

NMAT JOURNEYS/VISITS AND INSURANCE POLICY (Non-Statutory)



Preamble

NMAT encourages educational visits for a range of good educational, curricular and social reasons. But whenever a student, staff or volunteer leaves an NMAT Academy site on such visits it must be assured that the following criteria apply:

- The group leader is competent and current to lead the trip;
- the safety of all participants and staff has been considered by appropriate assessments;
- the visit complies with finance regulations and is financially sound;
- the participants and staff are adequately and properly insured;
- no student shall be prevented from taking part in the visit on financial hardship grounds or on ability; grounds unless there are overriding safety considerations.

There are many and various types of Educational Visits including:

- Day trips to places of interest;
- Residential courses for students;
- Residential courses for staff;
- Regular visits to Sports Facilities to widen curricular opportunities;
- Regular visits to other Academies to compete in sporting and other competitions;
- Individual visits by students as part of their curriculum;
- Visits or activities within the local community;
- Foreign visits.

Compliance:

NMAT will comply with Outdoor Education Advisors Panel, National Guidance (OEAP, NG) which incorporates the DfE, HSE and other appropriate external body guidelines.

- <http://oeapng.info/> - National Guidance Website;
- Safe Practice In Physical Education and Academy Sports AFPE 2012.

Legal Framework

Educational Visits and Outdoor Education are governed by the following legislation:

- Health and Safety at Work Act 1974;
- Adventure Activities Licensing Scheme (AALS).

Procedure

The procedure for organising and leading a visit is defined on Share Point or the staff shared area (as applicable at each respective academy) and will evolve as changes in regulations, recommendations and circumstances occur and will be reviewed periodically (as deemed necessary by the NMAT Board of Trustees) in the light of feedback from visit evaluations.

Role of the Board of Trustees

As detailed in OEAP, National Guidance the Trustees will ensure that appropriate guidance and training is available and that the Executive Principal, Head of School and Educational Visits Coordinators (EVC) are supported in matters relating to educational visits.

This policy will be kept under regular review in light of legal developments and best practice.

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Trustees/the Chair of the Local Governing Body will only want to be informed in advance about foreign visits and “high profile” visits.

Role of Head of School

As defined in the procedure the Head of School has responsibility for the sanctioning and authorisation of visits and that the visit satisfies the above criteria.

The Head of School should ensure that all staff and others taking part in the visit have appropriate training and are sufficiently competent and experienced.

The EVC will review the planning, documentation and competence of the Group Leader and recommend to the Head of School that the visit be authorised to take place.

Visits should be included, where possible, in the Academy calendar but such inclusion does not imply that the visit is authorised.

Role of the external education visits advisor

The Trust will negotiate an agreement with an external advisor to offer training, visits sign off, advice and support on an annual basis.

The external advisor will liaise with the EVC unless otherwise directed.

Safety

All Group Leaders must ensure a Risk Assessment has been carried out for each visit and that it is signed by all accompanying staff. A generic Risk Assessment should be reviewed and additions made to cater for individual visits. This Risk Assessment should be based on a pre-visit or past experience. The Group Leader must be able to facilitate continuous and **on-going dynamic risk assessment** for the duration of the visit and be prepared to initiate Plan B or stop the visit or activity if appropriate and return to the Academy’s premises or base.

If the visit plans to use commercial, charitable or private providers of facilities or activities (e.g. museum, activity centre) the Group Leader must ensure that the provider is competent to deliver the services to be used. The Group Leader will request completion of the External Providers form from the provider.

All accidents or near misses must be recorded and returned to the EVC and Head of School.

Competency of staff

In order to lead an Educational Visit a colleague must be deemed sufficiently competent to do so. This competence will be based upon specific training, past experience on similar visits and compulsory induction into NMAT Academy’s trips and visits procedures.

The degrees of competence for a specific type of visit will be:

- **Group Leader** – organises and takes overall responsibility for the visit;
- **Accompanying staff** – no specific responsibility beyond that of a member of staff in charge of students;
- **Helper** – a colleague or parent/helper. In the case of a parent helper a valid Enhanced DBS Clearance Certificate should be obtained.

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First Aid

For local visits the minimum first aid requirement is that staff have access to a serviceable mobile phone at all times should the need to call for assistance arise. A first aid kit should be carried on all but the most local journeys and leaders engaged in activities in remote areas, where help is not readily available, must possess a current emergency first aid qualification. Any trips abroad should ideally have a staff member who can speak the language of the destination. However, all trips are different and the sufficient first aid provisions will need to be discussed and agreed when planning a visit.

Finance

Visits must be financially sound and this should be taken into account during the planning stage.

Any shortfall made in financing the visit must be made good from specific Departmental/House/other funds and not from general Academy budget.

Any surplus of income from students over expenditure must be dispersed as agreed in the information sent to parents or refunded pro rata to each student if the refund exceeds £5. In such case, the surplus will be used for “good causes” as identified by the Head of school. Any refunding to students will incur administration and bank charges of £5 per student.

DES Circular 2/89: Education Reform Act 1996: Charges for Academy Activities lays down the guidelines charging students for visits.

As a summary:

Provided the activities take place outside Academy hours and are not essential to the curriculum, students may be charged for:

- board and lodging during residential;
- travel costs;
- materials, books, instruments and other equipment;
- entrance fees to museums, castles, theatres etc;
- insurance costs.

For activities during academy hours, parents may be requested to contribute towards the costs but provision must be made for all students to attend the visit or an alternative activity. NB parents cannot be asked to contribute extra to fund students unable to afford the contribution. Thus, there can be no “cross-subsidy” arrangements within the financial planning for the visit.

This policy should be read in conjunction with the NMAT Charging & Remissions Policy.

Transport

The Party Leader is responsible for organising the most appropriate mode of transport for the visit. They must ensure it is safe, cost efficient and meets approved standards. The mode of transport must be declared on the Application for Educational Visit and in the information letter sent to parents. It is also to be considered when writing the Risk Assessment. If the group leader selects self drive in personal vehicles or the school minibus (if applicable) then they must be familiar with the Academy’s policy.

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Insurance

All visits should be adequately insured. If a visit requires extra or alternative insurance other than of the academy's, then the relevant forms must be completed and returned in ample time before the visit takes place.

Discipline and Behaviour

Parents are expected to take overall responsibility for the behaviour of their child on an Academy visit. Any severe breaches of acceptable behaviour will result in the student being escorted home at the total expense of the parents.

Other breaches of acceptable behaviour will be dealt with by the Group Leader and may be reported to the Head of School and Board of Trustees/Chair of the Local Governing Body upon completion of the visit. Further action may then be taken according to the relevant Academy's Behaviour Policy.

Information for parents

The Party Leader will inform parents of all relevant aspects of the visit well in advance of it taking place. Updated information could and should be posted on the Academy's web site.

The information supplied to parents should include:

- reference to the NMAT visits policy;
- insurance cover;
- Group Leaders;
- Group Leader's contact details;
- Times/ dates;
- Venues;
- Costs;
- mode of transport;
- lunch arrangements;
- Dress code;

Emergency procedure

Parents are required to submit current emergency contact details before the visit.

Any incident involving an individual student should be dealt with directly between the Group Leader and the parental contact. The Group Leader should record the communication and notify the EVC/Head of School on completion of the visit.

Any major incident involving the party should be communicated to the Head of School or duty Emergency SLT Contact who will then act as appropriate in line with the visit Emergency Contact procedure.

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