



ASPIRATIONS

Trips and Visits Policy

Magna Academy

Version control	
November 2021	Additions to reflect responsibilities of post holders EHIC changed to GHIC
January 2022	Process for planning visits updated to reflect use of Evolve and categorisation of trips

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1. Aims

Magna Academy will incorporate trips and visits to increase the breadth of learning experience for students, these opportunities will provide a stimulus and motivation for further learning and inquiry.

Magna Academy will encourage the building of relationships outside of the classroom between all involved in a trip or visit. They will provide an opportunity to develop social awareness and self-confidence.

Trips and visits will develop additional personal skills and qualities not always seen within a classroom, it will allow others to flourish in a changed environment.

Magna Academy is committed to providing all students as far as possible, including those from a disadvantaged background, with at least one trip or visit experience.

2. Rationale

Learning outside of the classroom contributes significantly to raising standards and improving student's social, moral, spiritual, cultural and emotional development. Educational visits provide context for learning and are most effective as an integral element of our broad and balanced curriculum. Additionally educational visits have an important role to play in helping students to develop healthy lifestyles whilst also re-engaging them with their natural environment. Students need to understand, love and respect the natural environment, so that they can develop sustainable ways of living in the future. The Academy's policy and procedures are formulated in conjunction with the advice, guidance and training provided by BCP Council and national guidance from the Outdoor Education Advisers' Panel (OEAP).

When educational and non-educational trips are well planned and executed, they provide students with valuable experiences that enhance both their learning and development within the Academy. These visits will provide a variety of real life opportunities that will support students understanding of the world around them through direct experience. Staff can use educational visits as a stimulus to support work covered within the classroom, alternatively visits can be used at any point to enhance and support the knowledge being delivered within the curriculum. Staff should ensure that all trips and visits benefit the students and maximise the opportunity for learning and development.

3. Definitions

- "In loco parentis" means that the group leader of any academy trip or educational visit has a duty of care over the students in place of a parent / carer.
- "Academy Trip" means any educational visit, foreign exchange trip, away-day or residential holiday organised by Magna Academy which takes students off-site.
- "Residential" means any academy trip which includes an overnight stay
- "Activities of an adventurous nature" include, but are not limited to, activities that involve:
 - Trekking
 - Caving
 - Skiing
 - Water sports
 - Climbing

4. Legislation and guidance

This policy is created with guidance from the Department of Education. It provides advice to Principal's and staff on the statutory requirements needed when organising a trip or visit. It will identify the responsibility of those involved and the process of planning, running and evaluating each trip or visit.

This policy is based on advice from the Department for Education (DfE) on:

- Health and Safety on Educational Visits November 2018
- Charging for School Activities May 2018
- The Equality Act 2010

All secondary schools are required to comply with relevant requirements of the Equality Act 2010 and pay particular attention to the Public sector equality duty (PSED) (s.149 of the Equality Act).

5. Key roles and responsibilities

Governors should enable and ensure that the Academy provides quality educational visit opportunities as a 'critical friend'. In an Academy they are seen as the 'employer' and retain overall responsibility for health, safety and welfare.

The Principal has overall responsibility for ensuring that the Academy Trips and Visits Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation and will appoint an Educational Visits Coordinator (EVC) who is:

- an experienced visits leader
- of appropriate seniority to be able to guide the working practises of other staff
- confident in assessing the ability of other staff to lead visits
- confident in assessing outside activity providers
- able to advise the Principal / Executive Principal and/or governors when they are approving trips
- able to access training, advice and guidance

(Coordinators can also access guidance on the OEAP website)

5.1 The Principal has responsibility for handling complaints regarding this policy as outlined in the Aspirations Academies Trust Complaints Policy.

5.2 The Senior Leader responsible for educational visits will be responsible for the day-to-day implementation and management of the Academy Trips Policy and procedures of Magna Academy.

5.3 The Educational Visits Coordinator has overall responsibility for academy trips.

The primary functions of the EVC are to coordinate and oversee all issues and controls regarding educational visits and liaise between all parties involved during the planning and organisation phase. This includes ensuring that all requirements of this policy are carried out and any problems meeting these requirements are recorded and reported.

The above named person has responsibility for ensuring that any systems and procedures agreed, when dealing with educational visits and the selection of suitable persons and organisations involved, follow the primary requirements of this policy and are fully in place prior to any educational visit commencing.

In addition, the above named person is responsible for ensuring that feedback is obtained from all educational visits and utilised, where practicable, to both enhance and improve any future arrangements and selection processes.

The above person can delegate specific tasks to other staff members and is responsible for ensuring that such delegation is appropriate and clearly understood.

The EVC will endeavour to ensure that:

- They have appointed a suitable group leader.
- All necessary planning actions have been completed before the trip or visit begins.
- The risk assessment is complete and that it is safe to commence/complete the trip or visit.
- Training needs to have been met.
- The group leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively.
- The group leader has relevant skills, qualifications and experience if acting as an instructor, and knows the locations of the activity (where possible).

- All supervisors on the visit are appropriate people to supervise students and have appropriate clearance.
- The governing body (or delegate) has approved the trip or visit if necessary, this is applicable to all residential trips or visits.

5.4 The Aspirations Health and Safety Officer has responsibility for approving all Category C trips.

5.5 Staff will be responsible for following the Academy Trips and Visits Policy and for ensuring students also do so. They will also be responsible for ensuring the policy is implemented fairly and consistently.

5.6 The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all members of the party.

5.7 Students are responsible for following instructions from teachers while on educational visits and academy trips.

5.8 Students are responsible for behaving in a manner which matches the ethos of

Magna Academy, and for following the behaviour rules set out in the academy's Behaviour Policy as they relate to the Academy Trips and Visits Policy.

6. Organisation and management

Following the guidelines set by BCP and national guidance from the Outdoor Education Advisers' Panel (OEAP) the following process of approval, risk management, supervision and inclusion have been established. Where there appears to be any conflict between national guidance and Academy policy, then policy must be followed and clarification sought from the Educational Visits Coordinator.

- An Educational Visits Coordinator (EVC) is always in post and keeps up to date with the latest guidance. The EVC will be suitably qualified and revalidate training annually.
- All educational visits are fully integrated into the ethos and culture of the Academy and all key policies are considered for their relevance and adaptations outside of the Academy environment, in particular policy on Safeguarding, Behaviour and Learning.
- Governors are kept informed of the overall policy and programme, as well as being given information regarding specific visits and the monitoring of educational visits across the Academy.

7. Training of staff

All new staff will undergo an educational visits induction which includes guidance on the Academy policy, procedure and expectations.

The Academy ensures that the designated EVC is fully trained. All other staff receive annual update training and the EVC ensures workshop style training opportunities throughout the year where appropriate. Staff with specific qualifications and training that allow them to run adventurous activities record on the suitable log created by the EVC, found (here).

The Academy champions the process of apprenticeships within educational visits where less experienced staff members learn alongside the most experienced visit leaders before taking on the role themselves. This succession planning is actively encouraged.

7.1 Teachers and support staff will receive training on the Academy Trips and Visits Policy as part of their new starter induction. Guidance will include navigation of the policy, our procedure and expectations.

7.2 Teachers and support staff will receive regular and ongoing training as part of their continued professional development.

7.3 The EVC will have refresher training at least annually, on their responsibilities regarding academy trips.

7.4 Staff with specific qualifications and training that allow them to run adventurous activities record on the suitable log created by the EVC, found [\(here\)](#).

7.5 The Academy champions the process of apprenticeships within educational visits where less experienced staff members learn alongside the most experienced visit leaders before taking on the role themselves. This succession planning is actively encouraged.

As an employer, Magna Academy ensures that its employees are provided with appropriate guidance, that there are training regimes in place to support it and that the guidance is understood. This is done by ensuring;

- There are clear policies and procedures (including an audit trail) to ensure that all employees are directed to follow employer guidance.
- Training is provided to ensure that employees understand the guidance e.g. EVC Training, Visit Leader Training.
- Supporting information and advice is made available, e.g. there are appropriate resources to support policy implementation.
- Policies and procedures are in place to ensure that legal duties, such as training, monitoring and guidance, are complied with.
- Where duties are delegated, the roles and responsibilities of all are clearly defined and specified within guidance documents, cross referencing with relevant job descriptions.

Magna Academy retains the services of competent and experienced technical advisers to oversee all aspects of their provision of outdoor learning, off-site visits and Learning Outside the Classroom, e.g. Evolve and BCP.

Magna Academy provides appropriate emergency planning procedures in the event of a critical incident. There is a sample monitoring process in place and there is clear advice about how visit leaders are assessed for competence.

8. Risk and benefit assessment process

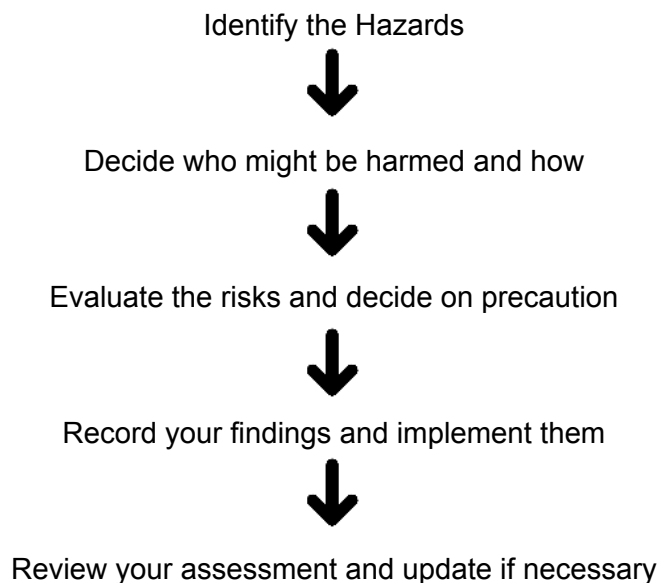
8.1 Our risk assessment process is designed to manage real risks when planning trips and visits whilst ensuring that learning opportunities are experienced to the full.

As part of planning any educational visit a clear process is followed;

- Analysis of the benefits of the activity translated into clear objectives and expectations
- An assessment of the risk of harm and its likelihood is made, followed by putting clear control measures in place so that they can be satisfactorily managed

Whilst visit leaders may make use of or refer to generic or pre-prepared risk assessments the academy expects a site specific risk assessment to be produced for each visit, this should take into consideration specific factors such as the nature of the group of students which generic and pre-prepared documents would not take into account. The academy 'Risk Assessment and Risk Management Form' (Appendix 5) can be found [\(here\)](#). Guidance on how to complete this document can be found [\(here\)](#).

8.2 The process is as follows:



9. Safe use of minibuses and seatbelts

9.1 Students will not be allowed to travel unless they wear a seatbelt.

9.2 Magna Academy's Site Manager is responsible for arranging the annual maintenance of the minibus / minibuses including MOTs and road tax.

9.3 The driver must have a current licence, be aged 25 years or over and hold a full licence in Group A or PCV.

9.4 Drivers must complete the relevant form from the Magna Academy office and supply a photocopy of their driving licence.

9.5 If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.

9.6 Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The academy will decide who is responsible for covering the cost of any repairs.

9.7 The minibus will carry strictly one person per seat and seat belts must be worn at all times.

9.8 Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

9.9 Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the academy.

9.10 A log is kept in the site office of Magna Academy.

9.11 No staff are able to transport students in their own cars at any point.

10. Parental communication and Consent

Parents (or persons with parental responsibility) are informed at the start of the academic year that Sports fixtures and local visits during the Academy day will occur with blanket consent being sought through the return of the 'Personal Information Data Collection sheet'. This is then recorded on SIMs.

Medical information is collected at the start of the academic year with a request to parents to keep us updated with any changes. All visit consent forms remind parents to update changes in medical information. Only residential visits require detailed specific medical forms to be completed.

Letters to Parents regarding proposed Educational visits should/could include:

- The Academy's standard address and details.
- The purpose of the trip.
- The date and timings of the trip.
- Details of transport arrangements.
- Details of food/drink provision or what students should bring with them.
- Special clothing requirements: Academy uniform, waterproofs, warm clothing, sports kits etc.
- Details for collecting the students at the end of the trip.
- Details of charges to be made, including the paragraph stating this is a voluntary contribution.
- An invitation to parents to notify you, the organiser of any special dietary requirements, etc.
- A reply form for parents to give their consent, with a space for parents to print the student's name, restating the date, times and venue for the trip, confirming payment of any voluntary charges, leaving a space for a date and signature. (This is done via Parent pay).

For visits away from the Academy, detailed information will be sent to parents on transport, residential and overseas issues, and their specific consent requested. In the case of residential and overseas visits parents would usually be invited to an information evening.

10.1 Parental consent is not generally required for off-site activities that take place during academy hours. However we have created a general consent form that allows us to have all the relevant information should an opportunity become available. This consent form is valid for the duration of time that the student is on roll at Magna Academy and it is the parent/carer's responsibility to inform the academy of any changes.

10.2 Written consent is required for:

- Activities of an adventurous nature
- Residential trips
- Foreign trips
- Trips outside of academy hours

10.3 Parents will be informed of activities by email/text and will have the opportunity to withdraw their child from taking part.

11. Supervision and Staffing Ratios

Visit Leaders must ensure that young people are supervised in accordance with the principles of "Effective Supervision", requiring them to take account of:

- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.
- The age and gender of the young people to be supervised.
- The ability of the young people (including their behavioural, medical, emotional and educational needs).
- Staff competence.

The strategies to be used are dependent on typical risk factors of the group or individuals concerned, the site or location, the leaders present and other factors such as transport or weather. These are agreed as

part of the planning process and can be adapted to changing circumstances, for example 'Plan B' where we always plan clear alternatives when it is necessary or prudent to do so.

Ratios are a risk management issue, and should be determined through the process of risk assessment. It is not possible to set down definitive staff/student ratios for a particular age group or activity.

Some guidance documents do set out ratios, but these should be regarded as starting points for consideration rather than being definitive, as they may only be appropriate where the activity is relatively straightforward and the group has no special requirements. For example, the DfES publication HASPEV (1998) suggested the following "starting points" for school years 7 onwards, 1:15/20. However without special safeguards or control measures, these ratios will not be adequate to meet the needs of most residential or more complex visits.

Supervision strategies are taken from OEAP National guidance on *Group Management and Supervision* and include;

- Direct – the group remains within sight and contact of a leader.
- Indirect – occurs when a group is given the freedom to explore an environment or engage in an activity away from direct adult supervision but within clearly identified and agreed boundaries
- Remote – occurs when a group works at such a distance that direct supervision would take some time to be re-established (e.g. during a remotely supervised adventure walk; young people travelling independently to a venue; a Duke of Edinburgh Award expedition).

There will be sufficient staff to cope in an emergency. Our minimum staff to student ratios are as follows:

- Abroad: 1:10
- Other residential: 1:12
- High risk: 1:8
- Other visits: 1:16

12. Insurance and licensing

12.1 When planning activities of an adventurous nature in the UK, the Educational Visits Coordinator (EVC) will check that the provider of the activity holds a current licence.

12.2 Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.

12.3 Parents will be informed of the limits of any insurance cover.

12.4 For European trips, a valid UK Global Health Insurance Card (GHIC) will be obtained for every participant.

12.5 Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

12.6 Medical expenses will be recorded and stored in the academy office.

Full details of the academy's insurance can be obtained from the Director of Business and Operations, including travel, employer's liability and public liability. The finance office will be happy to answer questions on any aspect of insurance by consulting the academy's Director of Business and Operations where necessary.

13. If things go wrong

13.1 In the case of accidents and injuries whilst on an academy trip in the UK, the academy's accident reporting process will begin as detailed in the Health and Safety Policy.

13.2 In the case of accidents and injuries whilst on an academy trip abroad:

- Organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or child outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact with the UK should be the Principal who will contact the family of the injured person.
- Students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy / Consulate will be informed.
- The insurer will be notified.
- Written records of the incident will be kept.
- Media enquiries must be referred to the Principal or, if they are not available, the Regional CEO, both of whom must liaise with the Trust's Director of Press and Media.

14. SEN and Disabilities

14.1 Where possible, activities and visits will be adapted to enable students with SEN and Disabilities to take part.

14.2 Where this is not possible, an alternative activity of equal educational value will be arranged for the student.

Magna Academy is an inclusive academy that ensures;

- An entitlement to participate for all
- Accessibility through adaptation or modification (where necessary and appropriate)
- Integration through participation with peers

Educational visit activities are available and accessible to all, irrespective of special educational or medical needs, disability or protected characteristics of individual students. The academy ensures that when visits are being planned all reasonable practicable measures are taken to find venues and activities that are suitable and accessible allowing the whole group to participate fully and be actively involved. As stated within the Equality Act 2010.

In the event that it may not be possible to make reasonable adjustments to include a student, nor to provide the rest of the group with a suitable alternative it would not be necessary to deprive the whole group of worthwhile opportunities. Instead the academy will take into consideration the impact of excluding any individual student from a visit and ensure a suitable alternative is provided. All those that have responsibility for the student must be fully consulted.

Although rare it may be reasonable to exclude a student from an educational visit where their behaviour presents a significant, unmanageable and unacceptable risk. However if this occurs, the academy would provide an alternative way of achieving the same learning outcomes. Where there is doubt whether or not a student should be excluded from a visit on these grounds the following process should apply;

- Early identification of possible issues at the planning stage
- Involvement of all interested parties

- Attempt to establish a behaviour management plan
- Establishment of behaviour targets with timescales to be met to allow inclusion
- Consideration of using an additional adult on the visit as support to manage behaviour issues
- Consideration of what is expected of staff is reasonable and within their competence

15. Finance

15.1 The academy's financial procedures must be followed when arranging trips.

15.2 Under no circumstances should trip money be processed through personal accounts.

15.3 The cost to parents/carers will not exceed the cost of running the trip.

When calculating the cost of an educational visit the Visit Leader should take into consideration the cost of entrance tickets, transport, cover implications, reprographics, postage, equipment, ParentPay transaction charges and contingencies.

Voluntary contributions can be requested for any of the academy's activities. Staff must make it clear that there is no obligation to make a contribution and that no student whose parents/guardian do not make a contribution will be treated differently on this account.

A certain form of words that are legally required when asking for voluntary contributions must be present in all letters requesting a contribution of any kind. All letters relating to educational visits must be processed through the main office where they will be checked before leaving the academy. Examples of educational visit letters can be found in the Visits and Trips area ([here](#)).

A range of arrangements are in place for students unable to afford a visit

- Students/parents should make contact with the Head of House and request support
- Alternatively parents could write to the Principal
- Applicable Sixth Form students would qualify for assistance via the discretionary bursary
- All Sixth Form students could make an application for support through the Magna Academy Educational Support Grant

VAT may be reclaimed on expenditure, provided the academy did not set out with the intention of making a profit on academy visits. However, fortuitous profits e.g. non refunded costs for students absent on the day of visit are quite acceptable. Educational visits will qualify for VAT avoidance providing they have a clear educational purpose and are not purely recreational or social visits. Invoices showing a clear breakdown of VAT must be supplied prior to payment in order that VAT may be reclaimed.

VAT cannot be reclaimed for academy visits abroad. This needs to be considered when budgeting for the cost of the trip. In practice, however, very few foreign trip transactions attract VAT.

It is very important that the academy protects itself from loss of funds due to parents/carers cancelling at the last minute and asking for their money back. Visit leaders should include a paragraph as below stating a deadline for cancellation after which no money will be refunded within letters to parents. (They should only be able to get any money back if the place is refilled). The letter might include the following;

- A deposit/balance is required by.....(date) and can only be refunded if notice of cancellation of your son/daughters place on the trip is received in writing by.....(date)

It is important that visit leaders bear in mind that all visits have to be self-financing and that any debts incurred will come out of a specific area's capitation.

The Finance Office will order currency for visits abroad. Visit leaders must ensure currency is ordered at least 14 days prior to the visit. Currency will be delivered to the academy prior to the visit.

Visit leaders are expected to keep a regular check on each visit account balance. The Finance Office will provide balance enquiries and print outs when required. Once all transactions have been completed the finance office should be informed and will ensure all costs have been covered.

16. Foreign Exchange and Host Families

Education providers often make arrangements for students to take part in exchange visits, either to other parts of the UK or abroad. Exchanges can benefit learning across a range of subjects. In particular, foreign visits can enrich the languages curriculum and provide exciting opportunities for students to develop their confidence and expertise in the use of other languages.

We have a duty to safeguard and promote students welfare. This extends to considering their safety and how best to minimise risk of harm to those students during any exchange visit that may be arranged by the Academy. Considerations must be taken into account when organising the care and accommodation of a student with a host family (known as homestays) as part of the exchange.

It is not possible for Magna Academy to obtain criminality information from the DBS about adults who provide homestays abroad. Our established relationships will allow us to liaise with partner schools abroad, to establish a shared understanding of, and agreement to the arrangements in place for any visit.

Parents should be aware of all agreed arrangements and consent to this prior to any visit commencing. The EVC will establish whether they consider it necessary to contact the relevant Foreign Embassy or High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay outside of the UK.

During the visit students should understand who to contact during a homestay should an emergency occur or a situation arise which makes them feel uncomfortable. All students and parents/carers will be provided with this information prior to the visit commencing.

16.1 Parents/Carers will be given a minimum of 6 months notification (ideally 12 months) for all foreign travel, this will support financial requests and also to ensure all relevant paperwork is complete so the student is not disadvantaged.

16.2 Validity of passports and visa requirements will be dealt with within 3 months of the initial request to avoid problems when the trip is due to take place.

17. Academy trip planning process

Prior to planning an academy trip, the following guidance should be read:

- The DfE's [Health and Safety: Advice on Legal Duties and Powers](#).
- The HSE's [School Trips and Outdoor Learning Activities](#).

Magna Academy uses its own system for the planning, approval and management of educational visits. These processes will include working alongside evolve, where necessary. This is supported by the latest, most up to date guidance and aims to reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence that they automatically follow both employer, and National Guidelines.

The Process:

Before a Visit Leader submits an initial visit proposal, they must check the academy calendar to ensure the dates are available, this part of the process is supported by the line manager. Once the calendar has been checked, the initial visit proposal document (Appendix 3) is to be submitted to the EVC. This document is to

be completed in full, with as much accurate information as possible. The EVC will take the proposal to a Senior Leadership Team Meeting for approval.

Once a visit has been approved, the trip leader will arrange a meeting with the EVC and input as much information as possible onto Evolve. The visit leader will then need to complete additional information as directed by Evolve, this will include letters, risk assessment, venue and transport etc. Adventurous activity venue providers that do not hold the Learning Outside the Classroom (LOtC) Quality Badge must be asked to complete a Provider Form which must be sent to them by the Visit Leader.

All planning documentation including letters, risk assessment and itineraries to be saved will be uploaded on to the Evolve platform, this will then trigger final approval. Ideally final approval must be sought at least six weeks prior to the visit occurring. In the case of residential, overseas or adventurous activities final approval must be sought no later than six months prior to the visit going ahead.

The full process and timeline can be followed using [appendix 3a](#). It is the visit leaders responsibility to ensure the process is followed and deadlines met.

18. Monitoring

This will enable staff, Academy leaders and governors the opportunity to monitor educational visits at any time. In addition the EVC will report to the governors annually.

On occasion throughout the academic year the EVC/Senior staff will conduct monitoring visits. During their monitoring visits they check;

- The Employer's guidance and establishment Policy is made available to all staff and volunteers who are involved in off-site activities and visits.
- All activities and visits comply with the employer's guidance and are formally approved as required.
- All staff involved in the visit are specifically competent to carry out such responsibilities as they are allocated.
- They are assured that transport arrangements are suitable and meet any regulatory requirements.
- Details related to specific off-site activities (including both participants and staff) are accessible to a designated 24/7 emergency contact(s) at all times in case of a serious incident.
- An Academy Risk Assessment and Management Form is in place which is suitable, sufficient and based on the 'Principles of Sensible Risk Management'.
- Staff are aware of appropriate emergency procedures and what to do in the case of other serious incidents or 'near miss' situations.

19. Volunteers

In the case of volunteers being used to support an educational visit (not for DBS) the Academy requires a completed 'Educational Visit Volunteer Form' to be completed and saved in the Visits and Trips area on the Academy system.

Volunteers that have regular contact with or will spend overnight with students must be referred to the Director of Business and Operations for DBS at least six weeks before the planned visit. This also includes volunteers for which there are any concerns.

20. Safeguarding

It is the responsibility of the Visit Leader, Group Leaders and all other staff involved, to safeguard and promote the welfare of students during an Educational visit. It is important that visit leaders ensure they are

informed of any student who may be particularly vulnerable or have specific safeguarding needs, and ensure that other staff are made aware as necessary.

The School's Child Protection Policy, the document 'Keeping Children Safe in Education September 2019' and the OEAP national guidance for *Safeguarding* provides further clarification of expectations whilst on an educational visit.

Mobile communication and social media can be a useful tool in organising visits. For example they can be used for disseminating information such as keeping parents informed about the progress of a residential visit. However the Academy encourages staff to be aware of the following;

- Comments and/or photographs shared on social media can appear very different when seen outside the context.
- Any personal information about vulnerable individuals being shared on social media could pose a risk (such as details of where they are spending a residential visit)
- Smartphones may give students access to unsuitable web content
- Individuals may be vulnerable to cyber-bullying.

21. Categorisation of off-site trips and visits

Every off-site visit or outdoor activity must be approved by the principal before taking place. For the purpose of approval, off-site visits are classified into three categories, please see below:

Category	Examples (not exhausted list)	Proposal Timeframe	Approval By
A	<u>Regular, Routine Trips/Visits</u> Local Trip Sports Fixture Theatre Cinema Park	Two weeks prior to Trip/Visit	Line Manager SLT Entered on Evolve
B	<u>Usually Annual Trips/Visits</u> Theme Park Seaside UK City Beyond your local area	12 weeks prior to Trip/Visit	Line Manager EVC SLT/Principal Approved by Evolve six weeks before trip/visit
C	<u>All Residential Trips/Visits</u> Visits abroad Visits in Hazardous environments Adventurous Activities	UK Residential Six months prior to Trip/Visit Overseas Residential 18 months prior to Trip/Visit	Line Manager EVC SLT/Principal AAT Health and Safety Officer Approved by Evolve 12 weeks before trip/visit

Authorisation

The Managing Director of the Aspirations Academies Trust delegates authorisation and approval for Category A, B and C visits to the Principal. In addition, the AAT H&S Officer is required to review and authorise all Category C visits.

Educational Visits Co-ordinators

Each Academy must nominate an Educational Visits Coordinator (EVC) who is responsible for coordinating all external events and visits and who has taken part in appropriate training such as the OEAP 6-hour training course for EVCs. For further details of the role and responsibility of the EVC, please refer to Outdoor Education Advisers' Panel National Guidance on EVCs.

The EVC should be carefully selected for the role by the Principal and should have practical experience of leading and managing a range of visits similar to those typically run by the establishment. Normally, but not exclusively, such competence will be identified in a person within the senior management team of the establishment.

A key role of the EVC is to assess the competence of staff to lead visits. If the EVC does not have the professional background and competence for this task it will be the responsibility of the Principal to fulfil this role.

EVOLVE

To assist in the planning, management, approval and evaluation of visits, Aspirations uses the EVOLVE web-based management system.

As well as being an efficient tool for planning and approving visits, EVOLVE also contains a variety of features including: search and report facilities, downloadable resources and information, staff records and visit history, gateway access for parents, etc.

Aspirations access can be found via this link to EVOLVE

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=aspirationsacademiestrust

EVOLVE must be used to plan and approve all visits.

Appendix A – One-off consent form for academy trips and other off-site activities

Please sign and date the form below if you are the resident parent with full parental responsibility and are happy for your child, *<name of the child>*:

- a) To take part in academy trips and other activities that take place off academy premises; and
- a) To be given first aid or urgent medical treatment during any academy trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - All visits (including residential trips) which take place during the holidays or a weekend.
 - Adventure activities at any time.
 - Off-site sporting fixtures outside the academy day.
 - All off-site activities for nursery schools.
- The academy will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the academy that you do not want your child to take part in any particular academy trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the academy – for example, year-group visits to local amenities – as such activities are part of the academy's curriculum and usually take place during the normal academy day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

.....
.....
.....

Signed (parent/carer) **Date**.....

Name.....

Appendix B – Consent form for individual academy trip or other off-site activity

<h1 style="margin: 0;">CONSENT FORM</h1> <h2 style="margin: 0;">EDUCATIONAL VISITS</h2>			
<u>STUDENT DETAILS:</u>		<u>VISIT DETAILS:</u>	
NAME:		DESTINATION:	
FORM:		DATE:	
DOB:		TIME:	
HOME TEL NO:		I acknowledge the need for my child to behave responsibly <input type="checkbox"/>	
<p>Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. All information will be treated in confidence.</p>			
When did your child last have a tetanus injection?			
If your child is taking medication, please give details, including whether it can be self-administered.			
Is your child allergic to any medication? YES / NO. If yes please specify:			
Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary.			
Family Doctor:		Telephone No:	
Address:			
<p>I am happy to let my son/daughter to make their own way home: <input type="checkbox"/></p> <p>I will collect my son/daughter at 4.30pm from: _____ <input type="checkbox"/></p>			
<p>As the resident parent with full parental responsibility, I give permission for my child to participate in the above academy visit, and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the academy visit. I understand that my child is covered by ACE European Group insurance, and that I am able to take out my own additional insurance if I wish. I will inform the academy of any change in the circumstances outlined above.</p>			
SIGNED: _____ DATE: _____			
PARENT Name in BLOCK capitals: _____ Address: _____ _____ Tel No: _____		Please give an alternative contact name and telephone number in case we cannot reach you in an emergency. Name: _____ Tel No: _____	

Appendix C - Planning Flow Chart