Trinity Sixth Form Academy

Policy:	Educational Trips and Visits Policy
Date or review:	May 2026
Date of next review:	Jan 2027
Lead professionals:	Principal (or Associate Senior Leader) and Educational Visits Coordinator (EVC)
Status:	Non-Statutory

Key personnel in this academy

Names and job titles should reflect the structure in each academy.

Name:	**Role:**
Michael Fitzsimons (or Katy Ryan)	Principal/Associate Senior Leader responsible for Wider Curriculum
Richard Brearley	Premises Manager (Health and Safety Coordinator)
Zoe Brand	First Aid Coordinator Welfare Officer
Alison Wood	Educational Visit Coordinator (EVC)

1. Purpose of policy and guiding principles

1.1. The Directors of Trinity Multi Academy Trust have overall responsibility for ensuring that each academy within the trust follows the trust's Health and Safety policy and arrangements. The Local Governing Body (LGB) has primary responsibility for each site, monitoring that appropriate policies and procedures are in place and are adhered to. The Principal of each academy has a lead responsibility for ensuring health and safety of off-premises educational trips and visits in line with this policy and is responsible for approving any educational trips and visits subject to being fully satisfied with the suitable and sufficient risk assessment which is bespoke to the trip/visit that has been presented to them.

1.2. The Local Governing Body and staff of each academy are committed to providing a learning environment which will support all our students and recognise that this will include educational experiences outside the academy.

1.3. Each academy recognises the direct and indirect educational and social benefits to students of taking part in a range of activities outside the classroom. Students extend and realise their potential when they take part in activities that offer challenging and learning experiences outside their usual curriculum.

1.4. The purpose of this policy and the related guidance documents is to support the planning, supervision and monitoring of off-site visits whilst ensuring that these happen in the safest possible way.

1.5. This policy aims to outline, implement and maintain clear systems that are understood by all those who are involved in the educational trips and visit processes, whilst meeting the requirements of the Local Authority health and safety expectations.

1.6. This policy is available to parents, staff, Governors and external partners, i.e. trip providers, Local Authority representatives on request.

1.7. Trips and visits are interchangeable terms used throughout this policy.

2. Links with other policies or legislation

2.1. This policy is part of the Trust's suite of Health and Safety policies and associated legislation. Within this policy there are specific procedures detailed that apply to this academy.

2.2. This policy is underpinned by the academy's child protection and safeguarding policies to ensure that all trips run safely, and student welfare and safety is the priority in every trip.

2.3. This policy focuses on the management and administration of trips (please refer to the academy's curriculum policies on the value and impact of particular learning experiences).

2.4. The Charging and Remissions policy outlines the charges that the academy can apply to trips and visits.

2.5. Every academy in Trinity trust has very high standards and expectations of our students. This extends to all trips and visits and as such, the Behaviour for Learning policy applies to all students taking part and representing the academy in all activities, whether on or off site.

3. Visiting speakers

3.1. This policy deals with trips and visits to venues outside the academy. Where a teacher or leader intends to invite a visiting speaker into the academy, this should be approved by either Principal or Associate Senior Leader responsible for Aspirations. The Aspirations team will need to be made aware of the visit.

3.2. In all cases the organiser should follow the 'Safeguarding Procedures: Visitors and Volunteers' guidance. Under no circumstances should a guest speaker be left alone with students; a member of staff should accompany them at all times.

- Once approved, the office staff must be made aware of external visitors.

4. Roles

4.1. The following roles are key in the Educational Visits process:

- Trip Organiser – responsible for planning, leading and risk assessing the trip. Please see Section 8. **The trip leader, in most cases this is the organiser where possible, will be responsible for student safety and dealing with those very rare emergency situations**
- Middle Leader (e.g. a Curriculum Leader/Head of Department or Key Stage coordinator) – usually the budget holder and gives approval in principle for the trip subject to a suitable and sufficient risk assessment being undertaken which is bespoke to the trip/visit
- EVC – signs the trip request form and questions its educational impact
- Principal (or Associate Senior leader responsible for Wider Curriculum) – gives permission for the trip to run
- Educational Visits Co-ordinator– supports the risk assessment process

4.2. The current Educational Visits Co-ordinator (EVC) for this academy is shown on the first page of this document.

5. Planning

5.1. Taking on the responsibility of being a trip leader can be quite daunting but there are simple steps that can be taken to ensure the stress of running a trip can be alleviated. This policy will help trip leaders to research, prepare, plan and co-ordinate a successful trip.

5.2. Before proceeding with any trip staff **must** read this policy and the associated guidance.

5.3. As the first stage of the trip, the planning stage is critical. We may have received information, 'word of mouth' or experienced before an excellent location for a trip. There are key things to do at this stage; the trip leader and curriculum leader should ask the following questions:

- What would the students get out of going to this location? Is it enrichment? Is it part of the curriculum/linked to aspirations? Or is it both? If it is neither of these then it is unlikely approval will be given for the trip. The trip leader will need to discuss their rationale for why this trip will be beneficial to the students with the EVC or Principal (or Associate Senior leader responsible for Wider Curriculum)
- Consider the location, company, method of transport and the year group you would like to take. If the academy has a minibus this can reduce the organisation and cost of your trip, however any journeys over 3.5 hours need to be discussed with the academy's Health and Safety Coordinator or the Trust's Director of Estates and Facilities if a member of TSFA staff is driving (strategic health and safety role), as there are limitations to the amount of time a driver can drive for
- Consider also the journey name and the age groups of students, can you achieve the same educational benefits at a closer location, reducing travel time (particularly for younger students)?
- Notice - for example, a residential trip requires at least four months' notice, have you allowed yourself enough time?
- How much does it cost? Would you expect students to pay the full cost? How will parents pay? By Parent Pay? Discuss this with the Finance team

- How many students would you want/need to take? This is important because many travel companies insist on a minimum number and also to ensure your trip is value for money
- When do you want to run the trip? This is very important as you cannot take particular students in and around the examination periods. Does your trip clash with another trip or event?
- How will the trips be funded? From the curriculum budget? From improvement funds or self-funded? It is important that you establish this from the outset
- Check these factors with your Curriculum Leader and refer to the academy calendar before doing anything else.

5.4. What type of trip is being undertaken?

5.4.1. Using the flow chart in **Appendix 1** the trip leader should determine the type of trip they are planning, and this will assist with completing the Trip Approval Form **Appendix 2**.

5.4.2. Trips are categorised as:
- Same day trips within the academy day
- Same day trips outside the academy day (including weekend same day trips)
- Residential/International
- PE fixtures and other competitions (see section 5.8)

5.4.3. On the approval form it asks for an assessment of the level of risk associated with the trip and also to consider the journey time of the trip. Both of these areas are designed to challenge the safety and value for money aspects of the planning stage.

5.4.4. In all cases a trip request form will need completing, however depending on the nature of the trip, the process, including risk assessments, letters to parents and other elements will be adapted to suit the risk assessment and nature of the trip.

5.5. Timescales

- Please note the minimum timescales for planning a trip or visit:

Type of trip	**Notice required (from departure date)**
Same day trips within the academy day	At least four weeks
Same day trips outside the academy day (including weekend same day trips)	At least four weeks
Residential	At least four months
International trip	At least 12 months

5.6. Transport

5.6.1. The academy trust has buses available; however, it is important that the travelling distance is considered. Within the approval form it refers to transport arrangements.

5.6.2. Where the trust buses are not available or there are larger numbers, then the external bus hire costs will need to be factored into plans. Admin support can request quotes if needed.

5.6.3. In all cases the bus driver is not included in staff ratios, and another member of staff has to escort students on the bus.

5.7. Staff ratios

5.7.1. For all trips the members of staff that are going on the trip need to be considered.

5.7.2. At least one member of staff will need a first aid qualification or access to first aiders and a first aid kit at all times (see the front page of this document for the First Aid Coordinator). All residential and international trips must have a first aider present on the trip.

5.7.3. In terms of ratios, when planning staffing use a ratio of one member of staff to fifteen students as a rough rule of thumb.

5.7.4. Consider the number of staff, whether teaching, pastoral or learning support. Wherever possible, teaching staff should not be used and disruption to the usual timetable should be kept at a minimum.

5.7.5. Every trip requires at least two members of staff, irrespective of the number of pupils on the trip e.g. if there are three pupils on the trip, then there should still be two members of staff even though the ration is well within the recommended 15:1 pupil: staff ratio.

5.8. PE fixtures and other competitions

5.8.1. In a number of subjects, particularly PE, inter-school competitions exist. In these cases, it is acceptable for the teacher in charge of the event to inform parents of the likely fixtures or dates their child will be required to represent the academy.

5.8.2. The teacher is still expected to arrange transport, inform parents of any changes to the plans and ensure that they escort students at all times, and ensure that a suitable risk assessment is in place to cover the range of sports and activities that are undertaken during external fixtures.

5.9. After consideration of all these factors, the proposal should be discussed with the appropriate Curriculum Leader responsible for the department. They will go through the questions and areas above and discuss in detail the practical elements relating to the proposed trip, such as possible staffing, itinerary whilst on the trip and costs. This discussion may result in the trip being declined or gaining approval for the trip in principle. At this stage, the *Trip Approval Form* should be completed (**see Appendix 2)**.

6. Approval from Senior Leadership

6.1. On completion of the *Trip Approval Form* this is countersigned by the Curriculum Leader and submitted to the EVC for submission to the Principal (or Associate Senior leader responsible for Wider Curriculum) to consider for approval.

6.2. Once you have been advised of approval by EVC, please refer to the flowcharts in **Appendix 1**.

6.3. Where needed devise a letter to parents. This should be completed by using the administration processes that are in place in the academy.

6.4. A list of the students who will be receiving your letter (e.g. 'All Year 12' or Class 13A/Sp1) should be provided to the admin team.

6.5. Distribute the letters to students and parents.

6.6. At all stages, to ensure that your proposed trip meets the academy's minimum expectations the Principal (or Associate Senior leader responsible for Wider Curriculum) may seek further information, including cost and transport information. It may also be beneficial to have alternative dates for the trip should there be a calendar clash with your proposed dates.

6.7. All trips that take place out of academy hours will need to have an SLG link. The SLG link will need to have a copy of an accurate register (staff and students), basic itinerary

(location, times including external companies used) and emergency contact details. Please update your SLG link of your safe return if the trip returns out of academy hours.

7. Safeguarding and Health and Safety

7.1. **This is the most crucial part of the planning process once it has been approved.**

7.2. The risk assessment process should now begin using the Trip Approval Form. To support the risk management process there is an opportunity for an initial assessment. This is categorised as:

- **Low Risk:** A trip to a local amenity, venue or location. Local is considered to be within a 30-mile radius of the academy
- **Medium Risk:** A same day trip to an amenity, venue or location outside the local radius of 30 miles but within the UK. Trips with students on behaviour reports.
- **High Risk:** Any residential trip, any trip outside the UK and any trip involving adventurous activities, e.g. water sports, climbing, etc. Any trip with a student with serious medical issues or high-level SEND

7.3. From this research and information on the approval form the risk assessment process using the 'Evolve' software must begin.

7.4. The trip leader should base their assessment on the maximum number of students that are participating, the location, the purpose and the itinerary for the trip. Advice and guidance from the EVC should be sought when completing Evolve.

7.5. This stage of the trip planning process considers the safety of students, staff and others and the trip leader has to make an assessment of those risks. For the majority of trips, the health and safety risks are considered 'low risk' and as such the risk assessment is a fairly simple process, however particular attention should be given to:

- The type of trip - Residential trips and any trip that involves climbing, water activities or adventurous sports would be considered high risk
- Any students who have medical conditions or disabilities. It is illegal to exclude students from trips or visits due to their medical condition, therefore you will need to assess how their condition can be supported. The trip leader should seek advice from the SEND team, Medical Welfare Officer or an appropriate member of Senior Leadership when considering this factor
- Students with behavioural issues. An assessment may need to be made regarding how students with challenging behaviour can access the trip and what support may need to be put in place to ensure they take part safely and do not compromise the safety of others.

7.6 Assessing risk

- Trip leaders will need to upload their risk assessment for the trip to Evolve before it is approved. Exemplar risk assessments are available for staff to use as a starting point. Each risk assessment uploaded should be generic to the specific trip taking place. All activities taking place on the trip must have been risk assessed in advance.
- The trip leader will need to complete the Trip Leader checklist and upload it to Evolve before submitting to the EVC for final approval.
- Due diligence needs to take place for all providers (in particular international trips). Staff members will need to confirm that providers hold the LOtC Quality Badge as well as ensuring the provider has Public Liability Insurance: £10,000,000
- An additional Overseas trip compliance checklist is required for all international trips and must be uploaded to Evolve by the trip leader before final approval.

7.7 Registers

Before leaving the academy, it is a requirement to complete an accurate register. The academy's usual 'register expectations' apply during a trip and inaccuracies could present a safeguarding risk or sending an incorrect text message, causing unnecessary

worry to a parent. If the trip is out of academy hours, email your register to adminsupport@ and attendance@ as well as your SLG link.

8. The role of trip leader

8.1. When planning a trip, it is important to remember that the academy has minimum expectations of the trip leader:

- The trip leader completes the Evolve form **and** attends the trip.
- Provide high quality learning and enrichment experiences for students (whether linked to the curriculum or not)
- Plan, risk assess and estimate the costs of any trip
- Meet our legal responsibilities towards the safety, safeguarding and welfare of students ensuring that risk assessments are completed, and any identified risks are reduced wherever possible
- Provide 100% accurate registers before and during the trip. Ensure the EVC, admin team and attendance have copies of your register.
- Answer questions from parents, students or senior leaders
- Act as the link between admin/finance and students, e.g. distributing letters, confirming student interest and attendance
- Ensure that parents are notified of trips in a professional and timely manner, particularly where payment is required
- Ensure that trips present value for money, including planning the staffing for the trip
- Gather risk assessment information that is fit for purpose and enter it onto Evolve
- Discuss students with SEND or medical needs with the SEND team and Medical Welfare Officer (see Section 9). Discuss student list with the appropriate staff member responsible for behaviour to check for safeguarding behaviour concerns
- Ensure the trip arrangements are in place before leaving, e.g. you have all tickets/ confirmation numbers, directions to the venue, etc
- Make clear behaviour expectations before leaving the academy
- Collect a first aid kit before the trip leaves
- Ensure where remote supervision occurs all students have the emergency phone number and or an emergency card for international trips.
- In an emergency situation, take responsibility for contacting parents, SLG link and other staff as appropriate
- Remain with any students who need first aid (or are taken to hospital) in the role of ‘loco parentis.’
- Review the trip and evaluate successes and areas for improvement
- Notify teaching staff who will be impacted by the trip and the Attendance Team at least 5 school days before the trip.
- Share the trip risk assessment with all relevant parties once the trip has been authorised and ensure all risk controls are followed.
- Keep an up-to-date day log for all residentials/international trips – see Appendix 4
- Complete the Trip leader checklist before final submission on Evolve – Appendix 5
- Complete the Overseas Trip Academy Compliance checklist for all international trips.

8.2. For further support there is help available from the admin and finance teams as well as the EVC. A trip pack is given to each trip leader which should be ready before departing for the trip.

8.3. The trip leader may be a Curriculum Leader/Head of Department or other middle leader, teacher or learning and support staff. For a large number of students and higher risk trips, the leader would be expected to be a more senior member of staff.

9. Students with medical or SEND needs

9.1. From the list of students that have been invited on the trip, the trip leader will be provided with a list of those who have medical needs.
9.2. In good time before the trip leaves, the trip leader will need to review this list and be confident that they are aware of any specific medical issues (and have bespoke risk assessments in place) and a basic understanding of any care plans or special educational needs.
9.3. In rare cases a member of staff may need to look after any medicines for a student.

10. Parental meetings – residential/international trips only

10.1. For a residential trip, the trip leader will need to organise an after-school event to speak to parents (this can be organised through the Senior Leader link). This provides an excellent opportunity for trip leaders to ensure parents have checked the contact details held on Bromcom, medical information is up to date and address any parental concerns. Check the *Parental information event checklist* in advance to ensure all content is covered on Appendix 3.

11. Emergency contact numbers and trip packs

11.1. The Trip Leader must have a list of emergency contact details; this will be provided to the trip leader 24 hours before the trip along with a copy of student medical information, the academy mobile phone and a paper register.
11.2. The trip leader must also have emergency contact details for all staff members on the trip if the trip falls outside of academy hours.

12. Gaining permission (parent/carer consent)

12.1. During the admission process parents have given their consent for their child to take part in school activities and other trips that take place off school premises (excluding residential and high-risk activities). Parents have also given consent for first aid or urgent medical treatment to be given during any school trip or activity.
12.2. All letters sent to parents/carers must include the following: *"Under the Admissions process, Trinity Sixth Form Academy has your consent for your child to participate in all academic trips and visits, excluding those that are residential or classified as high risk. If there have been any updates to your emergency contact details or your child's medical information since their enrolment, please notify the academy to ensure our records are up to date. Please contact the college if you would like to withdraw your consent."*
12.3. Parental and student contract will need completing for all international trips – Appendix 6
12.4. Residential/international and high-risk activities will need additional medical consent. Appendix 7
12.5. Last minute changes (within 24 hours) to the list of students attending the trip should be avoided. If the last-minute trip is unavoidable, ensure parents/carers receive letters of communication regarding the trip and ensure written permission is gained via email. Ensure EVC, admin support and attendance are aware of the change.

13. Review and evaluation

13.1. On the return of a trip the trip leader must self-evaluate its success and discuss both the merits and any areas of concerns with EVC
13.2. The evaluation discussion should encompass the following areas:

- Success – were the learning aims achieved?
- Enjoyment – did students enjoy and benefit from the trip?
- Value for money?
- Organisation – could the organisation be smoother?
- Were there any incidents or accidents - these must be referred to the Wellbeing Team and Associate Senior leader responsible for Wider Curriculum. Permission slips from these trips are kept until students are 21 years old or 25 years old for SEND. Refer these to a member of SLG or where there were potential safeguarding issues, to a member of the Student Wellbeing Team
- Would this trip run again?

14. Roles and responsibilities

14.1. The role of the Principal
- The role of the Principal is to ensure that staff taking part in trips or visits are aware of this document and understand their roles in managing and supervising trips. The Principal (or Associate Assistant Principal responsible for Wider Curriculum with delegated authority) will be responsible for authorising a trip

14.2. The role of Directors/Governors
- As this policy is linked to curriculum and learning and safeguarding and welfare, LGB's will be responsible for monitoring this policy within those areas of responsibility
- Directors will review and approve the policy

14.3. The role of Senior Leaders
- Senior Leaders will have an awareness of trips that take place within their link curriculum areas and will support the trip leader
- The Senior Leader named on the front of this document has responsibility for agreeing trips in principle on the Evolve system

14.4. The role of trip leaders
- See Section 8

14.5. The role of Educational Visits Co-ordinator (EVC)
- The EVC will provide advice to trip leaders on the risk elements of the trip
- The EVC will provide a link between the academy and the Local Authority's health and safety team

15. Terms of Participation and Cancellation

15.1 Participation in academy trips is a privilege and is subject to the student maintaining satisfactory standards of behaviour, conduct, and attendance prior to the departure date.

15.2 The academy reserves the right to withdraw a student from a trip if, in the Principal's professional judgement, their recent conduct or attendance record suggests that their participation may pose a risk to the safety, wellbeing, or orderly transition of the group, or where the student has failed to meet the requirements set out in our Behaviour for Learning Policy.

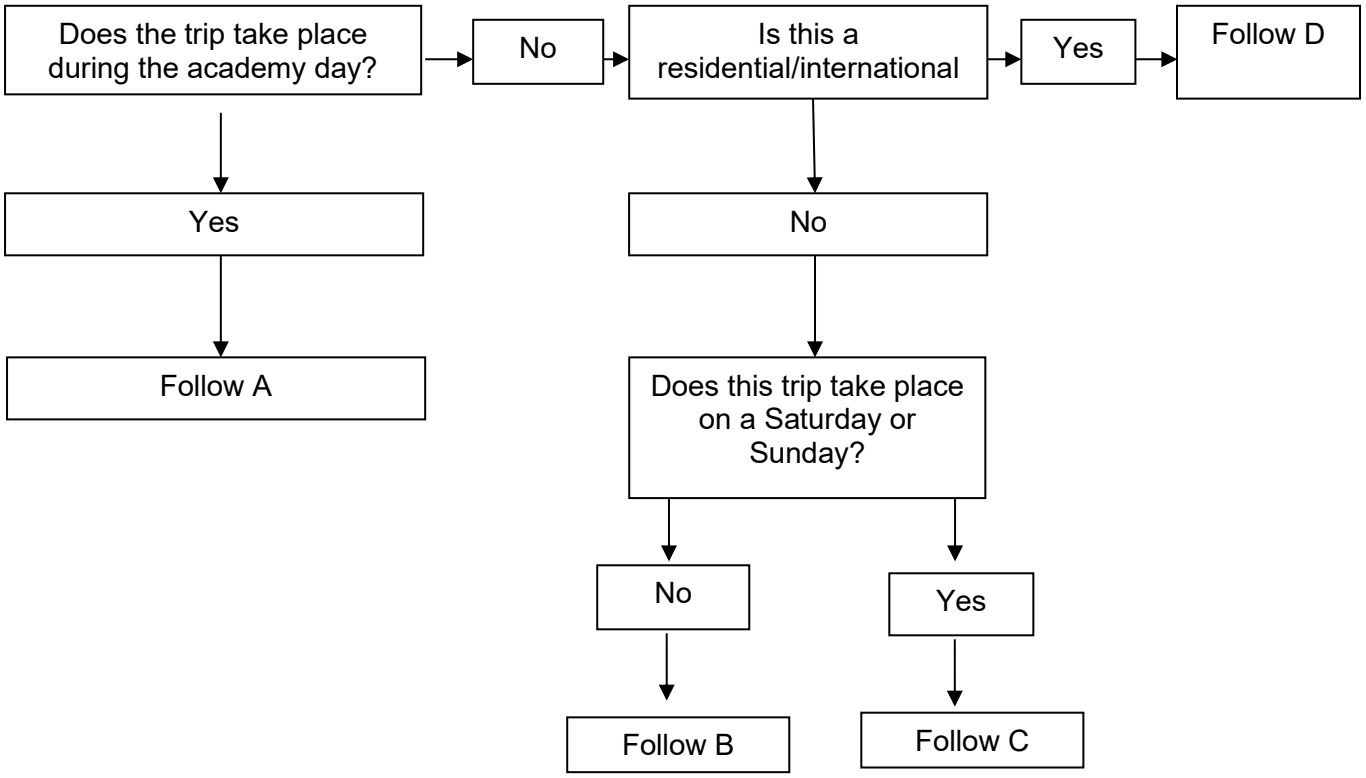
16. Refunds and Financial Liability

16.1 In the event that the academy withdraws a student for the reasons stated above:
- The academy will make reasonable efforts to recover costs from third-party providers or fill the vacated space to mitigate financial loss;
- However, parents/carers remain liable for any non-refundable deposits and any committed costs already paid by the academy that cannot be recovered;

- Parents are advised that school travel insurance typically does not cover cancellation due to school-led disciplinary withdrawal.

Each situation will be reviewed on an individual basis, ensuring full compliance with the Equality Act 2010 and considering any mitigating circumstances or protected characteristics.

Appendix 1: Trips and visits – planning flowchart for Trinity Sixth Form Academy



Trip type A – Visits that take place during the usual academy day

This process is for trips and visits that:

- Are **not** residential
- Do **not** take place on a Saturday or Sunday
- Leave after 9.00 am **and** return by 3.25pm
- Are low risk

Checklist: Trip Type A

Weeks before departure date	**Action**	**Date completed**
At least four weeks before	Discuss potential visit with Curriculum Leader	
Four weeks	Minimum notice - complete approval form	
Four weeks	Book transport (as required) Draft letter to parents and forward to EVC to complete final version	
Four weeks	Evolve process started and risk assessments from host organisation received	
Three weeks	Staffing and First Aider confirmed. Any cover requests submitted. *Where a First Aider is not on the staffing list, this needs to be agreed by a member of SLG and noting on Evolve*	
Two weeks	Trip leader will provide a list of students with medical needs. The trip leader **must** discuss any issues or concerns with the SENCO and Wellbeing team.	
Two weeks	Letters distributed to students and collated.	
One week	Evolve completed and agreed. Trip approved.	
Two days (48 hours)	Admin deliver 'trip pack' with full emergency contact details and medical needs information.	
Departure date	Complete registers and collect academy mobile phone before the trip departs Issue contact information to staff and students. Trip runs. Provide accurate registers to EVC, Admin team and Attendance Team.	

Trip type B – Visits that return on the same day

This process is for trips and visits that:

- Are **not** residential
- Do **not** take place on a Saturday or Sunday
- Leave and return the same day but outside timetabled lessons

Weeks before departure date	**Action**	**Date completed**
At least four weeks before	Discuss potential visit with Curriculum Leader	
Four weeks	Minimum notice - complete approval form	
Four weeks	Book transport (as required) Draft a letter to parents and forward to the EVC/Admin Team to complete the final version.	
Four weeks	Evolve process started and risk assessments from host organisation received	
Four weeks	Set up payments system with Finance	
Four weeks	Letters distributed to students and collated by EVC/admin team. *Parent/carer made aware they need to make arrangements for their child's transport to/from the academy* Where payment is required, letters must be sent with as much notice as possible. Where costs are involved, the letter should indicate the total costs, payment increments and penalties for withdrawing from the trip once the deposit has been paid, plus a date when parent/carer needs to pay by	
Four weeks	If leaving or returning outside usual academy hours, arrange to have the site opened by the Site Team	
Three weeks	Staffing and First Aider confirmed. Any cover requests submitted *It is the trip leader's responsibility to source a First Aider. Where a First Aider is not on the staffing list, this needs to be agreed by a member of SLG and noting on Evolve*	
Two weeks	Trip Leader will provide a list of students with medical needs. The trip leader **must** discuss any issues or concerns with the SENCO and Wellbeing team.	
Two weeks	Speak to Finance to confirm payments have arrived. *Where payments have not been made the trip leader and Curriculum Leader need to decide if the trip is still value for money. Any 'underpayments' will be funded from the Curriculum Area budget.* *Where non-voluntary payments have not been received, the trip leader may need to decide if the student can still attend the trip*	
One week	Evolve completed and agreed. Trip approved	
Two days (48 hours)	Admin deliver 'trip pack' with full emergency contact details and medical needs information	
Departure date	Complete registers and collect academy mobile phone before the trip departs Issue contact information to staff and students	

	Provide accurate registers to EVC, Admin team and Attendance Team.	

Trip type C – Visits that return on the same weekend day

This process is for trips and visits that:

- Are **not** residential
- Take place on a Saturday or Sunday
- Leave and return the same day

Weeks before departure date	**Action**	**Date completed**
At least four weeks before	Discuss potential visit with Curriculum Leader	
Four weeks	Minimum notice - complete approval form	
Four weeks	Book transport (as required) Draft a letter to parents and forward to the EVC/Admin Team to complete the final version.	
Four weeks	Evolve process started and risk assessments from host organisation received	
Four weeks	Set up payments system with Finance	
Four weeks	Letters distributed to students and collated by EVC/Admin Team. *Parent/carer made aware they need to make arrangements for their child's transport to/from the academy* Where payment is required, letters must be sent with as much notice as possible. Where costs are involved, the letter should indicate the total costs, payment increments and penalties for withdrawing from the trip once the deposit has been paid plus a date when parent/carer needs to pay by	
Four weeks	If leaving or returning outside usual academy hours, arrange to have the site opened by the Site Team	
Three weeks	Staffing and First Aider confirmed *Unless agreed otherwise, a First Aider will be required on all weekend trips*	
Two weeks	Trip Leader will provide a list of students with Medical Needs. The Trip Leader **must** discuss any issues or concerns with the SENCO and Wellbeing team.	
Two weeks	Speak to Finance to confirm payments have arrived *Where payments have not been made, the trip leader and Curriculum Leader need to decide if the trip is still value for money as any 'underpayments' will be funded from the Curriculum Area budget*	

	Where non-voluntary payments have not been received, the trip leader may need to decide if the student can still attend the trip	
One week	Evolve completed and agreed - Trip approved	
Two days (48 hours)	Admin deliver 'trip pack' with full emergency contact details and medical needs information	
Departure date	Contact any parents of students who should be present **before leaving** to confirm the students' whereabouts Complete registers and collect academy mobile phone before the trip departs. Issue contact information to staff and students Provide accurate registers to EVC, Admin team and Attendance Team.	

Trip type D – residential/international visits

Time before departure date	Action	Date completed
At least four months before (Twelve months – international)	Discuss potential visit with Curriculum Leader/SLG	
Four months (Twelve months – international)	Minimum notice - complete approval form	
Four months (Six months - international)	Provisionally book the trip, establishing the minimum numbers required and the cost implications of not meeting minimum numbers	
Four months (Six months - international)	Draft a letter to parents and forward to the EVC/Admin Team to complete the final version. Ask for deposit to be paid within two to three weeks of receiving the letter	
After deposit deadline	If minimum numbers have not been met at this stage, consider the financial implications and discuss with SLG link whether to still go ahead *Experience indicates that students will 'drop out' further into the stages of the trip planning process* Discuss alternative arrangements with the tour provider if minimum numbers have not been met If the trip still represents value for money, then confirm the booking	
Two months to go	Evolve process started and risk assessments from host organisation received A list of students is established, and admin will gather medical information. The trip leader **must** discuss any issues or concerns with the SENCO and Wellbeing team. Any behavioural concerns must be discussed with the Principal (or Vice Principal) ***at this stage***	
Two months to go	Check with Finance that payments are up to date If payments are not up to date, contact parents and discuss any issues. (Finance can offer payment plans) If payments are not up to date, consider alternative arrangements, such as offering the trip to a wider group of students. Discuss the financial implications with your SLG link Plan the parents' meeting and discuss with admin any support that might be needed on the night	

One month	Hold parents' meeting. Deliver information to parents on the agenda for the tour, what equipment is needed and your expectations of students. *See Parental information event checklist –Appendix 3* Use this meeting to gather any documentation needed for the trip, e.g. passports, GHIC Where parents do not attend, contact them and ensure they are aware of your requirements and expectations for the trip	
Four weeks	If leaving or returning outside usual academy hours, arrange to have the site opened by the Site Team	
Four weeks	Check with Finance that payments are up to date. If payments are not up to date, contact parents and discuss any issues. (Finance can offer payment plans). Decide if students who have not contributed should still go	
Three weeks	Staffing and First Aider confirmed. Any cover requests submitted *It is the trip leader's responsibility to source a First Aider*	
One week	Evolve completed and agreed with final names - Trip approved	
Two days (48 hours)	Admin deliver 'trip pack' with full emergency contact details and medical needs information	
Departure date	Complete registers and collect academy mobile phone before the trip departs Contact any parents of students who should be present **before leaving** to confirm the students' whereabouts – and confirm if they plan to attend the trip. Issue the contact information to staff and students Provide accurate registers to EVC, Admin team and Attendance Team.	

Appendix 2

Request for Residential, Off-site Visits/Trips

Important Note: *Prior to completing this form, it is the Trip Leader's responsibility to read the Educational Trips and Visits Policy and Trip Leader Checklist for key dates and actions required to ensure the trip can be approved.*

All parts of this form must be completed and submitted with all relevant information to allow the Admin Team and Parent/Carers sufficient time to process all actions and payments if applicable.

Notice periods required:

- Residential Trips – not less than 4 months (12 months for International)
- Non-Residential Trips *with no cost* to parent/carers - not less than 4 weeks
- Non-Residential Trips *with a cost* to parent/carers - not less than 8 weeks (allowing minimum sufficient time for payment notification to parent/carers)

All relevant Health and Safety and Risk Assessment forms must be completed by the Trip Leader.

Type of trip:

Residential		Non-residential		Within Academy day:	

Trip Leader*:		**Curriculum Area:**	
*** The Trip Leader should be one named member of staff. This Leader has ultimate responsibility for ensuring all relevant policies have been followed and they have taken every possible step to ensure student and staff safety. This person will complete the Evolve process and attend the trip.**			
Title/Description of visit:			
Proposed dates of visit:		Residential:	
Alternative dates for visit:		Venue/Location:	
Times of visit (if less than one day)		Number of staff required for trip:	(based on 1:15 staff to students, dependant on risk assessment)

Number of students by Year Group (estimates)	Year 12	Year 13

Please describe how this trip relates to Higher Education/Careers and indicate if this trip includes: (Mark as appropriate all that apply) • An encounter with an employer Yes/No • An encounter with HE (University) Yes/No • Experience of a workplace Yes/No
Please indicate how this visit or the programme of events serves as an educational purpose, or enrich learning experiences:

Transport
(Please consider the overall benefits to students of a long journey).

External coach hire	

Financial information:

Cost to students:		**Costs for TSFA:**	
Curriculum Budget: *Must be provided for cost requisition purposes*			
Minimum numbers of students required for the trip to be financially viable:			

Risk Assessment
(What is the level of risk associated with this trip?)

Low risk: A trip to a local amenity, venue or location. Local is considered to be within 30 miles of the academy.	
Medium risk: A same day trip to an amenity, venue or location outside of 30miles, but within the UK, including trips with students on behaviour reports	
High risk: Any residential trip, any trip outside the UK and any trip involving adventurous activities e.g., water sports, climbing. Any trip with a student with serious medical issues or high-level SEN.	

Staffing:

Please consider the impact to other students when teaching staff are nominated to supervise a trip. Where there is a high level of disruption proposed, this could impact the approval process. Please outline the number and, where possible, names of staff that are involved in supervising the trip: First Aider:	
Cover request form: Suitable cover work will need to be sent in the usual way for any staff who require cover to support the trip.	
Leave of Absence form: This must be completed and sent to HR one week before the trip.	
Please confirm that you have the required number of staff, including first aid provision: YES/NO	Please confirm that you have received training from the EVC on Evolve software: YES/NO

Authorisation:

Trip Leader:		Date:	

Admin Lead:		Date:	
Curriculum Leader/SLG Link:		Date:	
MF - Principal:		Date:	

Appendix 3:

Parental information events checklist

Parental information events for residentials/international trips must contain the following information:

- Name of staff members attending
- Travel details – timings, residential locations, airports, ferry ports, etc
- Accommodation details – location and contact details
- Mode of travel during residential
- Emergency contact details for parents during the trip
- Meal information where possible
- Behaviour expectations on the trip
- Plans for if students need to be removed from trips – *this should have been addressed in your risk assessment*
- Additional travel insurance (if needed)
- Financial information – if relevant
- Suggested items to take/pack
- Limitations on luggage (if relevant), e.g. flights
- Final reminders
- Opportunity for questions

For all international trips of students who are not British citizens/hold a British passport, please inform parents that it is *their responsibility* to check the visa requirements for the country you are visiting directly with the Embassy of the country you are travelling to/through. This information should **not be taken** from third party companies.

It is good practice where possible to have all trip staff members in attendance at the parental information event.

Appendix 4:

Residential/international day log

This log needs filling in at the end of each day summarising the main incidents and accidents as well as any student conversations and outcomes.

Day/date	Activities	Incidents/accidents/conversations/outcomes	Hotel curfew	Room curfew	Staff curfew

Appendix 5:

Visit Leader checklist

This document needs to be completed by the trip leader and uploaded to Evolve before submitting it for final approval.

Visit Leader Check List

This list is designed as a final check on visit planning. The relevance of the bullet points and the complexity of the responses are dependent on the nature of the particular visit. For each of the points, further information about good practice can be found elsewhere in this guidance.

- ☐ The benefits and risks of all aspects of the visit have been considered, and the visit plan has an appropriate balance and an acceptable level of residual risk.
- ☐ The visit plan has involved leaders and helpers before the visit, and they are clear about what they are expected to do in order to manage the risks.

Content and Aims
There are clear and well-considered aims that are particular to the learning and development of the group as a whole and individuals within it, which contribute to the wider curriculum or ethos of the establishment.
Evaluation and visit review arrangements are in place.

Staffing:
- ☐ I am clearly identified as the Visit Leader, approved by the establishment, and will be attending the trip.
- ☐ I have read all documentation relating to my trip including TSFA's Educational Trip and Visits Policies and Procedures
- ☐ A reserve visits leader has been identified in the unlikely event that the visit leader can no longer perform their duties.
- ☐ All staff members on the trip have been briefed and are confident and competent to fulfil their designated role.
- ☐ There are sufficient leaders to ensure effective supervision (appropriate ratios) and deal with incidents and emergencies. Max ratio on trip = _____
- ☐ All staff members have received all relevant information on both the visit and the group (including medical needs)
- ☐ If accompanying leaders are taking a family member on the visit, there are arrangements to ensure that this will not compromise the group management.
- ☐ I have kept my EVC informed during the planning process.

Activities:
- ☐ Activities are appropriate to the aims of the visit and the nature of the participants.
- ☐ Staff are appropriately competent to lead the activities, or a suitable provider has been contracted to lead.
- ☐ Finance arrangements have been organised with the Finance team.
- ☐ Transport arrangements have been organised with the Finance team.
- ☐ All activities have been risk assessed, including a specific activity risk assessment for all sporting and adventurous activities.

Group:
- ☐ Up-to-date contact details, medical information, dietary requirements and information about special needs are available and shared appropriately with staff and any relevant provider staff. Risk assessments have been completed for individuals if needed.

- ☐ Update regarding the student list has been received from SEN and wellbeing.
- ☐ Communication has been provided to parents and young people to enable informed consent (where consent is required) - location, timings etc.
- ☐ Participants have been provided with information about what to do and what is expected of them and, where appropriate, have been involved in the planning and risk benefit assessment process.
- ☐ Safeguarding issues are addressed.
- ☐ Inclusion issues are addressed.

Environment:

- ☐ Environmental factors (weather, daylight hours, temperature, water levels, etc.) have been considered.
- ☐ Accessibility issues are addressed.
- ☐ Safety and security have been checked and considered.
- ☐ A preliminary visit has taken place and/or sufficient pre-research has been done into the venue/activity to address any risks.
- ☐ An appointed member of staff will have a first aid kit with them on the trip.
- ☐ There is access to first aid at an appropriate level.
- ☐ Named first aider if relevant _____
- ☐ Where remote supervision will be used, the environment is suitable, and students will have received appropriate training to minimise risks and ensure they know what to do in an emergency.
- ☐ Accommodation, where used, is safe, suitable and appropriate - Risk assessment complete.
- ☐ Travel or transport arrangements are appropriate - Risk assessment is complete.
- ☐ There is a Plan B/alternative options in place, where necessary
- ☐ There is an emergency plan in place and leaders, helpers, participants, providers and emergency contacts have been given relevant information about it – this includes leaders becoming ill.
- ☐ If the trip is residential, parents/carers have been provided with an emergency phone number.
- ☐ If the trip falls outside of reception hours (8.00am – 4.30pm), the visit leader has the contact details for a member of the SLG team in the event of an emergency – Name of SLG link._____
- ☐ If needed (see above) the trips SLG link has details of who is on the trip (staff and students), basic itinerary (location, times etc. including external companies used) and emergency contact details.
- ☐ Additional and suitable insurance is in place if necessary (and required documents if visiting overseas).
- ☐ International trips only – Overseas trip checklist has been completed.

Finally:

- ☐ The visit meets all relevant requirements of my employer and establishment policies/procedures.
- ☐ My decision is that this visit is appropriately prepared should it take place.

Signed: _____ Date:_____

Print name:_____

Appendix 6:

International trips
Parent and Student contract form

Student contract

I understand that whilst on an international trip,

- ✓ I must follow all TSFA behaviour expectations as normal.
- ✓ I must not consume any alcohol.
- ✓ I must follow the room and hotel curfews.
- ✓ I must stay for the full duration of the trip.

Failure to comply with any of the above, could result in removal from the trip. Removal and/or early departure will be at parents/carers expense.

I am also aware that,

- ✓ During 'free time' I must never be alone. I must always be with at least one other student and take responsibility for my own safety
- ✓ I am responsible for my own health and wellbeing, including, exposure to the elements – applying suncream, wearing sunhats, staying hydrated, appropriate clothing/footwear for cold/hot and wet environments
- ✓ If swimming, I must be aware of my own abilities, listen to local guidance and never take risks. Open water swimming most only take place during organised TSFA activities.
- ✓ I understand that additional activities outside of the TSFA itinerary will potentially not be covered by the MAT insurance
- ✓ Any spending money and personal items (including electronics) are my responsibility

Signed_____ Name_____Date _____

Parental contract

- ✓ I am aware of all the expectations set out above and acknowledge the need for responsible behaviour on the part of my child.
- ✓ I agree that for the period of the visit my son/daughter is in the full charge of the leaders of the party.
- ✓ I am fully aware that my son/daughter will not be allowed to smoke or to consume alcohol on the trip.
- ✓ I am aware that if my son/daughter is removed from the trip/chooses to leave the trip early, this will be at my expense.
- ✓ I am aware that students will have 'free time' and will not always be in the presence of/supervised by TSFA staff.
- ✓ I am aware that it is my responsibility to ensure any additional international visas to travel (above any beyond what is required of a British citizen) are in place before the trip and that staff leading the trip are aware of these visas before departure. I understand that this must be checked directly with the embassy of the country students are travelling to.
- ✓ I am aware that it is strongly advised that all students have a GHIC card for European trips and that the trip leaders will need a copy of the card.

Signed_____ Name_____Date _____

Appendix 7:

Parental Medical Consent Form for Residential/OAA activities (Name of trip)

Name of Student: _____Year _____House:_____

Although we hold medical information regarding your son/daughter on Bromcom, we would like to ensure all the data we hold is accurate and up to date before the trip departs.

Section One – Medical information

a) Does your child suffer from any medical conditions requiring treatment? **YES/NO**

If yes, please give details of medication, dosage and frequency:

_____

_____

b) Has your child suffered any trauma/been in contact with any contagious or infectious diseases/suffered from anything in the last four weeks that may become infectious? **YES/NO**

If yes, please give details:

_____

_____

c) Is your child allergic to any medication/? **YES/NO**

If yes, please give precise details:

_____

_____

d) Does your child have any food allergies or specific dietary requirements? **YES/NO**

_____

_____

e) Has your child received a tetanus injection within the last 5 years? **YES/NO**

_____

_____

f) Name, address, and telephone number of family doctor:

_____

_____

_____

The academy and its agents will not be held liable for any injury or death arising directly or indirectly from or out of the administration of the prescribed medication by the appointed staff members, other than through the academy's negligence.

In addition, I agree to my son/daughter receiving emergency medical treatment, including anaesthetic, as considered necessary by the medical authorities present.

The following items will be available. Please tick to indicate your consent for them to be administered to your child.

	Yes	**No**
Paracetamol	☐	☐
Sticking Plasters	☐	☐
Antiseptic Wipes	☐	☐

I understand the extent and limitations of the insurance cover provided.

Please note: Students with inhalers/epi pens must have them on their person at all times. They must also look after their own travel sickness pills.

Students will be responsible for looking after and administering any prescribed medication. Staff members on the trip must be made aware of any prescribed medication including type of medication and quantities.

When/if needed I give permission for the First Aider/trip leaders to look after and administer prescribed drugs, according to the stated dosage.

In the event of an emergency, if we cannot get hold of the main contacts on Bromcom, please include two **additional** emergency contact names and phone numbers. We will always use the main Bromcom contacts first.

Name of Contact	**Telephone Number**	**Relationship to Student**
_____	_____	_____
_____	_____	_____

Section Two - Documentation

I am happy for the trip leader to take a photocopy of my son/daughter's passport/GHIC card/essential trips documents in case any documentation is lost / stolen.

I am happy for trip leaders to take responsibility for any travel document including passports/GHIC card/essential trip documents if and when needed.

Section Three – Return from trip

I am aware that on return, my son/daughter will not be allowed to make their own way home unaccompanied, unless I have informed the trip leader in advance.

Section Four– Photography/media

I am aware that staff members will be taking photos/videos throughout the trip and that these may be used on promotional material/advertising.

I am aware that I must inform the college in advance of the trip if I do not consent to this.

Section Five – Outdoor adventurous/sporting activities including swimming and hill walking.

If the trip involves an outdoor and adventurous activity, I am fully aware that although risks will be minimised during the trip by leaders/instructors, sporting or/and adventurous activities/swimming by nature are not risk free.

With this knowledge I consent to my son/daughter attending and taking part in this trip and the activities associated with it.

I am aware that I must inform the college in advance of the trip if I do not consent to this.

My child can swim 50m or more. **YES/NO**

My child is confident in water **YES/NO**

Section Six - Consent

I acknowledge and agree to all the conditions/sections set out above. ☐

I authorise the Principal's delegated representatives to act fully on my behalf in the event of emergency medical treatment of any description being required during the period of this visit. ☐

I have detailed all information concerning medicines that my son/daughter is taking at present. ☐

I have detailed all information of a medical nature which will be beneficial to the accompanying teachers ☐

I am aware that if any information provided on this form changes before the trip, I must inform TSFA as soon as possible ☐

Full Name of Parent/Carer: _____

Address: _____

_____

Contact phone number _____

Signature: _____ (parent/carer) Date: _____