

Trips and Visits Policy

Safeguarding and Protecting the Health and 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 TLG Centre 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 TLG Centre clients 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, TLG Centre staff will consider the needs of the organisation, the needs of the client 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 risk assessments to be carried out. Some of these are likely to have already been completed (e.g. risk assessment relating to the mode of transport to be used for the trip, or where a previous visit has been made to the venue) so organising staff will need to make reference to the appropriate risk assessments and ensure that any precautions identified remain suitable, updating them where necessary. Where visits are being made to venues which have their own risk assessments, these must be obtained and read at the planning stage of the trip. Where visits or activities are not yet covered by a risk assessment, staff should work with the TLG Centre Health and Safety Coordinator to put one in place, seeking support from their School Development Manager, Department Manager and TLG#s Health and Safety Consultant where required.
- Prior to any trip/visit outside of the centre, the **Trips and Visit Planner** must be completed fully and approved by the Head Teacher **and School Development Manager**. A copy of the completed form must be sent well in advance of the proposed visit to the School Development Manager and Proprietor so that plans can be reviewed and amended if necessary, prior to the visit taking place. 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.
- On the day a trip/visit takes place, TLG staff must complete a **Lighthouse Trips and Visits Form**. Once saved, the completed form must be viewed and the **email button** clicked that emails a copy of the form to the staff creating the form and the School Development Manager. While a regular/repeated trip/visit does not require multiple *Trips and Visit Planners* to be submitted, a new *Lighthouse Trips and Visits Form* must be created and emailed on **every** occasion a visit takes place.

Information

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>

- 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.
- Information about the planned activities will be clearly communicated to colleagues, pupils and parents, where appropriate. This should explain what and why any precautions necessary have been taken to help ensure that everyone focusses 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.
- TLG Centres usually work with students within the Centre on a staff:student ratio of 1:3. Any trip or visit will require a minimum of 2 members of TLG staff – one male and one female when the group is mixed. Consideration should be given to staff:student ratios and may need to be increased when planning a visit, taking into consideration the needs, risks and vulnerabilities of individual young people.
- 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, TLG Centres will endeavour to provide alternative activities if appropriate or available. In any case TLG Centre 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, TLG Centre 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 in the Health and Safety Executive booklet 'School trips and outdoor learning activities'.²

² <http://www.hse.gov.uk/services/education/school-trips.pdf>