

Longdean School



Trips and Visits Policy

Reviewed: **UNDER REVIEW AUTUMN 2019**

Ratified:

Next Review

Policy Statement

Longdean recognises the need to provide a rich and inspiring learning environment so that students can maximise their learning potential. The trips and visits policy and procedures are designed to balance learning within and beyond the classroom with safeguarding duties of care. As such we recognise the value of trips and visits and the way they can engage a student in any given subject or enhance their understanding of the world around them. It is important to us that our educational offer within and outside the formal curriculum allows students to experience and learn from such visits.

Educational visits can:

- Support the social development of a student beyond academia
- Develop learning to support outcomes for students.
- Raise achievement by boosting self-esteem and motivation
- Develop key skills
- Develop social education, leadership and citizenship
- Promote education for sustainable development
- Promote health and fitness
- Offer alternative contexts for students to shine

Educational visits offer diverse experiences for staff and students, as valuable learning experiences in their own right and blended into the wider curriculum raising attainment to maximise the experience of students, including results, across the whole school. Longdean is committed to offering such opportunities to all students.

Longdean follows the safeguarding protocols structured through the EVOLVE system, to ensure that all possible steps are taken to ensure the Duty of Care over students off site.

Longdean's internal trips procedures have been updated to reflect recent terrorism related events in major population centres, and include evacuation, 'run, hide, tell' protocol, getting to a place of safety, and emergency communication and transport procedures away from incidents.

Any decision as to whether this should go ahead or not lies with the school, based on appropriate risk assessments being undertaken.

The SLT Assistant Head Teacher, Currently Mr. Muskett, has an oversight of trips and visits procedures, as the designated senior member of staff delegated by the Headteacher.

Health and safety responsibilities lie with the employer, Under the Health and Safety at Work Act (1974). This is the Governing Body of the academy who delegates the tasks necessary to discharge these duties, even though the overall responsibility for health and safety rests with the employer. These are delegated to the trips organiser, but are monitored by the EVC using the EVOLVE framework.

In Hertfordshire, the tasks of scrutinising and approving arrangements for Offsite Visits and LOtC (Learning outside the classroom) activities are delegated to the Headteacher of the school.

For trips/activities designed to enhance the curriculum, all pupils will be included regardless of ability or inclination to pay, but if insufficient contributions are received, the activity will be cancelled.

The cost of trips/activities is an 'accurate estimate'; any small surplus of money will be donated to the school fund. A surplus of more than 5% will be refunded, provided this is over £5 per person. Any loss will be borne by the school.

At the current time the EVC recommends to the Head Teacher if a visit to a major population centre proceeds. Trips to major population centres are planned as if they are overseas trips with additional information recorded with contact details and a 'Plan B' contingency arrangement in case of incident. Parents may take a personal view on their children attending and need not provide consent, as with all trips. Any money paid before withdrawal cannot be refunded.

Charges for school trips are made in accordance with Sections 449-462 of the Education Act 1996. The deposit for any activity is non-refundable unless covered by an insurance policy, e.g. medical reasons. (Disinclination to travel is not covered by insurance.)

The school reserves the right to refuse, or remove a student from a trip at any point if that student's behaviour has given major cause for concern or if it is felt that the student's presence on such a visit could pose a risk to himself/herself or others. In the case of this arising before departure, there would be a loss of the deposit paid by the parent, and any cancellation costs incurred by the school (which may be the full costs) may be charged to the parent. If, during a trip, a pupil's behaviour is dangerous to him/her or others, or brings the school into disrepute, he/she is liable to be sent home by the trip leader. In such cases, parents would be informed of the means by which a pupil will be sent home and they will be liable for the transport costs. The cost of trips/activities is an accurate estimate; any small surplus of money will be donated to the school fund. A surplus of more than 5% will be refunded, provided this is over £5 per person. Any financial losses will be borne by the school.

The school has final discretion as to who is allowed to participate. The school reserves the right to refuse or remove a student from the proposed trip should their behaviour warrant it. This would incur a loss of any money to date and in certain circumstances, any money owing.

Social Media use on Trips:

- All trips take place in line with the e-safeguarding policy and all stakeholders should be reminded of their responsibilities regarding this especially the appropriate use of mobile technologies and Social Media particularly where the location of a student could be published where they are subject to restrictions regarding access to their location and information for example, one parent or guardian does not have access rights to that student or that information.

Social Media Use on the trip, including students posting digital likenesses of themselves, other students or staff should only be done in line with existing e-safeguarding policies, avoiding identifying their location or other information to agencies that should not have access to that information, for example, a friend who's parent doesn't have access to a child. Student contact with parents on the trip should be limited to the contents of the trip. Any parental enquiries not directly related to the departure, delay, or return times of a trip, should be made after the trip has completed. Essential live updates on a trip may be made available through school approved social media channels, such as school twitter accounts, Yammer, the Website, Learning Platform or School Comms.

All trips are subject to current safeguarding and terrorism advice from sources such as:

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=offsitevisits.thegrid.org.uk

<https://www.mi5.gov.uk/threat-levels>

All decisions regarding trips are made by Longdean School and are final.