

CAMBOURNE VILLAGE COLLEGE: PROCEDURE FOR MANAGEMENT OF REGULAR TRIPS, VISITS AND FIXTURES	
Date of Last Review:	December 2021
Review Cycle:	Every 3 years or as appropriate
Date of next review:	December 2024
Responsible Officer:	J Russen

This procedure applies to:

- Local activities and fixtures that take place during normal school hours where parental consent is not required. Including:
 - Sporting activities and fixtures
 - Language Leaders visiting partner schools
 - 14-19 multi-site curriculum delivery
- Local activities and fixtures that take place outside normal school hours, where blanket consent is required. Including:
 - Sporting activities and fixtures
 - To be covered under this procedure there must be no charge for parents and carers
 - In this procedure, the term 'trip' refers to any activity where students are taken off site.

Planning the Trip

Learning outcomes

The Visit Leader should ensure that the prioritised learning outcomes are properly understood by the staffing team and sufficiently focussed to support a rigorous evaluation process. Indicators for the planned outcomes should be agreed.

Purpose, benefits and learning outcomes include:

- Enjoyment and/or fulfilment
- Improved confidence and self-esteem
- Improved social awareness by being part of a team, working with other students; helping others to achieve etc.
- Improved personal qualities by setting themselves targets, dealing with problems, taking responsibility etc.
- Improved key skills; listening to instructions, trying out new ideas and activities, working as a team
- Improved knowledge of subject area
- Improved motivation and appetite for learning
- Improved appreciation and understanding of broadened horizons

Leader Competence Requirements

The Visit Leader and Assistant Leaders should be trained and competent. This includes first aid training for sport related trips.

The Visit Leader and their Assistant Leaders must familiarise themselves with this procedure.

Volunteer Helpers should only be considered as competent to undertake their allocated roles and responsibilities when they have received a group and event specific briefing.

Consent

If a visit is to take place within the normal school day, then parents and carers need to have been informed, but do not need to give consent. Being informed could mean that it was stated in an information letter at the beginning of the year, weekly through the Parent bulletin or before the first activity. It can be quite general for example 'students may be taken off site to participate in sporting activities at various points throughout the year'.

PE fixtures and events that take place outside of normal school hours that do not involve adventurous activities or parental contributions can be covered by blanket consent.

Risk Management

Where a generic Risk Assessment is being used it is essential that the Trip Leader and all accompanying staff have read the Risk Assessment and have access to it throughout the trip. The generic Risk Assessment must be approved by the EVC prior to the trip.

Pupil Participation / Refund of Monies

If a pupil is removed from a trip by parents or carers after payment has been made, the school will keep the deposit and make a decision on the repayment of any further monies. The school reserves the right to remove a pupil from a trip or visit at any point before the visit takes place, if the pupil is not meeting the school's Code of Conduct and/or Behaviour procedures. In this case, the deposit will be kept by the school and the refund of any further monies would depend on another pupil being found to pay for the place.

Actions to be Taken on the Day of the Trip

On the day of the visit / trip / sporting activity the following checks must be made:

- Those leading the visit meet the competence requirements as set out in this procedure.
- A copy of the group list (including staff) must be available to the EVC, SLG and school reception (during office hours). This list must include planned timings.
- The Visit Leader must ensure that they are carrying a mobile telephone, and that the number is known by the relevant Department office, EVC and SLG emergency contact.
- The Visit Leader must ensure that they take with them the school telephone number and the Emergency SLG Contact telephone number / EVC telephone number as their school-based emergency contact numbers, as well as a copy of the 'Emergency procedures card'.
- Before leaving the premises, the group should be briefed regarding behavioural expectations.
- Dynamic / on-going Risk Assessment is translated into appropriate group management.

Emergency contact

The school-based Emergency Contact numbers should be the Emergency SLG Contact telephone number / EVC telephone number and the school telephone number during normal school hours, however for activities extending beyond these times it is essential that trip / fixture leaders know who to contact in the event of an emergency. All these numbers are on the 'emergency procedures card' to be carried on all trips.

Reception staff must be briefed on where to refer any emergency call arising from a visit covered by this procedure.

Emergency plan

1. The immediate course of action for the Visit Leader should be:
 - a Assess the situation, establishing the nature and extent of the emergency but ensuring that the leader does not put him / herself at further risk.
 - b Make sure all other members of the party:
 - are accounted for.
 - are safe.
 - are adequately supervised.
 - fully understand what they must do to remain safe.
 - c If there are injuries, immediately establish their extent and administer appropriate first aid.
2. When summoning help:
 - a Contact the appropriate emergency service(s) giving:
 - name of group and party leader.
 - Location.
 - nature of emergency and number of injured persons.
 - action taken so far.
 - follow advice from emergency services.
 - b Contact and advise the School Emergency Contact of the incident and action taken.
3. The Visit Leader (in conjunction with the school EVC / SLG) should:
 - a Ensure that an appropriate adult attends the receiving hospital.
 - b Ensure that the remainder of the party:
 - are adequately supervised throughout.
 - are returned as early as possible to school.
 - receive appropriate support and reassurance.
 - c Ensure that the school continues to liaise with the emergency services until the incident is over.

The School Emergency Contact should initiate the planned cascade of information and action as set out in the school's Critical Incident Plan.

After the Visit / Trip / Fixture

On-going evaluation

The Visit Leader should ensure that at various intervals a review of the trips is undertaken. This could be completed after a sequence of trips not each time. The review could include an evaluation carried out by the students. A copy of the review should be given to the EVC.