



Policy Review Record

This policy relates to all members of staff under the governance of the Learning Hub social enterprise. This includes; the Learning Hub and The Venue.

Policy Name: Educational trips

Date policy written/amended	Amended/written by	Authorised by	Next review due
10/08/2015	Sarah Cox		
August 2018	Sarah Cox	Sarah Cox	August 2019
June 2019	Sarah Cox	Sarah Cox	June 2020
June 2020	Sarah Cox	Sarah Cox	June 2021
June 2021	Sarah Cox	Board of Directors on 8 th June 2021	June 2022
June 2022	Sarah Cox	Board of Directors on 14 th June 2022	June 2023
01.08.23	Sarah Cox	Board of Directors 5 th September 2023	September 2024
09.07.24	Sarah Cox	Board of Directors Wed 3 rd July 2024	July 2025

Prepared by the Melton Learning Hub

Rationale

Educational visits are an important part of a student's learning and the Hub encourages and supports staff who wish to organise any such visit. It is important that any such trip is organised and planned carefully to ensure that any activity is safe and the learning experience is as enriching and rewarding as possible.

This policy and procedures do not apply for arranged sporting fixtures. All trips will also consider any government restrictions in place for any pandemic.

Aims and Procedures

1. Before any trip is planned in detail, outline approval must be obtained from the Manager or Deputy Manager.
2. After outline approval is given the trips risk assessment must be completed.
3. Only after final approval is given can a trip take place, this must be given in writing by either the Manager or the Deputy Manager.

When organising a visit, tutors should;

4. Ensure that the safety of the students is the first priority
5. Visit the proposed venue if at all possible, this will enable them to plan more effectively and check the availability of essentials e.g., toilets, eating areas etc.
6. Ensure that they have completed a risk assessment with the health and safety co-ordinator and checked whether additional insurance cover is required above the basic centre cover.
7. Provide a full costing for the educational visit, as to determine the level of voluntary contribution that will be needed. Letters sent to parents regarding a trip should contain the line "...A voluntary contribution of £ per child is required to cover the cost of the educational visit..." Whilst this is a voluntary contribution, it should be stressed that if parents involved do not contribute this sum, the activity may not take place for any of the students.
8. Seek permission from the Manager for the educational visit, as he/she has ultimate and final responsibility for the students within the Hub, this must be in writing.
9. Organise for a coach or other transport to be booked, well in advance (At least a month before the educational visit). It is the tutor's responsibility to ensure the coach or other transport has been booked.
10. At least 2 Weeks before the educational visit a letter should be sent to parents, including all relevant details, venue, subject, justification, times, parental contribution, clothing and money for students to bring.
11. All trips must be applied for at least 8 weeks in advance.
12. Written permission must be obtained from parents before the trip takes place. Verbal permission is not sufficient and a list of all students, emergency contacts and the date permission is given should be kept. This information along with contact details for the trip organiser and any medical information should also be left at reception the day before

- a trip takes place. A first aid kit should be collected from reception when this information is left. It is preferable that any trip has someone qualified in first aid present.
13. It is the responsibility of the visit organiser to ensure that the correct supervision ratios are met. This generally ranges between 1:10 and 1:15 depending on the nature of the visit. If there is any doubt then check with the Manager.
 14. The “*in loco parentis*” duty of care expected of a teacher when a party is taken away from the school is that expected of a reasonably careful and prudent parent. This is continuous for the entire duration of the visit and cannot be delegated except where approved instructors conduct an activity.
 15. Any additional adults taken on the trip in a supervisory role must be DBS checked.
 16. Guidance in organising trips, trip request forms, and Risk assessment forms are all available on sharepoint under staff information then trips.