

PHOENIX COLLEGE



TRIPS, VISITS & JOURNEYS POLICY

(To be read with reference to the most up-to-date policy of READING BOROUGH COUNCIL)

Prepared by: Scott Versace
Role: Senior Assistant Headteacher
Approved by: The Full Governing Body
Date: January 2018
Next review due by: January 2019

STATEMENT OF POLICY

This policy is subject to DfE regulations and must relate to any RBC policy on Educational Visits, Overnight Stays and Residential Trips. The policy covers all non-regular off-site activities for which the Headteacher and Governors have responsibility.

RELATED POLICIES/DOCUMENTS

- Equality Policy (Race/Disability/Religious)
- Behaviour Management
- Teaching and Learning
- Health and Safety
- Safeguarding/Child Protection
- Equal Opportunities
- School Development/Improvement Plan

RATIONALE/PURPOSE/ETHOS

Phoenix College is a school whose main remit is managing the Social Emotional and Mental Health (SEMH) needs (which its students have had assessed as their main Special Educational Needs) in order to facilitate access to the curriculum and learning opportunities.

Aspects of the school vision can be excitingly and effectively developed through activities away from school. The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. It believes that off-site activities also promote the independence of our students as learners and enables them to grow and develop in diverse learning environments. They also offer opportunities for adventure, novelty, co-operation, self-reliance, freedom from timetable restraints, enhancement of personal relationships and encourage flexible approaches to the learning. In addition, in this SEMH School, off-site activities are strong and effective tools in the management of behaviour.

OBJECTIVES

- To ensure that students participate in school visits safely and securely.
- To ensure that students learning is enhanced to maximum extent
- To safeguard students rights for equal opportunity to participate
- To ensure a clear and unambiguous understanding by all staff of the rationale for approving application to arrange visits for students
- To ensure that responsibilities for staff are clear and required formalities and agreements are adhered to.

DEFINITION

For the purpose of this document RESIDENTIAL TRIP is defined as a trip by staff and students lasting 24 hours or more. A SCHOOL JOURNEY is deemed to last less than 24 hours.

The nature of resource and space restraints at the College means that school visits are divided into two types:-

CATEGORIES CHART

<p style="text-align: center;">A (NON-HAZARDOUS) Responsibility of the Headteacher on day-to-day operational basis</p>	<p style="text-align: center;">B Risk Assessments should be undertaken Governors need to be notified</p>	<p style="text-align: center;">C LA notification Risk assessment forms must be submitted and signed off by the LA</p>
<ul style="list-style-type: none"> • Day Trips with no planned hazardous activities 	<ul style="list-style-type: none"> • Overnight stay 	<ul style="list-style-type: none"> • Extreme/adventurous activities
<ul style="list-style-type: none"> • Regular/routine off-site activities or PE lessons 	<ul style="list-style-type: none"> • Day visits involving activities or fieldwork in a coastal or mountainous environment or near rivers, canals, lakes or reservoirs. 	<ul style="list-style-type: none"> • Travel Abroad (incl. hazardous activities)
<ul style="list-style-type: none"> • Specific one-off/occasional visits – e.g. Library, field study, exhibitions, theatre trips 	<ul style="list-style-type: none"> • Travel abroad (non-hazardous) e.g. Exchange trips, language, history or geography 	<ul style="list-style-type: none"> • Residential
<ul style="list-style-type: none"> • Sports or recreational fixtures and events as participants or spectators 		
<ul style="list-style-type: none"> • Local surveys and fieldwork 		
<ul style="list-style-type: none"> • Swimming lessons and swimming activities at “manned” locations 		

- LA approval is not required for activities in CAT A. Governors need to agree and minute any method of notification or delegation to the Headteacher.
- LA approval required for activities in CAT B and CAT C as is approval from the Governing Body.
- In some cases a regular series of off-site visits will take place over a term or more involving hazardous activities e.g. orienteering, horse-riding, curriculum etc. This is likely to happen as Phoenix College integrates ENHANCEMENT activities in the “treatment” and management of SEMH Young People for these instances the school will seek “blanket” approval of the LA at the beginning of each academic year, and notify the Governors to this end.

MONITORING AND EVALUATION

The policy will be monitored according to the following criteria:

Visits in school time must be approved by the Headteacher (EVC) and meet the following criteria:-

- Enable all relevant students to participate regardless of means, but with consideration of appropriateness and behaviour management issues
- Include an assurance that relevant RBC guidance and statutory regulations with reference to health, safety and supervision of students will be met in full
- Be discussed with whole staff group
- Have regard to the effect the visit will have on the day-to-day running of the school and on the work/practice of colleagues
- Be related to the students' formal curriculum, provide direct support for their learning and/or be an integral part of the School's very effective enhancement programme in the "treatment" of students with SEMH

CURRICULUM LINKS

Examples of educational visits with direct curriculum links at the College include:-

- English – theatre visits, library visits, debating competitions, Youth Council meetings
- Science – Museum visits, science events, botanical and horticultural visits, environmental studies
- Maths – Maths events, number trails in the environment
- History – Heritage visits, studies of local communities, museums
- Geography – Use of locality for field work, ecological visits
- Art/Design – National events, galleries, museums, use of locality, involvement in local initiatives
- PE – Range of sporting fixtures/curriculum activities, extra-curricular activities, attending sports events
- PSHCE – visits to local public services
- MFL – Residential trips , events (e.g. French market)

ROLES AND RESPONSIBILITIES

GOVERNORS will:

- Be responsible for endorsing a policy of visits and off-site activities
- Be required to approve school visits when presented by the Headteacher
- Receive feedback on school visits and activities

THE HEADTEACHER (or EVC if appropriate) will:

- Identify appropriate staff to assist with carrying out specific tasks related to this policy
- Be responsible for approving the appropriateness to the curriculum of school visits and activities
- Inform all staff of the school policy and current procedures on visits and off-site activities
- Ensure all visits and off-site activities are based on a suitable risk assessment and adequate controls have been identified
- Seek additional guidance where there is uncertainty about safe practice for any individual visit or activity
- Seek to ensure all visits and activities comply with the School Health and Safety Policy, LA guidance and recognised good practice
- Appoint a suitable group leader for all visits and off-site activities
- Identify and prioritise associated training needs for staff, including induction training in risk assessment
- Have responsibility for the approval, planning, supervision and conduct of visits and off-site activities
- Liaise with Visit/Trip Leaders

- Liaise with LA's Off-site Activities Insurance Scheme provider

THE VISIT/TRIP LEADER will:

- Recognise that whilst leading the visit he or she is in effect representing the Headteacher
- Gain approval for the visit or off-site activity from the Headteacher following stated procedure
- Have overall responsibility for the planning, supervision and conduct of the visit or off-site activity
- Undertake a risk assessment in order to assess the suitability of the visit or off-site activity
- Check that staff leading hazardous activities are appropriately qualified
- Ensure parent/guardians have signed consent forms
- Inform all the relevant staff about the organisational and logistical aspects of the visit or off-site activity
- Discuss plans with their line manager regarding any uncertainties about the visit or off-site activity
- Organise the financing of the visit, e.g. regarding appropriate costs/funding and collection of money where relevant
- Ensure specialist equipment is managed in a responsible manner and report defects
- Consider first aid provision and ensure necessary first aid equipment is available
- Ensure additional staff have been agreed as to suitability
- Ensure students receive appropriate information and guidance before and during the visit or off-site activity

ADDITIONAL STAFF will:

- Assume the role of "responsible adult"
- Follow agreed practice and procedure
- Take all reasonable steps to ensure health, safety and welfare of all group members
- Report to the trip leader any incident which may compromise the health, safety and welfare of group members

STUDENTS will:

- Follow the instructions of the trip leader and other staff. These may include instructions on time-keeping, behaviour, dress code or attitude to other members of the public, including being sensitive to local codes and customs
- Follow agreed codes of conduct
- Report to a member of staff any incident which may compromise the health, safety and welfare of group members
- Represent Phoenix College in a positive and appropriate manner

PARENTS/GUARDIANS should:

- Make an informed decision on whether their child should participate in the visit based on the information provided. This may be in writing and via a briefing session
- Be able to prepare their child sufficiently, including reinforcing the appropriate code of conduct
- Provide the Trip Leader with emergency contact details and sign the consent form(s)
- Provide the Trip Leader with any extra information e.g. medical, which may affect their child's participation in the visit or activity

SUMMARY OF BASIC RESPONSIBILITIES

READING BOROUGH COUNCIL

To ensure that all personnel and operations comply with Health, Safety and well-being legislation.



LA

- To establish policies and standards
- To monitor policies and standards
- To provide relevant advice, support and training



GOVERNING BODY

- To ensure and ratify policies and procedures for the school
- To agree procedures and approval for CAT B activities
- To monitor implementation of regulations and policy
- To prioritize action where resources are required



THE HEADTEACHER

To ensure the proper management of all school journeys and off-site activities in accordance with policies and procedures



EVC/TRIP ORGANISER

To implement the policies and procedures



OTHER ADULTS

- To work closely with and under the direction of the EVC/Teacher in charge to implement the policies and procedures
- To work co-operatively and ensure the highest standards of safety in all activities



STUDENTS

- To behave at all times in a manner consistent with their own and others safety

RISK ASSESSMENT

The Trip Leader will carry out risk assessment(s) and complete the appropriate, RBC risk assessment form(s) if relevant and submit these to the Headteacher for checking before the trip can go ahead. The SBM will give information and guidance on this, if required. Risk assessment should have the following considerations:-

- What are the hazards?
- Whom they might affect?
- What safety measures need to be in place to reduce risks?
- What steps will be taken in an emergency

A generic assessment of risks can be made for regular visits to local venues such as sporting arenas or art galleries

HAZARDOUS ACTIVITIES

A definition of “hazardous” is difficult to achieve, given the wide range of activities undertaken by students at Phoenix College. The dictionary definition refers to danger and risk, but it has to be appreciated that no activity is entirely without potential “danger or risk”.

It is possible to list a number of activities which can be defined as “hazardous” if the following criteria is used: “Where there is a general agreement that an activity requires the coach/teacher/tutor to have specific skills, knowledge and qualifications in order to reduce to a minimum the risks from undertaking that activity” Applying this criteria produces the following list of “hazardous activities” relevant to this school’s curriculum or extra-curricular activities:-

Abseiling	Hot air ballooning	Quad biking
Archery	Ice skating	Rowing
Assault Courses	Indoor rock climbing	Sailing - inland
Canal boating	Judo/martial sports	Sailing – open sea
Canoeing	Kick-boxing	Shooting
Camp craft	Kite surfing	Deep sea snorkelling
Coast steering	Karting	Sub aqua
Cycling	Mountain biking	Sea fishing
Cross country skiing	Motor cycling	Sea kayaking
Dry slope skiing	Orienteering	Water skiing
Fencing	Parachuting	Weight lifting
Flying	Pony trekking	Wind surfing
Gliding	Power boating	Winter sports (skiing, tobogganing)
Hang gliding	Pot holing/Caving	Zip Wire/High swing
Helicopter rides	Laser quest	Zorbing
High ropes	Rafting	
High hill walking	Rock climbing	
	Rock hopping	

TRANSPORT

- If the school minibus is used the leader must ensure that the driver is suitably qualified, trained and practised in driving the vehicle and is familiar with the location of the first aid kit, fire extinguisher and emergency contact number(s)
- The driver should ensure that students are well behaved and wear seat belts at all times. Where a coach company is used, this is the responsibility of all staff present, as instructed by the leader. Coaches should be hired through approved operator
- A member of staff should not use their own vehicle for transporting students on a visit or activity unless specific approval has been given. Their driving licence and insurance would need to be submitted for approval
- Arrangements should be made to avoid driver fatigue and maintain concentration. This applies particularly to visits and activities taking place outside of the normal school day. A minimum of two drivers are needed on continuous journeys over 100 miles

FINANCE/CHARGING

Because of the unique nature of the students and their backgrounds, and for inclusion purposes, Phoenix College does not generally charge for visits under 24 hours. A contribution is requested for visits lasting overnight or longer. No student will be excluded on the grounds that a contribution has not been made.

In cases of hardship, the parent/carer is encouraged to approach the Headteacher, confidentially.

PROCEDURE for EDUCATIONAL VISITS

TICK LIST

BEFORE:

	Jobs	Tick
	1. Obtain costs for entrance fees and coaches and any other anticipated expenses	
Notes		
	2. Visit the proposed venue (if appropriate)	
Notes		
	3. Check venue for toilets, eating environment, shops, and fire precautions	
Notes		
	4. Complete the risk assessment	
Notes		
	5. Complete the Journey Costing Calculation Form	
Notes		
	6. Gain authorisation from the Headteacher	
Notes		
	7. Ensure the booking of coaches or other transport	
Notes		
	8. Write a letter to Parents including all relevant details, venue, subject, justification, times, cost, parental contribution, clothing and money for students to bring	
	9. Keep record of money brought in by the student and Parent's permission slips (often sent in together)	
Notes		

JUST BEFORE:

Check list – have you got?

Students medical records	
All the permission slips	
All the emergency contact numbers	
The first aid kit	
Mobile phones for emergency usage	
Do all the adults know their duties?	

APPLICATION FOR THE APPROVAL OF VISITS / TRIPS

APPROVAL FOR ANY TRIP/VISIT IS CONDITIONAL UPON COMPELTION OF A SATISFACTORY RISK ASSESSMENT(S)

Trip Leader	
Year Group (s)	
Other staff involved:	
Purpose of visit:	
Places to be visited:	
Proposed date (s):	Departure: Return:
Transport arrangements:	Number of minibuses: Name of transport company: Other:
Financial arrangements:	Cost per pupil: Pocket money: Other details: (e.g. parental contribution)
Organising company (if any):	
Venue/Accommodation details	Name and address: Telephone No:

Activities:	Details of proposed activities
School contact details:	Name of School contact who will hold all information about the trip:
Knowledge of place/venue to be visited:	<p>Previous knowledge:</p> <p>Date of exploratory visit:</p>
Composition of party:	<p>Number of students:</p> <p>Age range:</p> <p>Adult to pupil ratio:</p>
Additional pupil information:	

PARENTAL CONSENT FOR SCHOOL VISIT/TRIP

INITIAL

NAME OF CHILD:

FORM GROUP:

Visit / trip to:	
Date of departure:	
Duration:	
Date of return (if more than one day's duration):	
Visit / Trip Leader:	

I confirm that:

1. I have received written information about the visit/trip
2. I agree to taking part in the visit/trip and the activities described

Signature: -----

Date: -----

Relationship: -----

Please complete the following information: Medical

Any conditions requiring medical treatment, including medication	
Is your son/daughter allergic to any medication? (If yes, please give details)	
When did your son/daughter last have a tetanus injection?	
Passport number: (overseas trips only)	
European Health Insurance Card (EHIC) number: (overseas trips only)	

Declaration:

I agree to my child receiving medication as instructed and any emergency dental, medical, surgical or other treatment, including anaesthetic or blood transfusion as considered necessary by the medical authorities present.

I understand the extent and limitations of the insurance cover provided

Name of Child: -----

Signature: -----

Date: -----

Relationship: -----

Contact telephone numbers:

Name of child: -----

Name:	
Work telephone no:	
Home telephone no:	
Mobile:	

Contact telephone number for the 24 hours following the trip (if different)

Name:	
Contact number(s):	

Alternative emergency contact:

Name:	
Work telephone no:	
Home telephone no:	
Mobile:	

Name of family doctor:	
Telephone no:	
Address:	

Signed:

Date:

Full name (please print):

PLEASE RETURN THIS FORM TO THE VISIT/TRIP LEADER

SCHOOL EMERGENCY CONTACT INFORMATION

During School hours:

School Office 0118 937 5524

R.B.C. 0118 939 0900

Out of School hours:

Headteacher's P.A.

Other Contacts

Travel Company (if relevant) Tel:

Name:

Venue (s) Tel:

Name & address



40 Christchurch Road, Reading, RG2 7AY
Tel: 0118 9375524 Fax: 0118 9375688
email: head@phoenixcollege.reading.sch.uk
web: www.phoenixcollegevoice.org.uk

Headteacher: Eleanor Hatchett
Educational Visits Coordinator: Scott Versace

GENERIC LETTER for CONSENT

Dear Parent/Carer

SCHOOL TRIPS AND VISITS

There will be many opportunities for your child to participate in School trips and visits during the coming months and years, in addition to a whole range of sporting fixtures, activities and curriculum sports.

The College has a policy and procedures for Staff taking students on trips. Certain trips and visits, residentials, tours, may have cost implications. For these, full information will be given and specific parental consent will be asked for.

It would be helpful if you could complete and return the form below, indicating your consent to your child participating in off-site sports activities (ALL OUR PE IS OFF-SITE!) and class outings.

Please note that the School Insurance Policy covers all trips and visits unless you are specifically informed otherwise.

Thank you for your co-operation.

Yours sincerely

Eleanor Hatchett
Headteacher

Name of student:

Date of Birth:

School Class/form:

I/we agree to our son taking part in organized school visits, trips and sporting activities/fixtures during their school career at Phoenix College.

Signature:

PRINT:

Relationship:

Date:

Summary of information about students participating in a trip/visit

SURNAME	INITIALS	DATE OF BIRTH	CONTACT TELEPHONE NUMBER(S)	PASSPORT NUMBER:	MEDICAL INFORMATION	EHIC NUMBER

RISK ASSESSMENT (EXAMPLE)

HAZARD	TO WHOM	LIKELIHOOD (L)	SEVERITY (S)	RISK RATING (LXS)	EXISTING CONTROLS RISK CONTROL	ACTION REQUIRED
Road Accident - driver	All	1	1	1	<p>The driver holds the relevant RBC qualification for driving the minibus on their licence. A minibus competency test has also been passed as appropriate (Big Wheelers). Current best practice is followed in respect of driving and rest hours.</p> <p>Drivers pay attention to relevant speed restrictions for the vehicle and roads travelled.</p>	<p>All drivers have taken and passed RBCs</p> <p>Use current RoSPA guidelines.</p>
Road Accident - vehicle	All	1	1	1	<p>Ensure roadworthiness of the vehicle, drivers must check the vehicle prior to use. If in doubt the vehicle must not be used and any faults identified reported to School Business Manager.</p>	<p>The driver is totally responsible for the vehicle once it is taken onto the public highway. Do not proceed if the items identified are defective or missing.</p>
Road Accident – injuries to passengers	All	1	6	6	<p>Young people sitting in seats with seat belts fastened at all times when the vehicle is in motion.</p> <p>Exits must not be blocked with luggage or equipment. Young people must not be allowed to move around the vehicle when it is in motion.</p> <p>Young people must not distract the driver when the vehicle is in motion.</p> <p>Appropriate insurance is arranged for young people during the journey,</p>	<p>Staff supervision to ensure that this is complied with throughout the journey.</p>

PARENTAL CONSENT FORM

TRIP NAME:

DATE:

Please tick as appropriate:

- I agree to my child taking part in
- I will ensure my child arrives at the school by
- I will collect my child at

Or

- I will make other arrangements for my child to get home safely from the school and will inform the school of these plans/arrangements.
- I have read and signed the Medical Consent Form and the Code of Conduct Form

NAME OF STUDENT: YR:

SIGNATURE: (Parent/Guardian/Carer)

PRINT NAME:

DATE :

EMERGENCY TELEPHONE NO : _____

ALTERNATIVE EMERGENCY CONTACT DETAILS:

1. Name : _____ Tel No : _____

Relationship : _____

2. Name : _____ Tel No : _____

Relationship : _____

PHOENIX COLLEGE

TRIP:

DATE:

CODE OF CONDUCT

The aim of this trip is to widen students' leisure, social and cultural experiences. For the trip to run smoothly and for everyone to enjoy the experiences fully (including other members of the public), there are certain ground rules which must be kept:

- Instructions and advice from ALL STAFF must be followed strictly at all times;
- Being punctual is essential for monitoring of safety and welfare;
- Smoking is not allowed, nor is the buying of tobacco products;
- Banned substances (drugs, solvents etc.) are STRICTLY FORBIDDEN;
- Buying and/or drinking alcohol is forbidden;
- Gathering for meals/snacks is compulsory at all the times arranged;
- There will be no "free" wandering about unsupervised, without the full permission of the HEADTEACHER or a member of staff;
- There will be no purchase of weapons or explosive "toys" of any sort. Any purchase will be confiscated and not returned.
- There will be no incidents of STEALING.
- There will be no ABUSE of anyone.
- There will be no INAPPROPRIATE LANGUAGE.
- There will be no VIOLENCE OR DAMAGE TO PROPERTY.

Failure to follow any of the above rules and any breaches of the usually high conduct expected of Phoenix students will result in stringent sanctions, including:-

- On-the-spot exclusion
- Parents/Carers being required to collect the pupil
- Full reparation for any damage or theft
- The risk of a ban from all further school journeys

PARENT/CARER:

I have read the above CODE OF CONDUCT and have explained it to my child.

PARENT/GUARDIAN/CARER NAME: _____

SIGNATURE: _____

DATE: _____

PUPIL:

My Parent/Guardian/Carer has read and explained the above CODE OF CONDUCT to ME and I UNDERSTAND IT ALL.

PUPIL NAME: _____

SIGNATURE: _____

DATE: _____

PHOENIX COLLEGE

TRIP NAME & DATE

MEDICAL INFORMATION (PAIN KILLERS AND FIRST AID) CONSENT FORM

(CONFIDENTIAL)

NAME OF PUPIL _____

DATE OF BIRTH: _____ AGE: _____

NAME OF GP: _____

CONTACT NO.: _____

Please answer the following questions?:

1. If it is considered necessary do you agree to mild pain killers (e.g. Paracetamol or Ibuprofen) being administered? YES _____ NO _____

2. If it is considered necessary do you agree that appropriate Emergency Aid treatment can be administered by responsible members of staff. YES _____ NO _____

3. When did your child last receive an anti-tetanus injection? DATE: _____

4. Is your son receiving medical or surgical treatment of any kind (including medication) from either your family doctor or hospital? YES _____ NO _____ If YES, please give details:

_____ (continue over the page if necessary.)

5. Has your son been given any specific medical advice about his condition, to follow in emergencies? YES _____ NO _____
If YES, please give details: _____

(continue over the page if necessary.)

DECLARATION

I hereby give permission for my child to receive treatment, including anaesthetic in the case of an emergency and declare that I have answered the above questions to the best of my ability and have not knowingly withheld any information regarding my child's physical fitness. In the event of illness or medical treatment occurring after the return of this form and prior to the departure of the trip, I undertake to inform the trip organiser (HEADTEACHER)

Signature of Parent/Guardian/Carer _____

Date _____

PHOENIX COLLEGE

Student Name: _____

D.O.B: _____

AGE: _____

Medical Condition:	
Medication Name:	
Medication Dosage:	
Medication Frequency:	

Parent/Carer/Guardian Name (Print) _____

Parent/Carer/Guardian Name (Signature) _____

Date: _____