

Trips and Visits Policy

Safeguarding and Protecting the Health & Safety of Pupils on Activities outside the School

(Written with regard to DfE Advice on Legal Duties and Powers for LAs, Head Teachers, Staff and Governing Bodies)¹

Trips and visits

- The school carries out trips and visits as part of the curriculum and for social and reward purposes. A trip or visit refers to an activity involving the school pupils and staff that takes place away from the premises.
- Learning outside the classroom helps to bring the curriculum to life and provides deeper subject learning. It can help to increase pupil self-confidence and develop their risk awareness, preparing them for their future working lives.
- When selecting venues, the school staff will consider the needs of the organisation, the needs of the pupils and their suitability for the visit. Staff will contact venues where appropriate for up to date information e.g. opening times, prices etc.
- All trips and visits will require a Risk Assessment to be carried out. It is likely that these have already been completed so organising staff need to make reference to the appropriate risk assessment and ensure that any precautions identified remain suitable. Where there is no assessment, staff should liaise with the Head Teacher to prepare a risk assessment.
- Prior to any trip/visit outside of the centre, the Trips and Visit Planner must be completed fully and agreed by relevant parties – i.e. Head teacher and Proprietor. A copy of the completed form is then sent to the Proprietor. This form identifies the key aspects to consider when planning a trip and includes, for example, staff responsibilities, transport and travel arrangements including insurance cover, information required for parents and participants, risk assessments, emergency contacts, Public Liability insurance for 3rd parties contracted to provide activities.

Information

- Most routine trips and local trips that are carried out during the normal school day have been agreed to by parents at the client induction interview. Written consent is usually only requested for activities that need a high level of risk management or those that take place outside of school hours.

¹ Health and Safety, DfE advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies <http://www.education.gov.uk/aboutdfe/advice/f00191759/departmental-advice-on-health-and-safety-for-schools>

- Information about the planned activities will be clearly communicated to colleagues, pupils and parents, where appropriate. This should explain what and why any necessary precautions have been taken to help ensure that everyone focuses on the important issues.
- Details of pupils names, parent/carer contact names and emergency contact numbers as well as staff contact details, name and mobile phone number, venue and travel arrangement details for all trips need to be completed on the pro-forma 'Trips and Visits Form' which is left in a nominated location that any staff can access to provide support if required.
- The school can work with groups of up to 9 young people. Any trip or visit will require a minimum of 2 members of Hopespring staff – one male and one female when the group is mixed. The staffing ratio (1:3) at a minimum. This should be reduced at the discretion of staff who are facilitating the trip, accounting for individual student's needs and vulnerabilities.
- Having made appropriate judgements about the unsuitability of an activity for a young person, or where parents/carers have the right to refuse to allow their young people to take part in visits, the school will endeavour to provide alternative activities if appropriate or available. In any case the school staff will try to ensure that progression in learning or development of confidence and self-esteem of young people is not restricted by such activities.
- Trips and visits that take place outside of normal school hours, but on the same day require parent/carer letters to be issued prior to the trip commencing. Letters will state the purpose of the trip, financial contributions, travel details, the venue and contact details and times for activities, the school staff and other emergency contact details and request up to date medical information and that acknowledgement be made that the contents of the letter have been agreed by an authorised person. No young person will be allowed to participate on the trip/visit without this authorisation.
- Where an activity involves caving, climbing, trekking, skiing or water sports, a check will be made on the provider to ensure they hold a licence as required by the Adventure Activities Licensing Regulations 2004.

Training

- Where applicable, training will be offered to staff to ensure they keep themselves and the learners safe and manage risks effectively. Staff will be made aware of basic instructions or information about health and safety in school.
- Further information on promoting the health and safety of pupils on activities outside the school is available on the HSE website on school trips.²

²<https://www.hse.gov.uk/education/school-trips.htm>



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Addendum 1: Hopespring Sunderland 10 Sea View particulars (if applicable)



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Addendum 2: Hopespring Sunderland Millfield particulars (if applicable)

Addendum 3: Hopespring Newcastle particulars (if applicable)



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