



POLICY ON SCHOOL VISITS

Introduction

King's Leadership Academy encourages staff to organise visits and trips for students, especially where these have a clear educational and social learning aim. Staff must however note that extremely careful organisation and preparation needs to take place to ensure student safety. This policy is based on the Health and Safety of pupils on Educational visits (DFEE).

Purpose

- To widen students' experience of cultural, social and curricular issues
- To ensure that variety exists within the curriculum to enrich and extend their learning experience.

Guidelines

The checklist below gives the points of procedure which should be followed:

Checklist/Procedure to be followed

1. Work out the feasibility of the proposed visit - using the DfE guidance pack, transport, numbers, accommodation etc.
2. Discuss and seek permission from the Principal by giving completed details to the Vice Principal.
3. If the visit is in term time, inform the Academy of a possible need for cover by completing a cover request form and return to the Bursar.
4. ALL visits must be entered on to the EVOLVE system as early as possible. In the case of residential or overseas visits this must be at least 1 month prior to the trip to allow for approval.
5. Risk Assessments should be completed for all aspects of the trip (transport, accommodation, activities etc) and these should be uploaded on to EVOLVE and shared with all staff on the trip.
6. Once trip is confirmed ensure that appropriate insurances are arranged if necessary.
7. Write to parents giving details of the trip. A copy of the letter must be submitted to the Principal for approval before printing and a copy should be uploaded on to EVOLVE.

According to the Education Act of 1988, no charges may be made for an activity which takes place wholly or mainly during school hours. Parents must be informed of this right although they can also be asked to give a voluntary contribution towards this visit. The same conditions apply to visits covering exam work or National Curriculum statutory requirements even if fully outside school hours. A specimen letter covering these conditions is available in school.

Please ensure a medical consent form is completed prior to any pupil attending school visits etc.

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N.B. Most visits taking place outside school hours or involving any dealings with a third party such as a tour operator, can be charged to the students as normal.

8. Consent form replies and medical forms from parents must be filed away for future reference.
9. References should be made to form tutors regarding the suitability of students for the trip; e.g. Health/behaviour.
10. If the school's minibus is to be used, it needs to be booked well in advance through the Bursar. Ensure you understand the regulations covering the minibus use.
11. If using coach/train confirm the booking with firm party numbers.
12. Make a record of students involved in the trip and display the list on the staffroom notice - board for the information of colleagues.
13. Leave a list of names with a named member of the leadership team. Details of destination, times, itinerary, Travel Company, address/telephone and students' home telephone numbers must be left, especially if the visit is residential.
14. If abroad, work out a network whereby information can be relayed to parents by telephone, thus reducing expense.

If the trip is in school time:

15. Notify the school kitchen of any cancellations 48 hours in advance
16. Remember to submit an attendance list to Form Tutors on return.
17. Uniform must be worn unless exemption is obtained from the Principal.
18. Colleagues must ensure that any duties such as form registration break duty, etc., are satisfactorily covered.
19. The leader of the trip must ensure that all colleagues are clear about their duties and responsibilities during the visit.
20. You must take a medical kit.
21. A senior member of staff should be designated as a link person in case of emergencies arising outside school hours where advice needs to be sought as a matter of urgency. The leader of the trip must obtain the link person's name and telephone number. The lead person must be contacted if the anticipated return time for the trip is delayed

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Mini-bus regulations

1. No unauthorised drivers to drive the bus.
2. Always fill in log book, stating driver's initials, start and finish mileage, destination and fuel purchased
3. All students and staff must wear seatbelts.
4. No food is to be consumed in the bus.
5. Each colleague user must be responsible for ensuring the bus is left clean and tidy after each trip.
6. Bookings must be confirmed with the Principal's PA/Business Manager
7. Ensure there is always petrol in the tank after use.
8. When purchasing petrol, receipts must be given to the Principal's PA/Business Manager.
9. When using car parks, observe height restrictions.
10. When travelling long distances, plan your route and stops, confirming with school.
11. All documents are enclosed in driver's door wallet.
12. Ensure bus is locked when not in use.
13. Mini-bus to be returned to designated parking area.
14. If bus is needed at weekend, advance arrangements must be made with Principal's PA/Business Manager to ensure key is available.
15. Any damage must be reported immediately to Principal's PA/Business Manager.
16. Charging for students: depending on purpose for which the bus is used, each colleague must negotiate with the Principal about travel costs. Decisions will be made in accordance with charging policy.

NB. Please ensure all details are followed.

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