



**HAGLEY CATHOLIC  
HIGH SCHOOL**  
SEMPER FIDELIS

# Offsite Visits Policy

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Post holder responsible	Assistant Principal: Behaviour and Attitudes
LGB Chairperson	Geoff Taylor-Smith



**Commitment to Equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Offsite Visits Policy has been approved and adopted by Hagley Catholic High School Governing Body on 7<sup>th</sup> December 2023 and will be reviewed in July 2025.

**Signed by LGB representative for Hagley Catholic High School:**



**Signed by Principal:**



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## **1. Introduction:**

Learning outside the Classroom has a vital role to play in meeting the demands of the National Curriculum, and in achieving the goal of personalised learning. Outstanding Schools have always used educational visits, residential and other activities outside the classroom as part of their whole school approach towards learning. Hagley Catholic High Schools vision is to be a beacon for the offsite visit opportunities available to all students at the school as well as providing exemplar guidance, support and resources to all staff, so as to empower them with the confidence to explore these other teaching opportunities.

All visits, trips and off-site activities are planned, organised, conducted, and reviewed in line with the Worcestershire LA Policy. Worcestershire County Council has formally adopted “OEAP Employer Guidance” as “Worcestershire Employer Guidance for the Management of Visits and Learning outside the Classroom”. A copy of this Guidance can be found on the following website [www.oeapng.info](http://www.oeapng.info) (Outdoor Education Advisors Panel).

## **2. Aims:**

The school must ensure that:

- The aims and objectives of every visit conform to the school’s wider curriculum aims.
- The students benefit fully from the visit and that their experiences, as far as can be controlled by the school, are positive.
- The students are well supervised, and the visit well planned so that students are kept free from harm and give others a favourable impression of the school.

Where it is appropriate, practical, and possible, trip organisers are expected to liaise with the school Educational Visits Co-ordinator (EVC), to avail themselves of any help and advice that is available, and to keep them informed.

## **3. Legal framework**

This policy has been created regarding relevant legislation including, but not limited to:

- [The Health and Safety at Work etc. Act 1974](#)

This policy has also been created with due regard to the following guidance:

- [DfE \(2018\) ‘Charging for school activities’](#)
- [DfE \(2018\) ‘Health and safety on educational visits’](#)
- [HSE \(2011\) ‘School trips and outdoor learning activities’](#)
- [DfE \(2013\) ‘Driving school minibuses’](#)

This policy should be used in conjunction with the following school policies:

- [Complaints Procedures Policy](#)
- [Behaviour for Learning Policy](#)
- [Critical Incident Policy](#)
- [Health and Safety Policy](#)
- [Charging and Remissions Policy](#)
- [Minibus Policy](#)
- [Equal Opportunities Policy](#)
- [DBS Policy](#)

#### **4. Roles and Responsibilities:**

The **Academy Committee** is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: - ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring educational trips and visits positively impact on students' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of students when partaking in extra-curricular trips and activities.

The **Principal** is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the LA as necessary to ensure the correct appointment is made.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular and trips.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visit's coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The **Educational Visits Coordinator (EVC)** has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.

- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Conducting risk assessments prior to school trips and educational visits to ensure student and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to parents and staff to ensure the day is well organised and safe.
- Appointing an appropriate member of staff to be the designated leader of the trip.

The **Visit Leader (VL)** in charge of the trip is 'in loco parentis' and has a duty of care to all students on the trip. They are also responsible for:

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to SLT.
- Completing all essential documentation for the trip, including a risk assessment.
- Informing parents of the proposed extra-curricular trip well in advance of the trip.
- Distributing permission slips to parents prior to the trip and chasing up any permission slips that have not been returned 1 week prior to the trip's departure.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members on the school trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

Any **Support Staff** are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips.
- Ensuring the safety of the students is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

Any additional support or **Volunteer Helper** are responsible for:

- Supplying the school with a full, up to date DBS certificate prior to departure.
- Being suitably competent and knowledgeable about establishment and employer policies/procedures, insofar as they affect the responsibilities they have been assigned.
- confident in their understanding of the role and responsibilities that they have been assigned and how these integrate with other staff.
- enabled to contribute to the evaluation of all aspects of the visit/activity.
- appropriately briefed on: -
  1. Group characteristics, including age, health, capabilities, special educational needs, behaviour and any other relevant matters in the context of the visit.
  2. Nature and location of the activity.

All **Students** are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behavioural Policy with regards to this policy.

## **5. Procedures**

Organising offsite visits can involve a lot of work and attempting to organise them at short notice will increase the likelihood that permission cannot be given, and the visit will not go ahead. A minimum of **4 working weeks'** (except for overnight/overseas visits which require **8 working weeks**) notice to the EVC is required for visits and, wherever possible, proposed visits should be calendared at the start of the school year. Only in exceptional circumstances will the Principal deviate from this approach.

As soon as the visit is proposed, the member of staff organising it must consult their Head of Department and the Department Line Manager (or EVC) concerning the wider school implications, such as clashes with other activities and the cover required. Once agreed by Senior Leadership, a visit pack should be completed.

SLT may refuse to give permission for the trip to take place at the time proposed or at all if they consider that it would be too disruptive to other activities in the school. A decision to refuse to authorise a trip, even on an alternative date, could be taken by the Principal.

Once the trip has been approved/outline permission has been given by the Principal/governors (dependent on category of trip), preparations may commence. The EVC will send an email to all stakeholders to keep them informed.

It is essential that the following checklist/s be followed when planning a trip/visit of one day or involving overnight stays.

## **6. Approval Procedures**

All Visit Leaders undertaking off-site activities with young people, as part of their work, should follow the system of approval outlined below. Please note the following key points:

- For any off-site activity the approval of the Senior Leadership Team is required.
- Academy Committee approval may be required for more complex visits.
- The request should be presented via an electronic copy of the '**Visit Request Form**'.
- Once a decision has been made, the EVC will inform the Visit Leader and support them with any requirements outlined by SLT.
- Areas that **must** be included in the initial request include –
  - Initial discussion with Head of Department or Department Line Manager.
  - Dates/departure and return times (with minimal impact on curriculum time).

- Staffing (with minimal impact on staff cover). Names must be included
- Identify initial costings.
- Transport requirements (to include minibus drivers, coach companies etc.)

## **7. Planning Procedures**

At Hagley Catholic High School, we pride ourselves on offering a broad range of experiences to our students, which enhance their learning inside and outside of the classroom. Offsite visits are used effectively to support classroom learning; for academic and sporting competitions; to offer experiences that could not be facilitated solely at school; for extended qualifications; for G and T or SEND opportunities; for career path support or to reward student's efforts.

Careful planning and monitoring of these opportunities are vital in ensuring that each visit is safely undertaken and that any visit doesn't impede learning within other areas of any student's education. With both safety and the potential impact of students learning in mind, all visit leaders must consider a variety of areas during the planning stage.

### **Booking and confirmations**

Once the visit leader has received communication from SLT that the proposed visit has been approved, then the more formal procedures involved in planning a visit, can start. Likely requirements at this stage include.

- Check and book venue (organisation of preliminary visit/information gathered if required e.g. suitability; AALA license; references from other users).
- Check and book the required transport (e.g. minibus; coach; train).
- Arrange a meeting with the school's finance officer to set up any payment procedures and to confirm insurance arrangements as required.
- Arrange a meeting with the school's 'cover coordinator' to set up requirements.
- Read relevant detail in policy specific to nature of the planned visit.
- Send letters home, with details of the visit and collect and collate any returning information.
- Confirm bookings when definite.
- Ensure other non-school adults are DBS checked.
- Contact the school's medical officer and request that a check is carried out on the students attending the visit.
- Contact the school's DSL and request that a safeguarding check is carried out on the students attending the visit.

### **Offsite Visit Documentation – Planning Requirements**

Formal documented planning must be seen as a vital component of any successful school visit. The documentation used at Hagley Catholic High School has been produced to support all visit leaders when looking to plan any off-site visit. The volume of planning required, will depend on the type of offsite visit being planned i.e. an afternoon visit to the theatre will require less information than an 8-day international ski trip.

The required planning documents include –

**Checklist Form** - Visit leaders will complete this form to support them with their planning and preparation before any visit departs. This form **must** be discussed in a final meeting with the EVC, along with all the 'checked' documents before the visit departs. If this task is not completed, then the visit runs the risk of being cancelled.

**Request Form** - The initial Request Form – authorised by SLT, must be present in the final trip pack.

**Group List Check** - The departing group will need specific checks taking place on them. Both medical conditions and any safeguarding concerns will need identifying to the visit leader. Any information that is disclosed, will be on a need-to-know basis and should be treated as confidential by the visit leader.

Any additional student information (either medical or safeguarding) has potential to impact on the 'risk assessment' process; therefore, it is a requirement that this list is handed in at **least one week** before departure, so that there is still time to make any changes to the planned visit if necessary.

An **accurate** list of the students attending the visit **must** be available for school reception to view. This list should be used as a register on departure and a final check that students are in possession of the appropriate medication for the visit (if necessary).

**Risk Assessment Form** - A risk assessment **must** be completed for every offsite visit. The process of a risk assessment should be to evaluate the students attending e.g. medical; special needs; safeguarding or behavioural issues; transport; location and the possible hazards and/or risks that may be encountered.

Visit leaders should consult with relevant staff and refer to information that they have received from the DSL and the medical officer. Staff should always be prepared to adapt as necessary according to unexpected conditions and always have a 'Plan B'.

Risk assessments should be carried out by the visit leader in conjunction with the other staff on the visit and possibly students. Risk assessments should be shared with all parties on the visit. The level of information required for a visit will depend on several variables, which may include destination; length of stay; students involved; activities taking place etc.

Hagley visit leaders use a generic template that has been created to support staff when risk assessing a visit. Visit leaders are required to personalise the key areas highlighted in **red** so that they become applicable to the visit that they are leading.

**Foreign or residential visits** - Three additional documents are required by visit leaders when planning for foreign and or residential visits. The planning requirements to complete these documents will be specific to the environment; culture and values of the location being visited, as well as the additional planning measures that may be needed with regards to group management; travel and emergency procedures.

The organiser may also choose to include additional planning resources for which they see as important, dependant on the type of visit as well as the activity that they are leading e.g. a visit leader organising a ski trip may report specifically on the environment and weather conditions that may be encountered.

Additional planning may include –

- Incorporating any updated advice given by the Foreign and Commonwealth Office.

- Passports and EHIC checks will be dealt with within three months of the initial notification of the visit, to avoid problems when the visit is due to take place.
- If using external providers abroad, the visit leader will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, visit leader with support from SLT will make the same required checks when agreeing to using providers from the UK (detailed later).
- A Parental information meeting must be held before any foreign visit takes place. A date for this should be discussed with SLT at the initial planning stage.

**All copies of the visit documentation (for any type of visit) MUST be discussed with the schools EVC in a prearranged meeting before the visit leaves from school.**

**On the day of the visit** – The visit leader must take responsibility for -

- Using the offsite visits checklist as a final support to the planning process
- Collecting the allocated Offsite visits bag from the EVC, to include first aid kit(s)
- Ensuring that all additional medical supplies are taken (asthma pumps; EpiPens etc.)
- Briefing all supervising adults
- Ensuring mobile phones/tablets are working and charged and that the school reception has the correct contact number(s) and that they are switched on during the whole visit
- Leaving an updated and accurate list of students involved on the trip at reception.
- Taking regular student head counts and always when changing locations (from transport to venue)
- **Contact MUST also be made with the schools EVC, during the visit, to confirm arrival, and planned departure etc. The groups return, MUST also be communicated.**

**After the visit**- It is important that after each visit a debrief takes place. This should take place within a week of the visit date and should involve the visit leader and feedback from accompanying staff. The visit leader should then complete the visit evaluation form (located within the visit bag).

The purpose of the de-brief is to identify what went well and what could have been done better, in order to inform future planning.

**Any serious concerns about any aspect of the trip, MUST be communicated to the EVC immediately.**

#### **Additional Planning considerations**

In addition to the Hagley documents, visit leaders may also need to consider some, if not all of the areas covered below.

**Approval of staff to lead activities and visits** - All staff that lead off-site activities/trips and visits will have undertaken educational visit leader training and will be deemed accountable, competent and confident by the Senior Leadership Team.

**First Aider** - It is school policy that, where possible, a qualified first aider should accompany students on trips/visits. However, if this is not possible, first aid provision must be covered as part of the risk assessment process.

A qualified first aider **MUST** be present on all residential and overseas trips or where emergency services may take time to be summoned.

**Mobile Phones** - The Visit Leader needs to make provision for mobile phone contact with the school, at all times of the visit, except in certain circumstances e.g. whilst driving, in areas of poor reception or at venues such as churches or theatres. However, the visit leader, when it is safe to do so, should check for messages or missed calls on a regular basis. Visit leaders should ensure that the mobile phone is fully charged and operational.

**Continuing Faith Development whilst on visits** - Whilst on visits, the visit leaders shall actively encourage collective worship and on residential visits, provision will be made for students to attend Mass where possible. Arrangements should be made to remove all conceivable barriers (e.g. different language in foreign countries).

**Evaluation of external providers** - It is good practice that Visit Leaders have prior knowledge of the location they are visiting. This will assist with risk benefit management. If a visit prior to the arranged date is not permissible, then full research on the location should be carried out. Evaluation of competence can be carried out by researching websites or brochures, by using a provider with a quality badge (LOTC (Learning Outside the Classroom) or adventure mark, by looking at visitor risk assessments or by sampling the risk assessments, by accessing data on past visits or by consulting other schools, preliminary visits or Governing Bodies for the activity.

**Parental Consent** - No student will be allowed off the school premises for any off-site activity, visit or trip without full parental consent. It is the responsibility of the Parents/Carers to inform the school of any changes e.g. medical needs, contact numbers and address. Trips that take place during school hours, will be covered by the Home School Agreement signed by all parents as their child starts at the school. Separate written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.
- Trips which require payment.

Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part if required.

**Levels of supervision** - An appropriate staff- to-student ratio should exist on every trip to include cover, should a member of the trip/visit team be drawn away to deal with a specific situation. Visit leaders should consult with relevant staff (HOD/HOY/DSL/SLT) and refer to documents such as behaviour reports, medical consent forms and SEND registers in order to complete an accurate risk assessment that takes into account individual needs of students attending. This information should be shared with all staff in attendance.

Effective levels of supervision should be in place throughout the visit. For effective levels of supervision to be put in place the visit leader and other staff in attendance should consider SAGED:

- **STAFF** - Competent? Trained? Experienced? Ratio of staff to students?

- **ACTIVITY** - Simple? Complex? Training required? Consent? Insurance? Licensable?
- **GROUP** - Prior experience? Age? Behaviour? Medical and/or Special Needs?
- **ENVIRONMENT** - Location and familiarity? Same as previous times? Weather forecast? Water Levels?
- **DISTANCE** - How Far? Transport Required? Residential? Distance from base?

It is the expectation that staff in attendance should get involved with activities or observe activities so that they know what is happening and can stop them if unhappy. Students should never feel unsupervised (including on coaches being driven there and back) they should know where a member of staff is located and available at all times. Staff should be visible and patrolling.

Where female/male students are in attendance on a trip/visit, there must be the corresponding gender of staff where practicable. Any implications arising from this will be reported on the Visit Risk Assessment if necessary.

**Expectations of students and behaviour** - The schools Behaviour Policy applies on all trips and educational visits and where necessary students and parents may be asked to sign an additional code of conduct in conjunction with certain trips and visits. Alcohol, drugs, psychoactive substances and any other illegal substances are not permitted on any trips or visits by students or staff. Appropriate sanctions will be applied on the visit or on the return should any issues occur. Parents will be informed, as soon as possible, of any significant issues. Poor behaviour on or prior to any trip or visit may result in students being excluded from future trips or visits.

**Inclusion** - The school promotes values of equality and does not discriminate against any individual or group of students when organising a trip to provide new experiences and develop essential life skills.

The school will endeavour to include all students in trips and educational visits where reasonably possible (venue access, behaviour, all medical needs etc.). Each case will be assessed for each trip/visit. The experience of the Visit Leader will also be taken into consideration. Where there are specific behaviour or medical needs, which may deem to be problematic, a preliminary conversation will take place with parents/carers and, where applicable, medical consent will be sought from doctors/consultants (the cost of this will need to be met by the Parent/Carer if required). A separate risk assessment may be necessary for medical/safeguarding reasons. If a student is deemed to be too high risk to themselves and/or other students, the school may decide to withdraw that student from the trip. When this is the case Academy Representatives and parents will be involved in the decision-making process.

Where possible, activities and visits will be adapted to enable students with SEND to take part. Where this is not possible, an alternative activity of equal educational value will be arranged for all students. Students with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis, unless agreed otherwise at the initial planning stage. In these cases, the selection process must be formally agreed at SLT before and advertisements for the opportunity are published.

**Emergencies** - Visit leaders should take with them at all times the designated emergency contact numbers for the school. This information must be shared with all assistant leaders. A first aid kit must

be taken on all off-site activities, visits and trips. A First Aider must be present on all overseas travel and residential trips. Staff are to be made aware that the emergency number 112 called from a mobile phone acts as a GPS location signal for emergency services in the UK. All incidents are to be reported immediately upon return to school. For critical incidents please refer to the school's [Critical Incident Policy](#).

**Accidents and incidents** - In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the [Health and Safety Policy](#). In the case of accidents and injuries while on a school trip abroad:

- The visit leader will cooperate fully with local emergency services and understand that any injury or death of a member of staff or student outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact for the visit leader within the UK will be the assigned School Emergency Contact for the visit (a member of SLT). This person will then work with the rest of SLT to devise a support strategy – to include
  - Appropriate communications (family; academy committee; B and S Support; insurers; British Embassy/Consulate)
  - Assignment of responsibilities (visit leader support; media communications; critical incident plan; record keeping; updated Risk Assessments)
- Students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted. The visit leader, at this point will have full authority to collect all mobile devices from the entire group.

**Group supervision procedures** – Group supervision is an important part of the Hagley Risk Assessment template and therefore should make up a large part of any planning that takes place before departure and then again dynamically throughout the visit. Guidance's should include -

- Everyone on the trip will be provided with a contact card with details to support them in the event they are unable to locate their group.
- All staff members and students will be required to carry mobile phones with them at all times. If a student doesn't own a mobile phone, they will be paired up with a student (or group) who has a mobile phone.
- Upon arriving at every venue, the visit leader will identify a rendezvous point where students and adults should go if they become separated from the rest of the group.
- Regular head counts of all students and staff will take place throughout the day to ensure all persons are present at all times. More than one member of staff will be involved in the counting process.
- In the event someone goes missing whilst on a school trip domestically or abroad:
  - The visit leader will ensure the safety of the remaining students and staff by taking a register to identify who is missing.
  - Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.

- The visit leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, **where necessary**, the police arrive.
  - If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
  - If the police are called, the visit leader will contact the school's emergency contact, and inform them of what has happened.
  - If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.
  - If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the EVC will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.
- If a member of the party has gone missing and is subsequently found, the trip leader will:
    - Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
    - Review whether more registers should be conducted throughout the day.
    - Assess which venues they attend to ensure they are suitable for the group.
    - Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

## **8. Support and Training**

Hagley Catholic High School have a Service Level Agreement with **B and S Educational Systems and Training**. The Worcestershire office base for B and S is Pershore High School and unless stated otherwise, all training courses will be delivered from this location. B and S will work in conjunction with the school's EVC to set up extensive ongoing visit support, both through the planning and execution stages of all Hagley visits.

Offsite visits from Hagley Catholic High School will be directed by the national guidance for school offsite visits, which can be found at [www.oeapeg.info](http://www.oeapeg.info). This guidance should be used in conjunction with the Hagley Catholic High School 'Off site visits policy' when looking to plan any visit leaving from the school.

**ALL** members of staff or adults being used in leadership roles on any visit organised from Hagley Catholic High School **MUST** be visit leader trained. The visit leader must be aware of this at the planning stage of any visit. Training/retraining can only be set up through the schools designated EVC. Visit leader training takes 3 hours to complete, with currently there being no revalidation requirements, as long as staff are regularly involved in leading offsite visits.

The offsite visits procedures will be outlined to all staff annually and will also make up part of the ongoing CPD opportunities available at the school.

## 9. Monitoring, Review and Evaluation

### **Monitoring and review**

- The effectiveness of this policy will be monitored by the Principal and Academy Committee.
- The Academy Committee will review this policy annually.

### **Evaluating trips and visits**

- Following an educational trip/visit, the **educational visit coordinator** will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.
- Visit leaders will be required to complete a trip evaluation form at the end of each visit.
- Based on this assessment, recommendations will be made to improve future trips and visits.

## 10. Finance and Insurance

The school is covered by a Risk Protection Arrangement (RPA) as arranged by Emmaus Catholic MAC. Employer's liability Insurance is a statutory requirement and Emmaus Catholic MAC holds a policy that indemnifies it against all claims for compensation for bodily injury suffered by any person employed by it. This cover should extend to those persons who are acting in a voluntary capacity as assistant supervisors. Emmaus Catholic MAC also holds public liability insurance, indemnifying it against all claims for compensation for bodily injury from persons not in its employ, as well as for the accidental loss of, or damage caused to, property. Employees (as agents of the employer, acting within the course of their employment) are indemnified against all such claims, as are voluntary helpers acting under the direction of staff. The indemnity covers activities such as off-site activities and visits organised by all establishments and settings for which the employer is responsible.

### **Charging for School Visits**

It is the policy of the school's Local Governing Body to:

- Ask for contributions from parents for school trips and visits, for which compulsory charges cannot be made, but which are not viable otherwise. Students will not be excluded from such activities because of inability to make a contribution.
- Apply a charge for all board and lodging costs on residential visits except where students are entitled to free school meals.
- For further guidance please refer to the OEAPeg section 3.2c Charges for outdoor learning.

All offsite visits will act in accordance with the DfE's guidance document '[Charging for school activities' \(2018\)](#) and Emmaus MAC Charging and Remissions Policy, therefore, will only charge for visits which are classed as an 'optional extra'.

This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the student is being prepared for at the school.
- Part of religious education.

### Payments and cancellations

- Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.
- All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled, or a student cancels their place on the trip.
- In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Principal's discretion as to whether a refund is given to parents. The Principal will consult the Local Governing Body on the matter, taking into account the cost to the school, including alternative provision costs.
- In the event that a student cancels their place on a trip, it is at the Principal's discretion as to whether a refund is given to parents. The Principal will consult the Local Governing Body on the matter, taking into account the student's reasons for cancelling their place, whether the school will be reimbursed for the student's place on the trip, and whether the space on the trip can be offered to someone else.
- Where a student has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the student to attend future trips and visits.
- The school will take a common-sense approach to refunds and cancellations, ensuring that all students are treated equally.
- Any charge made in respect of students will not exceed the actual cost of providing the trip divided equally by the number of students participating.

