



MONK'S WALK

SCHOOL

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Trips and Visits

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Introduction

Trips and visits includes any off-site activity arranged by the school.

Opening statement

'The School curriculum should enable students to respond positively to opportunities, challenges and responsibilities, to manage risk and to cope with change and adversity'.

Extract from Curriculum Policy

- **We offer a range of enrichment and extra-curricular opportunities which aim to broaden pupils' learning experiences beyond the classroom and confines of the taught curriculum.**

Policy Statement

Monk's Walk School will follow the recommendations of the HCC Offsite Visits Manual which is based on National guidance.

Temporary Covid19 Statement

All trips and visits will be subject to the guidance issued by the Department of Education and the Foreign and Commonwealth Office. The school will also take into account the potential risks and impacts of students and staff having to quarantine or self-isolate on residential trips. Parents/Carers will be fully refunded if the school has to cancel a trip or visit due to the Covid 19 guidance issued by Department of Education.

When a trip is cancelled, parents and carers will receive a full refund for any monies paid. Parents and carers will be informed of the timescale of the repayments, as the school needs to liaise with the Department for Education and insurance company to recover the money due.

Where it is possible to postpone a trip to a later date in the school year, the school will allocate students from the original visit to the new visit. Any additional costs for the new visit need to be paid by parents/carers. A parent/carers can remove their child from the rescheduled trip, if they wish to do so, and receive a full refund for any monies paid subject to the timescale stated in the paragraph above.

Roles and responsibilities at Monk's Walk School for Trips and Visits

The successful running of trips, visits and activities at Monk's Walk School is based upon the sound knowledge of the identified parties legally responsibility for our students when they are off site.

- The Board of Trustees
- The Headteacher
- The educational visits co-ordinator [EVC]
- The group leader
- Members of staff accompanying a trip

The specific roles and responsibilities are based on National Guidance and can be found in the following two publications:

1. National Guidance : <http://oeapng.info>
2. DfE's "Health and safety: responsibilities and duties for schools" (2018)

Principles guiding the taking out of Trips and Visits from Monk's Walk School

Section A - Criteria for arranging Trips, Visits and Activities.

1. Day trips and visits must have clear educational objectives to go out during directed school time. Online and virtual events always should be considered as suitable alternatives where appropriate.
2. Enrichment trips and visits for students will only be allowed to go in non-school time unless there are extenuating circumstances.
3. Residential trips and visits that are directly linked to the delivery of the school curriculum will be allowed to go during directed time.
4. Residential trips and visits that are not directly linked to the delivery of the school curriculum will only be sanctioned during non-directed time unless there are extenuating circumstances.
5. All residential foreign trips need to be organised through an ABTA recognised provider.
6. Reward trips must have clear objective criteria that are approved by SLT and are explained to the students at the start of the academic year. If reward trips are over-subscribed then the procedure in section B6 is applied.

Section B – Student Entitlement and behaviour

Student entitlement

1. All students have an entitlement to be taken on educational trips and visits that are linked directly to the curriculum, subject to points 3, 4 and 5 below.
2. Access to enrichment trips or activities (i.e. trips taken out of directed time not linked directly to the curriculum) should be considered a privilege rather than an entitlement. The school reserves the right to deny access – see points 3, 4 and 5 below.
3. The following factors will be taken into account when allowing students access to a trip, visit or other school-organised activity:
 - Attendance at school – our expectation for students accessing a trip, activity or visit is that they have expected attendance (under normal circumstances 96% or better, we will be taking absences due to Covid-19 into account)
 - Attitude to learning - this should be broadly good or better. Reference will be made to the number of behaviour incidents recorded. This includes travel on the school minibus for sporting and other school events.
 - The number of incomplete preps recorded against a student's name
 - The student's level of compliance with uniform regulations
 - For the Year 11 prom, in addition to the above four criteria, the number of revision sessions attended.

Reasonable adjustments are put into place by the school on a day to day basis to ensure that SEND students meet the above criteria

4. Every effort will be made to include students with SEN or medical needs. Decisions on whether a particular young person may be taken on a visit will be the result of wide discussion with all interested parties, including parents. In some cases additional medical evidence may be sought. Despite all of this, there may be extreme circumstances in which the risk assessment indicates that a student's needs cannot be met, even with reasonable adjustments, in which case the school reserves the right to refuse a place on the visit, trip or activity.
5. Specific circumstances may occur where on the grounds of risk management a student's entitlement to go on any trip visit or activity may be denied. Each case will be judged on the issues at hand and all possible avenues will be looked into to try and rectify the problem.
6. In the case of over-subscription on a trip, visit or activity, eligible students will be chosen through a lottery system. The lottery system will be carried out by the trip leader and

witnessed by another member of staff. The decision of the school on access to trips, visits and activities is final.

Student behaviour

7. The school operates a no-smoking and drinking policy on all school visits and trips across the three Key Stages.
8. All students on school trips and visits whether day or residential are bound by the same set of rules that they would have to follow at school. On UK residential trips students who behave in an unacceptable manner will have their parents contacted to come and pick them up. On foreign residential trips and visits students who misbehave will have their parents informed and the appropriate actions taken depending on the circumstance.
9. Students on residential trips and visits and where practicable on day trips should be involved with the development of risk management strategies.
10. If a student is caught stealing / taking drugs / behaving maliciously towards others then the group leader should contact the school and parents. If the police are involved then the group leader should offer whatever assistance is required by all parties.

Section C – Training

1. All new group leaders will take part in an induction meeting with the EVC before being allowed to lead a group.
2. The EVC will undergo appropriate training to ensure that all new legislation and demands have been identified.
3. The EVC and the Headteacher will withhold the right of a member of staff to lead a group if they are not deemed experienced or competent to carry out the role of 'Group Leader'.

Section D – Staff responsibility

1. All members of staff on a school-led visit act as employees of Monk's Walk School, whether the visit takes place within normal hours or outside hours.
2. The trip leader must identify a deputy trip leader in the staffing section on the trip paperwork. The deputy trip leader must have the appropriate knowledge and skills to run the trip in the absence of the trip leader.
3. The trip leader must identify a reserve member of staff in the staffing section on the trip paperwork. This reserve member of staff will take the place of a member of staff who is unable to go on the trip.
4. Staff on day visits are not permitted to drink alcohol or smoke tobacco.
5. Staff on residential trips must ensure that there is no alcoholic consumption whilst on duty. Staff on 'down-time' during a residential visit may drink alcohol, but must remain in a position to help duty staff if extra support is needed. The guidance to be used here, is that they must be legally under the limit to drive a vehicle. If staff do smoke then this should be away from the students and in accordance with law.
6. For residential trips a DSL duty contact must be identified in the 'initial request form'.
7. Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.
8. Staff should follow the instructions of the group leader and help with control and discipline.
9. Staff should consider stopping the visit or the activity, notifying the group leader, if they think the risk to health and safety of the students in their charge is unacceptable.

Section E – Criminal Records Bureau Disclosure and the Independent Safeguarding Authority

1. When organising a visit all group leaders should ensure that the OV6 form has been completed by the contractor / venue being used or suitable substitute documentation has been provided.

2. Group leaders using organisations that have been awarded the 'Learning Outside the Classroom Quality Badge' will not have to ask for the completion of an OV6 or other relevant documentation.
3. Parents and volunteer staff who help out from time to time to supervise local visits need not be CRB- checked.
4. Volunteers helping teachers on a residential visit will need to be CRB-checked.
5. Foreign Exchange Visits
 - Anyone who provides care or accommodation for children under 18 will be engaging in regulated activity and will need to be registered with the Independent Safeguarding Authority (ISA).
 - It will be the responsibility of the organising school to check that host families are ISA registered.
 - Under the 'Safeguarding of Vulnerable Groups Act (SVG)' a child is defined as a person under 18 years old. There is no requirement under the SVG Act for members of the host family under 16 to be CRB checked or ISA registered. Similarly, members of the household between 16 and 18 do not need to be ISA registered or CRB checked unless they are supervising a guest child.
 - Where British students are hosted abroad, it is the responsibility of the host school to provide information on what vetting arrangements have been made as to the suitability of the host families.

For more detailed guidance see:

- *DfES Circular 0278 / 2002 'Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service'*.
- *Safeguarding of Vulnerable Groups Act*
- *Safeguarding Children and Safer Recruitment in Education 2011*

Section F – Charging for Visits

The school follows the Board of Trustees' agreed charging policy for Trips and Visits

Section G – The process of planning an educational visit.

For all educational trips and visits the following procedures need to be adhered to.

1. Complete the 'Initial Request Form' ensuring that you gain the signature of the EVC and the member of SLT in charge of cover. Do not make any bookings / reservations before the trip has been fully authorised.
2. If the trip / visit is taking out a large number of students from a particular year group, the group leader must ensure that arrangements for the teaching of the remaining students has been made. This process should be negotiated with the member of SLT in charge of cover.
3. Take the 'Initial Request Form' to the Finance office where the correct documentation for your trip will be given to you (Level 1, Level 2 or Level 3)
4. The Finance office will discuss the budgetary requirements for the trip and the insurance details. No trip will be allowed out unless all the requirements concerning insurance have been met.
5. Ensure that you keep to the agreed deadlines for the completion of all documentation. County requires that all documentation for residential trips has been received one month prior to the event. All day visits should have their documentation handed in two weeks prior to the event.
6. Complete the documentation for your trip ensuring that all elements have been completed – checklists are provided.
7. For Level 1 and 2 trips, return the completed documentation to the EVC who will sign the trip off and will then return it to the group leader.
8. Level 3 trips need to be completed on-line using EVOLVE.

9. On completion of the Level 3 on-line documentation on EVOLVE, Group Leaders must submit their trip for the EVC to approve.
10. The EVC will check the details of the trip and submit the details to County.
11. For Level 1 and 2 trips the original documentation must be given to the office. A full copy of the documentation must be kept by the group leader.
12. For all trips the group leader must take out a 'Field File'.

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