

Trips Policy

Purpose of the Policy:

Just Learn endeavours to provide a holistic education for our students. This includes where possible, involving our young people in learning outside school. We strive to provide our students with the opportunity to participate in educational trips that will motivate them as lifelong learners and that will prepare them both socially and academically for their future roles as responsible adults in society both globally and nationally.

This policy outlines the roles and responsibilities of all staff involved in managing and organising a school trip and outlines a plan of action from initial planning to actual execution of the trip. All off-site activities will operate in accordance with Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations Act 1992, the DfES guidelines for schools 2001; Health and Safety: Responsibilities and Powers and the Disability and Discrimination Act 2005. This policy also adheres to the DfES Guidelines on the Health and Safety on Education Visits.

Key Roles and Responsibilities

The Board of Trustees

It is required that the Board of Trustees to monitor the School Trip Policy as part of a:

- Regular health and safety agenda items
- Receive an annual report to be compiled by the Head of School

The Head of school

The Head of school will ensure that all school trips or off-site activities comply with the procedures of the Merton handbook "There and Back Again". If relevant there should be consultation with the Board of Management.

Responsibilities of the Head of school at Just Learn

- Appoint a competent Educational Visits Coordinator
- Ensure that the EVC has attended and completed an approved training course.
- Have final authorisation after consultation with the EVC on all school trips. The deputy head of school should take over this role if the head of school is on long term extended periods of absence.
- Ensure continuous staff development through relevant staff training.
- In consultation with the EVC ensure that party leader and other staff are competent in assessing and managing risk that might occur in the planned activity.
- Ensure the proper risk assessment and paperwork is completed. Ensure that all staff is aware of assessments and comply.
- Ensure that each trip is given written approval.

- Comply with LA monitoring arrangements and agree with the EVC a programme for monitoring off-site visits.
- Where a vehicle is being used for a visit the head of school should ensure that the driver is fully licensed to transport young people and that there is the correct staff-pupil ratio.

The Educational Visits Coordinator (EVC)

It is a requirement that each school or service has a designated EVC. This can be either the Head of school or a senior teacher/leader that the Head of school has deemed competent to carry out the job.

Roles and Responsibilities of the Education Visits Coordinator

- Liaise with the Head of school in order to approve trips.
- Ensure that competent people lead on trips.
- Support the party in leader in completing risk assessments.
- Check and approve risk assessments carried out on individual trips.
- Keep records of individual visits including reports of accidents or near accidents.
- Ensure that an evaluation is completed on each trip.
- Ensure that the number of staff is in line with the DfES guidelines. However, Just Learn Independent School insists that where possible at least two members of staff members go on a trip even if there are only small numbers going on the trip.
- Organise emergency arrangements and ensure there is an emergency contact for each visit.
- Review systems and practice.
- Ensure in liaison with the Head of school that staff carrying out trips or visits are adequately trained in completing risk assessments.
- Ensure all staff has up to date DBS checks and that parents or volunteers that attend trips have undergone appropriate child protection risk assessments.
- Where a vehicle is being used for visits liaise with the head of school to ensure that the driver is fully licensed to transport young people and that there is the correct staff-student ratio.
- A named first aider must be present for any trips taking place outside of the Merton area.
- A names first aider or responsible person must be present for any trips taking place inside the Merton area.

The Party Leader

The party leader is responsible for the overall supervision and conduct of a visit or activity which should be approved by the Head Teacher. The party leader should be where possible a teacher but can be with permission from the EVC another suitable member of staff, if the trip is carried out in accordance to the DfES guidelines.

Roles and Responsibilities of the Party Leader

- Write a plan for the trip linking it to the curriculum.
- Obtain the approval of the Head of school before the activity is scheduled to take place.
- Assess all foreseeable risks and complete a risk assessment according to the DfES and Merton's guidelines. The risk assessment should be amended where necessary. If possible, they should contact the facility regarding risk assessment and also check their website if they have one.

- Ensure that the visit or activity is carried out safely. Party leaders should monitor risks as part of the trip and modify risk assessments where necessary.
- Ensure that all staff members, volunteers and parents are aware of their responsibilities and have had adequate and appropriate training and experience to carry out their given roles.
- Ensure that the staff – young people ratios are correct and in line with government guidelines.
- Inform parents and gain consent, where appropriate. This is not necessary for PE lessons as it is completed as part of the admissions procedure.
- Complete Just Learn Code of Contact for trips with the young people.
- Implement Just Learn Behaviour Policy where necessary.
- At the end of each trip, the party leader is due to provide feedback in a debrief meeting to the head of school and SLT.
- A member of SLT must attend every school trip.

Roles and responsibilities of young people on an education visit

- Ensure that they don't take unnecessary risks.
- Follow the instructions of the staff on the trip.
- Adhere to the Just Learn Behaviour Policy.
- Behave sensibly.
- Sign and adhere to a Just Learn Code of Contact. A model of this is attached to the policy.
- Inform staff of any hazards that they notice while on the trip.

Parents and Carers

- Ensure that emergency numbers are provided.
- Sign and ensure that the consent form is returned.
- Be aware of the going home arrangements as plans will be individual to young people participating on the trip.

Charging Policy

Charging will be in line with the DfES guidelines.

Risk Assessment

Staff will complete risk assessments according to the Merton's guidelines (See 'There and Back Again') and the guidelines from the DfES Health and Safety of Pupils on Education Trips.

Code of Conduct for Trips

My objective is to engage in learning beyond the classroom.

For me, this will:

- Enhance my educational experience.
- Provide opportunities for personal experiences.
- Enable me to develop as a more self-sufficient learner.

However, to achieve this, I must:

- Be prepared to participate actively.
- Take responsibility for my actions and decisions.
- Be ready to forgo personal desires for the greater good of others.
- Honor the privacy and emotions of my peers.
- Acknowledge the authority of all staff members in making decisions.

Understand that there is a strict NO regarding:

- Any individual or group behavior that undermines the objectives of the educational trip.
- Any individual or group behavior that may cause harm to others during the educational trip.
- Any individual or group behavior that disrespects members of the public or those facilitating the educational trip.

If I engage in inappropriate behavior:

- I will accept the resulting sanctions and consequences.

Signed: _____ (Young Person)

Date: _____

Signed: _____ (Party Leader)

Date: _____