



## Organised Journeys and Offsite Policy

**Ernest Bevin Academy**

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| <b>Responsibility:</b> School Business Manager | <b>Date Approved:</b> Spring 2023             |
| <b>Approved by:</b> Governing Body             | <b>Review Date:</b> Spring 2024               |
| <b>Monitored by:</b> School Business Manager   | <b>Links to other policies:</b> Pupil Premium |

### Aims

To encourage experiential learning which supports the curriculum and wider personal development of students.

To ensure that all such journeys are planned and executed with the safeguarding of students as an absolute priority.

To provide all staff with clear guidelines on the planning required and procedures to follow.

This policy includes all activities where students are taken away from the usual school premises and site.

### Guidelines

Any school organised journey must be planned with sufficient time to be properly organised. This is 2 weeks for a simple non-residential visit or 10 weeks for a residential journey. It is recognised that for sports competitions that rely on previous results, these timescales will by necessity be shorter. Prior to organising any journey the School Cover Manager must be consulted to ensure the activity will not clash with other events planned. Priority will be given to those events which are in the School Calendar and subsequently on a first come first served basis.

There should be a named group leader, responsible for the planning and execution of any trip or journey.

A detailed risk assessment must be carried out – including travel, activities and the needs of any students or staff on the trip. If activities are to be carried out by a third party organisation (e.g. PGL) a copy of their risk assessment should be secured. Specific needs of any members of the party should be taken into account and third party risk assessments may need to be modified. Some activities require special training and or qualifications, these must be in place. It is advisable that pre visits are undertaken where possible – or the advice of experts sought. Trips abroad should have an adult who can speak the local language as part of the group.

If there is a payment required then the organiser must liaise with Administration Office to create the event on Parentmail. Disadvantaged students may have their attendance subsidised. The organiser must check the payment status of the journey and ensure that costs are covered.

Permission of those with parental responsibility must be sought and secured in writing or on Edulink. This includes all students, even those who are 18 years old. The letter

sent should include information about the logistics of the journey, contact points, activities to be undertaken, details about the accommodation and meals as appropriate.

For trips abroad suitable checks on passports, visas, health cards and insurance should be made.

Information about medical needs must be sought from parents. On a simple day trip this can be part of the permission form. On a residential trip a separate form is issued and collected.

Cover requirements should be agreed at least 2 weeks before the trip, before the students are informed or money is paid. Staffing levels should reflect the usual guidance – at least 2 responsible adults, 15:1 ratio, lower ratio for adventurous activities.

Any adults involved in the journey should be DBS cleared (e.g. parents).

Residential trips must be signed off by the Educational Visits Co-ordinator (EVC) at least 10 weeks before the departure date. When all documentation (the approval form; the risk assessment; the itinerary; and Embassy and hospital contact details) is complete, it will be forwarded to the Principal's PA. Once the Principal's approval has been obtained, the Chair of Governor's approval is sought. The completed paperwork with the signatures of the EVC, the Principal and the Chair of Governors must be submitted to the Town Hall for final approval at least six weeks before the departure date.

School uniform is the default clothing, especially for trips to urban locations, where the uniform makes it easier to identify students in crowded places – the school PE kit is an acceptable alternative. Sports journeys, outdoor activities and most residential visits would not normally expect uniform to be worn.

Students will be expected to behave well at all times. Levels of supervision should be commensurate with the age, maturity and needs of the students, the locations and activities undertaken. Staff should remain present and easily contactable on residential journeys. This should be clear in the risk assessment. General expectations of students should reflect the School Code of Conduct – though there may be some variance allowed in terms of mobile phones on residential journeys. The leader should make these expectations clear – ideally in the letter. Staff should be mindful of the use of electronic devices – filming and photography must only be done using school equipment and no images of students should be posted to staff social media. Before filming or photography is undertaken staff should ensure that they are aware of any students who have opted out of photographic consent.

Student contact details should be with the group leader and for residential visits a copy of this should be with the emergency home contact (usually the Principal). Prior to the journey or trip, a full list of participant names must be given to the Attendance Officer and Receptionist which should include journey/trip leader contact details and return timings.

Suitable provision for first aid should be made and a kit brought along on all trips unless we can be certain that supplies are readily available at each stage. Likewise a 'trip phone' should be collected from the EVC on the day of the trip. The number for

this is 07483050812.

Any behaviour or safeguarding concerns should be recorded and reported to the Principal in a timely manner.

It is recommended that trips abroad should be planned as much as a year in advance to allow for inclusion in the School Calendar. In addition, where journey costs are high, parents must be given a reasonable amount of time to spread the cost of the trip.

All organisers of an international trip must complete the International School Activities form and return it to MD prior to the trip.

During the COVID pandemic, the trip co-ordinator will request the venue to provide their covid risk assessment so that this can be checked by EBA prior to finalising the arrangements.

# Ernest Bevin Academy

## Summary Flow Chart

The rationale for the trip should be discussed and agreed with line manager.  
Logistics and costings should be researched and planned.



The trip organiser should see the Cover Manager to agree the feasibility of dates. Once agreed the 'green forms' should be completed as soon as possible – at least 2 weeks in advance.



All necessary paperwork should be completed - a permission letter should be created – including a request for medical information. This should be distributed via Edulink and a payment should be organised through Parentmail.



Risk assessments should be completed and submitted. This must take into account the needs of the individual students. This stage should be reached 1 year in advance for a journey overseas, 10 weeks in advance for any residential journey and 2 weeks for a simple day trip.



During this process Parentmail reports should be accessed to check upon the payments made.

Permission must be received from parents or carers.  
Arrangements for first aid supplies should be made.

### ***On the day of the trip:***

- Collect the phone and medical bag;
- Ensure that all have paid and have permission to go;
- Ensure that any students with medical conditions have their medication / collect it in as appropriate. Keep a record;
- Take an accurate register and lodge a copy with the administration office for;
- the school register;
- For any residential or overseas journey ensure that the organiser has contact;
- details for senior staff at EBC;
- Follow the plan as per risk assessment and record any variance or issues.