



Policy adopted on: 1st October 2018

Date of review: September 2020

Responsible person: Educational Visits Coordinator

Academy Visits Policy and Procedures

1. Introduction

We believe that every young person should experience the world beyond the classroom as an important part of learning and personal development, whatever their age, ability or circumstances. Educational visits, residential visits and other off-site activities make an important contribution to the curriculum and are an essential way in which we enrich our students' social, cultural and academic development. The safety of students and staff during all visits is paramount and for this and other reasons meticulous planning and organisation are essential.

Under the Health and Safety at Work etc. Act 1974, the Academy must take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety, both on or off academy premises. We understand that teachers organising and taking part in academy visits off-site accept responsibility for the care and welfare of students, and they act in loco parentis. They will also have duties as employees and/or managers under health and safety at work legislation.

As a responsible employer we understand our obligations to:

- assess the risks to students, staff and others affected by academy activities in order to identify the health and safety measures that are necessary and keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell our employees about the risks and measures to be taken to manage the risks;
- ensure that adequate training is given to employees on health and safety matters. Full details of our health and safety arrangements are available in the Academy's Health and Safety Policy. The Boulevard Academy subscribe to EVOLVE, a service that supports the planning, risk assessment and evaluation of all academy visits.

2. Training on Health and Safety Implications of Academy Visits

The Boulevard Academy will ensure that staff are given the health and safety training they need for their role, including taking students off-site on academy visits.

3. Role of the Educational Visits Co-ordinator

The Educational Visits Co-ordinator has oversight of all visits and responsibility for:

- liaising with the local authority's outdoor education adviser
- the management of risks associated with educational visits and the maintenance of EVOLVE

- ensuring that the planning of all visits complies with the requirements of this policy

The Educational Visits Co-ordinator is: Clare Sharp

4. Procedures for Organising and Approval of Visits

Details of **all** proposed visits must be submitted first to the Educational Visits Co-Ordinator and then to the Principal for approval before detailed planning begins and before they are shared with other staff, parents and students. This is to ensure that:

- There is appropriate overall co-ordination
- Aims and objectives are stated
- There is significant educational or enrichment value (particularly if the activity is to take place in term time) and it is consistent with the ethos and values of the academy;
- where appropriate it will be linked to work within academy by preparation and follow-up activities;
- it is suitable for the students involved, having regard to their ages, abilities, needs and aptitudes;
- regard is had to inclusivity;
- regard is had to the impact on in-academy teaching and learning and cover implications

Details of all residential, overseas and visits involving adventurous activities (whether led by external staff or academy staff) must then be approved by the Board of Trustees.

5. Student to Staff Ratios

Student to staff ratios for academy visits are not prescribed in law, those planning visits, should decide the ratios on the basis of risk assessment and consultation with the Education Visits Co-ordinator, taking into account the activity to be undertaken and the age and maturity of the students. As a guide the OEAP National Guidance recommends a ratio for secondary age students which is 1:15. However, consideration will also be given to the students taking part and the practicalities of dispatching a substitute member of staff during the visit should they be required to cover an emergency incident, or to replace a member of staff. Guidance on staffing should be sought from the Vice Principal.

6. Risk Management

The procedures for planning academy visits seek to ensure that students and staff experience the most benefits and achieve the best possible outcomes, whilst minimising the risks to their health, safety and welfare.

Children learn to understand and manage the risks that are a normal part of life by experiencing a wide range of activities. Health and safety measures can help them to do this, but should be proportionate to the risks of the activity. Common sense should be used in assessing and managing the risks of any activity. Staff should be given the training they need so that they can manage risks effectively and keep themselves and their students safe.

The main legislation covering academy visits is the Health and Safety at Work Act 1974 and regulations made under that Act. As the employer the Boulevard Academy Trust has overall responsibility for

health and safety, though tasks may be delegated to staff, but all staff also have a duty to look after their own and others' health and safety and academy staff and others have a duty to take care of students in the same way that any prudent parent would. Some activities, especially those happening away from academy, can involve higher levels of risk.

If activities are annual or infrequent, a review and update of an existing risk assessment may be all that is needed. If it is a new activity, a specific risk assessment must be carried out by a competent person and significant findings recorded. Risk assessments will be undertaken by the lead member of staff in consultation with the Educational Visits Co-ordinator and ratified by EVOLVE.

However, a specific risk assessment is not needed every time an activity forming part of the academy day (e.g. regularly taking students to a local venue such as the library, park, or place of worship) takes place. Risks from such routine activities will have been considered and a generic risk assessment will be implemented by the lead member of staff. A regular check to make sure the precautions remain suitable will be undertaken annually (or sooner should circumstances change) by the lead member of staff for that activity.

When planning and organising an academy visit the following are required:

- The Principal's and Educational Visits Co-ordinator's approval for the visit.
- Risk assessments specific to the visit and completion of an EVOLVE application (other than in respect of activities forming part of the academy day, as referred to above. Generic risk assessments must not be used as the visit leader needs to consider specific risks for that visit).
- Review of the list of participating students, if the SEND needs of a student may require reasonable adjustments to facilitate full or safe participation or the behaviour of a student may put the health and safety of that student or others at risk then this must be raised with the SEND Team/and or the Senior Leadership Team at an early stage, so that a risk assessment process can be commenced and where required suitable adjustments planned. Any necessary communication with parents/carers regarding the ability of a student to participate in a visit will be made by a member of the Senior Leadership Team and other staff should not discuss this directly with students or parents/carers.
- Financial viability of the visit
- Regard to the Academy's Health and Safety Policy and health and safety advice from the DFE and the HSE.
- Insurance cover
- Completion of parental consent forms for the visit (including informed consent for activities and for the administration of medicines and medical treatment where required) / making parents aware of the activity and giving the opportunity to withdraw.
- Regard to child safeguarding procedures (taking into account the additional risks involved in residential and overseas visits)
- All staff to be aware of the medical needs of any of the students (including medical emergency procedures).

- Consideration of the ratio of staff to students needed.
- First aid training has been completed by sufficient members of staff for the number of students involved. First aid kits are available at all times.
- Training needs of the staff on the visit considered and met.
- Staff and supervisors are appropriate and responsible people and have the relevant clearance – enhanced DBS.
- A preliminary visit to the venue to establish the adequacy of the facilities, equipment and staff at the venue where required
- Consideration given to the method of travel and its safety, the length of the journey, travel times, pick up points on the way and drop off points on the return.
- A contingency plan for returning home late, abandonment of the visit at an early stage, or cancellation of the visit altogether.
- A contingency plan for a major incident, including terrorist attack
- Details of the liaison contact at academy in case of emergencies.
- Emergency contact details for all parents and staff for the duration of the visit.
- Consideration given to the details of the academy emergency procedures when off-site (taking into account compatibility with the emergency procedures of any third party providers) and that these are made known to staff, students and parents/carers.
- A list of all participants with details of student's dietary needs and significant other needs (and that these needs are made known to all staff and are capable of being met).
- Parents/carers are to be made aware of the food and drink arrangements for the visit and the Catering Team informed of the visit so that academy lunches can be cancelled and packed lunches ordered for free academy meal students.
- Staff and any volunteers must be asked to make the Visit Leader aware of any medical conditions which are pertinent to the trip and they must consent in writing for that information to be shared in a medical emergency.
- An evaluation of the visit afterwards to aid others who might be considering a similar project in the future.

7. Timescales for Planning

All visits must be booked onto the Evolve system: at least four academy weeks in advance of the event (for late applications due to third parties last minute offers, or sporting cup competitions consultation, must be sought with the Educational Visits Co-ordinator). The Evolve system is accessible by all staff and when setting up an application it can be held in draft form before submission to the Educational

Visits Coordinator and Principal for approval. All applications must be accompanied by at least three key documents in order for them to be progressed. Applications made without these attachments will be returned to the Visit Leader.

These key documents are:

- a. The Risk Assessment tailored for the visit
- b. The invite letter/instructions to parents/guardians/students with the arrangements for the event, visit or fixture being attended. This could also include multiple key documents from the provider, including internal risk assessments, public liability documentation or activity schedules.
- c. A nominal roll with a list of students attending the visit, including an indication of those with significant other needs (medical, SEND or behaviour)

8. Arrangements for day of Departure and Return

A member of the Senior Leadership Team must be assigned as the home contact.

On the day of departure an updated nominal roll is to be left with attendance and staff members accompanying the visit should sign-out using the normal procedure.

The visit leader must take the academy mobile phone and a first aid kit (to include emergency epi-pen and asthma inhaler).

9. Adventure Activities Using Licensed Providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, The Boulevard Academy will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

10. Parental Consent for Off-site Activities

Parents/carers will be asked to sign an annual generic consent form at the start of every academic year. This will cover their child's participation during the year in any off-site activities organised by the academy which take place during academy hours and sporting fixtures taking place during or outside academy hours. Parents will be told in advance of each activity and must be given the opportunity to withdraw their child from any particular academy visit or activity covered by the form, sufficient information will be provided to enable an informed decision to be made.

Separate written consent will always be requested for activities that need a higher level of risk management or those that take place outside academy hours. These include adventurous activities, residential visits, overseas visits and all visits that take place outside the academy day (except sporting fixtures).

11. Allocation of Student Places on Over-subscribed Trips

Where places on a trip are restricted, inevitably some will be over-subscribed and to allocate places we will:

- look to see what other enrichment visits a student has already attended so that those who have previously been unsuccessful in an application are given priority over their next application;
- look at attendance and punctuality patterns for applicants. Where attendance and/or punctuality is a concern, we may not permit the application, particularly if the visit is taking place in academy time;
- look at behaviour records. We must be assured that students are meeting our expectations in academy before we consider taking them on an enrichment trip (taking into account any SEND needs). If there are concerns regarding behaviour these must be raised with the Senior Leadership Team and must not be raised by other staff with students or parents/carers directly.

If, despite all of these factors being applied, the visit remains over-subscribed, the final decision will be at the discretion of the Principal.

12. Inclusion

We actively support SEND students and those with medical conditions to participate fully and safely in academy visits, making any reasonable adjustments required.

We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that SEND students or those with medical conditions are included and will consult with parents and students and take advice from relevant healthcare professional to ensure that students can participate safely.

If the outcome of a risk assessment is that the residual risk to the health and safety of the student or to others is unacceptably high as a result of the student's SEND needs, taking into account all reasonable adjustments, then the decision not to include the student on that occasion will be communicated to the parents/carers of the student by a member of the Senior Leadership Team. Any monies paid will be refunded.

We acknowledge that it is unlawful to treat a student with a protected characteristic less favourably or fail to take reasonable steps to ensure that students with protected characteristics are not placed at a substantial disadvantage without justification.

Reference should also be made to our SEND, Accessibility and Supporting Children with Medical Conditions Policies (these are published on the [policy page](#) of our website).

13. Charges and Refunds

Charges for all trips and visits are made in accordance with our Charging and Remissions Policy (a copy is published on the [policy page](#) of our website).

If a parent/carer withdraws a student from a visit or if at any point a student's behaviour prohibits them from participating in a trip, the cost will not be refunded unless another student can be found to take the place at short notice.

14. Insurance

Students and staff participating in domestic visits and activities are covered by the academy's membership of the [Risk Protection Arrangement](#) for Academy Trusts. Separate insurance will be taken out for visits which include adventurous activities and are not covered by the RPA. The academy will not accept responsibility for loss or damage to personal items brought on trips.

15. Volunteers

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities.

16. Information for Parents/Carers and Students regarding Behaviour

Appropriate behaviour is essential for all visits and ensures that effective, memorable learning and enrichment can take place. Students and parents/carers will be given a full programme of the visit (including any specialist activities) and arrangements for the use of any remote supervision will be explained (for example free time during a visit without direct supervision). Students and parents/carers will be made aware of and must accept the Code of Conduct attached at Appendix 5, which sets out the expectations of students, and the use of mobile phones and sanctions which may be invoked should these be breached (including exclusion from activities and being sent home early and responsibilities for collecting students in prescribed circumstances). For residential visits, expectations regarding downtime, curfew times, bedtimes, alcohol and smoking will be made clear. Reference should also be made to the Behaviour Policy (a copy is published in the policies section of the academy [website](#)).

Students may be excluded from any visit where their behaviour presents a danger to their own safety and/or others, the decision will be based on a written risk assessment (copy to be retained) and will be communicated to parents/carers by a member of the Senior Leadership Team.

17. Accidents, Incidents and Emergency procedures

A member of the Senior Leadership Team will be assigned as the home contact for the duration of all off-site visits and activities, providing 24/7 cover. They will have secure access to all details of the visit including medical and next-of-kin information for all students, accompanying staff and other adults. They will follow the procedures set out in the Academy Emergency Plan.

18. Reporting Injuries and Accidents

Most incidents that happen in academies or on academy visits do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under [RIDDOR](#). Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The Boulevard Academy is responsible for this, but staff may be asked to prepare the report.

The Boulevard Academy will always report accidents reportable under RIDDOR including those which result in:

- deaths;

- specified injuries (under RIDDOR);
- over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days; or where there is an accident connected to the work/academy activity which causes injury to students, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances); and specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

19. Evaluation

Following all visits there will be a process of feedback, review and evaluation. For residential visits this should involve students, parents/carers, the leaders and partner organisations. This can be used to assess the effectiveness of arrangements and outcomes for students and can help the celebration of success as well as feeding into the planning of future visits.

Any significant issues should be shared with the Principal and Educational Visits Co-Ordinator.

This Policy will be reviewed at least every two years by the Principal and the Educational Visits Co-ordinator.