



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684

www.lordwilson.org.uk

Visits Policy

Introduction

At LWS Academy, we strive to provide a curriculum rich and varied with educational and holistic development opportunities. We acknowledge that learning and behaviour can be enhanced through educational trips or visits, which may include, but are not limited to: Offsite activities; Adventurous activities; Overnight and/or Overseas trips.

Outdoor Education Advisers Panel National Guidance

This document is based on guidance from the Health and Safety Executive (HSE), the Department for Education (DFE) and the Outdoor Education Advisers Panel (OEAP). This document and the Approvals Procedure applies to all Offsite, Adventurous, Overnight and Overseas trips organised by LWS Academy that takes place during school hours, weekends or holiday time.

Clarification on the content of this document can be sought at anytime by the Senior Leadership Team or Educational visits Coordinator.

Organisation and Responsibilities

Governing Body

The Governing Body must ensure that all educational visits and trips are properly planned and that necessary approval is obtained before the activity takes place. The Governing Body has approved, and will endorse the Schools own Approvals Procedure.

Senior Leadership Team (SLT)

The SLT are responsible for ensuring that all educational visits and trips are planned, organised, monitored and reviewed in accordance with guidance from the HSE, DFE and OEAP, as well as the schools own Approvals Procedure. The SLT will have overall approval of the visit, by ensuring staffing and organisation support the safety and wellbeing of all parties, in addition to the intended outcomes of the trip.

Educational Visit Support Advisor (EVSA)

The EVSA is a member of staff who has experience in leading trips, and is identified to Trip Leaders by SLT. The EVSA is responsible for supporting Trip Leaders in using the schools Approvals Procedure for trips, and provide assistance in planning, organisation and monitoring of trips. In addition, the EVSA will undertake duties as agreed between them and SLT. This may include liaising with Offsite Visits Committees of supporting partner schools.



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Trip Leader

The Visit Leader will liaise with the EVC through the planning and preparation of their trip to ensure sound organisation and that risks are assessed with measures in place to ensure wellbeing and safety of all parties. The Trip Leader must ensure that the school Approvals Procedure is followed.

Supervisory Staff

All staff present on trips, who are not Trip Leader, are known as Supervisory Staff, and are responsible for ensuring that risk reducing measures are adhered to in order to promote the wellbeing and safety of all parties. Supervisory Staff must communicate any unforeseen and emerging risks to the Visit Leader.

Consultancy Groups (CG)

Consultancy Groups (CG) include Bay House School Offsite Visits Committee, or any similar group from other schools. A CG may provide advice to the Governing Body, SLT, EVSA and Trip Leaders of LWS Academy. The communication between LWS Academy and any CG shall be seen as collaborative and professional advice only, in support of following best practice.

Approvals Procedure

At LWS Academy Trust, educational trips or visits can fall into two categories, which will determine the approvals procedure that takes place before an education trip or visit can go ahead.

- Mentoring trips e.g. shops, drives, reward/calming strategy (whiteboard trips).
- Curriculum/Offsite trips e.g. science trips to collect rock samples from the beach; ASDAN trip to Porchester Castle; St Marys stadium tour; Ikea trip.
- Adventurous trips e.g. mountain biking, rock climbing, sailing.
- Overnight and/or Overseas trips e.g. residential PE trips; residential London Arts trips.

Below is a summary of the approvals procedure which must take place.

White Board Trips	<ul style="list-style-type: none">•SMT approval needed on day.•Student list, transport arrangements left with office.•Generic LWS risk assessment to be implemented.
Offsite/Day Visits	<ul style="list-style-type: none">•SMT approval and a member of the governing body. ie. Chair of governors or another nominated person.
Curriculum/offsite; adventurous; overnight and/or overseas trips.	<ul style="list-style-type: none">•LWS Approvals Procedure to be completed.



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The following outlines the Approvals Procedure which should take place for all Curriculum/Offsite trips; Adventurous trips; Overnight and/or Overseas trips. All relevant information should be recorded on the Student Information Database.

- 6 weeks before trip
 - Student Information Database - trips filled out
 - Dates entered into diary
 - Initial approval from SMT
 - Book cars

- 2 weeks before trip
 - Letter to parents – drafted by trip leader then approved by SMT and sent out
 - Consent and medical forms returned by parents/chased up (if necessary)
 - Risk assessment and pre-visit – completed and uploaded to database.
 - Lunch arrangements – any FSM orders or special lunch arrangements made to kitchen

- 1-2 days before trip
 - Phone calls – confirm arrangements with parents, remind of financial contribution.
 - Transport list (staff and students) completed, submitted to SMT
 - Cover work for lessons affected left with SMT
 -

The following acts as a guide on how to record information on the Student Information Database.

The screenshot shows a web form with a tabbed interface. The 'Trip Details' tab is selected. The form contains the following fields:

- Trip Name:** A text input field.
- Trip Leader:** A text input field.
- Curriculum Area:** A dropdown menu.
- Purpose:** A text input field.
- Date From:** A date input field.
- Date To:** A date input field.
- Provider:** A dropdown menu.
- Travel Arrangements:** A large text area for notes.

- Under *Trip Details* tab: enter trip name, trip leader, curriculum area, purpose for trip, dates, provider, travel arrangements.
- Under *Students* tab: select students which will be attending trip.



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- Under *Uploads* tab: upload the risk assessment, itinerary and a copy of letter to be sent to parents.
- Under *Notes* tab: record any additional comments, including lunch arrangements in this section.
- Under *SMT* tab: SMT will input comments regarding arrangements for trip, and identify any actions necessary.
- Under *Review* tab: space for trip to be reviewed **after** trip has taken place.

For additional support on how to use the Student Information Database for trips, ask the ICT Technician, SMT or EVSA.

Monitoring

It is the responsibility of the Trip Leader, EVSA, SLT and Governing Body to be open and honest with each other regarding the planning, carrying out and review of trips.

During planning: Trip Leaders must ensure the schools Approvals Procedure is followed, with the support of EVSA, SLT and governing Body where necessary.

During the trip: Trip Leaders to communicate with SLT, School and Supervisory Staff as to progress, changes made to original plans and in case of emergency. SLT to provide support to Trip Leaders and Supervisory Staff as needed throughout the trip.

Review: SLT, Trip Leader, Supervisory Staff and the Governing Body (where appropriate) are to be involved in an open review of the trip, where successes and considerations for future trips are discussed.

The SLT and Governing Body have final judgement as to whether trips will go ahead, and in their decision will consider, as a minimum, whether all aspects of the approvals Procedure are satisfied, but most of all that the wellbeing and safety of all parties are of main priority.

Staff Training and CPD

LWS Academy will offer all staff relevant and appropriate training on this document and the schools Approvals Procedure. All staff must complete the provided training on leading trips, and have gained relevant experience in support trips.

The EVSA will be initial point of contact for Trip Leaders and Supervisory Staff, leading onto SLT, Governing Body and CGs as necessary, in relation to staff training and CPD relating to trips.

It is the Trip Leaders responsibility to seek relevant advice and development opportunities from EVSA in order to address their own areas of weakness in relation to trip organisation, planning and leading.

Risk-Benefit Assessment



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It is the Trip Leaders responsibility to identify and communicate the possible benefits and potential risks or hazards of a trip.

All Offsite, Adventurous, Overnight and/or Overseas trips must have a thorough and satisfactory risk assessment carried out, and be included in the schools Approvals Procedure. A satisfactory risk assessment will outline possible hazards and the measures to be taken to reduce the risk of these hazards. This risk assessment will be shared with Supervisory Staff in planning phase.

The following table indicated the minimum standard for things to be considered and included in a risk-benefit assessment, including an example from each section.

Possible Hazards	Risk	Measures to Reduce Hazards	Risk
Journey/travel arrangements a. Risk of injury or death from traffic accident	M	a. All students and staff to wear seat belts at all times.	L
At venue a. Getting lost/separated from group at venue	M	a. Staff to be responsible for smaller groups of students; Identify central meeting point for all students should they get separated from the group.	L
During activity a. Risk of injury during activity.	M	a. As per centres satisfactory risk assessment for activity.	L
Students a. Off-task and negative behaviours resulting in students putting themselves or others at risk.	M	a. Staff to uphold expected behaviour management and de-escalation techniques; individual risk assessments considered around specific students.	L
Other risks a. Interference from public	M	a. All students to stay with their identified group; staff based at strategic points e.g. exits to venues.	L

Where an activity is led by an approved provider or centre, their own risk assessment may only be used for the main activity and any risks or hazards specific to the provider or centre, and will not include transport provided by LWS Academy, or pupil wellbeing other than activity specific safety measures.

Venues and Providers



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Trip Leaders should ensure that venues and providers are chosen only if they are the most appropriate for the intended outcomes of the trip and student context.

A pre-visit must be carried out to venues, providers and locations of all Offsite, Adventurous and Overnight and/or Overseas trips. This pre-visit does not have to be carried out by the Trip Leader, but must be recent and inform the risk assessment, and other relevant aspects of planning and organisation. Exceptions where a pre-visit may not be necessary include: sporting fixtures or competitions at other schools; overnight and/or overseas trips where it would require inappropriate travel time or distance for a pre-visit. The Governing Body or SLT may request a pre-visit to be carried out by the Trip Leader.

Trip Leaders must ensure that providers and centres have appropriate accreditation, including:

- Public Liability Insurance - mandatory
- The Learning Outside the Classroom Quality Badge (LOtC) – desirable
- The Adventure Activities Licensing Authority (AALA) – mandatory for all Adventurous trips
- Membership of the Association of British Travel Agents (ABTA) – mandatory for all Overseas trips

Volunteers

LWS Academy welcomes volunteers, and encourages them to be part of every day school life. However, volunteers may not be used as Supervisory Staff on trips, but where they express a wish to do so, can attend trips and act in a supportive role to all parties.

Emergency Procedures and Incident Reporting

In the event of a serious accident or incident the Trip Leader should remain calm, assess the situations, protect the group from further danger, deliver or assign Supervisory Staff to deliver first aid as appropriate, call the Emergency Services if required. The Trip Leader should call LWS Academy or a member of the SLT and provide clear information of the situation. The SLT will: follow the schools Emergency Procedure; inform parent/carer of any injured or affected students as a priority; inform other parents/carers if necessary; make arrangements to support changes to the trip and/or transport as a result of the accident or incident.

Upon return to school, the Trip Leader and SLT will accurately record what has happened in all relevant places i.e. incident report, serious incident forms, accident forms, restraint analysis. This may be used in the trips review.

Behaviour



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When planning a trip, the Trip Leader should carefully consider the students and all aspects of the trip. Appropriate and reasonable steps should be taken to encourage positive behaviour. This may include considering student groupings; staff to pupil ratios; activities and timings of breaks; travel and transport arrangements. Where necessary, Trip Leaders or SLT may require a Behavioural Contract to be signed by students and/or parents prior to a trip.

Trip Leaders and Supervisory staff should ensure that LWS Academy's behavioural expectations are consistently and fairly enforced whilst on trips, and students should be encouraged to represent the Academy and themselves in the best possible way.

Upon return to school, the Trip Leader and SLT will accurately record what has happened in all relevant places i.e. yellow card database, serious incident forms, accident forms, restraint analysis. This may be used in the trips review.

Inclusion

LWS Academy will make sure that reasonable steps are taken to ensure that all students are included where appropriate on trips, regardless of background, educational need or non-educational need.

Students may only be ineligible for a trip if specific agreements have been broken e.g. excessive damage bill, dramatic decline in students' behaviour, or whether it is decided that the risks around particular students are too great. In these circumstances, it will be confirmed by SLT.

The Trip Leader may be required to communicate with the student and parents/carers to identify reasons for not being included in a trip.

Insurance

All educational visits and trips are covered by LWS Academy Trusts insurance policy, including:

- travel
- medical expenses
- personal property
- public liability.

For further information regarding insurance, please contact the Finance Team.

Finance

Where a cost is incurred to the school for a trip, LWS Academy will ask for a contribution to be made by parents and/or carers to cover the whole or part of the cost. It is the Trip Leaders responsibility to liaise with SLT and the administration team to ascertain the amount to be requested of parents and/or carers, and this information should be included in the trip information letter.