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Activities, Events and Excursion policy.



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Individuals Involved in Developing the Document: CNI,RTA
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Related Documents: Outdoor Education, Visits and Off-Sites Activities Health & Safety Policy 2014
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1 Pre departure planning

Purpose

The purpose of this policy to ensure the smooth planning and safe organisation of activities, events and school excursions by ensuring that all procedures are clearly understood and easily accessible by all staff members and that all documents used in the above processes can be understood in relation to this policy document as a guide to procedures.

Definitions

(The definitions below are a guide and it is recognised that not all enrichment activities, events and excursions can be easily defined under these headings)

Activities refers to short participatory outings over a day and that do not involve accommodation. Activities of this type are often physical in nature and could include CAS activities or may be part of the Duke of Edinburgh Programme.

Events refers to either social or academic gatherings of students either in school or in an out of school location including parties or enrichment days.

School Excursions refers to school outings both academic and non-academic to venues or places of interest like towns and cities that may or may not involve overnight stays.

Key points and core principles

1. Educational visits/School events are a key element of the enriched curriculum offered at EF International Academy Torbay.



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2. All trips, events and excursions must be in line with the procedures set out in the events form and are therefore in line with national recommendations to ensure that trips are safe and appropriately organised and managed.
3. Educational visits/School events must enhance and not detract from the core curriculum.
4. Disruption to the core curriculum should be reduced through forward planning of trips/events, as far as is possible.
5. The approval of trips/events is closely monitored so that trips are calendared, as far as is possible, away from key teaching and exams.
6. The target student audience of trips/events should be closely monitored to ensure that there is a balanced provision.
7. The attendance rate of students wishing to attend the trip should also be closely monitored. Where this attendance rate is below 90% then the Trip leader must make it clear to the student that participation in the trip is conditional on an improved attendance rate at school. Where this attendance rate falls below 85% then the Trip leader should inform the student that participation is not possible. There may be exceptional circumstances in which participation on the trip is allowed and this is a matter of discussion between the Trip leaders, relevant Heads of Faculty/Department and must have SLT approval. This is particularly the case for trips during the school week.
8. An equality of opportunity should exist for all faculties to offer an educational visit/school event related to their subject.
9. The planning of Educational visits must follow the Activities, Events and School Excursion Approval process and should be completed a month prior to the trip but no later than two weeks and only under extenuating circumstances.
10. All relevant documents must be completed and signed by the relevant people where necessary.
11. Ensure that procedures relating to the safety of the students are in place and monitored. Risk assessments must be agreed by the Head of Co-curricular and in line with the schools [Risk Assessment Policy and Procedure](#).

Procedures

To ensure that the principles above are met the organisation of all activities, events and excursions must follow the procedures set out in this policy which has 7 clearly stated stages to follow

- 1) The initial approval of the activity, event or excursion must be agreed in principle by the Deputy Head (Rob Tasker) and the Head of Co-curricular (Chris Nicholls) using the [Trips, Activity and Event Approval Form](#). This allows for the date to be agreed and the expenses to be agreed. This must be completed one month prior to the trip. Two weeks prior to the trip approval may be given under extenuating circumstances but any requests made within two weeks prior to the trip will not be agreed.
- 2) Parental consent has been given prior to students arrival and checks are made to ensure that this has been completed in all cases.

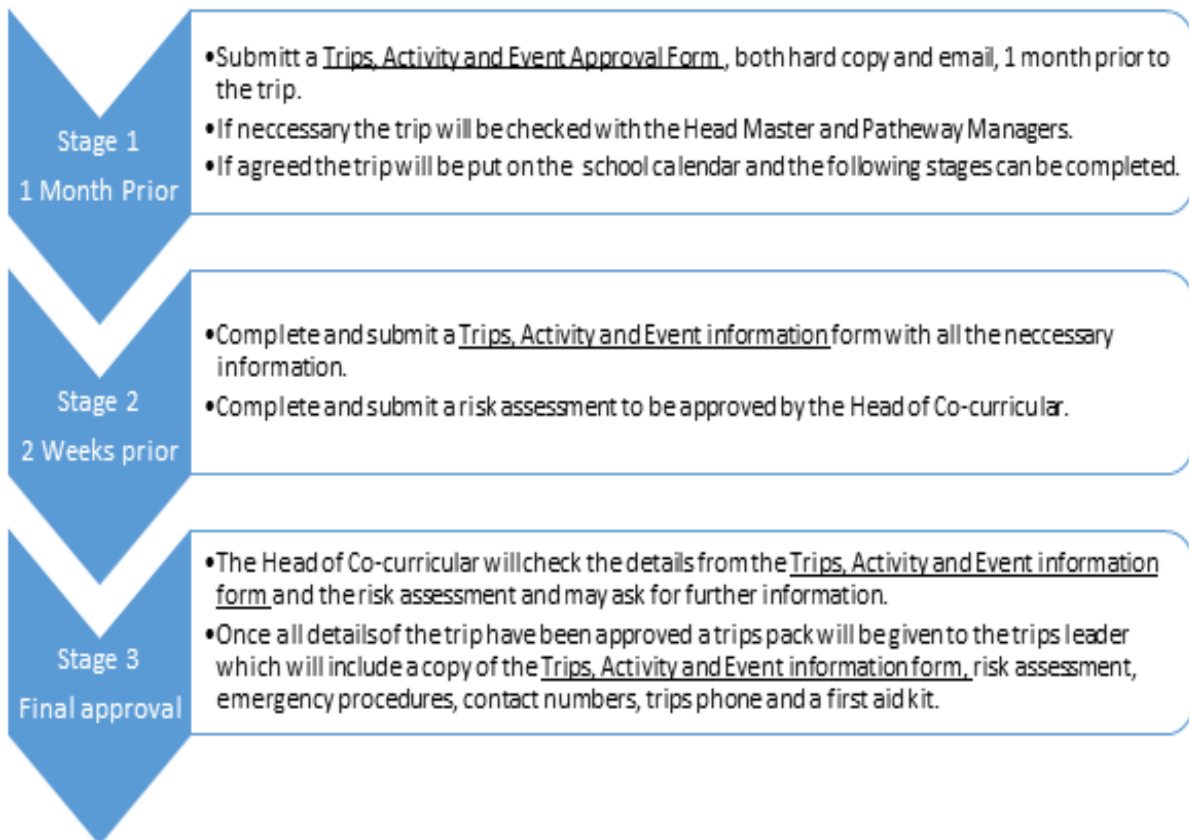


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- 3) The expenditure must be approved by the Head of Co-Curricular in accordance with the allocation of budgets. If the costs of an activity, event or excursion are an estimate and prove to be different when organised this must be indicated on the Expenditure Request Form.
- 4) The date must be approved by the Head of Co-Curricular and the Deputy Head to ensure that it can be accommodated on the school calendar and that it does not disrupt the delivery of the core curriculum in line with core principles 3 and 4 above.
- 5) 2 weeks prior to the trip all documentation must be completed particularly the Trips, Activity and Event information form. This form should be completed in full outline all details of the trip including students attending, dates, venues and addresses and details of transport. For international trips details of visa applications and flights must also be included.
- 6) In addition to this form a Risk assessment must be submitted and agreed by the Head of Co-curricular and in line with the schools Risk Assessment Policy and Procedure.

Activity, Events Excursion organisation process Diagram





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Guidelines on the completion of the forms

It is essential that the above procedures are met before any activity; event or excursion takes place as failure to do so will result in rejection or cancellation.

Trips, Activity and Event Approval Form

The approval form must be submitted as a paper copy and emailed to the Deputy Head and the Head of Co-curricular. All sections of the form must be completed and with as much information as possible, particularly the students attending.

Trips, Activity and Event information form

This form must be accurate and completed in full. The form includes details for a variety of different trips including international trips. This form is used to ensure that the school have accurate information about the trip during the trip so particular attention must be paid to the itinerary, addresses of venues and accommodation. It is also used to ensure that the trip is organised in line with this policy so it is important to provide details of transport providers, accommodation and activity providers.

2 Procedures during trips and excursion

Risk assessment

(These guidelines are written in conjunction with the schools wider risk assessment policy)

- 1) Risk assessments must be completed for all aspects of the trip including transport and accommodation. Template risk assessments can be used as long as they are up-to-date and relevant and from a reliable source. Risk assessments must be approved by the Head of Co-Curricular and any amendments made must be included in the final version.
- 2) Preparation and planning is the key to successful and safe trips.
- 3) Used correctly, a suitable and sufficient risk assessment should help apply the correct level of measures to ensure that the activity and trip is safe. Risk assessment should be seen as a positive measure, providing confidence to the organisers and students for the success of the trip. It is important to strike the right balance and understand that all risks will not be eliminated. It is about putting sensible and proportionate precautions/measures in place.
- 4) The Management of Health and Safety at Work Regulations requires a suitable and sufficient assessment of risk to the health and safety of staff, students, and others who may be involved with any trip and/or activity.
- 5) There are a variety of activities which may involve significant risk. Where high risk is established, this can be successfully controlled by implementing the correct procedures. If an unacceptable level of risk cannot be successfully removed or controlled, then the activity should be cancelled on those grounds alone.
- 6) **All** trips, regardless of destination or duration, will require risk assessment and documentation to be completed and recorded. Template risk assessments can be used as



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long as they are up-to-date, relevant and from a reliable source (Devon County Council). If used template risk assessments must be used as a guide to the risks associated to a particular activity or trip but they must be checked to ensure that they cover specific risks like party number, location and itinerary.

- 7) Where possible risk assessments should be sought from venues and providers as they are likely to have a greater understanding of associated risks but it is again important that these risk assessments are studied carefully by the trip leader.
- 8) Finally risk assessment should be a continual process throughout the trip, to ensure that all risks are considered, managed, and controlled. The risk assessment is completed in advance of the excursion. However, circumstances may change during the excursion, so organisers should be prepared to revise their assessment if necessary.

Safety procedures

- 1) Ratios of 1 to 15 will be observed unless the Head of Co-Curricular has allowed different ratios, for example, when a third party provider is being used and they provide additional and primary staffing.
- 2) Where possible a suitable male female split will be observed and particular attention is given to residential trips.
- 3) A first aid kit should be carried on all trips and a trained first aider should accompany trips where the risk is particularly heightened.
- 4) Where providers are used checks must be made to ensure that they are properly licensed and that they meet expected standards.
- 5) Consideration of insurance cover must be observed particularly where the liability falls on the provider and the trip organiser must ensure that their insurance is adequate.
- 6) All relevant members of staff have been informed of the trip through correct use of the events form including those whose concern is the health of the students. Checks will also be carried out with the regard to the medical history of the students on a trip by checking our medical records. These can be provided by the school nurse as per the events form.
- 7) Lists of attending students must be left in school and carried by all those members of staff on the trip. Students will be given the trips phone number and on some trips student phone numbers will be taken particularly where the students are given free time.
For weekend trips the most up-to-date list of attendance must be given to the accommodation officer and the person who has the emergency phone during the trip by the end of the day on the Friday before the trip happens. Because weekend trips have a little more flexibility in terms of attendance and the students who attend may be different from the list compiled at school the activities phone number will be given to the person with the emergency phone so that students can be located easily during the duration of the trip.
- 8) Students should be registered at the start and end of the trip particularly where transport is used.



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- 9) Students must be briefed about the trips procedures and plan and must be well informed of any changes.
- 10) In case of emergency please refer to the trips emergency procedure document that must be carried on all tips.

3 Relevant Documentation

- Trips, Activity and Event Approval Form
- Trips, Activity and Event information form
- Expenditure Request Policy and form
 - Expenditure Request Policy outlines the correct procedures to ensure approval and payment of invoices.
 - An Expenditure Request Form must be completed and signed by the Head of Co-curricular before invoices can be forwarded to the Finance Office.
- EF Academy Risk Assessment Guide and Templates
 - Offers a guide to the completion of a good risk assessment and the standard EF risk assessment template.

(All of the above can be found on the schools sharepoint drive)