Trinity Academy Grammar

Policy:	Educational Trips and Visits Policy
Date or review:	January 2026
Date of next review:	January 2027
Lead professional:	Principal (or Vice Principal) 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
Elizabeth Fairhurst	Principal (or the Vice Principal) responsible for educational visits
Mat Kelly	Premises Manager (the Health and Safety Coordinator)
India Midgley	Lead First Aider
Ciaran Emmett	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 assessment 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 challenge 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, LA 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 in the following way:

- For guests who are speaking to a class during a lesson OR
- Guests who are speaking to a group of students (e.g. a year group), this needs to be approved by Principal or Vice Principal

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 Vice Principal) – 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 cause 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? 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) Vice Principal.
- 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 **but** 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 (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 cheque, through 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 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 trip checklist, 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
- 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 trip 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 International trip	At least four months 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 (see the front page of this document for the First Aid Coordinator).

5.7.3. In terms of ratios; when planning staffing use a ratio of one member of staff to ten 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.

5.8. 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.

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. **Appendix 2**.

6. Approval from Senior Leadership

6.1. Follow the trips checklist for stages: Trips at TAG - Step by Step.docx seeking approval from Curriculum Leader and Strategic Lead for Personal Development.
6.2. Once you have been advised of approval by EVC, please refer to 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 7' or Class Y11Cm1) should be provided to the admin team.
6.5. Distribute the letters to students.
6.6. At all stages, to ensure that your proposed trip meets the academy's minimum expectations the Principal (or Vice Principal) 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.

7. Safeguarding and Health and Safety

7.1. **This is the most crucial part of your planning, 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:
  7.2.1. **Low Risk:** A trip to a local amenity, venue or location. Local is considered to be within 30 mile radius of the academy.
  7.2.2. **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.
  7.2.3. **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.
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 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, so you will need to assess how their condition can be supported. The trip leader should seek advice from the SEN 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 be needed to be put in place to ensure they take part safely and do not compromise the safety of others.

7.6. 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.

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 careers and trip leader completes the Evolve form **and** there is always a named trip leader who 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
- 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 and enter on Evolve
- Discuss students with SEN or medical needs with the SEN team and Medical Welfare Officer. (See Section 9). Discuss student list with the behaviour Manager 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
- On the day if the trip, complete a paper register and give it to the careers and trips leader who will make a copy and return it to the trip leader and will also leave a copy with the attendance and admin teams to access.
- Make clear behaviour expectations before leaving the academy
- Collect a first aid kit before the trip leaves
- 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 and attendance at least 5 school days before.
- Share the trip risk assessment with all participants and other relevant parties once the trip has been authorised and ensure all risk controls are followed.

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 read 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 SEN 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 students 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 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 SIMS, medical information is up-to-date and address any parental concerns.

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.

12. Gaining permission (parent/carer consent)

12.1 Verbal consent for any trip or visit in not acceptable

12.2 All parents should receive written communication regarding the trip and should complete a Microsoft form to give their consent.

12.3 Any changes to registers within the final week before the trip goes out e.g. replacing a child with another child, must be accompanied by written consent from the (new) child's parents/guardians. The parent of the new child must also be provided with written details of the trip and give written consent using the Microsoft form or via email.

12.4 The careers and trip lead should ensure that the Admin Team are provided with an up-to-date register should any changes be made to the list of students attending the trip, to allow the admin team to update the register on Evolve.

12.5 Last minute changes (within 24 hours) to the list of students attending the trip should be avoided. If a last-minute change is unavoidable, then ensure that a face-to-face conversation takes place with a member of the Admin Team to ensure Evolve is updated to reflect the new list of students attending the trip

13. Review and evaluation

13.1. On the return of a trip, the trip leader must self-evaluate its success; using the Educational Visit Evaluation form

13.2. The evaluation should consider 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 student Welfare Office and Vice Principal. Permission slips from these trips are kept until students are 21years old or 25years old for SEN. 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?
- Upload the evaluation form to evolve.

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 Vice Principal 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, LGBs 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.

9. 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.

10. 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

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 8.15am **and** return by 2.15pm.
- Are low risk.

Checklist: Trip Type A

Steps	Completed
Identify a trip opportunity	
Speak to CL to QA trip opportunity and check how much department budget there is for the trip.	
Email SGD with details: justification for the trip (link to curriculum, core values etc), proposed date, year group, number of students, ticket requirements, transport requirements, proposed staff.	
SGD will check calendar and diary with CBD and confirm trip can go ahead and has been added to calendar.	
Trip lead to send list of students to attend to CET along with Risk Assessment, schedule, ticket information and transportation requirements	
Trip lead to email letter with information about the trip to CET for proof reading (CET will send a template on request). It will then be printed and dropped off to Trip Lead to distribute to students.	
CET will create a spreadsheet for the trip with student details and send to Safeguarding, Medical, SEND and Year Team for feedback.	
CET to book tickets and transport and keep Trip Lead up to date.	
CET will collect and track consent of students and keep Trip Lead updated so they can also chase up consent.	
CET will update student list based on information from various teams and send to Canteen for any FSM. Also email canteen to let them know about reduced numbers for lunch on that day.	
CET to liaise with Trip Lead and then email Attendance with the final student names and explain how students will be registered, at least two weeks before the trip.	
CET to send SGD a list of potential staff for cover and identify First Aiders – discussed in LM meetings and added to the trip spreadsheet.	
SGD will sort cover for staff supporting trips and communicate with relevant Line Managers and liaise with Trip Lead as to where students will meet on morning of trip.	
CET and Trip Lead to upload all relevant documentation to Evolve at least one week prior to the trip and notify SGD and EFT.	

Trip Lead to hold a in person briefing with CET prior to the trip to go through staff roles and logistics.	
CET to print a trip pack for the Trip Lead and give to on the morning of the trip including multiple copies of registers, emergency contact details and phone.	
On the day of the trip - Trip Lead to register students in designated area and then again onto transport – give CET registers who will photocopy and pass one to Attendance and back to Trip Lead.	
Post Trip – send any photos and blurb to HMS to be posted to social media.	
Trip Lead to send an evaluation of the trip to SGD via email and feedback on whether there is scope to run the trip next year so it can be added to the calendar in advance.	

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 minibus/bus (as required). Draft letter forward to Trip Leader for 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 *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 and a date when parent/carer needs to pay by.	
Four weeks	Arrange to have the site opened by the Site Team, if leaving or returning outside usual academy hours.	
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 Behaviour manager.	
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 trip departs. Issue contact information to staff and students. Provide accurate registers to Attendance Team. Trip runs.	

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 minibus/bus (as required). Draft letter forward Trip Leader for 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. *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 and a date when parent/carer needs to pay by.	
Four weeks	Arrange to have the site opened by the Site Team, if leaving or returning outside usual academy hours.	
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 Behaviour manager.	
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 trip departs. Issue contact information to staff and students. Trip runs.	

Trip type D – residential visits

Time before departure date	Action	Date completed
12 months	If it's an international trip	
At least four months before	Discuss potential visit with Curriculum Leader.	
Four months	Minimum notice - complete approval form.	
Four months	Provisionally book the trip, establishing the minimum numbers required and the cost implications of not meeting minimum numbers.	
Four months	Draft a letter to forward to Trip Leader for final version. Ask for deposit to be paid within two to three weeks of 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, KSY, LMC 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. Use this meeting to gather any documentation needed for the trip e.g. passports, EHIC. Where parents do not attend, contact them and ensure they are aware of your requirements and expectations.	
Four weeks	Arrange to have the site opened by the Site Team, if leaving or returning outside usual academy hours.	

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 trip departs. Contact any parents of students who should be present **before leaving** to confirm the students' whereabouts. Issue the contact information to staff and students. Trip runs. Provide accurate registers to Attendance Team.	

Appendix 2 – trip approval form

Request for residential, off-site and visiting speakers form (December 2020)

Please read the Educational Trips and Visits policy prior to submitting this form.

All parts of this form should be completed and submitted with the any relevant information.
Notice periods required:

- Residential Trips – not less than 4 months
- Non Residential Trips or On site events/visitors – not less than 4 weeks

Type of trip

Residential		Non residential		Within academy day:	

Visit Leader*:		**Curriculum Area:**	
• **The nominated Visit Leader should be one named member of staff. This Leader has ultimate responsibility for ensuring all relevant policies has been followed and they have taken every possible step to ensure student and staff wellbeing.**			
Title/Description of event:			**Is this NCOP funded Yes/No**
Proposed dates of visit:		**Residential:**	YES / NO
Alternative dates for visit:		**Venue/Location:**	
Times of visit (if less than one day)		**Number of staff required for trip:**	**consider the nature of the group first** ○ ***Normal day visits: generally 1:15-20 for over 45 students and 1:10 for small trips including residential*** ○ ***Visits abroad: A minimum of 2 females & 2 males and permission given from the Principal***

Number of students by Year Group (estimates)(consult SLO's and JJN for any concerns)	7	8	9	10	11	12	13

Please indicate how this visit or the programme of events serve an educational purpose, or enrich learning experiences:

Transport

Please consider the overall benefits to students of a long journey. When using academy transport any journeys over 4 hours may require two drivers. **(consult for mini bus and drivers)**

Academy mini bus (seats 15 students)		External coach hire Costs should be discussed with Finance	

Financial information:

Cost to students: (consult with student finance)	£	**Costs for Academy:**	£
Details of which budget any costs will be deducted from:			
Minimum numbers of students required for the trip to be financially viable:			

Risk Assessment: **(pre-visit to location advised)**

Risk Management: **The next section of the form is for trips ONLY. Where a visiting speaker has been approved the nominated member of staff should follow the academy's visitor policy.** 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 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 of the academy, 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. Any trip with a student with serious medical issues or high level SEN.	

Staffing: **(line manager permission required and consider male/female ratio):**

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 activity: First Aider: Cover request forms and suitable cover work will need to be sent in the usual way for any staff who require cover to support 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:

Visit Leader:		Date:	
Curriculum Leader/DCL/LT:		Date:	

You will receive an email informing you if the request has been approved/rejected.
Please note this form refers to the approval process, all relevant Health and Safety and Risk Assessment forms need to completed by the Visit Leader.

A member of the admin team will send a checklist as a reminder of key activities.