



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## TRIPS AND VISITS POLICY

The school adopts the guidance and procedures issued in the County Council Education Service document *Educational Visits Policy* and, where relevant, the DfE document *Health and Safety of Pupils on Educational Visits (HASPEV)*. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

### Procedures

Staff wishing to plan and undertake a visit (prospective visit leaders) should apply to the Educational Visits Co-ordinator (EVC) for permission to plan the visit by submitting a Trip Proposal. This Proposal will then be considered by the Leadership Team. Once permission is granted they should complete the details via the online *EVOLVE* system. This should be submitted at least **8 weeks** prior to the commencement of the visit.

Outline permission will be granted when all the requirements identified in the County Council *Educational Visits Policy* have been considered, the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated.

When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit require approval from the County Council Educational Visits Adviser. This is automatically submitted as required through the *EVOLVE* system. In these cases the trip should be submitted on *EVOLVE* at least **8 weeks** prior to the commencement of the visit.

Once outline permission, and any necessary county approval, has been received the visit leader can complete the planning organisation and bookings for the visit.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.

Following each visit the leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the Headteacher or EVC.

All school staff will be made aware of the requirements of this Policy and any changes that are made when the Policy is reviewed.

Note: Visits to the County Outdoor Education Service and School Swimming Service are self-approving and do not require further notification or action. The Youth Service is the designated operating authority for The Duke of Edinburgh's Award and should be liaised with in regard to relevant expeditions and activities.

## Local Responsibilities

The Headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visit Co-ordinator is a staff member who has received relevant training and induction and is delegated with the following indicated tasks:

- To liaise with Headteacher and Leadership Team to grant permission for a visit to go ahead.
- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To receive EVOLVE submissions and check all visit details are completed and to ensure the annual record of visits is maintained.
- To check that all requirements for approving a visit, as identified in the County Council's *Educational Visits Policy*, have been undertaken.
- To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.
- To liaise with the County Council on any visit involving residential or foreign travel and additional or high risk activities through EVOLVE.

The school's current EVC is: Miss Carol Galpin

Note: Any tasks not indicated in the above list remain that of the Headteacher.

The designated Visit Leader is in overall charge of the group and remains responsible throughout the visit. The Visit Leader will be aware of any medical or dietary requirements noted on the Parental Consent Form. If any student has a Health Plan, the Visit Leader will take a copy on the trip and consult with the First Aider prior to the visit.

## Emergency Procedures

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Headteacher or designated deputy so that they can decide: -

- A If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
- B However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Headteacher, deputy or the home contact will inform the designated senior officer of the Education Service (Director or Deputy Director) and the school will instigate its critical incident plan (as identified in ***Coping with a Crisis***, produced by Pupil and Student Services). Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.

In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

The Visit Leader must be aware of the school's Emergency Plan and implement it as and when necessary.

### **The Governing Body**

The Governing Body wishes to be informed about all visits and specifically any visits that incorporate an overnight absence.

### **Inclusion**

All students should be able to access trips and visits and reasonable and appropriate adjustments will be made to accommodate them.

Date for Review: \_\_\_\_\_