

The Rural Enterprise Academy



TREA: VISITS POLICY

Approved by Governors: **December 2017**

Review Period: **3 years**

Review by: **December 2020**

1. Roles and Responsibilities

The responsibility for the implementation of this policy and provision rests with the Principal. On an operational basis, the management, responsibility and evaluation of this policy is undertaken by the Principal.

2. Suggested Audience

All learning and teaching staff.

3. Related policies

This policy is part of a suite of policies which should also be referred to:

- Safeguarding incorporating Child Protection Policy
- Behaviour Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Charging and Remissions policy
- First Aid policy
- Crisis Management Policy
- Supporting Pupils with Medical Conditions Policy

4. Academy Mission Statement

“The Rural Enterprise Academy: educating, nurturing and inspiring our future rural entrepreneurs”

5. Introduction

Learners can derive a good deal of educational benefit from taking part in visits. Educational visits play a major role in the education and development of young people; they can contribute significantly to the development of cross curricular skills and for The Rural Enterprise Academy (TREA) visits are an inherent principle of the curriculum. We aim to include the use of problem solving methods and approaches to learning and encourage responsibility, self-confidence and self-reliance therefore visits will be of great importance. This policy and the accompanying procedure are designed to help teachers, Governors and other interested parties to ensure that learners stay safe and healthy whilst on REA visits.

6. This policy draws on information contained in:

Health and Safety: Department for Education Advice on legal duties and powers for LAs, Headteachers, Staff and Governing Bodies (DfE February 2014)
<http://www.hse.gov.uk/services/education/school-trips.pdf> School Trips and Outdoor Learning Activities: Tackling the Health and Safety Myths (Health and Safety Executive, June 2011)

7. Aims and Objectives of TREA Educational Visits:

- 7.1 To give all children a wide range of high quality experiences outside the classroom.
- 7.2 To provide Academy staff with easily accessible advice, guidance and resources as well as good professional development opportunities.
- 7.3 To make the case for the unique contribution that Academy trips can make to children's lives.
- 7.4 To encourage parents and carers to back Academy trips.
- 7.5 To encourage partnerships between the Academy, its sponsors, local providers and other organisations over out of school activities.

8. In deciding if a visit application merits approval the Academy will consider the following:

- 8.1 There are clear and justifiable objectives for the visit. For example where does it fit into the structure of the year and curriculum plans? What is the value of the event to individuals and groups?
- 8.2 The visit leader is clearly identified and sufficiently responsible and capable of taking charge of the particular visit.
- 8.3 All parents/carers sign a yearly visit permission form so parental consent is only obtained if the visit is for an overnight trip or longer or if the trip is abroad. However parents will sign additional consent forms for visits that last for more than one day, require an overnight stay, are high risk or take place abroad. Parents will always be notified of any activity off site, with the exception of activities that take place on the SSC, Rodbaston site.
- 8.4 Participants are aware of the visit objectives and have been prepared, briefed or involved in the planning, as appropriate.
- 8.5 All transport arrangements have been adequately assessed. The venue is either known or the visit leader has undertaken a pre-visit in order to assess the suitability of the size and to enable risk assessment (s) to be produced. Occasionally, for a distant destination this process may be replaced by information and advice received from other sources. Where this is the case the risk assessments must take this into account and the leader must be sufficiently experienced.
- 8.6 Written risk assessments and control measures to minimise risks must be produced. Control measures must be understood and complied with by all persons staffing the visit.
- 8.7 A check must be made to ensure any provider has public liability assurance of at least £5 million as well as suitable arrangements for participant welfare.
- 8.8 Consideration must be given to deciding if contractual insurance (personal accident and travel insurance) is necessary for the participants and staff and for informing parents about any cover applying to the visit
- 8.9 The financing of the visit must comply with TREA Charging and Remission Policy.
- 8.10 An emergency procedure is in place which includes means by which TREA and the group are able to contact each other.
- 8.11 The teaching implications due to staff and learner absence.
- 8.12 The appropriateness of the timing of the trip in the academic year.

9. Decisions

- 9.1 A final decision with regard to commissioning and enabling a visit or event is taken by the Principal who will base the decision on the above objectives and criteria whilst also giving consideration to the balance of teaching implications and the value of the trip.
- 9.2 The vetoing of the visit does not prevent it being reviewed and implemented at a future time. As a result this could then facilitate a smooth progression to the academic year, reducing any detrimental effects to teaching across the school.

10. Following the Visit

- 10.1 Evaluation after the event is an important aid to planning future visits, especially for additional and high risk activities.
- 10.2 The standard RIDDOR accident report form must be submitted to the Health and Safety officer for any accident that resulted or could have resulted in serious injury.
- 10.3 An accident report must be submitted to the Academy giving details of any accident that could have had severe consequences to the welfare of any participant or staff member and any failure of the services offered by a provider.

11. Approval by the Governing Body and Review Date

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting.