

# Trips and Visits Policy

## **Policy Review**

The responsibility of reviewing and maintaining this policy is Craig Dembicki (Managing Director). This policy will be reviewed annually.

Start date of policy: **3<sup>rd</sup> September 2015**

Reviewed: **18<sup>th</sup> July 2024**

Date of next review: **18<sup>th</sup> July 2025**

Signed



Craig Dembicki  
Managing Director  
Education 1st

### **Purpose of this Policy**

Education 1<sup>st</sup> students should have the opportunity to visit local places of interest and to participate in adventurous, educational and mentoring activities off site. These visits must be well organised and fully comply with regulations and recommendations.

### **Related Policies:**

Behaviour Policy  
Child Protection and Safeguarding Policy  
Health and Safety and Risk Management Policy  
SEND and Inclusion Policy  
Supporting Students with Medical Needs Policy  
Transport Policy and Protocols

Education 1<sup>st</sup> meets the full costs of visits and trips. However, in line with the Behaviour Policy, parents/carers will be charged for any damage caused by their child.

### **Roles and Responsibilities**

The Operations Manager will:

- On admission to Education 1st parents/carers are asked to complete a generic consent form which gives:
  1. Their child permission to participate in day trips/visits.
  2. Parent/carer contact details and;
  3. Details of medical conditions.
- Ensure an Education 1<sup>st</sup> contact is available for the duration of the visit.

The Health and Safety Lead will:

- Ensure the visit is as safe as reasonably practicable and hold a Risk Assessment for the activity being undertaken.
- Ensure any issues identified in exploratory or previous visits have been satisfactorily resolved within the risk assessments.
- Ensure arrangements are in place for the objectives of a visit to be inclusive.
- Ensure suitability checks of providers have been checked for staff working directly with students.
- Ensure the staff evaluate visits, especially if thought to be high risk, to inform the operation of future visits.
- Make a judgement about a member of staff's competence and suitability to lead a trip/visit.
- Ensure procedures to follow in case of emergency are known to all staff.
- Arrange for the investigation and recording of any incidents/accidents/"near misses". These records will be reviewed termly, and information used to inform future visits.

Staff will:

- Ensure students are aware of behaviour expectations and uphold these expectations throughout the trip/visit.
- Be aware of the need to obtain best value for money and purpose.
- Ensure they receive any necessary induction and training before the trip/visit.
- Have a Travel First Aid Kit in their car.
- Understand what procedures to follow in case of emergency.
- Ensure they maintain highly professional standards at all times.

For visits taking place within the school day no further consent will be required. It is the parent/carer's responsibility to notify Education 1<sup>st</sup> of any changes in the contact details or medical conditions.

**Staff Ratio**

Staff transport of students on a maximum ratio of 1:3 in their own cars and 2:7 in the designated Education 1<sup>st</sup> (the Provision) vehicle.