



THE BOHUNT EDUCATION TRUST POLICY FOR ALL RESIDENTIAL AND NON-RESIDENTIAL EDUCATIONAL VISITS/ACTIVITIES INCLUDING ALL SPORTS FIXTURES

(Written in conjunction with Hampshire County Council guidelines – see these for additional information and detail)

Any activity in or out of school hours organised by a teacher is automatically done in the name of the school and therefore the teacher, in conjunction with the Principal, carries a responsibility in law.

Purpose

Trips and visits should:

- i) Normally be integrated into the curriculum of the school/department which is running the activity
- ii) Arise out of the classwork being undertaken
- iii) Principally be used to further the levels of attainment of each student being sought within each subject
- iv) In the main be geared to supporting the needs of students in the Upper School
- v) Normally be available to all students studying a particular subject irrespective of personal circumstances
- vi) Build personal attributes (e.g. self-confidence) and skills as well as knowledge.

Organisation

Most important - plenty of advance notice

Visits in school time should (where possible) be planned in the Summer Term for the following year's calendar. A PFI Trip Proposal Form and approved Finance form should be submitted to the school's Educational Visits Coordinator (EVC), John Lodge (JLE), for discussion at an SLT business meeting before you do anything else.

All trips are to be put through Hampshire's online Evolve process (www.hampshireoutdoors.com). On the Evolve website you can find copies of the key forms required (Finance, Risk Assessment and Medical & Consent) as well as other useful information: Click on 'Resources' tab and then the pink icon ('Guidance, Policies and Documents').

The person organising the trip and the second in charge of the trip (and ideally most of the staff on the trip) should have been on the in-school training on leading trips and visits. It is best practice for one member of the group to have undertaken an Outdoor Leader course and also have a trained First Aider.

The trip, and in particular the deployment of staff, must be discussed fully with the EVC, John Lodge (JLE), before the Evolve form is filled in.

If the trip is being organised entirely or in part by a third party, then you must undertake 'due diligence':

- Check the third party has appropriate insurance in place
- Establish how long the third party has been providing this service
- Request and check references
- Request and check paperwork for appropriate qualifications
- Ask for the appropriate risk assessments and check their quality
- Seek information about previous accidents or relevant incidents.

Any Hazardous or Residential Trips have to be approved by the EVC, the Principal, the Governors, Philip Avery (BET EVC, via Evolve) and County so the initial submission of the Evolve form must be submitted to JLE **at least 12 weeks before the trip.**

It is imperative that the financials are approved (and then attached to the Evolve Form before it is submitted) **before** the initial letter goes out.

Letters must be approved **before** they are sent to parents (this is done by emailing them to the Principal's PA, Sharon Harvey (SHY), who will then sort the formatting and approval. The letters should also be attached to the Evolve form.

In any letters, a date must be set and adhered to in order that consents or expressions of interest can be collated and other essential tasks, e.g. planning for the inclusion of students with additional needs, can be completed prior to the formal announcement to successful applicants. If there is competition for places, then getting consents or expressions of interest back on time must be used as a way of deciding who goes.

The initial letter is important in terms of information given and so should include all relevant information as outlined on the PL I Form.

Letters may be sent out by staff, but only after they have been approved by the Principal's PA, Sharon Harvey.

The trip organiser should liaise with Felicity Cooper (FCR) at every opportunity to ensure that the visit is set up on Parent Pay and any subsequent changes in numbers or attendees are recorded.

Sign-off for trips is done by the receipt of payments, or it is assumed for free trips such as school fixtures. If you do not have sign-off and/or medical forms from particular parents, then please chase parents for these.

Staff should not collect money themselves.

TEN WEEKS prior (12 weeks prior for residential or hazardous trips) the Evolve form should be fully completed with the risk assessment, itinerary and additional letters attached, staffing updated and any notes from the EVC, Principal or County answered.

TWO WEEKS prior (and one-week prior) a reminder should be put in the Staff Bulletin if students and staff will be missing in class. It is also an idea to put a list of students out (unless it's a whole Tutor Group) via the all staff email group.

TWO WEEKS prior to the trip the organiser should see Felicity Cooper for an up to date non-payment list, and ensure it is clear who is chasing non-payers: Felicity or the trip organiser.

ONE WEEK prior to trip the organiser should hand over the information pack to the named contact back at base. For a checklist see BC I Form. Reception has access to all the information through the Evolve website.

ONE WEEK prior to trip let the kitchen know numbers of students who will be out on any given day.

Any queries regarding the organisation of trips or activities, please see JLE.

Any queries regarding the Finance or Administration, please see the Finance Assistant (Felicity Cooper).

Expenditure

Any request for cheque payments should be supported by documentation, e.g. copy invoice, and attached to a cheque request form – available from Felicity or Finance shared drive.

Please allow at least 10 working days for currency.

A copy of any invoices received by Felicity will be forwarded to the trip organiser for approval for payment. Please return these copies as soon as you can to avoid delays in paying.

After the trip please ensure all receipts are given to Felicity.

Any surplus cash or currency should be clearly labelled and handed to Felicity – **do not leave money lying around.**

Felicity will reconcile the account and in the event of a deficit, this will need to be met from the departmental budget. So get your figures correct at the beginning.

Please do try not to leave things to the last minute as this can lead to errors and bad feeling.

Emergency Procedures

In the case of an emergency, your first concern is the safety of the students and then for the safety of other adults on the trip/visit; this includes the calling of emergency services if relevant. Once there is space to reflect:

- Categorise the incident using the Serious Incident Management Form (SIM I Form)
- Collect the required information
- Follow the correct procedure on the Emergency Procedure Flowchart (EP I form)

It is useful to note take as the trip goes along anyway (medicines taken by students, illness, positives and negatives of the trip, great student quotes etc.). In an emergency situation allocate an adult as note-taker and ensure key points, decisions and times are noted.

After the Trip

If particular things crop up during the trip (good or bad) then please briefly record these in the evaluation section of the Evolve Form. This part of the form can be filled in up to 29 days after the trip or visit.

Reporting injuries and accidents

Trip leads must report accidents to the Principal which result in:

- Deaths
- The situation being classed as a medium or major incident (see SIM I Form for categorisation)
- Over-7-day injuries (where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days)
- A member of staff, student or member of the public being taken to hospital for treatment to that injury (examinations and diagnostic tests do not constitute 'treatment' in such circumstances)
- 'Near misses', where a medium or major incident did not result, but could easily have done.

Updated March 2018