Trips, Visits and Residentials Policy

BENTLEY NEW VILLAGE PRIMARY SCHOOL

HEADTEACHER: kirsten mckechnie

2017 2019

**TRIPS, VISITS AND RESIDENTIALS POLICY**

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| **PERSON RESPONSIBLE FOR POLICY: APPROVED: SLT** | **KIRSTEN MCKECHNIE** |
| **DATE: NOVEMBER 2017** |
| **SIGNED:** K.MCKECHNIE | **KIRSTEN MCKECHNIE: HEADTEACHER** |
| **TO BE REVIEWED:** | **NOVEMBER 2019** |

**We believe that:**

* **All children can learn. All staff and children are able to recognise the value of learning.**
* ***All staff*, working at New Village, will have consistently high expectations of children’s learning potential, attitudes and behaviour and take corporate responsibility for ensuring these in, and around, school.**
* **Learning takes place in *all areas* of our school and through the *entire* learning day - inside and outside of the classroom.**
* **Children should be taught how to learn; learning how to be an outstanding learner is paramount to the ethos, aims and dynamics of New Village School.**
* **Consistently challenging, dynamic, engaging and empowering teaching leads to outstanding learning, resulting in a school where *every* child’s potential is realised.**
* ***All staff* will value *every child’s contribution* to the school and strive to create a learning environment that brings out the full potential in all.**
* **Rigorous, continuous monitoring, thorough and informed evaluation and accurate analysis of *all the elements* of teaching, is essential in ensuring high-level teaching and learning**
* **Learning at New Village will produce and enhance a learning skills-set that will be lifelong; we will actively promote this for every child and for all staff.**
* **New Village School will demonstrate its commitment to quality teaching and learning through its dedication to *continuous professional development* for all staff; recognising and exploiting all opportunities to enhance its workforce and the learning environment.**

**Rationale**

Trips, visit and residentials at New Village School recognises the value of academic enrichment to broaden and deepen pupils’ understanding of the curriculum. Enrichment can take place out of the classroom and allows children to experience situations, sights, sounds and feelings that they may not normally be confronted with. The school is committed to enabling trips, visits and out of school activities which focus on developing this aspect of their learning.

**Purpose**

To provide clear guidance to staff organising or participating in trips, visit or residential

To provide clear guidance to parents/carers of the pupils participating in the trips, visit or residential

To promote a culture of sound management in the organisation of trips, visit or residential

To ensure that Health and Safety requirements are met and adhered to

To ensure that all learning experiences add to the learning of the individual

**Definitions of Trips, Visit or Residential**

All activities that leave the school site are trips and visits. This will include: away sports fixtures, day or part day visits to educational establishments such as museums or galleries, visits to theatres, participation in debating competitions, field trips, residential trips and overseas trips or tours and any activity where a member of staff is present with students off site.

**Key Legislation and Guidance**

The key legislation is the **Health and Safety at Work etc Act 1974**. *The Act requires employers to ensure the health and safety of their employees and non-employees, so far as is reasonably practicable.* The Act also places duties on individuals to take care of the health and safety of themselves and others. The Act is supplemented by regulations which make the general requirements more explicit.

Later documents include:

* **The Management of Health and Safety Regulations 1999,** which require employers to undertake risk assessments and put measures in place to control the significant risks
* **The Adventure Activities Licensing Regulations 2004**, which require certain providers of facilities for adventure activities to be licensed. ‘Health and safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies’ published by the Department for Education (February 2014) and ‘School trips and outdoor learning activities: tackling the health and safety myths’ published by the Health and Safety Executive (June 2011).

Related policies: First Aid Policy, Fixtures Policy, Health and Safety Policy, Behaviour Policy, Subject Specific Policies

**Parental Permissions and Responsibilities**

Parents/Carers are asked to complete and sign a consent form in accordance with the DfE advice which will cover their child for trips, visit or residentials, both in and out of school hours. Parents will be told in advance, via a letter, the details of each trip and given the opportunity to withdraw their child from any particular school trip with a valid and details reason for withdrawal. The school withholds the right to further challenge the parent/carer for additional details should the withdrawal from the trip be in direct conflict with the school ethos.

It is the parents/carers responsibility to provide suitable footwear and clothing for the trip. Residential trips will require more specialised clothing and footwear and parents/carers will need to budget for this alongside the cost of the trip.

It is the parents/carers responsibility to make sure their child is at school in good time to take part in the trip and to be in school for the time of departure. The parents/carers will need to collect their child promptly, at the identified time, on returning to school. If parents/carers are persistently late for departure and/or arrival then the school reserves the right to restrict access to future trips or visits.

**Payment for a trip, visit or residential**

Payment needs to be made, in full, before the date of the trip. Payment can be made in a lump sum or in incremental payments over a period of time. Requests for extended payment periods should be made to the Headteacher, or her representative, and will be considered on its own merits.

Where a trip, visit or residential costs more that £5 then a deposit may be required or asked for. Trips costing up to £30 will carry a £5 deposit. Trips costing over £30 will carry a £10 deposit.

Payments, other than the deposit, will be refunded if the pupil does not take part on the trip due to:

* ill health,
* a medical appointment, or
* a family bereavement.

Pupils not taking part due to:

* poor or unsafe behaviour
* defiance presenting a safety issue or
* not attending on the day with no given reason or an unauthorised reason, or
* because they are on a fixed term exclusion on that day

will not be refunded any part of the payments made including the deposit.

Parents withdrawing their child from a trip, with 48 hours notice, will be refunded all but the deposit of the payments made.

**Staff responsibility**

School staff and volunteers represent the school for the entirety of the trip, visit or residential. They are expected to adhere to the school’s Staff Code of Conduct and will be asked to adhere to the school’s Safeguarding Policy. Parents/carers taking part in the visit will be classed as volunteers. All volunteers are under the supervision and direction of the school-employed staff and the lead staff member for the visit.

It will not be acceptable, during a visit, to take time-out to have a break of any sort without the consent and agreement of the adult leading the visit. Children must not, at any time, be left unsupervised by an adult. The school promotes a no smoking policy and therefore smoking breaks during any visit are not allowed.

Teachers accompanying pupils on a school visit will have responsibility for their own safety and are considered to be acting in loco parentis. In these circumstances, they are held to the same standard of care as would apply to a “prudent parent”. Responsibility exists for 24 hours a day and is not lessened because the duty is undertaken voluntarily.

As general rule, volunteers accompanying trips are not required to undergo a DBS check unless it is a residential trip and/or they are likely to have individual charge of a pupil during the trip. However, it is expected that the member of staff running the trip will be mindful of the need to ensure safeguarding. No volunteer will be left to manage a child or group without some direct support from an employed member of the school staff. If volunteering by one individual becomes a regular activity they should have DBS checking.

It is the Trip Leader’s responsibility to make sure that parents/carers are informed of the departure time for the trip and the time the child will need collecting. Should the return to school be delayed, the Trip Leader will inform school so that parents are able to be notified.

**Equal opportunities**

We will encourage all pupils to participate in as wide a range of activities as are accessible by the individual. There may be times when the activities offered present a significant challenge for some pupils with bespoke needs or behaviour issues.

Every effort will be made to ensure that school trips, visit or residentials are available and accessible to **as many pupils** as possible if they wish to participate, irrespective of ethnic origin, gender, religion, disability or any other protected characteristic.

Where behaviour needs, and/or the ability to follow instructions and stay safe, are serious concerns and impacts significantly upon the health, safety or well-being of the child, other pupils or the staff/volunteers then a decision will be made as to how the school can, *if possible*, accommodate the child to ensure safety for all. These decisions will relate directly to the individual. The school reserves the right to withdrawn a child from a school visit if the school feels that the risk to safety for all will be compromised and that behaviour presents the main concern – this related to children with special needs also.

Decisions to exclude a pupil from a trips, visit or residential will be made only by a member of the SLT and be discussed by the Head Teacher – concerns will be discussed directly with parents (this may mean that a trip letter is not delivered via the child but instead a staff member will talk directly to the parent). Parents/carers will be informed and the matter discussed and explained.

Under the terms of the Special Educational Needs and Disabilities Act (2002) we are required to make reasonable adjustments in order not to treat disabled pupils less favourably. If the pupils behaviour represents significant safety risk then this will be taken as a serious concern.

**Assessing and Monitoring Risk**

All trips, visit or residential are mindful of all of the guidance that is in place for such events. A risk assessment, using the Local Authority recommended Exeant system, will be completed for all trips, visit or residential. These are internally agreed for lower risk visit and externally agreed for greater risk visits. All trips, visit or residential are reviewed by the Head Teacher and her school representative.

Where a trip, visit or residential is organised by the Head Teacher, a senior leader will take on the role of reviewing and agreeing/denying the visit.

The following two quotes underpin our approach:

* Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity
* Proportionate systems should be in place, so that trips that present lower risk are quick and easy to organise. Higher-risk activities should be properly planned and assessed’.

The Headteacher, or her representation, reserves the right to not include a pupil on a trip, visit or residential if she deems that that pupil presents a risk to themselves, their peers or the adults supporting the visit. Parents have the right to appeal this decision and provide supporting evidence for the appeal. The appeal is made to the School’s Chair of Governors and should be in writing

**Lower Risk Trips**

These are local scale/small scale/routine and without obvious hazard. The approach for such visits will be of a ‘prudent’ parent assessing everyday risks. Risks arising from specific individual needs e.g. taking a child with SEND or a child with behaviour concerns **may** be considered for an individual risk assessment if it is deemed that the child requires specific, bespoke support or represents a hazard that needs to be managed with additional staff or individual timetable or resources.

The Trip Leader will submit a list of names, medical conditions and dietary requirements to the main office and a copy to the line manager before leaving for the visit. They may also submit a risk assessment for an individual if this is relevant.

The Trip Leader will also submit a list of all the contact numbers of all the staff & volunteers on the trip

In case of emergency, the Trip Leader is responsible for making decisions at the point of incident and will contact the Head Teacher – or her representative – to report any and all incidents and resulting actions.

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**Greater Risk Trips.**

These are large in scale e.g. a whole year trip, or there are potential hazards involved e.g. coastal fieldwork or if the activity itself is intrinsically hazardous e.g. caneoing. Greater risk trips also include all visits to major cities or any venue that might be considered at risk from a terrorist threat. All residential trips fall into this category.

Risks arising from specific individual needs e.g. taking a child with SEND or a child with behaviour concerns **must** have an individual risk assessment if it is deemed that the child requires specific, bespoke support or represents a hazard that needs to be managed with additional staff or individual timetable or resources.

The Trip Leader will submit a list of names, medical conditions and dietary requirements to the main office and a copy to the line manager before leaving for the visit. They may also submit a risk assessment for an individual if this is relevant.

The Trip Leader will submit a list of the contact numbers of all the staff & volunteers on the trip. There will be a 24 hours contact number available for the Trip Leader.

A Deputy Trip Leader will be identified who will, in the absence or incapacity of the Trip Leader, make all decisions in the place of the Trip Leader

If the trip involves visiting a major city or other venue where a terrorist attack is possible e.g. London, then a specific risk assessment will be required for that aspect of the trip.

In case of emergency, the Trip Leader is responsible for making decisions at the point of incident and will contact the Head Teacher – or her representative – to report any and all incidents and resulting actions.

**Behaviour During Trips, Visits and Residentials**

Pupils are expected to behave in a safe, compliant and respectful manner for the duration of any visit. They are representing the school and, as such, will need to behave in a way that promotes the positive ethos of the school and adhere to the high-expectations of Bentley New Village.

The ethos and spirit of the school’s Behaviour Policy will be adhered to by staff, volunteers and pupils for all trips, visits and residentials.

If the Trip Leader considers that behaviour during a trip is not safe, compliant or respectful and is not in the spirit of the school’s Behaviour Policy then a decision may be made to remove the pupil from the trip. This decision will be seconded by the Headteacher, or her representative. Where a child needs to be removed from a trip then the school expects that the child’s parent/carer will accompany a member of staff to the trip venue to collect the pupil. They are then returned to the guardianship of the parent/carer. Sanctions resulting from removal from a trip will be specific to the situation and directed by the school’s Behaviour Policy but may also include exclusion from future trips, visits or residentials.

**Students requiring medication**

Staff must check that all children with medications have them on the day of the visit. It is the responsibility of the Trip Leader to establish that all medication is present on departure, although he/she may nominate another adult to store/carry the medication. All medication will be labelled with the child’s name, date of birth and class. All medication must be in-date.

Inhalers should remain with the child, or for younger children, with the adult in charge of the child/child’s group.

If a student does not have their medication with them on the day of the school trip/visit, ot the medication is out-of-date, they will not be allowed on the trip/visit. If it is a residential, the student will be allowed to join the group at a later date providing that parents can arrange for their safe arrival and provide the required medication.

Pupils taking part in residential visit who are not able to control their bladders through the night, need to be brought to the attention of the Trip Leader. Pull-ups or night time ‘pants’ need to be provided for the child. The Trip Leader will make sure the pupil is clean and comfortable each morning and do so in a private and considerate manner

**Packed Lunches**

Children are entitled to a free school packed lunch if they are in receipt of free school meals or are in Early Years Foundation Stage or Key Stage One.

Children are entitled to fetch their own packed lunch if they choose – where this is the case, parents must inform the school before the date of the visit.

Fizzy drinks that are in cans are not permitted on school trips

Peanuts or peanut flavoured foods are not permitted on school trips