities whilst taking part in the visit or activity.

Pupils will:

- a. be made aware of their responsibilities on the visit by the party leader and other members of staff, for their own health and safety and that of the group.
- b. does not take unnecessary risks.
- c. follow instructions of the party leader and other members of staff.
- d. behaves sensibly, keeping to any agreed code of conduct.
- e. informs members of staff of any significant hazards.

Parents will:

- a. has an important role in deciding whether any visit or off-site activity is suitable for their child.
- b. informs the party leader about any medical, psychological, or physical condition relevant to the visit.
- c. provides emergency contact numbers.
- d. provides the party leader with arrangements to resume care of their child should this be necessary.
- e. signs the consent form.

Section 3: Procedures

Extracurricular Trips and Visits Procedure.

All trips should be planned on the trips and visits checklist (found in Appendix A and on the One Note).

All trip leaders should keep a working copy of this document on the One Note. Trip leaders are responsible for ensuring that this form is up to date, with all the relevant boxes are ticked and dated. This can be accessed by the EVC at regular intervals.

Any trips that do not adhere to the deadlines specified will not be granted permission unless under exceptional circumstances.

All trip leaders are required to submit an evaluation within two working weeks of the trip's return, and this will then be attached to the visit pack.

If there are any incidents, injuries or near misses on a trip then staff must attend a de-brief meeting with the EVC within 2 working days of the trip return and then complete the relevant accident paperwork in school.

The EVC will accompany or visit a selection of trips throughout the year to ensure compliance and monitor standards.

Relevant documents are available on the One Drive

- Proposal to organise an Educational Visit
- Costing Calculations
- Logistical Information Form
- Risk Assessment
- Letter to Parents template
- Parental Consent form template
- Medical details confirmation (for residential trips only)
- Pupil catering request form
- Medication timetable (for residential trips only)
- Final Visit Checklist
- Evaluation form

Section 4: Emergency Response and Communications Plan

Should an incident occur whilst on a trip or visit the trip leader should immediately contact the SLT emergency contact listed on the logistical information form. This member of staff will coordinate and liaise with all necessary parties to ensure that the group either continue with the trip or return to school safely and parents are notified.

There are four different levels of incident:

1. **Minor Incident** (e.g., slips, trips or falls requiring minor first aid)
In this case, the trip leader should deal with the incident and notify the SLT contact and pupil's parents of what has occurred, and the treatment given. Contact with parents should be made by the trip leader (or designated first aider) to reassure parents and notify them.
2. **Emergency** (any incident that requires hospitalisation, including trips to A&E)
In this case, the trip leader should notify the SLT contact immediately and initiate the Emergency plan (see Appendix B). The SLT contact should notify the parents of the pupil involved and ensure that they can reach the pupil as necessary whilst supporting the remainder of the trip to continue (if staffing allows) or return to school safely.
3. **Critical Incident** (e.g., traffic accidents or multiple pupil incidents)
In this case, the trip leader should notify the SLT contact immediately, and this will initiate the Emergency plan. It may also initiate the school's critical incident plan depending on the scenario. The SLT contact will notify all parents on the trip and assist the trip leader in ensuring the safe return of all pupils to school. If necessary, an additional team of senior staff may be sent to the incident to assist as necessary.
4. **Major Incident** (e.g., any incident involving the police)
In this case, the trip leader should notify the SLT contact immediately and initiate the Emergency plan (and possibly the school Major Incident plan). The SLT contact will liaise with the Police and other relevant Local Authorities to ensure that pupils are safe and returned to school promptly. The SLT contact will notify all parents on the trip and keep them updated with as much detail as possible based on information from the relevant authorities.

The procedure is the same regardless of the location of the incident.

Appendix A: Trips and Visits Checklist

For information only, please use the editable version of this form located on the One Drive

Trip			Trip leader:			Date:		
By whom and who to inform	At least 6 weeks before					Initial and date when done		
Trip leader	Identify an appropriate trip							
Trip leader	Check school diary with RCH Check budget available with PLE Calculate costs & work out transport arrangements							
Trip leader to meet with EVC	Submit a proposal form to the EVC and arrange a meeting. Be prepared to discuss purpose, transport, cost, date, timings, and number of children/adults. If authorised trip will input onto the school calendar by PLE							
5 weeks before								
Trip leader / EVC	Book venue, activity, transport – liaise with EVC as required. EVC to check that all external providers of services have current Public Liability Insurance.							
Trip leader	Organise and attend a pre-visit (if possible)							
Trip leader	Write risk assessment – include any children in the vulnerable children list that do not have photo permission.							
4 weeks before								
Trip leader	Send a letter home to inform parents, ask for consent and any financial contributions. To be checked by EVC Give copy of the letter to reception and advise them of the contributions to be made by parents by what date.							
Trip leader	Inform site team of the trip by emailing Dave Lee and ensure they are aware of any extras required <i>e.g., early start, late finish etc.</i>							
Trip leader Trip leader	Arrange staff needed for trip to meet ratios – to be discussed with RCH Inform EVC which staff are going Identify member of SLT or EVC who will be home contact.							
Trip leader	Complete logistical information form and risk assessment. Send completed logistical form and risk assessment to EVC for final checking and signature. This must be done 4 weeks before or the trip does not take place Give EVC final list of students							
3 weeks before								
Trip leader	Identify any parental consent forms not yet returned							
Trip leader	Confirm with kitchen of any changes to break/dinner arrangements/sandwiches needed for free school meals							

Trip leader	Check transport is booked for correct times	
Trip leader	Check that all duties are adequately covered	
Trip leader	Confirm with office which students have not paid and chase this with parents	
2 weeks before		
Trip leader	Check all children's medication is in school and has not expired and medical information is up to date.	
Trip leader	Meet with all staff attending and go through the risk assessment and the organisation of the day	
Trip leader	Check which after school clubs will be affected and inform coaches/staff involved	
Trip leader	If appropriate, send letter or ask the office to send a text home to remind parents of timings and what the children need to wear/bring	
1 week before		
Trip leader Inform EVC and SLT	Amend organisation to include any child not attending the trip. Trip leader to organise where they will be throughout the day. Confirm which teacher is responsible for them and send work to be completed.	
Trip leader	Check first aid boxes are adequately filled and chase up any children's medication still needed	
Trip leader	For any out of school hours trips collate a list of contact details for parents / carers just in case there are any issues with collection.	
EVC	Ensure final organisation is shared with SLT	
Trip leader	Ensure final visits checklist is signed by EVC	
Day before the trip		
Trip leader	Brief the children on behaviour expectations, what they need to bring and what time they will return to school	
Trip leader	Collect: first aid kits, sick bags, bin bags and high visibility jackets (if required)	
Trip leader	Ensure staff know the group they are responsible for and the organisation for the day	
Trip leader to delegate and check this has been done	Charge school camera and mobile phones to take with you	
Trip leader	Ensure all medical information sheets and consent forms are copied and given to the EVC. Ensure that all medical information is included in the risk assessment.	
Trip leader	Give a final trip pack to the office	

Day of the Trip		
Trip leader	Ensure children who are staying at school know where to go and leave details with the office	
Trip leader to delegate and check this has been done	Collect any free school meal sandwiches from kitchen if needed	
Trip leader	To give each member of staff a trip pack and a register for the children in their group.	
Trip leader	Ensure that a copy of the trip pack is given to EVC and school office.	
Trip leader to delegate and check this has been done	Collect children's medication	
Trip leader	Contact the school and tell the office of arrival on trip	
Trip leader to communicate this	Organise a meet up point at the venue	
All staff on trip	Follow organisation/risk assessment closely	
Trip leader	Keep in contact with school office about expected time of arrival back at school If the trip is out of hours notify SLT / EVC home, contact of safe return.	
SLT / EVC home contact	Trip leader and another member of staff to stay with any children picked up late (SLT or EVC contact for Primary phase)	
Day after the trip		
Trip leader to delegate and check this has been done	Any school equipment taken (High visibility jackets, first aid kits, school cameras and mobiles) collected and returned.	
Trip leader	Ask for feedback from other staff about any issues	
Trip leader	Give the office any suitable photos and an article for the weekly newsletter.	
Within two weeks of trip return		
Trip leader	Fill out evaluation form and report back to EVC	

Appendix B: Emergency Response Plan

Part A: For Trip Leaders

IMMEDIATE ACTION		✓
PRESERVE	Ensure own safety	
	<i>All subsequent actions should be delegated, where possible, to other leaders to allow the trip leader to coordinate the situation.</i>	
	Ensure the safety of uninjured group members and other leaders	
	Ensure the safety of any casualties and triage	
	Deal with any first aid	
	Call Emergency Services as appropriate	
URGENT ACTION – do this efficiently and concurrently if possible		✓
PREVENT WORSENING	Make a plan	
	Allocate resources and staff to maximise concurrent activity	
	Continue First Aid as required	
	Inform SLT contact at school and discuss the plan	
	Liaise with Emergency service (if required)	
	Deal with urgent physical needs of the group (shelter, warmth, water)	
	Deal with urgent emotional needs of the group (Remove from stress, protect from intrusion, keep occupied)	
	Control outward communication (ensure pupils do not directly contact home)	
	Begin written log of incident	
FOLLOW UP ACTION – much of this can be done at the same time as Urgent action with efficient use of people (including pupils) and resources		✓
PROMOTE RECOVERY	Re-plan the next phase – relay with SLT contact	
	Deal with casualties in care of emergency services. Ensure they are accompanied to hospital and keep track of who is where	
	Consider the needs of yourself and fellow leaders – how are they coping?	
	Deal with additional physical needs of the group (food, toilets, onward travel, or accommodation)	
	Deal with additional emotional needs of the group (emotional support, contact with or from parents)	
	Deal with press – this should all be directed back to school	

EMERGENCY NUMBERS

Name	Daytime Telephone	Out of Hours
My telephone number		
School	0121 459 4451	SLT contact
SLT Contact 1		
SLT Contact 2		
Emergency services (if given number) 999 or 112		
Foreign Office Consular Assistance	+44 207 008 1500	

Part B: For Staff in School
Reception / Office Staff

On receiving a call from a trip or visit:

- Remain Calm
- Take clear notes of any information given by the trip leader
- Immediately contact the SLT lead and EVC

SLT Contact

- Remain Calm – consider the actions need to be taken and any additional people required
- Take charge – it is essential that one person remains in overall control of the situation for the duration
- Contact the group – check in and reassure them, get up to date information and update them on actions occurring in school
- Record all information

If the incident is a level 2 (emergency or above)

Action	✓	Notes
Notify RP of incident		
Establish Emergency Support Team <ul style="list-style-type: none"> • Overall controller – Must remain SLT contact • Group Contact – this is most successful if it is only one person • External communication – one person to communicate with parents, press and any other agencies • Logistics – Arrange transport, accommodation etc to ensure the safe return of the pupils • Travelling Team – additional SLT support if required onsite 		Name them <ul style="list-style-type: none"> • • • • • •
Inform ARK Central Estates Team		
Inform ARK Press Team (if necessary)		
Arrange alternative phone lines or methods of communication		
Determine if a Travelling Team is required		Name them
Check Site security in case of press interest		
Arrange for transport of pupil relatives to site or hospital		
Arrange to meet the remaining group on arrival back		
Prepare emotional support for staff and pupils		