



# Trinity Academy Halifax

<b>Policy:</b>	Educational Trips and Visits Policy
<b>Date or review:</b>	December 2022
<b>Date of next review:</b>	December 2024
<b>Lead professional:</b>	Principal (or Vice Principal) and Educational Visits Coordinator (EVC)
<b>Status:</b>	Non-Statutory

## Key personnel in this academy

*Names and job titles should reflect the structure in each academy.*

<b>Name</b>	<b>Role</b>
Sarah Case (or Hannah Tuffnell)	Principal (or the Vice Principal) responsible for educational visits
Mathew Connor	Premises Manager (the Health and Safety Coordinator)
Gillian Bridge	First Aid Coordinator
Gillian Bridge	Welfare Officer
Nicki Clarke	Educational Visit Coordinator (EVC)

## **1. Purpose of policy and guiding principles**

- 1.1. The Directors of Trinity Multi Academy trust have overall responsibility for ensuring that each academy withi Health and Safety policy and arrangements. The Local Governing Body (LGB) has primary responsibility for each site, monitoring that appropriate policies and procedures are in place and are adhered to. The Principal of each Academy has a lead responsibility for ensuring health and safety of off-premises educational trips and visits in line with this policy and is responsible for approving any educational trips and visits subject to being fully satisfied with the suitable and sufficient assessment risk assessment which is bespoke to the trip/visit that has been presented to them.
- 1.2. The Local Governing Body and staff of each academy are committed to providing a learning environment which will

4.1. The following roles are key in the Educational Visits process:

- Trip organiser responsible for planning, leading and risk assessing the trip. Please see Section 8. **The trip leader, in most cases this is the organiser where possible, will be responsible for student safety and dealing with those, very rare, emergency situations.**
- Middle leader (e.g. a Curriculum Leader/Head of Department or Key Stage coordinator) usually the budget holder and gives approval in principle for the trip subject to a suitable and sufficient risk assessment being undertaken which is bespoke to the trip/visit.
- EVC signs the trip request form and questions its educational impact.
- Principal (or Vice Principal) gives permission for the trip to run.
- Educational Visits Co-ordinator supports the risk assessment process.

4.2. The current Educational Visits Co-ordinator (EVC) for this academy is shown on the first page of this document.

## 5. Planning

5.1.



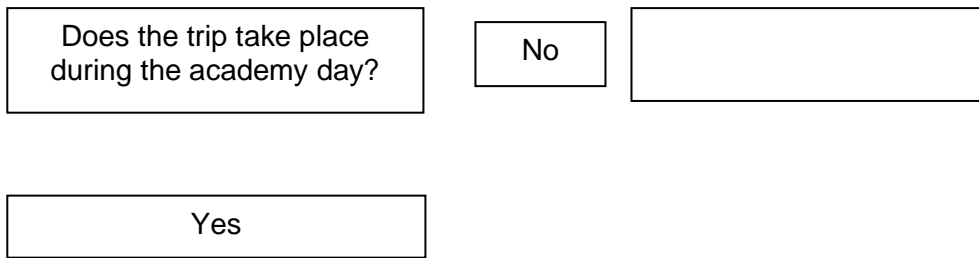
## 6. Approval from Senior Leadership

- 6.1. On completion of the *Trip Approval Form*, this is countersigned by the Curriculum Leader and submitted with the bespoke risk assessment to the EVC for submission to the Principal (or Vice Principal) to consider for approval..
- 6.2. Once you have been advised of approval by EVC, please refer to the flowcharts in **Appendix 1**.
- 6.3. Where needed devise a letter to parents. This should be completed by using the administration processes that are in place in the academy.
- 6.4. A list of the students who will be receiving your letter, should be provided to the admin team.
- 6.5. Distribute the letters to students.
- 6.6. At all stages, to





- **Appendix 1 - Trips and visits – planning flowchart for Trinity Academy Halifax**





## **Trip type A – visits that take place during the usual academy day**

This process is for trips and visits that:

- Are **not** residential.
- Do **not** take place on a Saturday or Sunday.
- Leave after

## Trip type B – visits that return on the same day

This process is for trips and visits that:

- Are **not** residential
- Do **not** take place on a Saturday or Sunday
- Leave and return the same day but outside timetabled lessons.

<b>Weeks before departure date</b>	<b>Action</b>	<b>Date completed</b>
At least four weeks before	Discuss potential visit with Curriculum Leader.	
Four weeks	Minimum notice - complete approval form.	
Four weeks	Book minibus/bus (as required). Draft letter forward to Trip Leader for final version	
Four weeks	Evolve process started and risk assessments from host organisation received.	
Four weeks	Set up payments system with Finance.	
Four weeks	Letters distributed to students and collated by EVC	

*Parent/carer made aware they need to make arrangements for their*



## Trip type D – residential visits

Time before departure date	Action	Date completed
12 months	international trip	
At least four months before	Discuss potential visit with Curriculum Leader.	
Four months	Minimum notice - complete approval form.	
Four months	Provisionally book the trip, establishing the minimum numbers required and the cost implications of not meeting minimum numbers.	
Four months	Draft a letter to forward to Trip Leader for final version. Ask for deposit to be paid within two to three weeks of the letter.	
After deposit deadline	<p>If minimum numbers have not been met at this stage, consider the financial implications and discuss with SLG link whether to still go ahead.</p> <p><i>stages of the trip planning process.</i></p> <p>Discuss alternative arrangements with the tour provider if minimum numbers have not been met.</p> <p>If the trip still represents value for money, then confirm the booking.</p>	
Two months to go	<p>Evolve process started and risk assessments from host organisation received.</p> <p>A list of students is established and admin will gather medical information. The trip leader <b>must</b> discuss any issues or concerns with the SENCO, KSY, LMC</p> <p>Any behavioural concerns must be discussed with the Principal (or Vice Principal) <b><u>at this stage.</u></b></p>	
Two months to go	<p>Check with Finance that payments are up-to-date.</p> <p>If payments are not up-to-date, contact parents and discuss any issues. (Finance can offer payment plans).</p> <p>If payments are not up-to-date, consider alternative arrangements, such as offering the trip to a wider group of students. Discuss the financial implications with your SLG link</p> <p>Plan the parents meeting and discuss with admin any support that might be needed on the night.</p>	
One month	Hold parents meeting. Deliver information to parents on the agenda	

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## Appendix 2 – Trip approval form

### Request for residential, off-site and visiting speakers form (December 2020)

Please read the Educational Trips and Visits policy prior to submitting this form.

**All** parts of this form should be completed and submitted with the any relevant information.

Notice periods required:

- Residential Trips not less than 4 months
- Non Residential Trips or On site events/visitors not less than 4 weeks

#### Type of trip

Residential

Non residential

Within

Academy mini bus  
(seats 15 students)

External coach hire