

Trips and Visits Policy

**Approved by Governor Sub-committee:
Finance and Audit Committee**

**Date to be reviewed:
June 2020**

**Responsibility of:
Assistant Principal (Inclusion)**

Date ratified by Governing Body: 3rd July 2018

1. Introduction

Chelsea Academy is a Christian community and as such recognises that all members of its community are of equal value and invaluable worth. Students can derive a great deal of educational, social and life experience benefits from taking part in Academy trips and visits and as such we are committed to providing opportunities not available in the normal Academy environment. These trips and visits are encouraged but Academy and Borough policies must be adhered to in order to ensure that the health, safety and welfare of all involved are safeguarded. The values and ethos of the Academy are central to our Trips and Visits Policy.

2. General aims

The Academy must ensure that:

- the aims and objectives of every visit conform to the Academy's wider curriculum aims.
- the students benefit fully from the visit and that their experiences, as far as can be controlled by the Academy, are positive
- the students are well supervised and the visit well planned so that students are kept free from harm and give others a favourable impression of the Academy.

Whilst this policy seeks to apply appropriate legal requirements and best practice it is the responsibility of all those involved in the organisation of any Academy visit or trip to be familiar with the requirements set out by RBKC publication "Guidance for Off-Site Visits and Related Activities" 2016, which is available on Evolve.

It is the policy of the Academy that, as a minimum, we should meet or match the requirements set out in that document.

Where it is appropriate, practical, and possible, Trip Organisers are expected to liaise with the Academy EVC and the borough, to avail themselves of any help and advice that is available, and to keep them informed. Additionally Trip Organisers should familiarise themselves with the requirements set out by the DfE in the following Documents:

- Health and Safety: Advice on Legal Duties and Powers 2014.
- School Trips and Outdoor Learning Activities: Tackling the Health and Safety Myths 2011.

Copies of these documents can be downloaded from the DfE Website at:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

All relevant advice and guidance documents can be found in the resources area of 'Evolve', the borough's trips and visits online recording platform.

3. Responsibilities

It is the responsibility of:

- The Governors, through this and other policies to ensure the Health and Safety of staff, students, and others visiting and helping at the Academy.
- The Principal, either separately or together with the Academy Educational Visits Coordinator (EVC), to ensure that those leading the trip are competent to do so. The Principal will give permission for the visit to proceed or will recommend to Governors whether the visit should proceed.
- The Principal, either separately or with the appropriate team leaders, and, where necessary the Academy Leadership Team and the EVC, to assess the impact of the trip across the whole Academy.
- The Trip Organiser to ensure that appropriate Risk Assessments are carried out, and that charges where appropriate have been made and collected. The EVC can advise with, but never carry out, this process.
- The Trip Organiser to ensure that all those involved in the trip are kept informed and that appropriate permissions and guidance are both sought and given to the staff, parents, students and volunteers involved.

4. Trip Planning Procedures

- Organising trips can involve a lot of work, and attempting to organise them at short notice will increase the likelihood that permission cannot be given and the trip will not go ahead. A minimum of four working weeks' notice (except for overnight/overseas trips which require 12 weeks' notice) to the EVC is required for trips and, wherever possible, proposed trips should be calendared at the start of the Academy year. For short trips of half-day duration two weeks' notice would be reasonable. Only in exceptional circumstances will the Principal deviate from this approach.
- Governors require a minimum of one week notice to check and sign off trips.
- Chelsea Academy uses a system called EVOLVE as an aid to plan trips. The system is bought through RBKC who also have oversight of all trips across the borough. All trips should be planned using the EVOLVE system. Training on the system is provided by the EVC. The system is web-based and can be used by all personnel involved in the trip management process to plan, manage and review trips. Initial planning should be completed on EVOLVE and once this has been outline approved, the full EVOLVE process should be followed.
- When planning a trip or visit, a number of steps should be followed. All elements should be completed before proceeding to the next step in order to ensure that all information is available for the next individual to consider. For the purposes of planning, a trip or visit is defined as when students travel away from the Academy as part of curricular or non-curricular activities. PE lessons that are conducted at Eel Brook Common and everyday sporting fixtures are covered elsewhere as 'offsite activity' and do not need a trip planning document.

The following steps should be followed when planning a trip:

No.	Step	Reason
1	Consult with PA to Principal/EVC to check the Academy diary	Avoid clashes with other diary events. Outline approval by Principal if new type or risky trip
2	Consult with Cover Supervisor/EVC regarding proposed cover requirements	Ensure staff are available Avoidance of key academic dates / events (i.e. exams)
3	Complete EVOLVE outline approval form	Outline approval gained and key stakeholders advised that a trip is being planned
4	Once outline approval has been granted, complete 'Trips and Visits Budget Planner' and get this signed and approved by the Finance Officer of proposed trip (appendix 1)	Finance Manager can assist on financial planning and can advise on payment methods
5	Complete full EVOLVE form online and await authorisation	Assists with trip planning and ensures electronic record of trip is maintained
6	Undertake trip	-
7	Complete evaluation form in EVOLVE	To identify WWW/EBI and to assist with future planning.

- As soon as the visit is proposed the organising member of staff must consult the PA to the Principal / EVC concerning the wider Academy implications, such as clashes with other activities.
- The cover supervisor team leader / EVC should then be consulted to discuss cover requirements for the trip. Requests for additional cover required to cover a trip will need to be authorised in conjunction with the LT link for cover supervision, Director of Finance and Operations and the HR Manager as appropriate.
- The EVOLVE outline approval should be completed as an aid to discussion and sent to the EVC electronically. The Principal, as outlined above, may refuse to give permission for the trip to take place at the time proposed or at all if s/he considers that it would be too disruptive to other activities in the Academy.
- A decision to refuse to authorise a trip even on an alternative date would be taken by the Principal. Once the trip has been approved / outline permission has been given by the Principal (dependent on category of trip) preparations may commence.

It is essential that the checklists in appendix 2 and 3 are followed when planning a trip/visit. Copies of the checklists can be included on the EVOLVE form prior to submission to demonstrate adherence to this guidance.

- Identify costs/budget– this must not include supply cover.
- Complete outline proposal form on EVOLVE with purpose clearly stated.
- Risk Assessments.
- Provisionally check and book venue. If a preliminary visit is required then authorisation should be sought from the EVC.
- Check licence and qualifications of the venue/provider (e.g. AALA licence, LOTC certificate, references from other users).
- Plan transport requirements and book minibus if required.
- Read relevant detail in policy specific to nature of your trip/visit.
- Send letters home, collect and record permission slips from parents.
- Confirm bookings when definite.
- Ensure adequate staffing ratio – including gender balance for mixed groups.
- Ensure external instructors are appropriately qualified and experienced.
- Ensure other non-Academy adults are DBS/volunteer cleared.
- Check medical details of students (appendix 6), medicines being taken, any inoculations, collect EHIC's, passports (any of these as relevant) and include on the relevant risk assessment.
- Complete and check insurance arrangements.
- Brief parents/use of consent forms/hold a parents meeting (mandatory for residential/overseas trips).
- Student preparation/written code of conduct for students if appropriate – equipment and clothing lists too.
- Check any minibus drivers have correct qualifications.
- Check there is/are qualified first aider/s, where required.
- Provision of first aid kit with relevant contents (see designated member of associate staff).
- Weather information and alternative programme in case of bad weather considered.
- Make arrangements with LT regarding emergencies (to include an emergency contact number - 3 for residential trips abroad).
- Book trip phone.
- Leave a full list of students and staff with the office with emergency contact numbers.
- If using minibus ensure the mileage book is completed, keys returned to the office and that the bus is left in a clean and tidy state.
- Ensure you notify the student services manager re-numbers out of Academy if applicable for break/lunch.
- Apply for any free lunches for students eligible for free school meals.
- Follow-up forms including evaluations, first aid or other incidents, finalisation of accounts with finance office if necessary.

5. Approval procedures

All trip leaders undertaking trips or visits with young people as part of their work with the Royal Borough of Kensington and Chelsea should use the EVOLVE system to plan the trip and seek approval. A trip will only be insured once the Principal has approved the request. No trip should proceed unless approval has been granted via EVOLVE – verbal approval is not sufficient.

These are the categories of educational visits A, B and C with differing considerations dependent on the nature of the visit:

Category	Trips/Visits	Additional Comments
A	Trips and visits that present no significant risks: <ul style="list-style-type: none"> ● Can be supervised by a teacher who has been assessed by the Principal or EVC as competent to lead this level of educational activity. 	Routine visits with no prior approval

	<ul style="list-style-type: none"> • There is no need for National Governing Body (NGB) or other accreditation. • Activities should be conducted following the standard visits procedure outlined by the Royal Borough or Academy. • Example trips could include day trips, cinema or theatre visits, walking in parks or on non-remote country paths; field studies in environments presenting no technical knowledge or hazards. 	
B	<p>Trips and visits that are higher risk or higher profile activities:</p> <ul style="list-style-type: none"> • Safe supervision by a leader who has, as a minimum, undergone an additional familiarisation process or induction specific to the activity and/or location. He/she will be approved by the EVC following Royal Borough guidance. • A National Governing Body (e.g. LOTC, AALA, BELA or Activity Leadership NVQ) may be relevant as a measure of competence for teachers leading certain activities in this category. • Example activities include those trips that are not complex but have a greater distance from the Academy or those trips that are more complex. Walking in non-remote country; camping; cycling on roads or non-remote off-road terrain; and low-level initiative challenges, for example. 	EVC and Principal to approve in normal fashion, but may seek additional guidance if required
C	<p>Trips and visits with the highest risk:</p> <ul style="list-style-type: none"> • All residential activities. • All visits abroad (day or overnight). • All visits using host families (we do not authorise visits using host families to accommodate our students). • Any activity which falls within scope of the Adventure Activity Licensing Authority. • Activities outside of the scope of licensing, or are less commonly pursued by participant groups (such as motor sports) whose safe supervision requires the leader to have completed some prior test of his/her specific competence e.g. a recognised training course, recorded accumulation of relevant experience or an assessment of competence by an appropriate body. • All hazardous activities. • All water-based activities. • Climbing. • Skiing. • Activities in the air (except commercial flying). • Activities where there is significant concern about health, safety or welfare. • This category also includes activities not currently licensable such as high ropes courses, sub-aqua activities, or canoeing in placid waters. • In these cases, a leader's competence should normally be demonstrated by the possession of the relevant NGB award or an in-house assessment conducted by an NGB qualified technical advisor. 	The EVC and Principal should take greater scrutiny of the trip in the first instance. The Governing body should be made aware of any Category C trips and additional Governor approval sought if the trip is residential and/or abroad. The governors will require at least one week notice for sign off and longer for trips that are different or hazardous.

In assessing the appropriate category in which to place an activity the EVC will take into account the environment in which the activity will take place. In addition to technical competence, recognised by qualification, the Principal should be satisfied that the individual has adequate non-technical skills and

judgement to supervise or manage the group in question. By their nature, qualifications indicate a reasonable standard of competence in the activity and the ability to assess the suitability of a proposed activity within the terms of reference of that qualification. Qualifications should be kept up to date and maintained with recent personal experience. Please note we do not authorise/approve trips using host families to accommodate our students.

6. Ratios and Key Information Required

Staff ratios MUST be adhered to based on the risk assessment and take into account:

- The age, gender and ability of the pupils.
- The number of pupils involved.
- Pupils' special educational or medical needs.
- Pupils' previous experiences of being away from school/home and of the activities involved.
- The degree of responsibility and discipline shown by the group.
- The type of visit and the nature of the activities involved.
- The level of risk.
- The location and travel arrangements.
- The session time and day.
- The experience, training and quality of the staff and other adults available (e.g. if swimming is involved should one of the adults in attendance be a qualified lifesaver?). See advice from OEAPNG. <http://oeapng.info/downloads/specialist-activities-and-visits/> and the RLSS Water Safety Management Programme: <http://watersafetymanagement.org.uk>.
- Requirements of the organisation or location to be visited.
- The availability of a qualified First Aider, where required.
- The past experience of organising visits of the same or similar nature.

The following ratios (adults to children) as a guide are 1:15/20 for UK based trips and 1:10 for residential or overseas. For mixed gender residential trips and/or trips abroad, there must be at least one female and one male member of staff. For all trips but definitely overseas and overnight students should be divided into groups and attached to a given member of staff who will be responsible for the welfare of these students.

7. General guidance for all trips and visits

- Use checklists in appendices 2 and 3.
- Inform staff whose lessons will be missed.
- Write to parents outlining all relevant details (date; time; travel arrangements; cost; lunch arrangements; reason for the trip, emergency contact mobile phone). Students must obtain permission from parents via a tear off reply slip. Example letters attached at Appendices 4 and 5.
- Contact the Academy Finance Department to agreedetails for them to set up an account for the trip on Parentpay (staff must not collect money themselves) using the budget form in appendix 1.
- The organising member of staff should ensure by reference to the Finance Department records that all monies due have been received, and should remind students who have not paid. Students will not attend an Academy trip or visit if they have not made full payment. The Finance Director must be informed well in advance of the trip if payments which we are legally entitled to request (i.e. excluding voluntary contributions) are still outstanding.
- Arrange for the Academy mobile phone to be available, if required.
- Contact the EVC / Finance Director to check any insurance issues if the trip involves any unusual activity and to make arrangements about the mobile phone.
- If the trip runs through lunchtime – arrange with the catering company well in advance for those students who are entitled to a free Academy meal to be provided with a packed lunch from the restaurant/meal provider. The trip organiser should collect packed lunches from the restaurant/food provider on the morning of the trip.
- Travel: free train/tram/bus/tube transport may be available; contact the Finance Director for rules of the Transport for London scheme. Otherwise, liaise with Finance concerning travel arrangements.
- Ensure the ratio of staff to students is appropriate for the proposed trip and any risks that have been identified. See notes below on Staff Ratios.

- Students to be divided into groups and attached to a given staff member who will be responsible for the welfare of these students.
- Please note we do not authorise trips using host families to accommodate our students.
- Keep the relevant Curriculum Leader informed of all plans.

The following should take place immediately after outline permission has been given:

- The Director of Finance should be consulted concerning financial matters (including pricing the trip) and insurance using the budget form in appendix 1. It is not permissible for the costs of covering absent staff to be incorporated into the amount charged to students.
- A letter of invitation should be sent out to parents / carers (specimen copy attached) stating the reason for the trip, its approximate cost and the deadline for applications. It is essential that the tear-off slip is received (completed and signed) for all participants, as this also acts as parental consent. A copy of all letters sent home should be attached to the EVOLVE form.
- Discuss general Health & Safety implications with the EVC (see Health & Safety section below). Where adventure activities are planned, the trip organiser must read Health and Safety: Advice on Legal Duties and Powers carefully, together with the other appropriate documentation detailed above.
- The organiser of the trip should ensure that the organiser of the activities holds the appropriate licence (e.g. LOTC, activity-specific qualifications). It will not generally be appropriate for adventurous activities to be run by the Academy's own staff.

The following should take place immediately after the deadline for student applications has passed:

- The trip organiser should consult the Finance Director concerning whether sufficient interest has been shown to allow the trip to go ahead; if minimum numbers have not been reached by this date, it will not generally be appropriate to extend the deadline and the trip will be cancelled.
- If minimum numbers have been reached the organiser and the Finance Director will agree the final price per student.
- A letter of confirmation should be sent out to parents / carers (specimen copy attached), to confirm that the trip is to run and to set out payment details.
- Pass to the EVC a list of students involved using EVOLVE, including their tutor groups. The EVC will check the records of the students going on the trip for relevant medical conditions and will inform the trip organiser accordingly.
- Finalise Health & Safety issues. Including issuing emergency contact cards where necessary.
- Contact the school Finance Department to provide details for them to set up an account for the trip on Parentpay (staff must not collect money themselves), and to arrange for an Academy mobile phone to be available, where required. The organising member of staff should ensure by reference to Finance Department records that all monies due have been received, and should remind students who have not paid. The Director of Finance must be informed well in advance of the trip if payments, which we are legally entitled to demand, are still outstanding.
- For trips abroad, ensure you obtain passports and EHICs (European Healthcare Insurance Cards) 2 weeks prior to the trip and upload copies to EVOLVE.
- For students who do not have a valid British/EU passport, the trip leader must contact the British Council to obtain permission to travel for that student.
- At least two weeks before the proposed visit date inform staff whose lessons will be missed.

8. GDPR (General Data Protection Regulation)

Organising and leading on Academy trips and visits may mean processing and sharing a large amount of personal data. In order to comply fully with the GDPR and to prevent a data breach, trip leaders must ensure the following:

- When gathering personal data from parents or students, ensure only essential personal data is collected for the safe running of the trip (consent letters and medical forms, for example).
- No registers, lists of students or any other documents that contain personal data must be taken off site during a trip or visit unless permission has been granted by the DPO (Data Protection Officer).

- For safeguarding purposes, registers can be used but must be anonymised or pseudonymised accordingly. Registers should be left with the student services / attendance officers and head counts should be taken regularly.
- Whilst registers, emergency contact information and medical information is essential to be aware of and accessible during trips and visits, provisions should be put in place to ensure that this data is protected. It is available electronically in EVOLVE and can be transferred onto an Academy iPad with secure log in passwords set up where internet access is limited.
- No personal data should be sent to external agencies until the DPO has been consulted.
- No sensitive personal data should be gathered or shared with external agencies until the DPO has been consulted.
- Where sensitive data is shared with external agencies, a DATA Sharing Agreement is in place or the organisation has existing contracts in place.

9. Finances

The budget form in appendix 1 must be used to assist with the budgetary elements of the trip. It specifies the breakdown to be included in the budget. For any insurance queries and for the full policy, please discuss with the Director of Finance. Single day visits and residential trips are automatically covered by the Academy's insurance policy; however, if the Trip Organiser is unsure of insurance arrangements, they should contact the EVC in the first instance.

Fundraising by the cohort/group involved in the trip/visit may also be deemed appropriate:

- If the trip is an essential part of the curriculum, legally a charge cannot be made - the Academy must pay. However, we are allowed to ask for a "voluntary contribution towards costs", and where appropriate, should do so. Because of the costs of residential or overseas trips, the implication of this is that they can rarely be treated as an essential part of the curriculum. This statement should be incorporated into any letters that are sent home.
- A sentence must be included in the letter to let parents know that if the cost of the trip will cause a problem they should contact the member of staff organising the trip. Students on FSM places cannot be prevented from attending an essential educational trip/visit as a result of inability to pay. It is usually appropriate to ask for a donation to cover a proportion of the cost.
- Remission of up to 75% of the total cost is available to those students eligible for financial assistance (see Charging and Financial Assistance Policy).
- If travel is by train/bus - students who have travel cards should use these and a reduction in the overall trip cost should be made accordingly.
- All receipts should be kept.
- All trips should be financially viable prior to final booking and no additional financial support from departmental or wider-Academy budgets will be made available. The trip should be funded through student contributions and discretionary awards only. The only exception to this will be where the Chelsea Academy Foundation has authorised a grant following an application. Close liaison should be maintained with the Finance Office to ensure that budgets are adhered to. Departmental budgets should not be used to subsidise trip costs and students should not attend trips if full payment has not been received.

10. Risk Assessment

Obviously the key to successful trips and visits is that all reasonable risks have been taken to ensure the health and safety of those with you. Risk assessment is nothing more than a careful examination of what,

through your off-site activities, could cause harm to people, so that you can decide whether you have done what is reasonably practicable to prevent harm.

- A hazard/issue is anything that has the potential to cause injury or harm.
- A risk is the likelihood and extent, great or small, of harm being caused.

The important task is to identify significant risks and ensure they are minimised so that they are small. An action plan or list of tasks may need to be drawn up to ensure risks are at an acceptable level through the use of adequate control procedures.

You must have satisfactorily completed a series of risk assessment documents, which cover all activities on the trip. An example is included in appendix 6 and this should be attached to the EVOLVE form as appropriate. You are also advised to ask tour operators / activity providers for a copy of their safety management system and risk assessments. Where an external provider is handling an activity, a copy of their Learning Outside the Classroom (LOTC) accreditation should be sought and attached to the trip planning application. The Trip Organiser should be satisfied that the appropriate safeguards, training and documentation is in place prior to any trip taking place. If in doubt, the Trip Organiser should consult the EVC in the first instance.

The key features of risk assessment are that:

- The hazard/issue is identified.
- The people who may be affected by the hazard are identified.
- The risk rating is identified before and after control measures.
- The control measures to minimise the hazard are identified.
- Any further action you may need to take is identified.

The most likely general hazards would be:

- Student/staff medical conditions.
- Transport.
- Accommodation.
- Security.
- Members of the group becoming separated.
- Incidents/Injury or getting lost during an activity (e.g. orienteering/hiking).
- Incidents/Injury or getting lost whilst separated from staff.
- Exposure to weather.
- Road Traffic.
- Incidents with members of the public (e.g. theft / assault).
- Unsupervised time.
- Risks involved in the range of activities undertaken and environments used.

There are then the hazards/issues specific to your trip/activity – You MUST refer to these in the risk assessments. Additional guidance can be sought from the Corporate Services Manager/EVC.

Ensure you have a mobile phone on the trip and that for residential/overseas trips students and parents/carers know the number of the Academy mobile.

One member of the LT not on the trip should be designated as the Academy/home contact in case of emergency. This member of staff should handle all contacts with the media; no-one on the trip should speak to the media. For residential and/or trips abroad, three members of LT will be available to receive calls and will have specific roles to deal with emergency situations. One member of LT staff will liaise with the trip leader at all times and advise accordingly. Another member of LT will liaise with parents/carers where necessary and the third member of LT will liaise with the media, where necessary.

11. Minibuses

The Academy minibus policy and procedures are to be adhered to at all times when planning and conducting a trip or visit. More detailed guidance is contained within the main policy; however the following guidance should be borne in mind when planning a trip or visit using an Academy or hired minibus.

The minibuses are serviced regularly. Daily and weekly checks are carried out but it must be emphasised that THE DRIVER (IN LAW) IS RESPONSIBLE FOR THE SAFETY AND ROADWORTHINESS OF THE VEHICLE.

- The minibus must not carry more than 16 passengers.
- The buses can be booked through Academy reception. Keys can be collected from there and MUST be returned there at the end of every trip. The bus should be returned litter free and as clean as possible ready for the next users.

In the buses are mileage logs which must be completed at the start and end of every journey detailing: -

- Start and finish mileage.
- Destination.
- Number of miles travelled.
- Member of staff and Department in charge of the vehicle.
- Any comments if relevant.

The driver of the minibus should:

- be at least 21 years old;
- have at least 2 full years' driving experience;
- have experience of driving abroad (if relevant);
- have a valid licence;
- not have been refused insurance;
- have no relevant convictions;
- have an approved minibus driving permit (MiDAS for example);
- be in good health at the time of driving and not have consumed alcohol or used medication likely to cause drowsiness that day and;
- have good eyesight

For more information regarding the minibuses you MUST read the Academy Minibus Policy and/or speak to the Corporate Services Manager.

12. Emergency Procedures

Emergency procedures are an essential part of planning a visit or off-site activity.

Any accident or injury occurring during any visit must be reported to the Corporate Services Manager on return to the Academy (as for any that occur on the Academy premises) as in some cases there will be forms to complete (these include near misses). Keep a note of any details for accurate reporting. The EVC should be informed at the earliest opportunity. Parents should also be informed of all injuries/accidents and the procedures that have been taken to deal with them.

If an accident occurs the priorities are to:

- Assess the situation.
- Safeguard the rest of the party.
- Attend to the casualty.
- Inform the emergency services – if necessary.

An emergency is difficult to define. It may be a fracture, food poisoning or a fatality, or an illness requiring immediate medical treatment. It may on the other hand be missing children who are soon found, or a coach crash in which no serious injuries are sustained. The procedures listed will not all apply to all emergencies. In the event of a serious injury, accident or other emergency the Principal, or nominated senior member of staff, should be contacted as soon as possible and before any parents/carers. No contact should be made

or entered into with any media organisations. Students should not contact parents/carers without first consulting trip staff.

All trips should take one of the Academy mobile phones, where required. The Academy mobile phone will be required generally when either students or parents need to contact the member of staff (residential trips, trips abroad or trips with remote supervision, for example). This can be discussed with the EVC. Additional phones are likely to be carried by accompanying staff and these can be a useful item of additional equipment and may save valuable time in the event of an emergency. Landlines are a more reliable form of communication and are preferred where possible.

It is essential that contact numbers are notified to the EVC/LT link. It is vital that the trip organiser keeps details of any emergency procedures to hand at all times and ensure that you have the means of implementing them.

13. Delays and Changes to Itinerary

Occasionally, changes to travel plans or itineraries may be necessary and the trip leader will need to ensure that the EVC / Leadership Team point of contact is made aware of any changes. Prior authorisation for any additional expenditure that may occur as a result of changed arrangements should be sought before it is made. Trip leaders should make appropriate contingency plans (spare credit card, cash for example) to ensure that additional expenditure can be made as appropriate.

Where a change to the itinerary will have an impact on arrival time at the Academy or subsequent student collection, the Trip Organiser should contact the EVC or Leadership Team link to advise of the circumstances. The trip leader (or EVC if the trip leader is unable to) will then disseminate the revised travel arrangements to parents and will provide ongoing updates as appropriate. This can be achieved through Evolve. Changes to itinerary may be as a result of transport cancellations, adverse weather conditions or other external issues. Itineraries and trip lengths should not be changed without prior authorisation. The EVC / Leadership link should ensure that they have access to the contact details for all parents/carers prior to the departure of the trip so that updates can be processed. These details should be attached to the EVOLVE form.

14. Evaluation of the visit or off-site activity

At the end of each trip or visit, it is important that the EVC or Principal is made aware that the trip has been completed successfully. After each trip/visit has taken place, it is expected that the trip leader will complete an evaluation of the trip in EVOLVE. This will be prompted by email in the EVOLVE system. This will assist in future planning for similar trips or trips using the same providers for example. For any trips where there has been an incident, accident or significant concern, this must be reported to the EVC or Principal immediately.

Appendix 1

Trips & Visits Budget Planner			
Trip Name			
Venue			
Trip Leader		Deputy Trip Leader	
Date & Time of leaving		Date & Time of arriving back	
No. of Students		No. of Staff	
Cost details			
Organiser cost (PGL for e.g.)	£	Discounts	
Travel	£	Details	
Accommodation	£	Details	
Staff costs	£	Details	
Food / catering	£	Details	
Additional Activities	£	Details	
Full Trip Cost	£	Cost Per Student	£
Payment Details			
Deposit Required?	Yes / No	Deposit Amount	
Payment installment plan (dates of payments made into parent pay)			
1		4	
2		5	
3		6	

Signed (Trip Leader):..... Date:.....

Signed & Agreed (Finance):..... Date:.....

Appendix 2

PLANNING CHECKLIST FOR OFF-SITE ACTIVITIES

This checklist is to help the Principal/EVC and the Trip Organiser to ensure:

- The health, safety and welfare of young people and staff;
- The maximum educational benefit to students;
- Effective management, planning, organisation and leadership.

ACTIVITY _____ LOCATION/S _____

DATES _____ TRIP LEADER _____

		Y/N	Date
1.	Trip Leader: Is there a clearly identified trip leader familiar with the school policy statement on visits and off-site activities?		
2.	Purpose: Have the educational objectives of the off-site activity been identified and are they appropriate to the age, experience and ability of the group?		
3.	Outline Approval: Has the activity been given outline approval by the EVC/Principal and relevant person(s)?		
4.	Location/Venue: Have checks been made on the location and any venues to establish their suitability for the age group and activity? (including Adventure Activities Licensing Authority for hazardous activities and references from previous users)		
5.	Preliminary Visit: Has the group leader visited the venue to check arrangements? (e.g. travel time, access, health & safety, accommodation, toilets, recreational facilities, staffing & equipment available.)		
6.	Risk Assessment: Has a risk assessment been carried out, related to the particular circumstances of this activity?		
7.	Activity Leaders: Are staff and other supervising adults responsible for leading activities suitably qualified (including DBS), competent and experienced for the activities proposed?		
8.	Student Ratio: Will the group be working within staff/student ratios (including gender balance) required for the activities, (as prescribed by national governing bodies)?		
9.	Budget: Has a budget been prepared for the Off-Site Activities Team?		
10.	Insurance: Is there full insurance for the activity?		
11.	Student Preparation: Are the students prepared for and physically capable of taking part in the proposed activity?		
12.	Weather: Will up-to-date weather forecasts be obtained?		
13.	Clothing & Equipment: Will all students and staff have the appropriate clothing and equipment for the activities proposed?		
14.	Consent: Has the consent of parents /carers and appropriate pupil information been obtained for the visit and activities planned?		
15.	Bad Weather Programme: Is there an alternative programme available in the event of poor weather?		
16.	First Aid: Are first aid kits available for the transportation and each of the activity venues?		

17.	First Aiders: Has an adult been designated for first aid management? (For each hazardous activity one adult must hold a current first aid qualification).		
20.	Food Hygiene: Will any food preparation meet food safety and hygiene regulations?		
18.	Transport: Will all transport take place in safe insured vehicles, with seat belts? Are there sufficient qualified drivers for any planned minibus journey? Is there a contingency plan if any timing changes? Are timings known to all staff, students, and parents?		
19.	Equipment: Has all equipment to be used been checked for safety and suitability for the activity and students?		
20.	Participant Details: Has a list of participants been prepared, including consent forms, dietary, medical and emergency contacts?		
21.	Staff Briefing: Have all adults been thoroughly briefed, including the aims, emergency procedures and supervisory arrangements of students and equipment.		
22.	Student Briefing: Have all students been thoroughly briefed, including the aims, transport arrangements, programme, organisation, emergency procedures, clothing and equipment and conduct & behaviour.		
23.	Communications: Does each adult responsible for supervising an activity have a mobile phone and Trip Leader's contact details? Has the Academy Trip Mobile Phone been reserved and checked for credit and battery? Is it required?		
24.	GDPR: Where sensitive data is shared with external agencies, have you checked there is a DATA Sharing Agreement is in place or the organisation has existing contracts in place?		
25.	Base Contact: Have LT staff designated as the base contact/s been briefed; do you have their 24-hour contact details and have you supplied them with a copy of the programme and a list of participants and their home contact details?		
26.	Accident & Emergency Contacts: Do you have full details for calling assistance and reporting emergencies including for incidents requiring hospital treatment?		
27.	Absence Cover: Has cover been arranged for absent staff?		
28.	Passports and EHIC: Do all students have EU passports or Visas to return to the UK? If not, have you sought permission from the British Council? Will you have all passports and EHIC cards in two weeks before the trip commences and upload all copies to EVOLVE?		
29.	Administration List: Will a final list of participants present on the activity be provided to the school administrative team at the time of departure to process registration etc.?		
30.	Evaluation: Will an evaluation of the activity be prepared for the Principal/EVC?		

A COPY OF THIS CHECKLIST IS TO DISCUSSED WITH EVC OR ATTACHED TO THE EVOLVE FORM PRIOR TO SUBMISSION

Appendix 3
TRIPS / VISITS – SELF CHECKLIST

Action	Tick / date completed
Trip Authorisation Form completed	
List of student names completed	
Letter to Parents sent	
Student Services / Attendance Officer Informed	
Tickets booked with venue	
Travel arrangements checked with Academy Office	
Coach/train/minibus arrangements/bookings made	
Budget forms completed and Finance Department seen re. Collection of money	
Permission obtained from staff re. missed lessons and staff attending	
Health & Safety Issues checked with EVC/Corporate services Manager/Director of Finance (and Venue as appropriate)	
Insurance issues checked with Director of Finance	
Appropriate Risk Assessments Carried Out	
Medical conditions of students/staff gathered/considered	
Staff/Student Ratios considered	
Meal arrangements made for those eligible for free Academy meals (day trips)	
Permission slips from parents collected	
Money due collected	
Mobile phone booked	
Emergency Contact Details Collected	
Emergency Contact details distributed to staff (and separate ones for students)	
Where sensitive data is shared with external agencies, a DATA Sharing Agreement is in place or the organisation has existing contracts in place.	
All passports and EHICs collected and copies uploaded to Evolve	
Visas/permission to travel obtained for all non-EU passport holders	
Student/Staff Groups organised	
Briefing for Staff and Volunteers	

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Appendix 4

Content example of Trip Letter to Parents (this is not an extensive example for all trips/visits)

Date

RE: Visit to xxxxxxxxxxxxxxxx

Student name: Coaching Group:

Dear Parent / Carer

I have arranged for the xxxxxxxxxxxxxxxx group to visit [venue] on [date]. The trip will give the students the opportunity of seeing xxxxxxxxxxxxxxxx and is relevant to their work xxxxxxxxxxxxxxxx

The students will travel by coach, leaving Academy at [time] and returning to the Academy at approximately [time]. The students will need to bring a packed lunch to eat on the coach. Any student who is entitled to free Academy meals will be provided with a packed lunch.

I have managed to obtain the tickets for xxxxxxxxxxxxxxxx at a reduced rate and the xxxxx department will subsidise the cost of the coach, however, a voluntary contribution of £[cost] will be required to help with the overall costs. If this causes any difficulties, please contact me by [date]. Payment for the trip is to be made via Parentpay by [date]. Details how to access this can be found here:

In case of emergency, the group can be contacted on 07xxx xxxxxx.

Please complete and return the slip below by [date] to give your consent for the visit described above. If you have any queries about any of the above, please do not hesitate to contact me.

Yours faithfully,

Yours faithfully,
[name]
[job title]
Trip Leader

I have read the above letter and give permission for (student) to attend the trip to xxxxxxxxxxxxxxxx on [date] and commit to a non-refundable [deposit cost] as a deposit. I am aware that in order for the trip to take place the Academy may need to share personal data [XXX Could include name, telephone number and contact email] with external companies. I have read and understood the above conditions.

I will make arrangements for his / her safe journey home once the coach returns to Academy.

Student Name: Coaching Group:

Signed: (parent/guardian) Date:

Appendix 5

Content example of Residential / Overseas Trip Letter to Parents / Carers (this is not an extensive example for all trips/visits)

Date:

RE: Visit to xxxxxxxxxxxxxxxx

Student name: Coaching Group:

Dear Parent / Carer

I am writing to inform you that the [dept] Department is organising a [no of days] day trip to [Where] for [number] students over the [when] of term [no]. The trip will give the students the opportunity of seeing xxxxxxxxxxxxxxxx and is relevant to their work xxxxxxxxxxxxxxxx

The trip is expected to cost £[cost] per student. This price would include: return travel to [where], half-board hotel accommodation (with evening meals & breakfasts), a full day in [where], other excursions and insurance.

If you wish your child to take part, please fill in the slip below and return it with a non-refundable deposit of [deposit amount] by [Date] at the latest using Parentpay. Please note that this is an absolute deadline so that we can confirm the booking, and if there is insufficient interest by this date, we might have to cancel the trip. We will inform you of the final cost by [Date], after we have received confirmed numbers. The balance of the cost will then need to be made in installments as detailed below.

Please note that you are entering into a legal commitment in booking this trip. If you cancel your booking after [date], you are committing to the trip and will owe us the full cost of trip (not just the deposit). Included in your deposit is the cost of travel insurance, which will allow you to reclaim this money if your son / daughter cannot travel because of illness or some other insurable reason.

We will be holding a pre-trip meeting with parents and students on [Date], which will give you all the information you need regarding the trip. If you have any questions or if the financial arrangements give you any cause for concern, please contact me on the details below.

Yours faithfully,
[name]
[job title]
Trip Leader

I have read the above letter and give permission for (student) to attend the trip to xxxxxxxxxxxxxxxx on [date] and commit to a non-refundable [deposit cost] as a deposit. I am aware that in order for the trip to take place the Academy may need to share personal data [XXX Could include name, telephone number and contact email] with external companies. I have read and understood the above conditions.

I will make arrangements for his / her safe journey home once the coach returns to Academy.

Student Name: Coaching Group:

Signed: (parent/guardian) Date:

Appendix 6

Emergency contact / medical form content example (this is not an extensive example for all trips/visits - live version available on request).

Parent(s) / Carer(s) ONLY to complete

Student's name

Coaching group:

Emergency Contact Name:

Relationship to child:

Emergency Contact Phone Numbers:

Emergency Contact Phone Numbers:

Secondary Emergency Contact Name:

Relationship to child:

Secondary Emergency Contact Phone Numbers:

Secondary Emergency Contact Phone Numbers:

Does your child suffer from: (*delete as appropriate*)

Asthma: My child carries his /her own Inhaler / I have provided a spare Inhaler for the Medical Room

Anaphylaxis: My child carried their own EpiPen / I have provided Two spare EpiPens for the Medical Room

Diabetes: My child carries their own insulin / I have provided spare insulin / snacks.

Please notify us of any other medical condition affecting your child that we should be aware of and any medication that we need to administer as a result of this condition.

Medical Condition:

Name of Medication:

Procedures to be taken in an Emergency:

Food allergies

Name of Medication:

Procedures to be taken in an Emergency:

I am aware that in order for the trip to take place the Academy may need to share personal data [XXX Could include name, telephone number and contact email] with external companies. I have read and understood the above conditions.

Signature:

Date:

Appendix 7

EVENT SPECIFIC RISK ASSESSMENT (Generic London Based Template)

ISSUE Consider risk using the STAGED approach: Staff, Timings, Activity, Group, Environment, Distance	Risk before control measures (Low, Med, High)		HOW WILL IT BE MANAGED What steps/actions will be put into place to manage the issue, hazard or risk	Risk after control measures (Low, Med, High)	
	Likelihood	Severity		Likelihood	Severity
Walking from Chelsea Academy (general road safety)	Low	Low	<ul style="list-style-type: none"> • Adequate adult to student ratio. • Ensure full checking of the roads before embarking / alighting. • Plan to avoid fast roads wherever possible. • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. • Pupils are briefed about hazards and behaviour required. • Students walk in no wider than pairs and stop at every road. • Member of staff stands in the road to cross the group, before walking to the next junction. If there are two members of staff or more, a member of staff must be at both the front and back of the group. The group can be split if large numbers. • Correct behaviour must be adhered to at all times. No use of phones or headphones is permitted. • Emergency arrangements to be in place before the visit takes place – ensuring all medical details for students are obtained (with medications if required) and a mobile phone is provided in case contact is required. All personnel are to wear appropriate clothing. 	Low	Low
Travelling by bus (risks associated with)	Low	High	<ul style="list-style-type: none"> • One member of staff leading the group to the bus, this member of staff waits by bus door until last student has boarded with the 2nd member of staff. All students to be counted on. • One member of staff checks students (one per seat) and where possible, that all belts are fastened. • Ensure all students are seated at all times and you can see all students (all in one area and if separated, a separate member of staff is with the other group). • Teachers ensure students know and understand the code of conduct for behaviour whilst on a moving vehicle. • One member of staff leads students off the bus, he/she then waits by the path to the session area, count students off the bus and ensure students wait by the path away from the road until both staff have arrived. 	Low	Med

			This member of staff will stand facing the line of students to enable all students to be seen at all times.		
Travelling by train or tube (risks associated with)	Low	High	<ul style="list-style-type: none"> • Journey is pre-planned and assessed – key risk points identified. • Careful supervision, particularly in crowded areas and entry, exit and change points with head counts. • Large groups divided into small groups each with leader(s). • Students know their group and leader(s) clearly. • Students know to stand safely together away from the edge of any platforms. • Emergency plan in place – students briefed where they are going, what to do if separated from group. • Ensure all students are seated at all times (if possible) and you can see all students (all in one area and if separated, a separate member of staff is with the other group). • Teachers ensure students know and understand the code of conduct for behaviour whilst on a moving vehicle. 	Low	Med
Travel by minibus	Med	High	<ul style="list-style-type: none"> • All use in compliance with all relevant regulations and legal requirements • All drivers of minibuses have valid MiDAS Minibus test certification or has carried out a minibus pre-test if they have a PVC License of D1 on their own license. • Minibus is road worthy and has current MOT. Driver ensures that seat belts are used. Luggage on roof does not exceed 100kg - n/a. Luggage in vehicle is securely fastened and not obstructing aisles. Care always taken to park in a suitable place for disembarkation. Close supervision and head counts during any breaks in journey and getting in and out of bus. • Depending on duration of travel, drivers may stop to rest and use facilities. If there is an accident or need to stop the bus on a busy road or motorway, all relevant precautions will take place. • The students will disembark slowly and safely led by staff to an area off of the road and a safe distance away from the vehicle. 	Low	Med
Travel by coach	Low	High	<ul style="list-style-type: none"> • Coach from a reputable supplier and have all suitable checks and regulations in place. • Coaches have seat belts that staff ensure are used. • Buses without seatbelts are never used. • Suitable embarkation points used (for example, coach park, onto wide pavement). • Close supervision and head counts during any breaks in journey and getting on and off coach. • One member of staff leading the group to the bus, this member of staff waits by bus door until last student has boarded with the 2nd member of staff. All students to be counted on. • One member of staff checks students (one per seat) and that all belts are fastened. 	Low	Med

			<ul style="list-style-type: none"> • Ensure all students are seated at all times and you can see all students (all in one area and if separated, a separate member of staff is with the other group). • Teachers ensure students know and understand the code of conduct for behaviour whilst on a moving vehicle. • One member of staff leads students off the bus, he/she then waits by the path to the session area, count students off the bus and ensure students wait by the path away from the road until both staff have arrived. This member of staff will stand facing the line of students to enable all students to be seen at all times. 		
Pupil lost or separated from group	Low	Med	<ul style="list-style-type: none"> • Ensure supervising staff competent and understand their roles. • Sufficient supervision is required at all times with effective staff ratios. • Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification systems, use of registers at significant parts of the day). • Discuss itinerary and arrangements with students. • Briefing to all on what to do if separated from group (go to a predetermined meeting place and call the Academy mobile or the Academy reception). • Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups. 	Low	Low
Illness, injury or food allergy	Med	Med	<ul style="list-style-type: none"> • Obtain information from parents of any potential illnesses, injuries, food allergies etc. • Level of first aid provision assessed by leader. • Group leader to have good working knowledge of first aid and any food allergies that are present on the trip. • First aid and travel sickness equipment carried, including epipens if applicable. • Students and parents reminded to bring individual medication, and this is securely kept but accessible. • All foods are checked for potential allergens based on specific students needs. • Mobile phones carried (by group leader and deputy). • Emergency contacts with school/head teacher and parents arranged. • Emergency procedure understood and in place. • All Staff reminded of students with medical conditions (e.g. students who are diabetic) in morning briefing. 	Low	Low
Risks associated with any specific Special Educational Needs or Disabilities of particular students identified	Low	Med	<ul style="list-style-type: none"> • Obtain information from parents • Take advice from SENCO if appropriate • Make necessary arrangements for individual students including individual risk assessment and additional staffing as necessary. 	Low	Low

prior to the trip or visit					
Threatening, dangerous or abusive behaviour by members of the public	Low	Med	<ul style="list-style-type: none"> ● The Group Leader(s) will ensure that: <ul style="list-style-type: none"> ○ group members remain in groups or pairs. ○ During the visit, staff will remain vigilant and alert to possible new dangers, and will adapt plans to avoid high risk areas if necessary ○ Students and staff briefed of potential risks, if applicable. ○ If an incident occurs, staff will ensure that the students are moved away together to a position of safety and that security or emergency services are called if necessary. ○ Trip leader will report any incidents to EVC at the Academy. 	Low	Low
Poor student behaviour (threatening or abusive to other members of staff, students or the public)	Med	Med	<ul style="list-style-type: none"> ● Behaviour should be monitored at all times ● Poor behaviour may result in the pupil sitting out the activity (whilst being supervised). ● In extreme cases the student or whole group will be escorted back to the academy, depending on ratios. ● In further extreme cases where it is not possible to escort the student or group back, parents may be contacted to collect their son/daughter from the trip. 	Low	Low
Exposure to weather (cold injury, heat injury, over exposure to weather)	Low	Med	<ul style="list-style-type: none"> ● Consider possible weather conditions and plan appropriate programme, clothing and equipment. ● Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. ● Daily weather forecast obtained and plans adjusted accordingly. 	Low	Low
Fire (risk associated with)	Low	High	<ul style="list-style-type: none"> ● Briefing to all students about expected standards and code of behaviour. ● Identify requirements/regulations at time of booking and/or on arrival. ● In the act of an evacuation of the venue, listen and follow all guidance that is specific to the venue and evacuate the building to a safe place. ● First priority is that all students and staff are out of the building and safe. A meeting point should then be used to check the safety of all students and ensure everyone is together. ● If a student is lost or separated in the evacuation, all staff and students should continue to follow evacuation procedures and not return into the building. Security staff / fire wardens should be contacted to let them know you have a student missing and contact to the student should be made by phone, if possible. 	Low	Med
Remote supervision (risk associated with)	Med	High	<ul style="list-style-type: none"> ● The Group Leader(s) will ensure that: <ul style="list-style-type: none"> ○ location as suitable for this mode of supervision. ○ group members are assessed as sensible and competent. ○ parents/guardians are informed of arrangements and give written consent. 	Low	Med

			<ul style="list-style-type: none"> ○ individuals for whom indirect supervision is not considered suitable are directly supervised. ○ group members are fully briefed regarding potential hazards, “no-go areas and prohibited activities”, and safety measures/procedures. ○ group members are briefed regarding conduct/behaviour require. ○ group members are briefed regarding response if approached inappropriately by a stranger. ○ group members are briefed regarding response if offered drugs or other substances by a stranger. ○ young people remain in groups or buddy systems at all times, including visits to toilets. ○ young people are briefed what to do and how to contact staff if required in an emergency. ○ young people are briefed regarding procedure if lost/separated. ○ all leaders and young people will be briefed clearly regarding location of staff members, rendezvous times and places. ○ all leaders understand that they are still responsible and be fully briefed with respect to supervisory responsibilities. 		
<p>Terrorist attack (There is a risk that when travelling in, from or through London or any other major destinations that a serious incident or terror attack could occur either at the venue or nearby)</p>	<p>Low</p>	<p>High</p>	<ul style="list-style-type: none"> ● Trip leaders will check government websites for up to date information directly before traveling and visiting public attractions and to check the terror threat level. ● All students will be briefed on how to proceed in the event of a terrorist attack at the event or venue or if nearby: Run , Hide, Tell - all students will be told that safety is paramount and that they should always run away from any potential incident and get to a place of safety as quickly as possible and make themselves as difficult to find as possible and then only respond to a member of the emergency services. They will be told to only use mobile phones in the circumstance that the use will not result in their being found and only to contact the emergency services. ● Students will be told the trip mobile number and the emergency school contact numbers (including land lines) into their mobiles for use in case they are separated from the group. ● Students will be told to only use their phones to contact family and staff in the event of an incident and not to use social media or talk to the media. ● During visits students will be briefed to follow instructions from security staff at the location in the event of an incident. In the event of being separated they will be told to meet back at a predetermined meeting place (act as previous risk of students being separated or lost). ● For any incidents when travelling on public transport, students will be told to only follow instructions of 	<p>Low</p>	<p>Med</p>

			teachers or security personnel and contact the trip leaders or academy contact in the event that they are separated from the group.		
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*You must ensure that all appropriate persons are aware of any ‘generic procedures’, but these do not need to be repeated here. These generic risk assessments are written to assist with the planning and management of visits and activities. **Please delete** any issues highlighted on this form that do not affect the students on your trip (such as bus travel if you do not use the bus). They identify the common hazards and risks associated with general trips and visits activities and the primary means by which the risks are controlled. Before undertaking the activity organisers must also make an assessment of any further significant risks which are specific to their particular event or students that are being accompanied. All risk assessments are dynamic and are re-assessed throughout any trip, depending on any seen or unforeseen changes.*