



# **Trips and Visits Policy**

**IMPORTANT**

OAKWOOD ACADEMY WILL NOT TOLERATE ANY FORM OF ABUSE, RADICALISATION OR EXTREMISM TOWARDS CHILDREN OR YOUNG PEOPLE

**OAKWOOD ACADEMY MISSION STATEMENT**

"Promoting learning excellence - Inclusion beyond the barriers"

**OAKWOOD ACADEMY: MORAL PURPOSE**

"We are united in the belief that together we can inspire all learners to dream, persevere and achieve so that we can change lives for the better, now and for future generations to come"

**WORRIED ABOUT A CHILD?**

If you are worried About a Child or Young Person  
speak to a member of staff immediately

**'SAFEGUARDING IS EVERYBODY'S RESPONSIBILITY'**

**Date of Issue: September 2024**

**Date of Next Review: June 2025**

Signed by .....

## **SAFEGUARDING POLICIES CHILDREN AND YOUNG PEOPLE**

The safeguarding policies (see back page for complete list) are in place to help prevent children and young people up to 18 years of age being at risk of harm. Oakwood Academy advises the safeguarding policies are read in conjunction with each other. If you have any concerns or questions regarding policies please refer to a member of SLT.

### **WORRIED ABOUT A CHILD/YOUNG PERSON**

If you are **worried about a child or a young person** being at risk of harm please speak to the DSL or the Deputy DSL.

**DO NOT IGNORE IT.**

### **EXTREMISM/RADICALISATION**

All staff and Governors are to be familiar with the indicators of vulnerability to extremism and radicalisation and the procedures for dealing with concerns. Staff are made aware of the potential indicating factors when a child is vulnerable to being radicalised or exposed to extreme views. These include peer pressure, influence from other people or the internet, bullying, crime and anti-social behaviour, family tensions, race/hate crime, lack of self-esteem or identity, prejudicial (damaging) behaviour and personal or political grievances. Staff to report any concerns to the **Single Point of Contact (SPOC)**.

### **SAFEGUARDING /HEALTH AND SAFETY**

Oakwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At Oakwood we provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child and we strive to provide this within our classrooms. All staff follow health and safety guidelines.

### **SPIRITUAL, MORAL, SOCIAL & CULTURAL**

Oakwood work to prevent children and young people from developing extreme and radical views by embedding SMSC principles throughout the curriculum. During lessons we strive to create a learning environment which promotes respect, diversity and self-awareness and equips all of our children and young people with the knowledge, skills, attitudes and values they will need to succeed in their future lives.

**For more details/information on Safeguarding refer to the following documents:**

- Keeping Children safe in education (statutory guidance for schools and colleges) : September 2024
- Working together to safeguard children (A guide to inter-agency working to safeguard and promote the welfare of children : 2018
- Guidance for safer working practice for those working with children and young people in educational settings : October 2015
- Child Protection Policy (Oakwood Academy)

**Important: Please refer to the list of safeguarding policies (on back page) includes specific Child Protection issues towards children and young people.**

# Policy for Educational Visits, Outdoor Learning and Adventurous Activities

## Introduction

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to normal school procedures, the code of conduct, and as detailed in Section 2 of this policy.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organized, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

### THIS POLICY MUST USED IN CONJUCTION WITH THE FOLLOWING DOCUMENTS:

1. TRIPS AND VISITS FORMS (APPENDIX 1)

## 1. Scope and responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision.

The Headteacher has appointed an Educational Visits Co-ordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The Educational Visits Co-ordinator is: Darren Jones

## 2. Establishment policy and procedures

### Oakwood Academy Policy for Educational Visits, Outdoor Learning and Adventurous Activities

The Kings Academy Trust recognizes that it is the employer that retains responsibilities for health and safety. It will discharge its duties through the adoption of the policy and retain competent advice, approval and monitoring through North Yorkshire Educational Visits Advisory Service. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from North Yorkshire Educational Visits Advisory Service.

## Consent

### **Routine acknowledgement:**

Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day. We will always aim to fully inform parents by the nature of each visit, activity or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasions a curriculum opportunity may become available at short notice and we will always aim to notify parents that their child will be offsite but this may not be possible.

**Non-routine consent:**

Written consent will be gained for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents by of the nature of each visit, activity or series of a similar nature.

**Specific consent:**

Written consent will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities. We will fully inform parents by of the nature of each visit, activity or series of a similar nature.

**Medical information:**

We will use the medical information on record alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

**Staff competence:**

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve.

To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

**EVC Training:**

The Educational Visits Co-ordinator will attend appropriate training and revalidation as required by the employer.

**Visit Leader Training:**

Visit leaders will be approved by the Headteacher and will have attended appropriate training as required by the employer.

### 3. Planning and approval procedures

Visit leaders should follow the Code of Conduct, Trips and Visits policy, Safeguarding Policy, local procedures and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. Generic or event specific risk assessments will be used to record significant findings.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively, assurances will be gained through a Provider Statement as detailed in the employer policy

### 4. Visit Planning and Management System

All staff must follow the Academy's trips and visits procedures as detailed in Appendices 1. Failure to do so will mean a trip or visit will not be allowed to go ahead. Disciplinary action could be taken if there is a failure to follow the trips and visits procedure or follow what is in the recommendations section.

A web-based system is used to facilitate the efficient planning, management, approval and evaluation of visits.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Refer to local procedures and guidance regarding the establishments' use of these categories.

Approval of visits will be made as detailed below.

- Initial approval in principal will also be gained as required in the employer policy.
- Multiple trips and visits requests, e.g. offsite PE, Horticulture and Forest School must be updated every term (including recommendations).

Only the EVC and Head teacher has the authority to add notes to existing trips. This function can be used to add staffing changes to existing trips due to unforeseen circumstances (i.e. absence). Approval for this will be granted by the head teacher.

Trust Board:

As the employer, approval will be retained for visits abroad and all self-led adventurous activities in line with the employer policy. The Trust Board delegate the approval of these visits to North Yorkshire Educational Visits Advisory Service.

Adviser: Visits abroad, all adventurous activities and all self-led adventurous activities regardless of location. (As detailed in guidance).

Headteacher: Visits abroad, residential visits, all other routine visits, trips and curriculum activities

## 5. Emergency Action Plan

In the case of an incident during a visit all members of staff will follow the establishment's incident management plan as detailed in Appendix 1.

## 6. Monitoring of visits and procedures

Trust Board members will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

## 7. Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance.

## 8. Inclusion & SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable.

Risk assessments will be carried out to ensure that a pupil is safe to leave the school site on trips and visits.

## 9. Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures.

## 10. Insurance

Young people participating in visits and activities will have annual travel insurance provided under an annual Schools Journey Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

## 11. Transport



Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer.

## 12. Appendices:

Appendix 1: Trips and Visits Forms (this includes the Emergency Action Plan)

Appendix 2 - Local Learning Area for Oakwood Main Site

Appendix 3 - Local Learning Area for cross site visits

Appendix 4 - Local Learning Area for Willows Silver Street Site

Appendix 5 - List of OAA in Evolve

- **CONNECTING POLICIES FOR SAFEGUARDING PURPOSE**
- If you are worried about a child or young person (in relation to issues listed below) or have any concerns or questions regarding Child Protection refer to the DSL or the Deputy DSL.
- **LIST OF SAFEGUARDING/CHILD PROTECTION ISSUES**
- child missing from education : child missing from home care : child sexual exploitation (CSE) : bullying including cyber bullying : domestic violence : drugs : fabricated or induced illness : faith abuse : female genital mutilation (FGM) : forced marriage : gangs with youth violence : gender based violence against women and girls (VAWG) : mental health : private fostering : preventing radicalisation : sexting : teenage relationship abuse : trafficking.
- **From DfE, Keeping children safe in education: 2019**
- Oakwood Academy believes it is very important that all the Safeguarding Policies are read in conjunction with one another to quickly identify and take any necessary and appropriate action to help prevent children and young people up to 18 years of age being at risk of harm.
- **MORE INFORMATION VISIT:** NSPCC.org.uk: TES & NSPCC safeguarding: GOV.UK keeping children safe
- **SAFEGUARDING CONNECTING POLICIES** (situated on the Oakwood website)  
[www.oakwoodacademy.co.uk](http://www.oakwoodacademy.co.uk)
- Anti-Bullying
- Anti- Cyber Bullying
- Anti- Racism
- Anti-Radicalisation
- Attendance
- Behaviour
- Safeguarding & Child Protection Procedures
- Care/Intimate Care/Administration of Medication /Touch
- Children Missing From Home
- Complaints
- Child Protection (including the safeguarding of all children)
- Data Protection
- Drugs
- e-safety (online)
- FGM
- First Aid

- Health & Safety
- ICT and Computing
- Lone Worker
- PSHE
- Pupil Friendly Safeguarding
- SRE
- SMSC
- Safer Recruitment
- SMSC
- Trafficking
- Visits/Trips
- Whistleblowing
- The Safeguarding Policies are up-dated annually or as necessary depending on new statutory guidance or legislation.

**THE GOVERNORS AGREEMENT TO POLICY**

Signed (Chair of Governors) ..... Date

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 The Safeguarding Policies are up-dated yearly or as necessary depending on new statutory guidance or legislation.