



THE SOUTHFIELD GRANGE CAMPUS

one campus one community

VISITS & JOURNEYS POLICY

Approved: July 2014

Review due: July 2017

VISITS AND JOURNEYS POLICY

STATEMENT OF INTENT

The trust is committed to incorporating educational visits providing they enrich the school's curriculum and experiences of our students which cannot be provided on the trust's site alone. The visits give students first hand experience of a wide range of topics, locations and activities. In doing this we aim to raise the achievement of all the students on the campus.

In this policy we seek to establish a clear and coherent structure for planning and evaluating educational visits, and to ensure that any risks are managed and kept to a minimum. Within these limits we seek to make our visits available to all students.

BEFORE THE VISIT

If practicable the leader in charge might need to make a preliminary visit so they can familiarise themselves with the venue and to help plan the visit.

Permission and Approval

Approval for the trip is given by the appropriate person for each school using the relevant approval form.

Permission for the pupils to participate in the visit must be obtained in writing from their parents or guardians. Parents/Guardians must be fully informed about the visit in a letter (template can be found on T Drive) from the leader in charge (named) which should include:

Its nature and purpose (to include aims and objectives).

Outline the programme/itinerary making reference to issues such as working near water hazards and specific clothing requirements.

How and when pupils will be supervised, making specific reference to any time not directly supervised.

Medical information

Please refer to the *Staff Leave Of Absence Policy* for further information on requesting absence.

Documentation

When the organisational details of the visit have been confirmed, all relevant forms - most notably those concerned with consent, medical information and liability - must be completed. Medical information for everyone on the trip should be compiled by the leader in charge.

No student should be taken on a school visit if the parents/guardians have not completed and returned the consent form. Relevant information should be shared with staff and students on the trip.

All the documentation needed to organise a trip is kept on T drive.

Please refer to the *External Visits Procedure* document on T drive for more information

Risk Assessment

A major consideration in the organisation of any visit must be the safety of the participants. In order that this is assessed effectively, the leader in charge of any educational visit must complete a risk assessment that is relevant and sufficiently thorough. The leader in charge must be satisfied that the venue is suitable and that any officials from the venue are qualified and experienced. They will make a decision based on the completed risk assessment on whether the visit should take place or not.

The leader in charge should have a contingency plan in case adverse weather conditions mean it is unsafe to continue with the planned activities.

Once completed the risk assessment is approval by the appropriate person for each school. The trust is able to seek advice from external providers if required.

Free School Meals

Students eligible for free school meals will be provided with a lunch if requested by the leader in charge.

DURING THE VISIT

Relevant details of the visit will need to be given to all those involved with the visit. This includes:

Students being aware of its relation to and implications for their learning.

Any accompanying teachers and any non teacher supervisors will need to be aware their roles and responsibilities towards that learning.

Any third party will need to know how their contributions are intended to enhance or to complement the pupils work in school.

Transport

If an external company is used only a transport company from Bradford council's approved list must be used. A driver of the trust's minibuses must have undertaken a minibus driving assessment and their certificate still valid for the weight of vehicle being driven.

Contact With School

The leader in charge should keep regular contact with the senior member of staff listed on their risk assessment.

Emergency

The leader in charge should contact their senior member of staff contact who would use the *Emergency Activation Form* to gather important information about the emergency.

The leader in charge should familiarise themselves with on site first aid procedures and facilities, and fire escape routes.

Fatal/Serious Incident

The leader in charge should contact the trust and Bradford council's 24 hour emergency number found on the yellow '*fatal/serious injury incident procedure*' card.

AFTER THE VISIT

The leader in charge should review the visit with staff who attended and make notes on their risk assessment to be used next time on the same visit. During the review such issues as accidents, near misses and whether or not aims and objectives were met should be considered.

VISITS ABROAD

Visits abroad can further enhance the learning process for students, but in some cases the risks are also increased. As a result the leader in charge should allow far more preparation time when planning a foreign visit. Permission is given by the trustees in the first instance and the documentation is signed off by the Headteacher. Please see the Campus Operations Manager for further details.

FINANCING VISITS

There is usually a cost associated with running a visit. Examples are, entry in to the location, coach, fuel for the trust's minibuses, etc. Finance details should be shown on the *Visit Request Form*.

Please note General Finance Policy Section 2.3.2 states, "before starting to collect money from students for any purpose (trips, books etc) the person responsible for collecting the money must discuss the process with the Finance Manager. This will ensure that an appropriate process is followed with cash and cheques received being properly receipted and accounted for."