



Olive AP Academy
SUFFOLK

Olive Academies

Educational Trips and Visits

Olive AP Academy – Suffolk (OA-Sf)

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Key contacts in OA-Sf

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Contents

Introduction	2
Legislation and guidance	3
Roles and responsibilities	3
Outline procedure for planning visits Planning	7
Staffing.....	7
Supervision	7
Inclusion.....	8
Risk Assessment.....	8
Transport	9
First Aid and medical needs.....	9
Residential and overseas visits	10
Emergency procedures	11
Serious incidents.....	12
Monitoring and evaluation of this policy.....	13
Links to other policies	13
1. Appendix 1: Trip or visit initial request form	13
Proposed trip information	13
Appendix 4: Template letter for parents/carers and consent form	15
Contact information.....	16
Medical information	16

Introduction

Educational visits and trips are activities arranged by, or on behalf of, our academy, which require pupils to leave the school premises, having been authorised to do so by the head of academy or other designated member of staff.

Olive Academies (OA) has a strong commitment to the added value of learning gained through participating in educational visits and trips. They are a valuable way to expand pupils' education and personal growth and provide enriching social and cultural experiences, teach life skills and promote independent learning.

This policy sets out our approach to planning and operating educational visits and trips, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, other adults and pupils and when it comes to visits and trips. It applies to activities taking place within and outside of normal school hours, including weekends and holiday periods.

The Board of Trustees has given its approval to the following types of activities being arranged in support of the educational aims of the trust and the specific context of alternative provision:

- educational provision with alternative providers
- out of hours clubs (music, drama, art, science, sport, homework etc.)
- academy sports teams
- regular educational visits (libraries, shops, parks, place of worship)
- day visits for groups of pupils
- adventure activities and outdoor pursuits (which might be classed as higher risk)
- charity support visits.
- residential trips for groups of pupils
- overseas trips for groups of pupils

Legislation and guidance

This policy is based on the Department for Education’s guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)

This policy also complies with our funding agreement and articles of association.

Roles and responsibilities

The Board of Trustees have delegated the approval of the policy and procedures for agreeing educational visits and trips to the Director of Academies and approval of educational visits and other off-site activities to the head of academy with the exception of residential and overseas trips.

The executive head of academy must:

- Support the head of academy in decision making about educational visits and trips.
- Discuss any proposed trips outside the normal school day including proposed residential and/or overseas trips with the head of academy.
- Approve residential and overseas trips on Evolve.
- Be aware of any incidents that occur on trips and update the Director of Academies if a significant incident should occur.
- Ensure that the head of academy reporting to the academy advisory board is comprehensive and accurate.

The head of academy:

- ensures that the management of visits follows the policy and procedures outlined, and review their effectiveness on a regular basis
- appoints an education visits coordinator who is an experienced leader of visits or undertake the responsibilities themselves approves staff requests for educational visits, including having final authority to approve any educational day visits.
- approves the initial visit request before parents are informed of a visit the head of academy must approve the initial plan. The head of academy will approve the completed plan and signoff risk assessments via Evolve, OA’s online educational visit management system for the visit later

- makes sure staff, including the educational visits co-ordinator, have received any necessary training ensure that arrangements are in place for the educational objectives of the visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment
- ensure that arrangements are in place for the educational objectives of the visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment
- ensure that the accreditation or verification of providers has been checked
- make sure that any incidents that occur on a visit or trip are recorded on Arbor
- works with the executive head of academy and the trust to approve residential and/ or overseas trips

The educational visits coordinator (EVC) must:

- Oversee and guide other staff to arrange and organise educational visits and trips in line with OA policy and procedures
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the head of academy, executive head of academy and trust when they are approving trips
- Access the necessary training, advice and guidance
- Oversee the use of Evolve in the academy
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

In addition they must:

- confirm that adequate risk assessments have been carried out
- be able to confirm that the leadership of the visit is appropriate and to check staff qualifications – to include accompanying staff and volunteers
- provide information on the training of leaders and volunteers, and to provide support to staff and volunteers new to any visit
- ensure DBS clearance is in place for accompanying staff and volunteers as appropriate
- ensure liaison with parents and obtaining consent procedures are in place as needed
- ensure the receiving venue has robust emergency procedures in place and knows how to liaise with the academy should an emergency occur
- ensure that the academy and receiving venue complete reports on incidents and near misses
- ensure suitable record keeping practice for pupils off-site
- learn from previous experience, recording successful practice and contacts, so that they can be used in the future, where staff personnel change
- ensure that any risk assessments prepared for the trip are dated as having been evaluated and/or modified following the visit.
- monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory

- ensure any use of pupil information (e.g. photos) complies with data protection and online safety policies

The trip leader:

Trip leaders should be selected by the head of academy and be given overall responsibility for the preparation, supervision and conduct of the visit. They should be of sufficient seniority to direct other accompanying staff. The trip leader must:

- ensure that the academy policies and guidelines are followed
- ensure all required paperwork is submitted to the head of academy for approval before the visit goes ahead
- plan the proposed visit, considering the health and safety risks to pupils, staff and volunteers
- ensure details of the visit are logged on Evolve, the academy's visit management system
- assign staff and volunteer roles, as needed
- make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- make sure parents and carers are given accurate information about educational visits, including any potential costs if any, or necessary equipment not supplied by the school or a third party
- communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour

The trip leader must also ensure that:

- all accompanying staff are thoroughly briefed and clear about their specific duties and responsibilities
- they are suitably competent to instruct/supervise pupils in any planned activity
- they are familiar with the visit location / centre
- they understand child protection and safeguarding issues
- they allow sufficient time to undertake the planning and organisation of the trip
- they undertake and complete a comprehensive risk assessment
- they adequately brief staff, parents and pupils
- they are aware of the requirements of the minibus policy, should a minibus be used
- they obtain sufficient information about the pupils to assess their suitability for the visit and the planned activities
- that they ensure all accompanying staff are briefed on pupils' medical and special educational needs
- they organise suitable and sufficient supervision proportionate to the numbers, ages and abilities of the group and the planned activities
- they have sufficient competence and confidence to assess risks as they change throughout the visit and to decide to stop activities if the risk becomes unacceptable
- they have adequate emergency procedures in place that are known to all relevant parties.

Accompanying staff or adults must:

- always follow the instructions of the trip leader
- help to maintain control and discipline amongst the group as required during the visit
- look out for the health and safety of themselves and those around them and be prepared to stop any activity if they feel the risk to health and safety unacceptable;
- not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- share any concerns with the trip leader including if concerned about the health and safety of pupils during the visit
- be familiar with the risk assessment prior to departure

Parents and carers:

Parents will be asked to sign a general consent form when their child enters the academy. This covers participation in alternative educational sessions off site; out of hour's clubs; academy teams and nearby visits and adventure activities. If an activity is to be outside the academy day, parents will be told in advance of each activity and given the opportunity to withdraw their child from a particular activity or trip. They will also be given the timetable for the activities that pupils are involved in and will be informed if an activity must be cancelled. For all residential and overseas visits parents/carers will be required to provide additional consent and be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

By agreeing that their child can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medical information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trips

In the case of overseas trips, parents/carers will be asked to provide passport information and UK European Health Insurance Card or UK Global Health Insurance Card information, if available.

Pupils:

Our behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to always uphold the school's behaviour policy.

Outline Procedure for Planning Visits

An exploratory visit must be made to the planned venue. If this is not practicable, alternative arrangements will be made to gain as much knowledge of the site as possible by liaising with officials at the site or seeking advice from colleagues who have made previous visits. Site officials will be asked for copies of specific site risk assessments.

Where external contractors are involved in organising all or part of the visit the contract will be made with the academy on behalf of the pupils. All payments for the visit will be made through the academy accounts.

Staffing

The academy recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on an academy visit.

Activity leaders must familiarise themselves with this policy.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key factor in the initial approval of any proposed visit.

Where it is appropriate the academy will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

The academy does not support additional people accompanying educational visits such as family members if the Head of Academy is not satisfied that there is an educational benefit for the pupils.

The appointed group leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses and evaluating the visit or identifying time when the leader might work in partnership to undertake planning and risk assessments. OA uses the Evolve online system for planning educational visits, and all relevant staff are trained in the use of this.

Supervision

Staffing ratios will vary according to the activity, age, group, location and resources. Ratios should not be finalised until the risk assessment is complete. Group leaders will also need to consider the needs of pupils with SEND. Known behaviours, learning, medical and physical needs should also be considered.

Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, based on risk assessment, should decide the ratios, considering the activity to be undertaken and the age and maturity of the pupils.

Residential visits and adventure activities require higher levels of supervision and all accompanying staff and volunteers must be DBS checked.

Most adults accompanying an educational visit should be staff based at the academy (teachers or other members of staff). For some trips or visits organisers may use other Olive Academy staff or appropriate adults to meet (or exceed) the minimum staffing requirements.

Any volunteer helpers should be properly briefed on their responsibilities and especially on safety procedures and must be DBS checked if volunteering regularly or on a residential visit.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Charging

We will follow the OA Charging and Remissions Policy at all times.

Risk Assessment

Common sense and a proportionate approach should be taken to risk assessment with the focus being on significant risks. Generic assessments can be produced for lower risk, common activities (e.g. visit to a local venue) but the trip leader must review and adapt these as necessary before undertaking the planned visit. For higher risk activities a full risk assessment must be undertaken prior to the visit. OA uses the Evolve online system for planning and risk assessing visits, and staff are trained to use this. The head of academy will approve all documents including the risk assessment via Evolve.

The risk assessment should address the following questions.

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Risk assessment forms for use in educational visits are available via the Evolve system. Guidelines for consideration are provided below:

The following are key points to consider when preparing a risk assessment.

1. What are the main objectives of the visit?
2. What is "Plan B" if the main objectives can't be achieved?
3. What could go wrong? Does the risk assessment cover:
 - The main activity

- "Plan B"
 - Travel arrangements
 - Emergency procedures
 - Staff numbers, gender and skill mixes
 - Generic and site-specific hazards and risks (including for Plan B)
 - Variable hazards (including environmental and participants' personal abilities and the 'cut off' points).
4. What information will be provided for parents?
 5. What consents will be sought?
 6. What opportunities will parents have to ask questions (including any arrangements for a parents' meeting)?
 7. What assurances are there of the leader(s)' competencies?
 8. What are the communication arrangements?
 9. What are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct?
 10. What are the arrangements for monitoring and reviewing the visit?

Risk assessment is not a one-off exercise. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

All risk assessments must follow the same proforma as specific by the Educational Visits Coordinator to ensure consistency across the academy.

Transport

Most educational visits will use the academy's minibus to transport pupils. The Minibus Policy must be adhered to in these cases.

When hiring buses and coaches it is essential that the company is reputable and licensed. The vehicle should be provided with seatbelts on all seats and with all seats forward facing, as the law requires for academy trips.

Staff or parents' cars should not be used for transportation of pupils.

If public transport is used it is advisable to make party bookings in advance and ensure that the risk assessment adequately covers all potential hazards.

First Aid and medical needs

The trip leader should check the medical requirements of the class and ensure that any pupil with a specific medical condition has access to prescribed medicine whilst on the trip and that the health care plan is being followed.

It is compulsory that one member of the accompanying staff is a fully trained first aider and is also able to provide any necessary support for pupils with medical needs. Procedures outlined in the Medical Needs policy should be followed. The specific guidance regarding educational trips:

Medical Needs Policy

3. Equal opportunities

The Board of Trustees is clear about the need to actively support pupils with medical conditions to participate in trips and visits, or in sporting activities, and not prevent them from doing so. The academy will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

A risk assessment will be completed at the planning stage to take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and pupils and advice from the school nurse or other healthcare professional that are responsible for ensuring that pupils can participate. A copy of the child's health care plan should be taken with the child on an educational visit.

The trip leader must also ensure that medication such as inhalers and epi-pens are taken on all trips and given to the responsible adult that works alongside the child throughout the day. A first aid kit must be taken on all trips and be checked by the trip leader to make sure its contents are complete. The trip leader must ensure that all adults have the telephone number of the academy in case of an emergency.

A fully trained first aider should attend all academy trips especially when a pupil with a specific medical need is going. The first aider provisions at the destination of the trip should be included as part of the risk assessment.

Residential and overseas visits

The head of academy is required to discuss the initial proposal for this type of activity with the executive head of academy and then ask the OA SLG and Board to approve all residential and overseas trips. Both the initial proposal and the completed plan on Evolve must be approved.

For residential trips the required notice is one term and for overseas trips two terms to allow for a rigorous planning process and approvals to be completed.

The planning and preparation laid out in this policy applies to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary parental permissions and student medical forms are obtained at least 1 month before the start of the trip
- All pupils have had an individual risk assessment and safety plan completed.
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school

- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

Emergency procedures

The academy will appoint a member of the SLT as the emergency contact for each visit. All major incidents should immediately be relayed to the academy office. The office will relay the problem to the head of academy or other member of the SLT, especially if the incident involves injury to a pupil or an incident that might attract media attention.

The trip leader will leave full details (in paper form) of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents/carers and next-of kin, as appropriate.

The trip leader will take a mobile phone designated for offsite use, which should be used in an emergency – this will have relevant contact details for managers, base location and intended end of journey location.

All incidents and accidents occurring on a visit will be reported back through the academy reporting systems.

The academy will have funding available to support the trip leader in an emergency.

Despite good planning and organisation there may be accidents and emergencies that will require on the spot response by the trip leaders. Adequate provision for minor first aid must be available when the party is 'in the field' and the leader should ensure that the levels of supervision are sufficient to allow the group to be split where necessary. An academy mobile phone should be available for use in cases of emergencies.

Activity centres should have their own emergency procedures. Details of these must be obtained in advance of the visit and compared with the recommended framework below. If there is any doubt about the safety of the arrangements the trip should not take place Recommended emergency procedures:

- establish the nature and extent of the emergency;
- make sure all other members of the party are accounted for and safe;

- if there are injuries immediately establish their extent, so far as possible, and administer appropriate first aid;
- establish the names of the injured and call whichever emergency services are required
- advise other party staff of the incident and that the emergency procedures are in operation;
- ensure that an adult from the party accompanies the injured child/children to hospital;
- ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to academy;
- arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all pupils and staff are accounted for;
- control access to phones until contact is made with the head of academy emergency contact point or designated senior member of staff and he or she has had time to contact those directly involved;
- give full details of the incident to the head of academy or designated contact
 - name
 - nature, date and time of incident
 - location of incident
 - details of injuries
 - names and telephone numbers of those involved
 - action taken so far
 - telephone number for further contact details

Serious incidents

For serious incidents where the media may be involved, staff should refer to OA's emergency plan and crisis communications plan, both available in the academy office and the intranet. It is not for the group leader or other party members to discuss matters with the media, procedures for this are provided within the crisis communications plan. Under no circumstances should the name of any casualty be divulged to the media.

The head of academy or designated senior staff member should alert the trust CEO at OA central giving details as above. The Trust may identify further actions or help required (which might include financial assistance). Alternative and additional phone lines may need to be identified at an early stage.

The head of academy or designated senior staff member should arrange to contact parents/carers of those involved. For a serious incident the head of academy or designated senior staff member should contact parents of all party members. It is also his/her responsibility to act as a link between the group involved, the chair of the AAB, the trust and parents.

If it is necessary to talk to the media, OA central will do this initially. A member of staff will be designated as the point of contact for the media, and all involved should direct questions and requests to this person. This person will liaise with the emergency services, possibly on site.

The trip leader should write down, as soon as practicable, all relevant details while they are still fresh in the memory. Other staff members might also be asked to do so. A record should be kept of the names and addresses of any witnesses. Any associated equipment should be kept in its original condition.

Legal liability should not be discussed or admitted.

All accident forms should be completed as soon as possible and insurers, the Health and Safety Executive and the Trust should be informed as appropriate.

Monitoring and evaluation of this policy

Heads of academies will report to the Academy Advisory Board annually. Incidents on educational trips and visits will be reported on Arbor and significant incidents will be reported to the executive head of academy and Director of Academies. Learning from these will be shared across the Trust. OA central will review this policy by evaluating the effectiveness of arrangements for off-site activities and educational trips and the outcomes for pupils on an annual basis.

Links to other policies

This policy links with the following policies and procedures:

- Minibus policy
- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection and safeguarding policy
- Online Safety Policy
- First aid policy
- Medical conditions policy
- Special educational needs (SEND) policy
- Equality information and objectives
- Accessibility plan
- Data protection policy

1. Appendix 1: Trip or visit initial request form

To be completed by the staff member proposing the educational visit and submitted to **the head of academy / designated member of staff, such as the academy's EVC.**

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

	Yes	No
Is this an on-site activity?		

Is this an overseas visit?		
Is this a Residential visit/activity?		
Will this event include an Adventurous Activity led by an External Provider?		
Will this event include an Adventurous Activity led by a member of OA-Cam staff? Search OEAP National Guidance		

	TRIP INFORMATION	ADDITIONAL COMMENTS
Purpose of visit		
Intended outcomes		
Trip date		
Venues/External Providers		
First Aider		
Undertaking a pre-visit		
Travel distance		
Length of stay		
	TRIP INFORMATION	ADDITIONAL COMMENTS
Purpose of visit / educational benefits		

Number and age of pupils		
Transportation options		
Dress code		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none"> • Staffing • Volunteers • Physical supplies • Transportation 		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
[Insert additional information as required]		

Appendix 4: Template letter for parents/carers and consent form

This form is based on the DfE's [consent form for school trips and other off-site activities](#).

Parents and carers should sign and date the form and return it to [their child's teacher/the head teacher/the trip leader].

Trip destination:

Trip date(s):

I, _____, confirm that I am happy for my child, _____, to take part in the school trip to _____ (destination).

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.

Contact information

I can be contacted using the following details:

Work telephone:

Home telephone:

E-mail address:

Alternatively, please contact _____. Their relationship with the pupil is _____

Work telephone:

Home telephone:

E-mail address:

The name and contact details of our family doctor are:

Medical information

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them.

I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.

Signed.....

Date.....