



Trip & Visits 'Learning Beyond the Classroom' Policy

"Health and safety law is often used as an excuse to stop children taking part in exciting activities, but well-managed risk is good for them. It engages their imagination, helps them learn and even teaches them to manage risks for themselves in the future. They won't understand about risk if they're wrapped in cotton wool.

Risk itself won't damage children, but ill-managed and overprotective actions could!"

HSE (The Health and Safety Executive)

We believe that educational visits are a valuable way to enhance and enrich pupil/student learning outside of the classroom and forms an integral part of our approach to furthering our pupils' education and personal growth. The Trips & Visits team is here to enable staff to correctly plan and manage educational trips so staff and pupils/students can safely participate in activities run by competent staff. Opportunities should be inclusive, varied, enjoyable and available to all. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes the KGA Hampshire a supportive and effective learning environment. The benefits to pupils taking part in visits and learning outside the classroom include,

Approved by:	Steve Stannard	Date:	01/11/2022
Maintained by:	Vix Perry	Next review due:	01/11/2023



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Overview

Please also see [KGA Hampshire Trips and Visits Overview](#).

1: Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during the school time or outside the normal school day.

In addition to this Educational Visits Policy, the KGA Hampshire:

1. Adopts the Local Authority's (LA) document: 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines.

Relevant Resources and Guidance

- Outdoor Education Advisory Panel (OEAP) - <https://oeapng.info/>
- Department for Education (DfE) -
- Health & Safety Executive (HSE) - <https://www.hse.gov.uk/>

Relevant KGA Hampshire Resources and Guidance

Further Guidance can be found in the following School Policies:

- KGA Hampshire Charging and Remissions Policy - being updated
- School Trips and Visits Finance Procedural Policy – being updated
- KGA Hampshire Social Media Policy
- KGA Hampshire Safeguarding Policy

2: Organisation Roles and Responsibilities

2.1 Secondary Phase Committee (SPC)

Link: Jean Morgan - jmorgan@board.kgahampshire.uk

The SPC must ensure that all off-site visits are thoroughly planned, and the necessary approval is obtained before the activity takes place. The Education Visits Coordinator (EVC) will liaise with the named SPC member to ensure that they are briefed on residential and adventurous off-site visits via the Off-Site Visits Committee.

2.2 Senior Leader (AHT)

Link: Vix Perry vperry@kgabayhouse.uk

The designated member of the Secondary Cross-phase School Leadership Team will be responsible for reviewing and approving off-site visits in accordance with HSE, DfE, OEAP National Guidance and the KGA Hampshire Educational policies and where applicable, seek the approval of the Off-Site Visits Committee. The Senior Leader will approve staff as suitable to lead/supervise visits, taking into account

competence and experience. In practice the Educational Visits Coordinator (EVC) will fulfil this function and be overseen by the Senior Leader. Whilst this means that elements of this role have been delegated to the EVC, the responsibility remains with the employer.

2.3 Educational Visit Administrator

Link: Carly Mills cmills@kgabayhouse.uk

The EVC, as agreed with the Senior Leader, will ensure offsite trips and visits are correctly planned, managed and supervised. Liaising with other relevant parties, where required. Apply existing good practice in accordance with HSE, DFE, OEAP National Guidance and the KGA Hampshire Educational policies

The EVC's responsibilities include the following:

- Oversee and guide staff organising educational visits including assessing the competence of the staff involved
- Assess outside activity providers
- Ensure that risk assessments are completed correctly
- Manage the Evolve system effectively

2.4 Off-Site Visits Committee (OVC)

The OVC will meet, when required, to review and approve overnight, overseas and adventurous activities. The committee will discuss each visit on an individual basis. Where appropriate, recommendations and stipulations will be made prior to approval.

The committee is made up of, but not limited to, the following:

- Senior Leader - TBC
- EVC - TBC
- SPC member - Jean Morgan jmorgan@board.kgahampshire.uk
- Health and Safety Coordinator - Bernard Brennan bbrennan@kgahampshire.uk
- Designated Safeguard Lead - Maria Stockley mstockley@kgabayhouse.uk and the Trip Leaders

2.5 Visit Leader

A visit leader will take the primary lead when organising, planning and running an off site visit. They should be familiar with all policies and operational procedures relating to off site visits including any specific guidance from the OVC and EVC.

The visit leader will:

- Liaise with the EVC throughout the planning and preparation of their off-site visit to ensure it has been fully risk assessed and that they meet all guidelines.
- Ensure that all parents/carers of participants are provided with all relevant information ensuring any questions raised are answered prior to the off-site visit taking place
- Attend the OVC meeting, if required
- Have overall responsibility for the off-site visit
- Be aware of medical issues and have contact numbers for Base Contacts and all parents/carers
- Brief staff supporting the trip with the details of the trip and identify any individuals outlined in a risk assessment

- Be responsible for completing the Evolve form (supported by the EVC)

2.6 Base Contacts

All trips and off-site visits will have at least two base contacts who are members of SLT. In the case of any residential or overseas trip, there may be a need to have three contacts to ensure adequate support can be given. Senior contacts will be asked to supply a contact number and be contactable for the duration of the visit.

This is a professional duty of care and contacts should have a working knowledge of EVOLVE, have a full understanding of emergency procedures and ensure they are familiar with all policies and operational procedures including any specific guidance from the OVC or EVC.

Base Contacts will be asked to provide support to the trip leader in the event of the following:

- Incidents outside of the trip leader's expertise – for example they may ask for advice about how to deal with a change in planned activity or how to best deal with a pupil.
- Incidents that need recording – for example a trip leader may have dealt with a situation but would like to have the actions recorded.
- Serious accident/incident - for example an injury or incident where emergency medical attention is needed like multiple fractures or amputation. These are not necessarily life threatening.
- Critical accident/incident - for example a serious incident where injuries are life threatening or a fatality has already occurred.
- Major incident as identified by the emergency services – there will be times that government services will give warnings in the event of a major incident like a terrorist threat or natural events.
- Any event that involves the media – any contact with the media in relation to an incident on a school visit will require support from the base contact.

OEAP - Emergency Guidance - [OEAP - Emergency Guidance](#)

OEAP - Reporting -

2.7 Supervisory Staff/Assistant Visit Leaders

All supervisory staff/volunteers supporting the off site visit listed on the Evolve form are there to support and assist the trip leader with the planning, organisation and running of the visit. Staff should be familiar with any risk assessments relating to the off site visit including any specific guidance from the OVC and the EVC. They should also be aware of any emergency procedures, medical issues for participants and have access to contact numbers for senior staff and all parents/carers.

All staff will ensure that once the off-site visit has started, where any previously unforeseen hazards or risks are identified, they are brought to the attention of the visit leader.

2.8 Finance Administrator

Link: [Cat Richards crichards@kgahampshire.uk](mailto:crichards@kgahampshire.uk)

To help support the delivery of off-site trips the finance administrator will assist the Trips & Visits department and trip leaders.

The Finance Lead will:

- Outline and approve the costings for the trip
- Ensure payments are available to parents/carers on Scopay
- The Finance Team will monitor the payments, and update payment sheets accordingly.
- Ensure that the payment deadlines are adhered to and chase payments
- Make bookings by paying invoices, credit card
- Issue refunds, where required
- Prepare contingency cash, including foreign currency

2.9 Offsite Trips and Visit Administrator

Link: Carly Mills - tripsandvisits@kgahampshire.uk

The designated administrators are responsible to support the EVC and trip leader's to plan and safely deliver effective off site enrichment opportunities.

Tasks may include but are not limited to;

- Proof reading and sending communications via Evolve/Arbor
- Ensure that parental/carers consent is gained, where appropriate
- Keeping updated records for each trip
- Liaise with finance regarding trip payments
- Obtaining passport/medicals forms

3: Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

4: Types of Visit & Approval

Routine visits

These involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip.

Please see Local Area Visits for further information.

Trips that need a risk assessment and extra planning

These are trips not covered by current policies. This could be due to things like:

- the distance from school
- the type of activity
- the location
- needing staff with specialist skills

These trips will generally need risk assessments, detailed planning and formal approval. Plans should be proportionate and sensible, focusing on how to manage genuine risks. The types of visit requiring extra consideration are;

- Day Trips - out of the local area
- Adventurous activities
- UK Residentials
- Overseas

5: Local Area Visits

Local area visits are defined as visits taking place in the local Gosport area (see appendix 3) that involve no more than an everyday level of risk, such as slips and trips. These can be added as a 'Local Area Visit' on Evolve and only need a little extra planning. Consent should be covered by Global Consent - this needs to be checked for each pupil/student by the trip leader.

5.1 Students/Pupils leaving site

All trips and visits that involve pupils/students leaving the school site should be added to Evolve as a Local Area Visit.

5.2 Students/Pupils not leaving their designated site

If pupils are not leaving their designated school site i.e. Bay House pupils using the BAC or BP pupils attending an event at the Gosport Community Hub, you do not need to add this to Evolve or email attendance. This merely needs to be added as an ad-hoc intervention;

- In Arbor, go to the left hand side menu and click on Create ad hoc intervention
- Then you just complete the date, time, location and list the students.

Note: if it spans more than 1 lesson, you will need to create two interventions i.e. for P1 & P2 you will need to add 8:45-9:45 and 9:50-10:50 as the timings. Then they will line up perfectly with the missing marks from the students timetabled lesson.

Note: See 8.7 for Sport Fixtures

Evolve Planning and Approval Requirements

6: EVOLVE system

The 'EVOLVE' software package is used across the secondary phase. It is a robust online system that simplifies the process of planning, processing, monitoring, evaluating and reporting of off-site visits. The EVOLVE system has been customised to follow KGA Hampshire education policies and procedures and adheres to national guidelines set by the HSE, DFE and OEAP. The EVC will have operational control of the software and work with EduFocus to update and develop its use. It is the trip leader's responsibility

to complete the required form. They will be supported by the EVC and the Administrators, but responsibility lies with the trip leader to ensure all elements of the form are complete. Without completion, the trip/visit will not be approved.

6.1 (Pre-Outline Approval) Planning and Preparation Phase

Before submitting a proposal, a trip leader should make some initial checks about the feasibility of the trip. Please see the [KGA Hampshire Visit Leader Checklist](#) for full details of checks to be completed.

Until outline approval has been granted, no bookings should be made, nor should letters be sent to parents/carers.

The Trips and Visit Team are there to support trip leaders through this planning phase. They will not take responsibility for the planning but will support where required. They will help all involved to ensure that trips are well planned, costed and meet the requirements for outline approval.

6.2 Outline Approval

Following the planning and preparation phase - the Visit Leader must submit an outline approval request via the EVOLVE system. The EVC, Finance Team and Cover will then grant/decline this request with the Visit Leader notified via the EVOLVE system.

6.3 (Post Outline Approval) Communication and Completion Phase

6.3.1 – Initial Communication

The Trips & Visits team will send out communication about the off-site opportunity to parents/carers via the Evolve system. This communication will have been checked in the pre-approval and planning phase. Draft copies of the letters can be found on the KGA Hampshire Trip Leader Checklist (see 5.1).

In the first instance trip leaders should promote the opportunity to the targeted cohort. Initial communication is an expression of interest, this letter includes a simple reply that may or may not request an interest holding deposit to be paid by a specified deadline. The waiting list on Evolve (or Interest Holding Deposit payment sheet (provided by finance)) will then form the basis of a selection list.

6.3.2 Selection of Pupils for Trips and Opportunities

Responses from the initial expression of interest will form the basis for a selection list. To ensure that opportunities are available to all and support the educational aims of the trust staff should use the following guidelines to help select pupils for off-site visits:

Selection: undersubscribed trips - selection for undersubscribed trips should be taken from the selection list. If the trip is significantly undersubscribed, financial adjustments should be made and a decision made on its continuation, or whether a more appropriate promotion of the opportunity can be made to a wider audience.

Selection: oversubscribed trips - selection for oversubscribed trips should be based on a 'random generator' using the selection list. However, there is scope for a review of selection lists against pupils'

data before names are selected. This process may identify reasons for automatic selection before the 'random generator'. Pupils who are not selected through the random generator will be placed on to a reserve list. Any places that become available on the trip/opportunity will then be 'randomly generated' from this reserve list.

For residential visits: The finalised list of pupils will be shared with the relevant year office, safeguarding team, medical and inclusion for review before places are offered to ensure that any possible individual risks are identified. Actions should be identified in the risk assessment. If required individual pupil action plans should be co-written with the relevant team and/or outside agencies once places are confirmed.

Once selection is made the Evolve system can be updated and finance can add names to Tucasi. A consent letter to successful pupils can now be sent via Evolve. This will include payment details and deposit payments (with deadlines). Unsuccessful pupils will be sent a letter with details about any reserve list.

6.3.3 Consent, Required Pupil Paperwork and Deposits

The consent letter is sent via Evolve, where the parent/carer can provide their consent electronically. The responses will be recorded on Evolve.

Medical Forms, School Trip Agreement and Passport Forms (if required) will also be sent at this time. It is essential that passports and EHIC's/GHIC's are checked for expiring dates. If the consent is declined or deposits are not paid within deadlines the pupil may be removed from the register. Chasing payments will be managed by Finance and the Trips & Visits team. Any concerns or issues must be raised with the trip leader and year office.

In most cases: only when the deposits have been paid will funds be released to make bookings.

6.3.4 Removal from Trips

The EVC and trip leaders should use the school trip agreement to help manage expectations of pupils before the trip commences. The trip should support the ethos of the school. This includes positive expectations on behaviour. In exceptional circumstances there may be a need to remove pupils from trips, this will be looked at on a case by case basis.

Trips that include parent/carer payments need clear deposit and payment schedules. These should be communicated to parents. Failure to meet deadlines will be monitored by the Trips & Visits team. If payments are behind schedule contact will be made to discuss circumstances. This will be taken case by case to seek the best course of action. All efforts should be made to ensure the trip remains accessible. However, there may be a need to remove pupils. Staff should ensure they are in compliance with the equal opportunities policy. Where possible, replacements will be taken from the reserve list and the Evolve register will be updated.

6.3.5 Pre-departure Communications and Briefings

Before departure the Visit Leader should ensure that staff, pupils/students and parents have all been sufficiently briefed and prepared regarding; planned activities, food arrangements, clothing requirements, behaviour expectations, potential hazards and individual/group responsibilities. A

parents/carers briefing is usually required for all overnight and overseas activities. Any changes to the itinerary should be communicated to parents and uploaded to the Evolve System.

For more complex trips including residential and overseas trips a staff briefing should take place. Staff should also have access to a staff handbook, or be proficient at using Evolve, so they can access important information when required.

6.4. Approval

All documentation is to be uploaded to Evolve for records. At this point the trip leader and AHT/HOD and/or EVC will complete a working review to identify any risks. If risks are identified an action plan will be put into place to reduce these risks.

For overnight, overseas and adventurous activities documentation should be provided to the EVC at least 4 weeks prior to the visit so an OVC meeting can be organised.

The Visit Leader must include; all updated information from the outline approval, details of all third party providers, first aid information, (letters, briefing presentations & information booklets) and ensure that personal telephone numbers of Senior Staff acting as the emergency contact are provided.

Once the EVC and SL are satisfied with the documentation provided the trip will be sent to the Cover Manager, First Aid and Attendance Teams for any additional comments.

If the trip runs outside of normal school hours the visit leader must also provide the EVC with a minimum of two Senior Staff contacts, an accurate list of all pupils/students taking part in the activity; this documentation must include parents/carers contact numbers and all medical information. Visit Leaders should also provide their contact number during the visit (this could be the school mobile) and the next of kin details for staff involved in the visit. This should be done via the EVOLVE system but base contacts will require paper copies as back up.

Final approval will be granted and the Visit Leader notified via the EVOLVE system.

In the case of overnight, overseas and adventurous activities the OVC's approval will also be required. Prior to approval the OVC will require itineraries and documentation regarding any third-party providers (confirmation of accreditation - if the provider does not have the LOTC Quality Badge then a completed Third Party Provider form is required). The trip leader will be required to attend the OVC meeting. When the OVC's approval has been gained the Visit Leader will be notified via the EVOLVE system.

In view of encouraging further pupils to engage in regular learning outside the classroom, staff are also encouraged to make frequent use of the school grounds and on-site facilities, such as the environmental area, when teaching. Staff should ensure that these activities are meaningful and safe, with activities discussed with the relevant Head of Department, Site Team and the EVC (who will outline any recording requirements).

Generic Trips and Visits Procedures

7 Generic Procedures

7.1 Effective Supervision – See OEAP Guidance

Visit Leaders must ensure that pupils are supervised in accordance with the nature of the activity, the location and environment, the age/gender of the pupils/students and the ability of the pupils/students (including their behavioural, medical, emotional and educational needs).

Ratios and the level of supervision should be determined through risk assessment as the level of supervision will vary depending on the activity and those involved. As a guide, regular day trip activities should have a staff:pupil ratio of 1:12, an overnight/overseas/adventurous activity should usually have a staff:pupil ratio of 1:10 and sports fixtures should usually have a staff:pupil ratio of 1:20.

When travelling, the level of effective supervision necessary for the journey should be considered as part of the overall risk assessment, with the Visit Leader retaining the duty of care at all times. In delegating supervisory roles to other adults, the Visit Leader must allocate supervisory responsibility to each adult for each named pupil/student and ensure that regular head counts take place (frequency increased in crowded public areas, when changing transport and in poor visibility or adverse weather conditions). Where possible, when travelling adults should be equally spread around the group, for example on a coach/bus adults should be sat at both the front and back of the vehicle with the pupils/students. When crossing roads an adult should stand either side of the line in view of the traffic and must not leave the road until all the pupils/students have crossed, exceptions maybe be made when this has been appropriately risk assessed with safety precautions outlined to pupils/students (e.g. during a Duke of Edinburgh Award expedition).

On the day of the activity and prior to departure the Visit Leader must register the pupils/students in attendance on the EVOLVE system. If this is not possible this information must then be provided to the Trips & Visits team via telephone or email.

Upon safe return the Visit Leader should inform the Senior Staff contact via text or telephone.

Remote Supervision may occur when a group works at such a distance that direct supervision would take some time to be re-established (e.g. during a Duke of Edinburgh Award expedition). For this form of supervision to be appropriate a decision must be made that the pupils/students no longer require an adult leader but are capable of operating independently. Although the supervisor is not physically present they should be able to intervene or assist within a reasonable time when contacted or if there is a cause for concern. For this to be effective, the group must know how to make contact with a remote supervisor.

Down time is the period before, between or after more structured activities. Visit leaders should ensure that pupils continue to be appropriately supervised during down time. It is good practice to; avoid using the term 'free time', ensure that all staff and pupils/students understand the standards of behaviour that apply at all times, ensure that a staff duty system operates so that groups continue to be appropriately supervised at all times, have clear guidelines for behaviour in bedrooms and dormitories. If abroad it is good practice for pupils/students to carry a small briefing card in the local language and know the location of the hotel or hostel they are staying in.

At night time, Visit Leaders should ensure that: the group's immediate accommodation is exclusively for the group's use, accommodation arrangements do not compromise child protection, buildings are secure

against intrusion and in the event of a fire all staff and pupils know the emergency procedures and escape routes. To ensure that female pupils have private access to a female member of staff, male and female staff should not share bedrooms/sleeping areas unless previously discussed by the OVC.

7.2 Risk Assessment – See OEAP Guidance

Risk Assessment and Risk Management are legal requirements and must be made prior to all off-site visits. The Visit Leaders must assess generic and specific risks which may be encountered and indicate measures to prevent or reduce these. A common sense approach should be adopted and the risk assessment must: identify hazards, establish who may be affected, evaluate risks and decide precautions, record safety/control measures and identify emergency procedures. Where necessary the visit leader and EVC will liaise with the external risk assessment advisor.

Prior to approval the Visit Leader must attach the Risk Assessment documentation to the EVOLVE form. During the off-site visit the risk assessment should be an on-going /dynamic process with the Visit Leader assessing and reassessing circumstances as they happen.

Where appropriate, staff planning an off-site visit should make a preliminary visit to the venue to carry out an on-site risk assessment. It is important to consider potential weather conditions and facilities available in relation to the proposed size of the group. Visit Leaders should also assess the site's suitability with regard to the age and any particular needs of the pupils/students, considering the venue's own approach to security and to health and safety.

7.3 Assessing Third Parties – See OEAP Guidance

Visit Leaders should assess specific risks when making the preliminary visits/contact with a third-party provider (venue or travel provider). During approval the EVC may require the Visit Leader to contact the third-party provider and request specific information/accreditation details using the third-party provider form.

When planning an adventurous activity, the Visit Leader must check that the third-party provider has the appropriate accreditation such as the Adventure Activities Licensing Authority (AALA) licence, the Learning Outside the Classroom Quality Badge or the Adventure Mark award.

When planning a residential or overseas activity the Visit Leader must check that the third party provider has the appropriate accreditation: membership of the School Travel Forum, the Learning Outside the Classroom Quality Badge, membership of the Association of British Travel Agents (ABTA) (if the off-site visit is abroad) and membership of Air Travel Organisers' Licencing (ATOL) (if the off-site visit involves air travel).

Should third parties not have the required accreditation/KGA Hampshire approval then the visit leader must discuss this with the EVC. The provider must complete a Third-Party Provider form (in-line with OEAP guidance). Where necessary the OVC will undertake third party audits on venues and centres to assure confidence prior to the full approval, this information will be accessible to the visit leaders via the EVOLVE system.

7.4 Communication with Parents/Carers – See OEAP Guidance

The parents/carers of pupils/students taking part in an off-site activity should be provided with all appropriate information about the intended visit. In general, parents/carers must give their permission in writing* before a child can be involved in any off-site activities. These can be provided in general terms via the blanket consent letter, which provides an outline of the programme of physical education, drama, musical and other activities over the pupil's/students' time at Bay House/Brune Park. For activities of a more specific nature, written consent must be obtained. See Global Consent section in Specific Guidance

All letters must be approved prior to distribution. Please go to the KGA Hampshire Trip Leader Checklist for the draft letter templates. All examples of communication with parents/carers must be uploaded to the EVOLVE form.

The promote function should be used to allow parents to view and register interest in trips.

*In writing includes the systems in place using electronic consent via the evolve system

7.5 Induction and Training – See OEAP Guidance

A Visit Leader must demonstrate competence, knowledge and have practical experience of off-site visits, as per the OEAP leader competency guidance. In general, this member of staff should possess a nationally recognised qualification (QTS, HLTA, NVQ Level 3 Certificate or equivalent) that relates to education or youth work. During the outline approval process the EVC, in consultation with the SLT member, will approve the suitability of the visit leader. Usually for a visit leader status to be agreed the member of staff must; have experience of supporting other colleagues during one or more off-site visits, have undertaken off-site visits professional learning to be able to accurately complete a risk assessment and have confidence from the relevant Head of Department. Any staff in attendance of their first off-site visit must, like all other staff, will be briefed of the expectations by the Visit Leader.

7.6 First Aid and Medical Supervision – See OEAP Guidance

Visit leaders should follow and familiarise themselves with the guidelines provided in the school the Health and Safety Policy, Whole School Medical Policy, OEAP national guidance and the Trips and Visits Guidance document

During overnight/overseas/adventurous activities it is good practice, where appropriate and possible, for a member of staff to have completed first aid training (whether certificated or not). Visit leaders should ensure that a first aid kit(s) is obtained from the First Aid Team prior to departure. They should ensure that there are adequate 'day' first aid kits and the 'base' first aid kit is tailored to the trip's specific needs. It is good practice for the trip leader to designate a member of staff to be a 'Medical Lead'.

As part of the planning process the school medical form will be completed by all parents and uploaded to the 'Evolve' system. This information will also be condensed into the teacher/staff handbook for the trip. If these forms are filled out in excess of six weeks before the trip an update communication should be sent.

As part of the pre departure communication with parents and students the following points should be covered:

- Consent for Paracetamol, antihistamines and ibuprofen needs to be given.
- Up-to-date information is needed regarding medical needs (including allergies)

- Students should provide any medication to the trip leader/medical lead before departure. This should be clearly labelled with instructions/dosage etc.
- Inhalers need to be taken
- EpiPen's need to be supplied.

The trip leader will complete a medical needs review with the school First Aid Team before departure. This will include a review of the specific needs of pupils and a review of up-to-date good practice/school medical policy.

In the event of a first aid incident all staff including the visit leader should remain calm and render appropriate first aid. The visit leader should record the names of those involved, what happened, where it happened and what action was taken. This information should be recorded on the EVOLVE system upon return to the school.

7.7 Accident, Incident and Emergency Procedures – See OEAP Guidance

Visit leaders should follow and familiarise themselves with the guidelines provided in the School Staff handbook, the Health and Safety Policy and the Emergency Procedure document.

The copy of the following [Google Form](#) is available for all trips so any incidents/accidents can be recorded.

In the event of a serious accident/incident the visit leader should remain calm and assess the situation, protect the group from further injury/danger, render first aid as appropriate, call the emergency services if required, phone the Bay House/Brune Park switchboard (if in school hours) or the agreed SLT contact (if out of school hours) and provide clear information about the situation. Where possible, pupils/students/staff should be removed from the area into a secure area where the group is protected. No statements/comments should be made to the press/media, nor should group members make contact with family/friends until permission has been provided by a member of the SLT. Where possible, equipment involved should be retained in an unaltered condition. The Visit Leader should await direction from SLT. The visit leader should accurately record what has happened and upload to the EVOLVE form upon return to the school.

Two designated base contacts will be selected before departure; they will be Senior Leaders within the KGA Hampshire. In the event of an incident the SLT member will record information provided by the visit leader, recording what happened, to whom, where and what has happened since the incident. The SLT member will inform other SLT members as soon as possible. Where possible parents/carers of any injured pupils/students will be notified as priority and arrangements made for all other parents/carers to be contacted regarding the safety of their particular child(ren). If necessary and possible, assistance should be given to transport parents to their injured child if he/she is hospitalised. The SLT member will follow the guidance provided in the Emergency Procedure document/folder.

7.8 Use of Volunteers

Visit leaders should follow and familiarise themselves with the guidelines provided in the 'Code of Conduct Policy for Staff and Volunteers'.

In most cases a volunteer taking part in off-site visits or learning outside the classroom should be subject to a DBS check and formalised training with the EVC (regarding off-site visit procedures) and a representative from the Designated Safeguarding (regarding safeguarding procedures). In all cases the Visit Leader must brief the volunteer of the expectations and details of the visit. Use of volunteers should be risk assessed on a case by case basis and trip leaders should ask the EVC for advice.

7.9 Evaluation / Wrap Up

Upon return the trip leader should evaluate the activity and review any notes. This should be done with the team that led the trip and visit. Notes should be recorded and uploaded to Evolve. EVC and AHT may ask for a debrief about the trip to share good practice. Trip leaders should return all receipts to the Finance Office - all spending should be accounted for. There is a generic form issued with any monies. Wrap-up should be complete within 1 week of return.

8 KGA Hampshire Specific Guidance

8.1 Insurance

The school subscribes to a travel insurance policy through its own insurers. A synopsis of the school's insurance can be obtained from the Finance Team. Visit leaders should refer to the EVC when planning off-site visits of an adventurous nature to ensure that all activities are covered by the policy.

8.2 Finance

Under UK law schools are not allowed to make a profit from off site visits. However, all staff should be mindful about the real terms costing of off site visits. Staff should be familiar with the [KGA Hampshire School Trips and Visits Finance Policy](#). The rest of this section gives generic guidance to help with the planning process.

Trip leaders will be asked to account for all hidden costs and should use the costing spreadsheet to help plan the financial aspects of their trip. The EVC can help with this.

In the case of overnight, overseas and adventurous activities parents/carers should be given adequate notice in order to ensure payment is received in full prior to the visit departure date. It is advised that one month per £100 should be allowed for payment. Deposits will be non-refundable as detailed in the parent letter.

When pupils/students withdraw from a visit, parents/carers must be aware that refunds may not be given where tickets and bookings have already been made. Refunds might not be given in the event of unforeseen circumstances, out of the schools control, such as terrorism.

If a student/pupil is withdrawn on medical grounds, then a refund may be given providing medical notes are provided.

Pupils/students who are on a waiting list or join the visit late should be provided with a suitable payment plan to ensure the funds have been received within one month of the visit return date.

To help support the wider educational aims of the trust it is the responsibility of those planning off-site trips to explore all avenues for additional funding for disadvantaged pupils.

Parents may be asked to pay the insurance excess if claims are made in respect of loss of possessions, luggage, and passports. This is stated in the school trip agreement.

Staff claims/expenses to be received by the Finance team within 7 working days of the visit end date, requests received after this date may not be accepted. Visit Leaders should follow and familiarise themselves with the guidelines provided in the school staff handbook.

8.3 Equal opportunities/Inclusion

Visit leaders should follow and familiarise themselves with the guidelines provided in the whole school 'Equal Opportunities Policy'.

In line with the Equality Act no discrimination, harassment or victimisation of a pupil/student will not occur in relation to off-site visits, with reasonable adjustments made to make activities accessible to all, irrespective of special educational or medical needs. Decisions will be made to balance the need to provide the best possible educational outcomes for all pupils/students with the need to meet the particular needs of individuals, not unduly impinging on the planned purpose of the activity or creating high risk. Sometimes it may not be possible to make reasonable adjustments or to make suitable alternative arrangements.

A pupil/student may be excluded from an activity where their behaviour presents a significant, unmanageable and unacceptable risk to the health, safety and welfare of either themselves or others. Reasonable efforts will be made to achieve the learning outcomes in an alternative way.

8.4 Safeguarding

All staff involved with the planning, organising and running of school trips and off-site visits should follow and familiarise themselves with the guidelines provided in the school's 'Safeguarding and Child Protection Policy'.

A review should be made with the Safeguarding Team to ensure that staff are fully informed about the students they are taking and any potential issues highlighted. It is good practice to carry this out early but a final check should happen within 4 week of departure. Staff should liaise with a 'Designated Safeguard Lead' should they have any specific safeguarding queries and should ensure that volunteers are made aware of the relevant guidance.

It is the trip leader's responsibility to ensure the following:

- The check with Safeguarding Team
- They have briefed parents about safeguarding (see parent presentation)
- Staff are briefed regarding any specific trip safeguarding issues.
- They have briefed pupils before departure regarding safeguarding
- The risk assessment gives consideration to safeguarding

8.5 Transporting Students and Pupils

8.5.1 Minibus Use

Visit leaders should submit a minibus booking request form via the intranet and follow any guidelines given to them by the Community department.

8.5.2 Use of own Vehicle

The KGA Hampshire has a legal duty of care and may be liable in the event of a claim following an incident of a KGA Hampshire staff member using their own vehicle to transport pupils/students. Staff using their own vehicles to transport pupils/students to and from a trip/visit should not be the norm, however we understand that on some occasions this is a necessary solution. Drivers are covered under the KGA Hampshire Insurance policy providing;

- Driver must be an employee of the KGA Hampshire
- Driver must be fit to drive and not be banned from the DVLA
- Has a valid MOT certificate, Driving Licence, Insurance policy
- Parents/Carers to specifically consent to their child travelling in the trip leader's car

Staff are not permitted to be alone in a vehicle with one pupil/student and if transporting only one pupil/student, then a second member of staff must be in attendance. Pupils/students are to be sat in the back seat of the vehicle, while staff members are located in the front. There may be very rare occasions where being alone with a pupil/student in a vehicle may be unavoidable, for example, in an emergency or unforeseen circumstance where the pupil/student would otherwise be at greater risk. If this situation arises then, contact with parents/carer should be made, as well as the school emergency base contacts.

8.6 Use of Multimedia including Social Media

Staff members responsible for trips are encouraged to make good and safe use of multimedia to promote and enhance the outcomes of off-site visits and experiences. They should follow the whole school guideline on the correct use of photographs ensuring that consent is given to share any images. Staff are also asked to be mindful about the school and KGA Hampshire brand ensuring that promotion does not present a negative representation or go against other educational aims.

Promotion of the opportunities should be encouraged; both schools have social media accounts. The School website should also be used, again write ups and specific pictures should be sent to the administrative team who will forward them on.

8.7 Physical Education Sporting Fixtures and other Representative Events.

It is mandatory for all opportunities that are away from the school site to be added to Evolve in one of two ways. Staff involved in supporting all events should refer to the departmental guidance and risk assessments for facilities, activities and fixtures. These departmental proceeds need to ensure they identify the risk and evidence measures put in place to reduce the risk. This also includes measures and mitigation around staffing ratios and transport. For all opportunities consent must be obtained, more information is outlined below.

It is also imperative that the staff supporting are competent and adequately equipped to deal with unforeseen circumstances, this may well include first aid training. At the very least an emergency contact procedure needs to be in place and kept up to date.

Standard practice - for all local sporting fixtures (within the Gosport and Fareham area) after school hours, staff should use the 'Evolve Clubs' system, instead of the full evolve form. In this instance staff should refer to the PE Dept. guidance and risk assessments. Consent can be gained either through "global consent" or via communication to home. Consideration should also be given to travel arrangements to limit the potential risks, if two minibuses are going to the same event, then staff should make arrangements to travel in convoy.

For fixtures that are during the school day and/or out of the local area (not within the Gosport and Fareham Schools consortium) the full version of EvolveVisits should be used and full approval/planning procedure should be followed. This includes gaining consent from parents and guardians. There is flexibility regarding ratios for away fixtures, this is on the assumption that if additional support was required due to unforeseen circumstances, the host school would be able to support. However, if the fixture is more than 50 miles away from the KGA Hampshire, an additional member of staff will be required. Consideration should also be given to travel arrangements to limit the potential risks, if two minibuses are going to the same event, then staff should make arrangements to travel in convoy.

8.8 Outdoor Adventurous Activities

8.8.1 Outdoor Adventurous Activities (General)

Any 'Outdoor and Adventurous Activities' will need to be taken to the OVC to ensure that the Trust is confident that the activity delivery is safe. The OVC will look at the qualifications, centre history, sector associations/marks (eg L.O.T.C) to assess the suitability of the activity. This will be risk assessed with the specific students in mind and where required specialist advice will be sought e.g. Evolve Advice. Where there are multiple visits in a year that duplicate arrangements may be done at the start of the year and act as a sign off for future visits. Full Evolve process must still be followed.

8.8.2 Duke of Edinburgh Award Scheme (DofE)

The KGA Hampshire now operates Bronze, Silver and Gold DofE award schemes. All operate under the specific operating licence for each school. As an LO the KGA Hampshire set the training, qualification and experience required to supervise students in the expedition section of the award.

As of the 2022/23 academic year, all levels use BXM, an approved provider, to support the 5-day expeditions. This ensures that the experience and training of supervisory staff meets the safety requirements needed for this hazardous venture. Internal staff support the delivery of the training carried out on the school site. Staff experience is assessed to ensure they[1] deliver training safely and this is combined with the training from BXM.

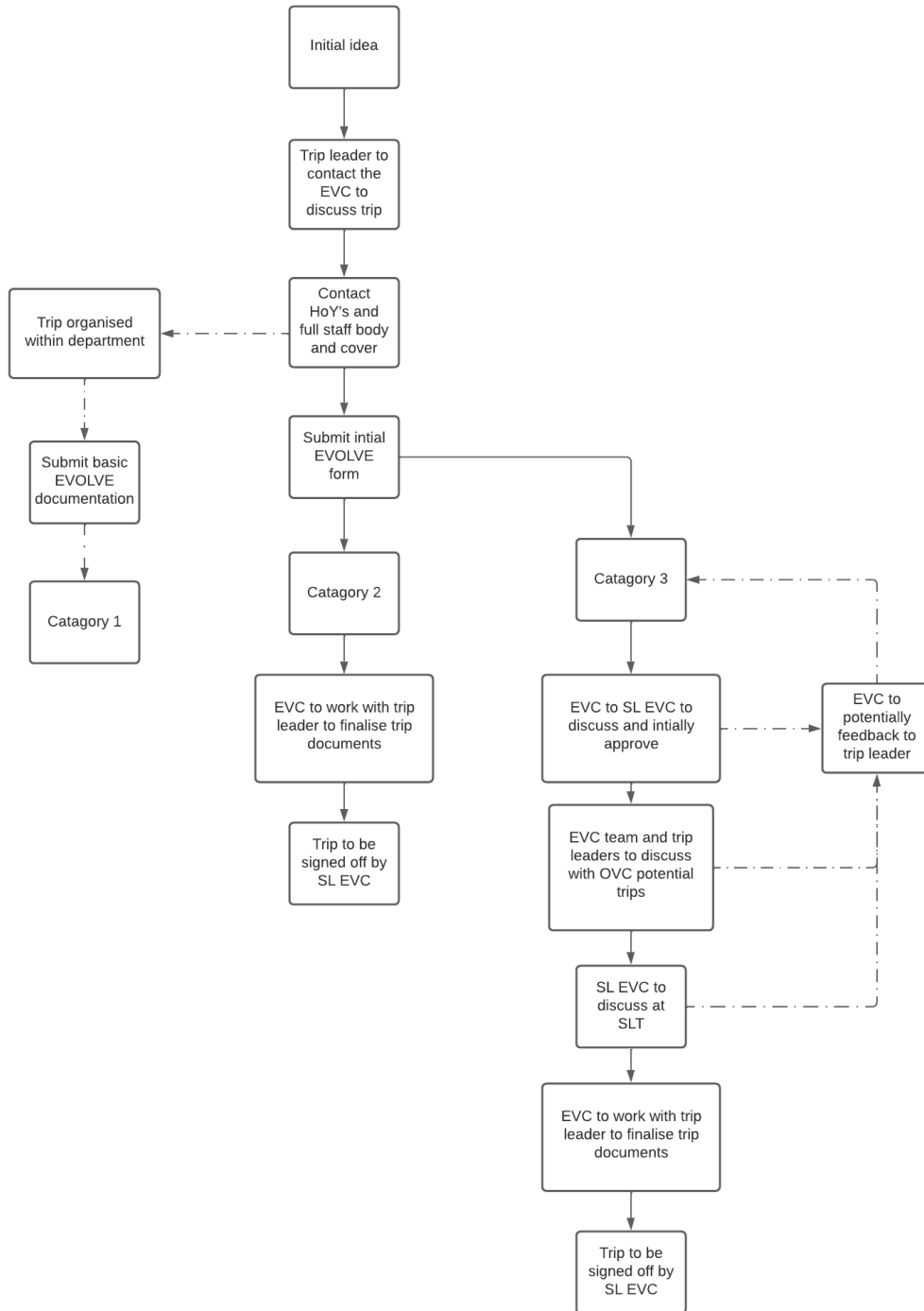
8.9 Protection of Data

The Trips and Visits team work on a limited paper basis to help support effective working and limit the danger of loss of Data. Effective use of the Evolve systems and google systems support this working. Where data is sent with the organisation, if this is done via the internal server or via Google Suite data is protected by end to end protection. There may be times when the Educational Visit team requires

parents and/or students to send information. The preferred way to do this is via the students google account. If data is sent electronically via another 3rd party account, it does place the data at risk.

Appendixes

Appendix 1 - Trips and Visits Work Flow



Appendix 2 - Equity Partnership Agreement

¹As per finance policy 3 quotes should be obtained. As per our partnership agreement this should include Equity. If a coach booking is required staff should use Lucketts as our local partner.

Equity will;

1. Annual volume rebate For every full paying person travelling with us between the departure dates 1st September 2019 until 31st August 2021 we will contribute into a fund. This fund will be paid to your school in 2 stages. The rebates may be used in any way that the school chooses.

The rebate is calculated as follows:

1-3 trips confirmed: £10 per full paying person

4 – 5 trips confirmed: £14 per full paying person

6 or more trips confirmed: £16 per full paying person

2. Extras for students and party leaders A free branded hoody or back-pack for every full paying pupil travelling with Equity and a free laptop bag for party leaders. This is to be supplied prior to the departure date of each confirmed tour.

3. Bespoke marketing We will provide personalised posters and power-point presentations to help promote the trips in school. Your Travel Advisor will also be available to attend assemblies and parent evening information evenings as required.

4. Support with school events We will attend any special school event where our presence would be beneficial to your school community (e.g. careers fair, sixth form workshops, sports day). We welcome the opportunity to support you in whatever way we can.

5. Intelligent calendar planning As part of this partnership we are available to work with you to help organise your residential trip calendar to ensure that your school offers a diverse range of trips that compliment rather than compete with each other. As part of this planning we will ensure that your trips link in with the curriculum of your exam boards. We are committed to providing best value for every quotation and will work to offer best prices for larger volumes of business.

In return Gosport & Fareham Multi-Academy Trust will;

1. Promote Equity

Promote Equity as the preferred choice for residential school trips within the school, highlighting the annual volume

rebate and extras for students and party leaders.

2. Allow Equity to provide quotations for all residential trips that fit within our portfolio.

Party leaders within the school will provide Equity with the opportunity to quote for all suitable residential school trips. Examples of the type of trips Equity operate can be seen at www.equity.co.uk

3. As part of the Partnership the school will advise us of any trips that are not booked through Equity and the reason behind this decision. If Equity are not given the opportunity to provide a quotation on relevant school trips within school this will then invalidate the Partnership Agreement and the final rebate payment.

4. Networking opportunities

Provide Equity with the opportunity to meet and network with staff within the school who organise and plan residential school trips, by giving us invitations to present at least twice per year at inset day meetings or other such occasions.

5. Provide a list of residential trips

Complete the form in the attached link to provide an overview of all residential visits. In completing this form and providing this information, you are granting us permission to contact individual trip organisers so that we can provide quotations.

Appendix 3 - Local Area Visit Map

