

The Fulbridge Academy



Trips & Visits Policy

Date approved:	June 2019
Date reviewed:	
Date of next review:	June 2022

Introduction

All Schools are required to offer children a broad and balanced curriculum that prepares them for the opportunities and experiences of adult life. An educational offer that promotes their social, moral, spiritual, cultural, mental and physical development.

At Fulbridge Academy, we seek to ensure that our curriculum is delivered to all children in an inclusive manner. All children are entitled to the same level of opportunity for development and involvement in school life. By offering a trips and visits programme beyond the school grounds we offer an opportunity to enrich the curriculum and life experiences of our pupils. This offer compliments and enhances what is learnt in the classroom.

Any activity that is not taking place within the school grounds must have a risk assessment. Parental permission to leave the school site does not negate the need for a risk assessment to be in place.

Inclusion

All children will be included on trips and educational visits regardless of their special needs, race, religion, culture, gender and gender orientation. Within the risk assessment the school will identify children with disabilities, special educational needs and medical needs and address how their needs will be catered for. All educational visits must have specific stated objectives that are appropriate for the participating pupils.

Risk Assessment

The Academy follows the guidelines on Risk Management set out by Peterborough City Council.

A Trip Leader must be suitably experienced for the nature of the trip. The leader should (where necessary) obtain the risk assessment provided by the location of the trip. It is the responsibility of the Trip Leader to complete the Fulbridge Academy Risk Assessment document that can be located on Google Communities. Once completed it should be emailed immediately to the Principal for approval.

It is important that whilst completing the risk assessment that the Trip Leader is realistic about the potential dangers that are detailed in the document. In the current climate, it is appropriate for this to include Bomb Threat and Acts of Terrorism. It is the responsibility of the Trip Leader to receive instruction from the location as to the appropriate protocol should the above take place and evacuation is required. See section on page XX relating to Emergency Procedures.

Pre-visits

In order to undertake a full and comprehensive assessment of risks, a pre-visit is required but not always compulsory. It is usually the responsibility of the Trip Leader to carry out a pre-visit.

A pre-visit should take place if:

- None of the staff going on the trip have been to that venue before.

- If it's the first time the school has visited a venue
- If the venue has not got its own risk assessment
- Depending on the nature of the venue and the risk level of the activities taking place
- It is advisable that the Team Leader should do a pre-visit if they have not been to the venue before.
- Even when the visit is done regularly, risks should be re-assessed in light of current plans.

Curriculum Links

All learning outside of the classroom, educational visits and activities support and enrich the work we do inside the school. There are also a number of people who visit the school to support work within the classroom. Some visits are related directly to areas of learning for individual class, whilst others relate to all of our children.

Charging / funding for visits

Parents will be asked for a voluntary contribution to be made towards any trips that take place during the school day that are linked to the curriculum. Senior Leaders will need to plan for trips with their teams and ensure that charged trips are only held if needed.

Transport

Transport should be booked by the Admin' Assistant in the School Office who coordinates the trips.

Transport providers are selected on a basis of cost and quality of service provided. Most school trips, due to the number of pupils attending are catered for using coach companies.

Parent/ Carers will always be informed as to the mode of transport being provided for an educational visit.

Whilst travelling on coaches, seat belts must be provided and it is school policy that each child will wear a seatbelt whilst travelling on a coach. It is the responsibility of the lead member of staff on each coach to ensure that seat belts are being used. The lead member of staff is also responsible for conduct and behaviour of the children whilst travelling. The school must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst traveling. Staff should sit strategically throughout the bus and not locate themselves just in one area of the bus.

Coach pick up and drop off takes places to the rear of the school on Wilberforce Road. Coaches are instructed to pull into the parking bays two at a time for loading whilst any additional coaches wait on Shakespeare Road until they are instructed to come forward for loading when the first sets of coaches have moved on. This process is in place to cause as little traffic disruption as possible to local residents. A resident distribution list has been created in order for the school to inform residents of times when coaches will be present at the rear of the school.

Fulbridge Academy has a minibus; please refer to the minibus policy for guidance on the use of this vehicle.

Lunches

Children are encouraged to bring along a healthy packed lunch for a trip along with a bottle of water.

Children who are entitled to a free school meal will be provided with a free packed lunch, this needs to be ordered via the Admin Assistant responsible for School Trips so that the kitchen staff can prepare this.

Children who are ***not*** entitled to a free school meal can also purchase a school meal from the school office.

Residential Activities

At Fulbridge Academy, children in years 1 to 6 have the opportunity to take part in residential activities. Although these activities take place during term-time, they are often at weekends and are not linked to our curriculum, therefore these visits are a charged for activity.

Supervision and Staff Ratio

Supervision for a trip depends on where the trip is, the transport to the destination, the activities taking place, whether the venue has staff to supervise and many other factors. This ratio is considered very carefully before filling out the risk assessment.

Staffing for children who need extra support will also depend on the above factors as well as the level of the child's need.

First Aid

The Trip Leader will need to ensure that there is an appropriately trained first aider within the staff group attending the trip.

The Trip Leader must ensure that all adults accompanying the trip are aware of who the designated first aider is.

The School First Aider must be given as much notice as possible to make up the appropriate first aid kits for the trip. It is the responsibility of the Trip Leader to organise collection and return of the prepared first aid kits prior to and following a trip.

Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit staff.

The school has an emergency plan in place to deal with a critical incident during a visit. All staff on visits are familiar with this plan and it is tested at least biannually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought.

Paper Work

The Trip Leader must arrange a meeting with all staff going on the trip to run through the itinerary of the day and answer any questions.

Each member of staff attending the trip should be issued with a pack

This should include;

- Itinerary for the day
- Name and groups of children and responsible adults
- Map of location (if necessary)
- Emergency contact details
- Pictures of the children.
- The dietary, allergy or physical needs of identified children.

GDPR

In order to ensure that personal information is kept secure, it is vital that all paperwork is handed back immediately to the Trip Leader. It is the responsibility of the Trip Leader to securely dispose of all documents. Any data breaches will be treated extremely seriously and may lead to disciplinary action.

Dress Code

Staff should follow the Fulbridge Academy Dress Code policy during visits, trips and residential.

Children must wear their school uniform and shoes unless the activities make this unsafe or impractical.

Voluntary Help

At the Academy we are aware that many education visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either parents or governors.

Volunteers will be told that they have the responsibility to follow the instructions of the visit organiser and that the visits organiser retains overall responsibility.

The school will appoint volunteer helpers as far in advance of the visit as practical and will provide opportunities for those volunteers to meet the pupils, for whom they will have responsibility, learning their names and getting to know them.

The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent.

The visit organiser is responsible for ensuring that each volunteers knows precisely what their role is and understands that they have a responsibility to carry out their role. As with staff, volunteers must see the risk assessment.

Where children are organised in small groups, a child will not generally be placed in a group for which his/ her parent is responsible.

Safeguarding / Missing Child Protocol

All children should be provided with a label or wrist band detailing the name of the School and the main school office number.

Insurance

Trips are covered under our school insurance. If a staff member uses their own car they must have the correct insurance to do so and be able to present if asked.

Related Policies

This policy is should be used in conjunction with all Fulbridge and MAT Policies

Review and monitoring

Unless required, this policy should be reviewed in three years. In the renewal of this policy, serious consideration should be given to any complaints regarding educational visits from parents, staff and pupils.