

Trips and Educational Visits Policy



Formby High School
Determined To Achieve

Definitions

School Trip – an educational or recreational trip, either during a single day or residential, organised by the school in order to enhance the learning experience and development of Formby High School students.

Group Leader(s) – the individual(s) given responsibility by the Headteacher to organise and lead a school trip. All school trips will have a designated group leader.

EVOLVE – a fully managed and robust online system run by EDUfocus that simplifies the process of planning, processing, monitoring, evaluating and reporting of educational and off-site visits.

Policy Statements

- School trips take place to improve the learning opportunities for all students and complement the curriculum they study within the classroom.
- School trips will be inclusive, enjoyable, rewarding and safe.
- The Headteacher must approve all school trips and educational visits; overseas residential visits must have Governing Body approval.
- Students will be charged for school trips in accordance with the School **Charging Policy**.
- No student will be excluded from participating in a school trip on the grounds of cost.
- Appropriate staffing will be provided by the school for all school trips, taking into account staff: pupil ratio and relevant experience / expertise of accompanying staff.
- A trained member of staff with responsibility for child protection will accompany all residential school trips.
- The school will provide a mobile phone to the group leader accompanying a school trip .The group leader must ensure emergency contact wristbands are worn by students at all times.
- In the event of an emergency, a serious breach of discipline or child protection matter emerging, the group leader will contact the Head, Educational Visits Co-ordinator or another member of the Senior Leadership Team at the earliest available opportunity.
- All trips will be risk assessed with the relevant documentation being completed by the Group leader through EVOLVE.
- All relevant documentation should be assigned to EVOLVE and will be checked and approved by the Educational Visits Co-ordinator and Headteacher prior to the departure of a school trip.
- A trained member of staff with responsibility for first aid will accompany all residential school trips. Where this is not possible the person responsible for first aid must be indicated on the risk assessment.
- A first aid kit will be taken on all school trips.
- A student with special educational needs or a disability will be given an equal opportunity to participate in a school trip subject to satisfactory risk assessment.
- The School Behaviour Policy applies to all students whilst on a school trip.
- Any students who consumes tobacco, alcohol, e-cigarettes or other illegal substances whilst on a school trip is liable to exclusion.
- Students will only be allowed to participate in a school trip if they demonstrate good conduct and behave responsibly whilst at Formby High School.
- A trip is open to all school staff.

- Where possible, a school trip should incorporate a cross-curricular element.
- Information about school trips will be published on the school website.

Responsibilities

Group Leader

- To complete all relevant College Educational Visits documentation, including risk assessments and requests for leave of absence forms.
- To acquire risk assessments completed by external agencies (for example, a tour operator) as appropriate.
- To provide the Finance Manager with a Trip Costing Sheet before sending any communications to parents to ensure all costs are included, at this stage it will be established whether the trip will be paid for using the ParentPay system.
- For an overseas visit, to ensure photocopies of student passports and European Health Insurance Cards (EHIC), if relevant, have been taken.
- For an overseas visit, to ensure all non-British citizens have visa entitlements to re-enter the country.
- To investigate the possibility of additional funding for a school trip from cross-curricular sources (including pupil premium) through discussion with the relevant member of staff to whom the funding is devolved.
- To provide reasonable notice to the Administrative Support Team to allow them to assist in completing agreed tasks.
- To plan accordingly for an accompanied child with special educational needs or a disability and ensure appropriate provision.
- To plan accordingly for an accompanied child with a pre-existing medical condition and ensure appropriate provision.
- To identify students eligible for the trip. Where there are fewer places available than students who wish to attend a trip then a lottery will operate.

Accompanying Staff

- Staff who accompany a school trip will be delegated responsibilities by the group leader, including responsibility for first aid and child protection.
- Where significant numbers of students are participating in a school trip, they will be organised into smaller groups. Accompanying staff will be assigned to each of these groups.

Headteacher

- To approve all school trips through EVOLVE.
- If necessary, to withdraw a student from a school trip for disciplinary reasons.
- If necessary, to ban a student from participating in any future school trips for an appropriate and determined period of time.
- To be available to offer appropriate guidance, advice and support to the group leader in the event of an emergency, a serious breach of discipline or child protection matter emerging.
- To determine whether a student will be sent home from a school trip in the event of a serious breach of discipline.

Education Visits Coordinator

- To approve all school trips through EVOLVE
- To be available to offer appropriate guidance, advice and support to the group leader in the event of an emergency, a serious breach of discipline or child protection matter emerging.
- To meet with the group leader to 'sign off' all documentation (including risk assessments) prior to departure.

Designated Child Protection Officer

- To provide appropriate training to the teacher with responsibility for child protection who is accompanying a school trip.

Finance

- To set an appropriate budget for Departments to allow them to meet the costs of any essential school trips they may need to run.
- To collect and maintain record of payments received from parents and to administer refunds as and when appropriate. The school may utilise travel agencies for certain trips and will adopt their refund policy; terms will be provided in full to parents with the initial trip information.