



# Discovery Primary Academy

## **Trips & Visits Policy**

Date approved: November 2023

Date of next review: October 2027

**Discovery Primary Academy is part of the Four Cs Multi Academy Trust**

### **Introduction**

All schools are required to offer children a broad and balanced curriculum that prepares them for the opportunities and experiences of adult life. An educational offer that promotes their social, moral, spiritual, cultural, mental, and physical development.

At Discovery Primary Academy, we seek to ensure that our curriculum is delivered to all children in an inclusive manner. All children are entitled to the same level of opportunity for development and involvement in academy life. By offering a trips and visits programme beyond the academy grounds, we offer an opportunity to enrich the curriculum and life experiences of our pupils. This offer compliments and enhances what is learnt in the classroom.

Any activity that is not taking place within the academy grounds must have a risk assessment. Parental permission to leave the academy site does not negate the need for a risk assessment to be in place.

### **Inclusion**

All children will be included on trips and educational visits regardless of their special needs, race, religion, culture, gender and gender orientation. Within the risk assessment the academy will identify children with disabilities, special educational needs and medical needs and address how their needs will be catered for. All educational visits must have specific stated objectives that are appropriate for the participating pupils.

### **Risk Assessment**

The Academy follows the guidelines on Risk Management set out by Peterborough City Council.

A Trip Leader must be suitably experienced for the nature of the trip. The leader should (where necessary) obtain the risk assessment provided by the location of the trip. It is the responsibility of the Trip Leader to complete the Discovery Primary Academy Risk Assessment document that can be located on our academy's Google Drive. Once completed it should be emailed immediately to the EVC (Educational Visits Coordinator) to review.

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It is important that whilst completing the risk assessment that the Trip Leader is realistic about the potential dangers that are detailed in the document. In the current climate, it is appropriate for this to include Bomb Threat and Acts of Terrorism. It is the responsibility of the Trip Leader to receive instruction from the location as to the appropriate protocol should the above take place and evacuation is required. See section on page 4 relating to Emergency Procedures.

## Pre-visits

To undertake a full and comprehensive assessment of risks, a pre-visit is required but not always compulsory. It is usually the responsibility of the Trip Leader to carry out a pre-visit.

A pre-visit should take place if:

- None of the staff going on the trip have been to that venue before.
- If it's the first time the academy has visited a venue
- If the venue has not got its own risk assessment
- Depending on the nature of the venue and the risk level of the activities taking place
- It is advisable that the Team Leader should do a pre-visit if they have not been to the venue before.
- Even when the visit is done regularly, risks should be re-assessed in light of current plans.

## Curriculum Links

All learning outside of the classroom, educational visits and activities support and enrich the work we do inside the academy. There are also several people who visit the academy to support work within the classroom. Some visits are related directly to areas of learning for an individual class, whilst others relate to all our children.

## Charging /funding for visits

Parents will be asked for a voluntary contribution to be made towards any trips that take place during the academy day that are linked to the curriculum. Senior Leaders will need to plan for trips with their teams and ensure that charged trips are only held if needed. All payments made towards trips are non-refundable once paid.

## Transport

Transport should be booked by the academy's admin staff.

Transport providers are selected on a basis of cost and quality of service provided. Most academy trips, due to the number of pupils attending, are catered for using coach companies.

Parents/ Carers will always be informed as to the mode of transport being provided for an educational visit.

Whilst travelling on coaches, seat belts must be provided, and it is academy policy that each child will wear a seatbelt whilst travelling on a coach. It is the responsibility of the lead member of staff on each coach to ensure that seat belts are being used. The lead member of staff is also responsible for conduct and behaviour of the children whilst

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travelling. The academy must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling. Staff should sit strategically throughout the bus and not locate themselves just in one area of the bus.

Coach pick-up and drop-off takes place to the front of the academy on Mountsteven Avenue. This process is in place to cause as little traffic disruption as possible to residents. A resident distribution list has been created for the academy to inform residents of times when coaches will be present at the front of the academy.

## **Lunches**

Children are encouraged to bring along a healthy packed lunch for a trip along with a bottle of water.

Children who are entitled to a free academy meal can request a packed lunch is provided by the academy. Parents/carers will be made aware of this in the lead up to the trip.

## **Residential Activities**

At Discovery Primary Academy, children in year 6 can take part in residential activities. These activities take place during term-time and are not often linked to our curriculum; therefore, these visits are charged for.

You will not be able to book a place for your child to attend a residential trip if you have any outstanding balance on your pupil's account. If you are successful in booking a place, all payments for the trip must be made by the dates stated to you or you will risk losing your child's place. All payments are non-refundable once paid. Discovery Primary Academy will offer to parents the facility to pay by instalments. Instalment values will be set for each trip depending on the overall cost to parents.

## **Supervision and Staff Ratio**

Supervision for a trip depends on where the trip is, the transport to the destination, the activities taking place, whether the venue has staff to supervise and many other factors. This ratio is considered very carefully before filling out the risk assessment.

Staffing for children who need extra support will also depend on the above factors as well as the level of the child's need.

## **Behaviour**

Academy staff are responsible for managing children's behaviour during trips and residential. They must ensure that children conduct themselves in a safe and respectful manner.

The Academy reserves the right not to bring a child to a residential academy if their in-academy behaviour indicates that the child would pose a danger to themselves or others. This decision will only be taken in rare circumstances and after careful consideration by Senior Leaders. They will take into consideration evidence of the child's behaviours, the available staffing, and the nature of the trip or residential. In this instance, the child would be expected to attend the academy on the day of the trip and be given work to complete in another class. In very exceptional circumstances a child's behaviour may be a deciding factor on whether they attend an academy trip related to the curriculum.

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## First Aid

The Trip Leader will need to ensure that there is an appropriately trained first aider within the staff group attending the trip.

The Trip Leader must ensure that all adults accompanying the trip are aware of who the designated first aider is.

The Academy First Aider must be given as much notice as possible to make up the appropriate first aid kits for the trip. It is the responsibility of the Trip Leader to organise collection and return of the prepared first aid kits prior to and following a trip.

## Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit staff.

The academy has an emergency plan in place to deal with a critical incident during a visit. All staff on visits are familiar with this plan and it is tested at least biannually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought.

## Paperwork

The Trip Leader must arrange a meeting with all staff going on the trip to run through the itinerary of the day and answer any questions.

Each member of staff attending the trip should be issued with a pack

This should include.

- Itinerary for the day
- Name and groups of children and responsible adults
- Map of location (if necessary)
- Emergency contact details
- Pictures of the children.
- The dietary, allergy or physical needs of identified children.

## GDPR

To ensure that personal information is kept secure, it is vital that all paperwork is handed back immediately to the Trip Leader. It is the responsibility of the Trip Leader to securely dispose of all documents. Any data breaches will be treated extremely seriously and may lead to disciplinary action.

## Dress Code

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Staff should follow the Discovery Primary Academy Dress Code policy during visits, trips and residential. Children must wear their academy uniform and shoes unless the activities make this unsafe or impractical, in this instance, parents/carers will be notified of the appropriate dress code.

## **Voluntary Help**

At the Academy we are aware that many education visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the academy as either parents or governors.

Volunteers will be told that they have the responsibility to follow the instructions of the visit organiser and that the visits organiser retains overall responsibility.

The academy retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent.

The visit organiser is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out their role. As with staff, volunteers must see the risk assessment.

Where children are organised in small groups, a child will not generally be placed in a group for which his/ her parent is responsible.

## **Safeguarding / Missing Child Protocol**

All children should be provided with a label or wrist band detailing the name of the Academy and the main academy office number.

## **Insurance**

Trips are covered under our academy insurance. If a staff member uses their own car, they must have the correct insurance to do so and be able to provide the relevant documentation prior to the trip as well as completing the relevant travel policy paperwork.

## **Related Policies**

This policy should be used in conjunction with all Discovery Primary Academy and Four Cs MAT Policies.

## **Review and monitoring**

Unless required, this policy should be reviewed in three years. In the renewal of this policy, serious consideration should be given to any complaints regarding educational visits from parents, staff, and pupils.