



South Gloucestershire and Stroud Academy Trust (SGSAT)

Educational Visits Policy

If you would like this document in an alternate format

Please contact the SGS Human Resources Department

Policy and Procedure Prepared by:	Craig Wheeler
Job TitleRole:	Assistant Accountant
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Approved by:	Board of Trustees
Date:	20 May 2020

Mandatory Initial Equality and Diversity Impact Screening

Main aim and purpose of the policy:	This policy explains how a complaint can be made and how SGSAT will respond to it				
Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified groups?	Implementation of this policy will promote equal opportunities for identified groups?	Implementation of this policy will promote positive attitudes and participation between groups?	Implementation of this policy will promote good relations between groups?	
Age	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Race or Ethnicity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy Maternity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Carers Care givers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Persons in care	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Specify any groups for which there is evidence or reason to believe that some groups or individuals could be affected differently:					
None					
How much evidence is there:	None	A little	Some	A lot	
Is there any concern that the policy may operate in a discriminatory way?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	None	A little	Some	A lot	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Carers Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>I am satisfied that an initial screening has been carried out on this policy procedure and a full Impact Assessment is not required</i>					
Completed by: Craig Wheeler		Position: Assistant Accountant		Date: March 2020	

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1. INTRODUCTION:

SGSAT supports the activities of schools that enhances, engages and enriches the learning and development of a student's education. Educational Study Visits (ESV) should be developed to give greater understanding to work taught within the classroom.

This policy describes the planning process for ESV's or off-site lessons, it contains the formal documentation (including a Risk Assessment) that must be completed and authorised by the appropriate Trust management in order to gain formal approval.

Trips and off-site lessons – For the purpose of this policy is any off-site trip or lesson carried out by the staff with students. However, this does not include local locations used on a regular basis as external teaching venues.

For regularly used local venues, a Trust Risk Assessment must be completed in accordance with the Trust Risk Assessment Policy.

2. RATIONALE:

“Outdoor learning supports academic achievement, for example through fieldwork projects, as well as the development of ‘soft’ skills and social skills, particularly in hard to reach children. It can take place on school trips, on visits in the local community or in the school grounds.” House of Commons Education and Skills Select Committee – February 2005

An educational visit can therefore be seen as any aspect of a student's education that takes place off the main school site and should include visits to such places as parks, museums, swimming pools etc. as well as residential trips and visits abroad.

The guidance in this policy must be read in conjunction with guidance, as that found within the Outdoor Education Advisors Guidance (OEAG), which is endorsed by the Health and Safety Committee (HSC) www.oeapng.org

3. ROLES AND RESPONSIBILITIES

3.1. TRIP ORGANISER

The Trip Organiser has full responsibility for the safe running of the activity including pre-planning, following guidance and ensuring all participants are aware of their roles. To achieve this the Trip Organiser will:

- Identify the clear purpose and objectives of the visit.
- Complete visit documentation, including Trip Costing Form, and obtain appropriate approvals for any off-site visits, no matter how short its duration, or regularity.
- Plan the itinerary in such a way as to account for all times on the visit including meal and ‘down’ times particularly on residential trips.
- Have prior knowledge of the venue – the Trip Organiser should normally have made an exploratory pre-visit.
- Inform parents and seek permission/consent, detailing the nature, purpose and related activities involved in the visit.
- Allocate supervisory responsibilities to each adult for named students and ensure that each adult knows which students they are responsible for. Likewise each student knows which adult is responsible for them and that the adult is responsible to the Trip Organiser for the supervision of the student assigned to them.
- To ensure all adults involved in supervising the visit are aware of the risk assessment including ‘Plan B’ and the expected standards of behaviour.

- To continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.
- Ensuring the trip is value for money and the financial regulations are adhered to.

3.2. HEADTEACHER

Headteachers should ensure that all visits follow policy guidance and schools' other relevant policies and procedures and to:

- Ask questions about a visits' educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the student group? Why has the venue been chosen? Is the visit inclusive for all students? Is the trip value for money?
- Ensure all aspects of risk management have been considered and risk managements for travel, accommodation and activities been carried out prior to departure.
- Ensure visits have appropriate educational merit and provide documentation.
- Measures exist to obtain parental consent on a basis of full information, which should be provided beforehand, and investigate parental complaints.
- Approve educational visits documentation (Trip Costing Form and Risk Assessment)
- Provide training on process, changes and guidelines to all staff on an annual basis.
- Ensure the visit has appropriate support ratios and adequate cover for health and safety, first aid, medication and behavioural management.
- Organise the emergency arrangements and ensure that there is an emergency contact for each visit.
- Keep records of individual visits reporting of accidents and 'near accidents'
- To ensure that visit evaluation is used to inform future visits and training needs. Further training should be made available if needed.

3.3. ROLE OF THE STUDENT

Students must be provided with information and guidance prior to the trip so that they know what is expected of them, what the trip entails and arrangements in place. Students must also be informed of the behaviour expected of them and the rules of the trip. Information should include:

- The aims and objectives of the trip,
- Background information about the trip,
- Relevant custom and culture of the visiting country,
- Safety precautions in place,
- Special arrangements for anyone with a disabilityspecial needs,
- Standard of behaviour expected (including consumption of alcohol),
- Who is responsible for cohort,
- Rendezvous procedures,
- What to do if separated from group, and
- Emergency procedures, including details of accommodation and contact numbers.

4. PLANNING PROCESS

In order to gain approval for a proposed trip the organiser must complete a Trip Costing Form and Risk Assessment. The approval is required before any aspect of the trip can be booked.

The Trip Organiser is responsible for ensuring that all completed documentation is sent for approval to the appropriate Headteacher. The forms should be sent to the Assistant Accountant at least 4 weeks (10 weeks for residential) before the planned trip. Any forms submitted less than 4 weeks before the trip will not be approved.

Accompanying the forms should be detailed information on the names of the students and staff attending, medical conditions, religious considerations, transport used, emergency contact details for every staff member and students and accommodation details.

The Assistant Accountant will check all forms.

The approval levels for trips are as follows:

Trip Value	Approval Required
All Trips	Headteacher
£0 - £1,000	Assistant Accountant
£1,001 - £20,000	Finance Business Partner
£20,000 +	Board of Trustees
Overseas	Chief Financial Officer/Director of Finance

Please see Appendix B for further information on the financial considerations of a trip.

Once the trip forms have been approved the trip can be booked and letters can be sent home to parents for them to give consent for their child to go on the trip. Parents must always be aware when their children are undertaking a visit and will be off school premises.

All reply slips must be collected before the trip (bearing in mind that some students in care of social services may also need to get additional permission from them). No student will be allowed to go on a visit without parental permission. Authorisation for the Trip Organiser to act for the child in the event of a medical emergency should be implicit within the permission.

Payments from students can be collected using the procedures laid out by the Trust. A preferred method is Parentpay so that cash is not being collected by the schools.

A pre-visit can be carried out (costs of which must be included within the Trip Costing Form) and websites and documents should be studied carefully which any relevant information to the trip should be shared with staff and, if appropriate, students.

The Trip Organiser should liaise with the Headteacher and Assistant Accountant regarding any changes to the approved itinerary and arrangements.

A meeting for parents should be held, if deemed necessary, prior to the trip to brief them fully.

4.1. ITINERARY

A full itinerary for all trips over 1 day must be completed within the trip form. This allows authorising management to check Risk Assessments are in place for all activities planned during the visit.

It is also important that even when the trips are short, e.g. of 1 day or less, that emergency arrangements are included within the Risk Assessment.

Trip Organisers must ensure that they have a copy of the relevant approved forms (including Risk Assessment) and a list of student details with them during the trip and emergency contact details for the school management team should an issue arise.

4.2. DURING THE TRIP

- Throughout the duration of any off-site trip, the students and staff will be expected to adhere to the policies and procedures laid down in other SGSAT policies (specifically the Behaviour Policy, First Aid Policy and Health and Safety Policy). Where specific medical plans exist the Trip Organiser is responsible for ensuring that all staff and accompanying adults are aware of the plan.
- Staff Code of Conduct Policy is adhered to throughout the trip, even when not with students.
- One of the key features of all visits is the need for all staff to be involved in on going risk assessments. Trip Organisers need to make decisions on the on-going basis regarding the safety of the visit. It may be necessary to liaise with the Foreign and Commonwealth Office for overseas trips.
- Support ratios and student groupings depend upon social interaction and behavioural issues presented during the day. All members of staff need to be aware of the plans and procedures identified for dealing with students with specific behavioural plans.
- Trip Organisers must take a mobile phone in order to remain in contact with the school (and vice-versa) during the time off-site. In the event of an emergency, the school must be contacted immediately (or as soon as is practical) in order that the Headteacher can take charge of the management of the incident. This procedure will follow the school's Emergency/Crisis Plan.
- All adults accompanying the trip must receive a copy of the Risk Assessment prior to the trip. This Risk Assessment should include mobile numbers of all adults accompanying the trip.
- All students should be assigned to a group supervised by an adult. Regular head counts will be taken throughout the day to ensure students are always accounted for.

4.3. REVIEW

- All journeys and visits off-site must be reviewed and evaluated in relation to the visit aims and purpose in order to aid future planning. It is the responsibility of the Trip Organiser to inform the Headteacher of any specific issues effecting future visits concerning the venue, the transport or the group.
- In the case of a residential or outdoor or adventurous activity, this will take the form of a formal meeting in the week following the trip.

5. INSURANCE

When a trip is undertaken as part of the normal school curriculum, even though it is conducted off school premises, the insurance arrangements for the school will prevail, assuming that this does not include specialist activities. The Trip Organiser must check the need for additional travel insurance depending upon the nature of the activity to be undertaken. For Overseas trips exclusions in respect of certain locations are advised by, and updated by, the Foreign and Commonwealth Office on a regular basis. For up to date information on restrictions, Trip Organisers must check the Foreign and Commonwealth Office website. Other places information can be obtained from is National Travel Offices in the UK, Embassies, Travel Agents, etc.

If a trip is organised through a travel company and is inclusive of travel insurance, details of the insurance cover, insurance company and policy number must be included and detailed in the Risk Assessment. All providers must hold a £5 million Public Liability Insurance.

6. VOLUNTARY HELP

The use of voluntary helpers should only be permitted by the Chief Financial Officer. This permission will be based upon knowledge of the volunteers and their previous experience and training (on the job). The fact that help is voluntary does not negate the legal

responsibility of those involved. The Trip Organiser will be responsible for the conduct of all helpers, voluntary or otherwise on the trip. The Trip Organiser will also ensure that all adults accompanying the trip are made aware of the risk assessment as well as relevant school policies with regard to behaviour, first aid, etc.

Please note that children under the age of 18 belonging to staff should not accompany their parents on a trip unless they are entitled to through attendance at the school. Children over the age of 18 can accompany the trip providing they are supporting the school with student to adult support ratios.

DBS checks should be carried out by the office on all volunteer helpers – hence much advance notice is needed and those intending to use voluntary help should liaise with the SGS College Human Resources as early as possible in the planning phase. Any DBS costs need to be included in the cost of the trip on the Trip Costing Form.

All volunteer helpers have the same responsibility to follow the instructions of the Trip Organiser.

7. TRANSPORT

Parents should always be informed of the type of transport to be used and risk assessments carried out.

Hired transport – The school should ensure appropriate levels of supervisory staff are available to ensure the safety and welfare of all Students. The driver of the coach has no responsibility for the behaviour and conduct of the Students. For usage of a Trust minibus please refer to the SGS Minibus Procedure.

Uses of private cars – Parents are occasionally asked to transport their own child to a venue. If they are asked to take a friend of their child they will be asked to sign the consent form, as will the parent of the friend.

Staff who take their own cars on trips must ensure their passenger's safety, that the vehicle is roadworthy, and that they have the appropriate driving licence and insurance cover for carrying colleagues (business insurance).

8. TRIPS ABROAD

There are additional factors to consider when arranging trips abroad. These include:

- Transport – drivers must be aware of driving regulations/rules in the countries being visited and those on route, including driver's hours and record keeping. Information is available at Driving Abroad.
- A full Public Service Vehicle (PSV) licence is required for any staff taking a minibus abroad (D or D1 categories are only permitted within the UK).
- If a tour operator is being used, then Trip Organisers must ensure that it is reputable, ie, Air Travel Organisers Licence (ATOL).
- Details of any vaccinations required.
- Passport and Visa requirements (at least 6 months on a Passport).
- European Health Insurance Card (replaced the E111 in Jan 2006) – please note these must be carried on your person in order to be of use (not left in a hotel).

Host families - homestay during exchange visits

Schools within the Trust may make arrangements for children 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 pupils to develop their confidence and expertise in the use of other languages.

Schools and colleges have a duty to safeguard and promote children's welfare, as defined at paragraph 4 of [Keeping Children Safe in Education](#). This extends to considering their safety and how best to minimise risk of harm to those children during any exchange visit the school arranges, and when organising for the care and accommodation of a child with a host family (known as homestays) as part of the exchange.

Any exchange visit arrangements must be compliant with Annex E - Host families - homestay during exchange visits [Keeping Children Safe in Education](#).

APPENDIX A: RISK ASSESSMENT CONSIDERATIONS

A Risk Assessment must be completed for all trips and completed by the Trip Organiser or a Risk Assessment must be supplied by a third party where they will be responsible for supervising aspects of the trip or any planned activities.

The object of the Risk Assessment is to identify the foreseeable hazards associated with the trip and to ensure that suitable controls have been selected in order to reduce the risk to an acceptable level.

The Risk Assessment should record the significant risks identified for the trip and must include any activities under the direct supervision of Trust staff.

The Risk Assessment must remain valid for the period of the trip and reflect current knowledge of the activity – therefore, staff must be prepared to review the Risk Assessment during the trip should conditions change significantly.

Where appropriate, an exploratory trip is always beneficial so potential hazards can be observed and appropriate control measures introduced. However, if this is not feasible then the Trip Organiser should, as a minimum measure, obtain specific information from the venue, Tourist Information, etc so as to ensure a suitable and sufficient Risk Assessment is completed for the trip. This should include any licensing documentation relating to specific activities covered under the Adventure Activity Licensing Regulations 2004, e.g. caving, trekking.

The Risk Assessment should also consider:

- The location, routes and modes of transport, including:
 - Passenger safety,
 - Competence, experience and training of the driver, inclusive of appropriate valid licence,
 - Number of driving hours required and length of driving day,
 - Type of journey,
 - Contingency in case of break down,
 - Stopping points,
 - Special educational or medical needs of students and staff. Any limitations or issues should be taken into account and incorporated into the Risk Assessment.
 - Religious considerations of staff and students.
 - Seasonal conditions; weather and timings.
 - Supervision, including remote supervision arrangements.
 - Telephone numbers and emergency contacts if lost.
 - Money.
 - Maps/Plans and any other information for them to act effectively.
 - Location of local phones and appropriate action.
 - Knowledge of how to summon help.
 - Knowledge of restricted areas and activities; and
 - Identity cards and a rendezvous point.

As stated the Risk Assessments must also give consideration to students with special educational or medical needs, and arrangements for coping with any emergencies, this is particularly important in remote areas or for hazardous activities.

The Risk Assessment controls, where appropriate, can also include details on:

- Any particular equipment required.
- Communication arrangements (loan phones are available from Reception).
- Competency of supervising staff.

- Emergency procedures (including provision of First Aid staff should the need be identified). Regardless of the risk there must always be formal arrangements in place to cover First Aid – for low risk local trips, it may be appropriate to ‘appoint’ someone to take charge in an emergency (in effect, responsible for calling the emergency services) rather than to take a fully qualified First Aider. For overseas trips the First Aider must be First Aid at Work (3 day course) qualified.

SUPERVISION

When considering supervision on trips, it is paramount that there is a high enough ratio of supervisors to students. Factors that need to be considered include: gender, age, ability, special educational needs, medical needs, religious considerations, disabilities, behavioural history, nature of activities, duration of journey and type of accommodation.

Staffing ratios are difficult to prescribe, as there are many variables that need to be taken into account – however, as a general guide:

DAY TRIP – At least one staff member for a day trip for 20 students.

RESIDENTIAL – At least one staff member for residential trips for every 10 students (supervision must include staff of the same gender as the students).

ABROAD – Trips abroad require one extra member of staff for contingency planning e.g. supporting a student who needs to return home.

NOTE – For residential, or where medical conditions/disabilities dictate, supervision and/or First Aid arrangements must include staff of the same gender as the student.

REGISTER OF DETAILS

- A register of all attendees (staff and students) must be completed for all trips.
- A register of all attendees must also be left with the 24 hour emergency contact for all trips where an overnight stay is planned.

PERSONAL DETAILS AND CODE OF CONDUCT

- A Personal Details Form must be completed for all staff and students attending a trip, residential or abroad.
- Where a Risk Assessment has identified significant risks, the information will be passed on to parents/guardians in order to allow them to make an informed decision with regards to parental/guardianship consent. This information must be included with any trip information packs sent to parents/guardians or covered within any parental/guardianship briefings as appropriate.
- Parental/Guardianship consent is required for any students under 18 or for adults that have been identified as vulnerable.
- Students must sign to declare that they will abide by the Trust’s Student Code of Conduct.
- The Personal Details Form should also give the individual’s Medical Information.
- If medical conditions are highlighted, consider if:
 - A doctor’s note is required to participate;
 - An individual risk assessment is required;
 - Trust insurers should be informed;
 - Extra staff/support workers are required.

All Personal Details Forms must be submitted to the Headteacher to allow checking that medical conditions or disabilities have been considered and that appropriate controls have been put into place, monitored and recorded through the Risk Assessment.

MEDICAL CONDITIONS AND THE ADMINISTRATION OF MEDICATION

For guidance on the Health and Safety aspects of managing students who may need assistance with medication, please refer to the Trust's Administration of Medication Procedures.

ACCIDENT AND EMERGENCY CONSIDERATIONS

- Contingency planning must be implemented for reasonably foreseeable emergencies, bearing in mind the likely hazards and the type of trip.
- The Risk Assessment process must be used to identify the level of First Aid cover required for each trip. All trips must have at least one member of staff appointed to take appropriate action in an emergency. However, the Risk Assessment process may identify the need for a member of staff to hold a full First Aid Certificate when more hazardous activities are planned or the trip is remote from normal emergency procedures.
- There must always be a travel First Aid Kit in any vehicle used for the trip.

EMERGENCY CONTACT

The Headteacher should be the emergency contact for any trip; however, where this is not possible a named emergency contact will have been briefed of the venue, location, itinerary and activities involved. They will hold the contact numbers for staff and students and will have been made aware by the Trip Organiser and Headteacher of the plan in the event of an emergency. It is advisable that this person be able to drive, and have access to a vehicle and phone line to the Trip Organiser (in addition to the one such as the school number, which may be blocked by parents incoming calls.)

CONSUMPTION OF ALCOHOL

Alcohol should not be consumed on school trips.

BEHAVIOURAL RISK ASSESSMENT

Where it is considered unsafe to include a particular student because there are serious doubts concerning their behaviour or it is felt that they represent a significant risk to themselves or others within the group (including staff), the Headteacher will make the final decision on whether the student should access the trip and suitable alternatives that will meet the educational needs of the visit will be planned.

APPENDIX B FINANCIAL CONSIDERATIONS

For financial purposes trips will be classed as Essential and Non-Essential:

- **Essential** – these are for trips that need to take place because the teaching and understanding cannot be achieved in a classroom (or equivalent) or within the school grounds. This means that the students cannot pass the course without this trip having taken place. i.e. Geography Coursework Fieldtrip. The school cannot charge students for attending this trip therefore the costs are met by the funding that the school receives. These trips need to be planned as part of the Curriculum and Budget Planning in the year prior to the academic year that the trip is to take place so that budget can be allocated to cover the costs of the trip.
- **Non-Essential** – these trips do not prevent the student from passing their course if they do not attend but are designed to enhance the learning experience. These trips are chargeable to the student and payment must be received before the trip takes place as the school cannot subsidise the trip. Students must pay these fees in full at least 2 weeks prior to the date of the trip (5 weeks for residential/overseas trips). Included in Non-Essential trips are Reward/Enrichment Trips. These trips must be included in the Budget Planning in the year prior to the academic year that the trip is to take place so that budget can be allocated to cover the costs of the trip. If no budget is available then the trip cannot go ahead.

TRIP COSTING FORM

Trip Costing Forms capture a break even income and expenditure account associated with the trip. SGS Academy Trust reserves the right to charge for trips with the exception of Essential trips.

Where the income incorporates fees chargeable to students, these are to be flexed appropriately to achieve a break even position. Fees charges to students should be charged to the nearest £ ensuring all costs are covered.

Depending on the number of staff members accompanying the trip, staff cover costs may result. In these circumstances the cost of supply staff are to be incorporated in the Trip Costing Form.

The cost of transporting the students on the visit are a cost of a trip. Where a SGS Academy Trust minibus is to be used to transport students a daily rate of £50 will be charged to cover the usage of the vehicle and this cost is to be included on the Trip Costing Form.

Staff subsistence is a cost of the trip. Subsistence expenses incurred by staff and volunteers whilst on a trip are to be incurred and reimbursed in line with the Travel, Subsistence and Personal Expenses Policy and Procedures. Meal allowances are expressly forbidden from being included within a pre-paid 'credit card' style card or a cash float.

Before agreeing to accompany a trip, staff members must consider the timing difference between incurring subsistence expenses whilst on the visit and when these expenses will be reimbursed.

When costing the trip a final 'management fee' will be calculated based on the cost of the trip and will be charged as follows:

- All UK based trips of any duration – 5%
- All overseas based trips of any duration – 10%

This costs represents the administration involved in the planning and organising of the visit by the various Trust departments and protects the Trust from any unforeseen expenditure increases brought about through, for example, exchange rate movements in respect of overseas costs, or price rises for entrance tickets not purchased in advance, etc.

Pre-paid 'credit cards' style cards can be made available for Trip Organisers in advance of overseas trips. Such cards will only be made available to Trip Organisers for expenses not able to be paid for in advance of the visit taking place, for example, entrance tickets, hostel room tax often levied directly by hostels at checkout, etc. The Trip Organiser must clearly indicate on the Trip Costing Form if they have any requirements for a pre-paid card.

VOLUNTARY CONTRIBUTIONS

The basic principle underlying the charging provisions of the 1988 Act (ERA 1988) is that education provided by any maintained school for its registered students should be free of charge if it takes place wholly or mainly during school hours. There is also the principle that an educational visit mainly outside the school day should be free of charge if it contributes to the delivery of the National Curriculum. Visits that are non-educational should not take place during school time.

Voluntary contributions can be requested for any educational visit that takes place during the school day; however a student cannot be prevented from taking part in the visit on the basis of a family not making any or sufficient contribution. Costs can be calculated against transport, board and lodging, admission costs, costs of appropriate non-teaching staff, incidental costs of staff, materials and equipment and insurance costs. If there are insufficient contributions to cover the cost of an activity then the activity will be cancelled.

COMMITMENT

Trip fees should only be charged to the student in relation to an approved trip.

Once expenditure in relation to the trip has been committed for the student no refund will be made should they change their mind and decide that they no longer want to go. The same also applies to students who are no longer allowed to go due to behavioural issues. This must be communicated to students at the time that they are making the decision to participate in the trip.

If the expenditure has been made and the student has not yet made payment for the trip and changes their mind the fee will remain payable to cover the costs of the expenditure made. It is thought best practice to only commit expenditure for those that have paid the trip fee.

PAYMENT OF TRIP FEES

The payment of trip fees must be made by cash or cheque to the Reception or main office of the respective school and recorded against the relevant trip code.

The Trust also uses an online payment facility in which parents can made payment by debit or credit card online either through the website or at a paypoint in local locations.

No money should be collected by Teaching Departments under any circumstances in relation to trip fees.

Once on the trip, should circumstances transpire where a student needs to return home earlier than planned the student will normally be required to meet the costs of such arrangements.

PUPIL PREMIUM

Trips where students who are in receipt of Pupil Premium must be included in the Budget Planning in the year prior to the academic year that the trip is to take place so that budget can be allocated to cover the costs of the trip.

APPENDIX C - APPROPRIATE BOUNDARIES WHILST WORKING WITH STUDENTS ON ESV's

The aims of these guidelines are to:

- Increase awareness of each member of staff's need for appropriate, consistent, responsible professional boundaries whilst participating in Educational Study Visits.
- Assist members of staff to use clear boundaries to protect students and themselves from engaging in ambiguous behaviour, or communication that could be misinterpreted, inappropriate, illegal or harmful to the students.

It is important that clear boundaries for students around **appropriate behaviour and conduct** are clearly outlined pre the trip commencing. These should tie in with appropriate school and Trust behaviour expectations and Health and Safety assessments.

Considerations include:

- Clearly outlining expectations around behaviour, conduct, alcohol, drugs, curfews, scheduling, initiation ceremonies and illegal activity.

APPROPRIATE BOUNDARIES WHILE WORKING WITH STUDENTS ON TRIPS

School trips demand even greater vigilance and adherence to best safeguarding practice and it is essential that all staff remind themselves of the policies and practices of the school and the Trust in relation to safeguarding before all offsite activities.

BREACH OF POLICIES REFERRED TO IN THIS GUIDANCE

The Trust will take seriously any instances of non-adherence to the relevant Trust policies by any member of staff. Any breach of the Trust policies referred to in this guidance may be investigated and, where appropriate, action will be considered under the Trust's Disciplinary Policy.

The following are the main policies and procedures referred to in this document, they are all available on SharePoint.

- Data Protection Policy – Social Networking (staff)
- IT Acceptable Use Policy
- Safeguarding Children, Young People and Vulnerable Adults Policy
- Staff Disciplinary Policy