Off-site Activities and Educational **Trips and Visits Policy**

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INTRODUCTION

Oasis Community Learning recognises and accepts that learning that takes place out of the classroom is a valuable tool in every one of its students' education if conducted within a safe and healthy environment. It is the intention of Oasis Community Learning and the Academy that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment on Academy visits. The "References" section in Appendix 18 of this policy sets out these sources.

The overall high quality of planning and leadership on Academy off-site activities will be evident from the contribution these activities will make to the all-round ethos of the Academy, the interaction between students and staff, and the quality of the learning experience. The impact of this policy will be regularly evaluated and where necessary changes made for improvement.

All employees and volunteers have a duty to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. This policy can only be successfully implemented with the full co-operation of everyone concerned.

Monitoring and Review

The Principal will monitor the implementation of this policy and will report annually on off-site activities and educational visits to the Academy Council.

Oasis Community Learning will review the policy at least every year and assess its implementation and effectiveness, taking into account the views expressed by the Academy. This will be reviewed by the Safeguarding Steering Group and the updated version added to the policy portal on the Oasis Zone.

Equal Opportunities

In implementing this policy Oasis Community Learning expects the Academy to take into account the Academy's equal opportunities policies, and to ensure that any reasonable adjustments are made to accommodate all students who wish to participate.

As above, this policy is also reviewed by Oasis Community Learning's Safeguarding Steering Group to ensure that all aspects of Safeguarding and Child Protection have been considered and implemented. OCL expects the Academy to similarly take into account the Safeguarding and Child Protection Policy, and to ensure that all efforts are made to adhere to all of its specifications on any trip or visit, in the same way it would be at the Academy on any school day.

1. SUMMARY OF PROCEDURES

1.1 Trip Types

Throughout this policy, off-site activities and visits are categorised under risk types A, B and C:

Type A (Low risk):
Day trips without overnight stay that do not have an element of 'adventure' e.g. museums, art galleries or local sports fixtures.

Type B (Higher risk):
Trips that involve higher risk activities as part of the programme, **including any activity involving water.** They may or may not involve overnight stays, and could be within the UK or abroad, e.g. day trip to an outdoor pursuits centre, expeditions or oversees exchange visits.

Type C (Higher risk trip to an Oasis Global Partner):
These are trips that involve visit to an Oasis Global Partner country that may or may not involve overnight stays and will be organised by Michelle Briers, the Head of Oasis Global Partnerships, in the Oasis National Office.

1.2 Timelines for organising a trip:

To ensure smooth planning and prevent any last minute hiccups, it is important to be mindful of the time required to organise and sign off a trip, particularly for Type B and C activities. Trip Leaders should therefore always work within the following timelines:

Type A (low risk):

- For trips undertaken regularly (e.g. sports fixtures), where risk assessments are already in place, authorisation must be obtained a minimum of **two weeks** in advance of the event.

- For new trips or those not regularly undertaken, authorisation must be obtained a minimum of **one month** in advance of the trip.

Type B (higher risk):

- For **any** trip involving water, authorisation must be obtained a minimum of **3 months** in advance of the proposed date (including school holidays).

- For trips with an overnight stay and/or the EU, authorisation must be obtained a minimum of **3 months** in advance of the proposed date (including school holidays).

- For trips with an overnight stay outside the UK and EU, authorisation must be obtained a minimum of **3 months** in advance of the proposed date.

- For day trips within the UK with no overnight stay, authorisation must be obtained a minimum of **2 months** in advance of the proposed date (including school holidays).

- <u>In exceptional circumstances we will consider authorising a trip outside these timescales. However, funding for the trip must be in place for this to happen.</u>

Type C (Higher Risk visit to Oasis Global Partner).

- **Please note that Appendix 11 to be completed instead of Appendix 1.**

- For day trips within the **EU with** no overnight stays, authorisation must be obtained a minimum of **4 months** in advance of the proposed date (including school holidays).

- For trips with an overnight stay within the EU, authorisation must be obtained a minimum of **6 months** in advance of the proposed date (including school holidays).

- For trips with an overnight stay outside the EU authorisation must be obtained a minimum of **9 months** in advance of the proposed date.

- In exceptional circumstances we will consider authorising a trip outside these timescales. However, funding for the trip must be in place for this to happen.

1.3 Organising a trip

When organising a trip the following documents must be completed and submitted **before** the trip can be approved:

- Notification and Approval form (Appendix 1 **for type A and B trips**)
  OR
- Initial Enquiry and Approval form (Appendix 11 or 16c for **type C** trip)

- Completed risk assessment (use template in Appendix 4 for type **A and B trips**). This should cover not just the risks at the venue, but also those involved in travelling to the venue, and also risks involving the medical needs for students. **Type C** trip risk assessment will be completed by the staff in the country you will be visiting. You should check this and feedback any changes you would like to be made, but this will not be completed until the trip has been approved. You should also complete a risk assessment to cover the travel to and from the country.

- Itinerary - there is no standard form for this document, but it should include key details such as departure and arrival times, a brief outline of the planned activities happening each day, including the activity locations and approximate times wherever possible. This is to enable a proper and full assessment of any risks to take place. **Type A and B trips only. For Type C trips,** once the trip has been approved, an itinerary will be provided by staff in the country you are visiting, to meet the proposed objectives and outcomes for the trip.

1.4 Authorisation and notification:

- **Type A** trips must be authorised by the **EVC** and the **Principal** (or a delegated senior member of staff) before the trip can be approved. The three documents listed in 1.3 above must be completed and submitted in order to obtain this approval. *Please note that any trip or visit involving water is classified as a Type B trip.*

- **Type B** trips must be authorised by the EVC, the Principal, and Oasis Community Learning before the trip can be approved. The three documents listed in 1.3 above must be completed and submitted in order to obtain this approval. Any authorisation required from Oasis Community Learning should be sent to tripsandvisits@oasisuk.org.

- **Type C** trips must be authorised by the EVC, the Principal and Oasis Community Learning before the trip can be approved. The documentation listed in Appendix 11 **Initial Enquiry & Approval Form** must be completed, signed and submitted to your Regional Director, (please also cc in tripsandvisits@oasisuk.org and michelle.briers@oasisuk.org (the Head of Oasis Global Partnerships) in order to obtain this approval.)

Oasis Community Learning will consult outdoor education advisors as required to assess the suitability of the risk assessments, and provide feedback.

2. POLICY AIMS AND OBJECTIVES

2.1 Aims of the Policy:

- To set out Oasis Community Learning's requirements for managing and running off-site activities and visits;
- To make clear the aims and objectives that underpin educational visits and off-site activities;
- To give guidance on procedures and risk assessments to ensure the safe and responsible running of trips;
- To provide a summary of the roles and responsibilities for those involved in running a trip; and
- To supply the documents to be used in planning and running off-site activities and educational visits.

2.2 Aims and objectives for off-site activities and educational visits

Every visit and activity must have clear aims and objectives. Oasis Community Learning's general aims and objectives for educational visits/activities are:

- For students to learn a variety of new skills;
- Develop self-confidence, self-reliance, maturity, awareness and a sense of responsibility;
- Work cooperatively with others;
- Provide experiences outside the scope of the normal curriculum;
- Promote the achievement of short-term goals;
- Reinforce the development of social and personal skills in new situations;
- Encourage self-assessment;
- Broaden knowledge and experience of another culture;
- To develop their Oasis Global Partnerships and promote global citizenship;
- Encourage corporate spirit;
- Promote and improve personal physical ability;
- Visit a foreign country and encourage students to use a foreign language.

In addition to the above, the aims of Oasis Global Partnership visits are also:

- To empower Oasis students, staff and wider community members to engage in global citizenship in a very direct way by:
    - volunteering at their partner projects;
    - sharing their expertise and learning new skills whilst having a life changing experience;
    - experiencing a different culture and way of life;
    - identifying ways to develop the partnership further;
    - actively participating in the One Oasis global movement.
- To help build the capacity and sustainability of Oasis global hubs.
- To bring learning back to share with their own community.
- To help us achieve our global vision for the communities we work with – a place where everyone is included, making a contribution and reaching their God-given potential.

2.3 Curriculum Links

It is Oasis Community Learning policy that each educational visit should have clear curriculum links, identifiable in the Academy's curriculum programmes.

For each visit the specific aims and educational objectives should be set out in the notification and approval form (Appendix 1 or Appendix 11).

3. RESPONSIBILITIES FOR MANAGING OFF-SITE ACTIVITIES AND EDUCATIONAL VISITS

3A: OASIS COMMUNITY LEARNING EXECUTIVE

The Oasis Community Learning Executive has overall responsibility for monitoring the quality and safety of all Academy off-site activities and will:

- make itself familiar with the requirements of the appropriate legislation and codes of practice;
- monitor the management and approval procedure for educational visits and off-site activities;
- consider for approval, any proposals for Type **B and C** (higher risk) trips;
- provide guidance on the financial management procedures to be used for trips and visits (including the Charging and Remissions Policy);
- support the Academy in any emergency situation, including dealing with the media;
- periodically assess the effectiveness of this policy and ensure that any necessary legislative / organisational changes are made; and
- ensure that information and guidance provided by the DfE is available to inform Oasis Community Learning's policy, practices and procedures relating to the quality of health and safety of the staff and young people on trips and visits. *(These should include measures to obtain parental consent on the basis of full information, to investigate parental complaints, and to discuss and review procedures including incident and emergency management systems.) See Appendix 2a/2b – **Parental Consent and Medical Consent Forms**.

3B: THE PRINCIPAL

The Principal has responsibility for the day-to-day implementation of off-site activities and visits procedures and conditions for all staff and students.

At the Principal's discretion, a trip can be cancelled as a result of local knowledge or a national position regarding a terror threat or other contextual circumstance. This includes incidents where the UK's security levels may have changed to 'critical'.

The Principal's role and responsibilities with regard to Off-site activities are as follows:

General:

- Ensure that the Academy's equal opportunities policies are taken into account, particularly the requirement to make all possible provision for those with disabilities and special educational needs;
- Ensure that appropriate financial management procedures are in place, in line with Oasis Community Learning requirements; and
- Ensure that the Academy can be run efficiently in the absence of staff engaged in the activity or visit.

With regard to the Educational Visits Coordinator (EVC):

- Appoint a suitable senior member of staff to be the Educational Visits Coordinator (EVC). He/she will act on behalf of the Principal in ensuring the quality and safety of all the Academy's educational visits, and will ensure that all educational visits follow the agreed procedures (see Section 3 part 3 of this policy for a summary of the EVC's role and responsibilities);
- Ensure that the EVC is appropriately trained;
- Ensure that the Educational Visits Coordinator (EVC) is supported in matters relating to educational visits and off-site activities and that he/she has the appropriate time and expertise to fulfill his/her responsibilities.

Authorisation for trips:

- The Principal must approve **Type A** (low risk) and **Type B and Type C** (higher risk) visits or delegate as appropriate to a delegated senior staff member; and
- Ensure that the Oasis Community Learning Executive has approved any Type B and C visit/activity before trip planning goes ahead (see authorisation procedures in section 1).
- Please note that any trips or visits involving water are classified as a Type B trip.

Safeguarding, Health and Safety and Risk Assessment:

- Make sure that adequate child protection procedures are in place; including all staff and volunteers being DBS checked and having relevant training/instruction;
- Authorise risk assessment/s for the trip, checking that appropriate safety measures are in place.
- Approve the choice of Trip Leader and deputy Trip Leader. They must be suitably competent to instruct the activity and monitor risks throughout the visit, having sufficient experience of running off-site activities and supervising and organising the age groups attending;
- Allow Trip Leaders sufficient time to organise the visit/activity properly.

Planning for emergencies:

- Ensure all staff are made aware of and understand the DfE and Oasis Community Learning's guidance on emergency planning and procedures. Training and briefing sessions must be provided for staff as necessary;

- **Ensure trip leaders are aware of local emergency services before activities take place.**
- Ensure an emergency procedure is in place so that parents are informed quickly about any major incident on a trip through the Home Based Contact, rather than through the media or anyone else;
- Ensure an Emergency Protocol Checklist has been developed for the trip and is easily accessible during the trip, should an emergency arise;
- The Home Based Contact should have the authority to make significant decisions. S/he should be contactable and available for the full duration of the visit 24 hours a day. S/he should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number;
- Support should be provided by Oasis Community Learning when dealing with media enquiries.

3C: THE EDUCATIONAL VISITS COORDINATOR (EVC)

The role and responsibilities of the EVC will be agreed with the Principal and will include the following:

General responsibilities:

- Ensure that all trips and visits meet Oasis Community Learning and the Academy's requirements as laid out in this policy;
- Oversee the approval of Type A, B and C trips by liaising with the Principal and Oasis Community Learning, complying as far as possible with the timelines laid out in section 1 of this policy;
- Ensure financial procedures (including the Charging and Remissions Policy) are adhered to and be aware of the need to obtain best value for money;
- Ensure that all reasonable and practicable measures are taken to include young people with medical or special educational needs on a visit; and
- Report as required to the Principal.

Parental notice and consent:

- Ensure that all parents/carers are informed about details of the trip including the nature of activities;
- Ensure that all consent and medical forms are completed and received (appendix 2 for A and B trips and appendix 12 and 13 for C trips). Academies may wish to adapt the consent form according to the type of trip, to include questions for example, 'does your child swim?'
- Ensure that for Type B and C (higher risk) visits a parents' and students' meeting is arranged prior to the visit. At this meeting at least one parent and the student should be expected to attend as a prerequisite to the student being allowed on the trip. In exceptional circumstances where parents and students cannot attend the meeting adequate arrangements must be made to brief them about the risks and nature of the visit/activity.
- Parents must understand the importance of knowing the trip arrangements and providing their own emergency contact numbers.

Health and Safety:

- Provide necessary supervision, training and instruction so that all staff and students can undertake school-related activities and visits in a healthy and safe manner;
- Ensure that adequate first-aid provision will be available on each trip;
- Make sure there is adequate provision of safety and protective activity equipment and clothing, with associated guidance, instruction and supervision;
- Ensure that bookings are not completed until external providers have met all the necessary health and safety assurances; and
- Keep records of visits, incidents and near-accidents.

Risk assessment and special needs considerations:

- Ensure all risk assessments made by the Academy are completed using the Oasis Community Learning form (appendix 4 for type A and B trips or appendix 14 for type C trips);
- Risk assessments for Type A trips must be read and approved by the EVC and the Principal (or a delegated senior member of staff);
- Risk assessments for Type B trips must be checked and signed off by the EVC, the Principal, and Oasis Community Learning Executive who will obtain further advice from a LOtC Education Advisor where required;
- Risk assessments for Type C trips must be checked and signed off by the EVC, the Principal, and Oasis Community Learning Executive;
- Ensure that where possible pre-visits have taken place, and advise the Principal in cases where a pre-visit may not be feasible;

- Check that issues identified by an exploratory pre-visit are satisfactorily resolved within the risk assessment;
- Ensure that specific items in the risk assessment (for example, overnight security, room and floor plans- where possible); are checked by the appropriate individuals prior to departure;
- All possible arrangements must be made to support the medical and special educational needs of the students attending, and such considerations must be addressed in the risk assessments;

Emergency procedures:

Ensure the following procedures are in place, to be used in the event of a major incident on the trip:

- A Home Based Contact (who is a senior member of staff not attending the activity/visit) must be appointed, who can be contacted at any time in case of an emergency. S/he should be on call for the full duration of the visit 24 hours a day and live within reasonable travelling distance of the Academy. He or she should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number;
- A list of all students, staff and volunteers attending the visit, with contact numbers, must be kept by the Academy and by the Home Based Contact throughout the duration of the visit;
- A list of names with contact details for all parents/carers of students and the next of kin for accompanying teachers and other supervisors must be kept by the Academy and the Home Based contact throughout the duration of the visit; and
- The Trip Leader should construct a 'telephone tree' which is available to all parents/carers, the Home Based Contact and staff on the trip (see Section 5, clause 8).

Ensure that students, parents/carers, group supervisors and others as necessary are given written details of these procedures prior to the trip departure.

- A separate phone number should be provided to parents that can be used 24h a day in case of any serious queries or concerns. In some cases a tour provider will be able to provide the emergency number.

Safeguarding and Child Protection:

- Ensure that DBS disclosures, and all other documents, for all staff and adult volunteers attending the trip are in place and up to date;
- Ensure that the ratio and gender balance of supervisors to students is appropriate for the needs of the group and in line with this policy (details in section 4, part B)

Trip Leader and other group supervisors:

- Ensure there is a competent and appropriately experienced Trip Leader and Deputy Trip Leader for the trip/activity;
- Assess the competence of prospective leaders and supervisors in terms of relevant qualifications and experience;
- Organise appropriate training and induction for Trip Leaders and supervisors prior to the visit;
- Brief Trip Leaders and supervisors about the emergency procedures as part of the risk assessment briefing and ensure that the Trip leaders, supervisors and the Home Based Contact have ready access to them during the visit;
- The Trip Leader, group supervisors and Home Based Contact must have the names and contact details of all adults and young people travelling in the group, and the contact details of parents/carers and next of kin for staff and other supervisors.

Contractors and travel arrangements:

- Make sure there is an acceptable procedure for choosing appropriate contractors (e.g. tour operators) and that wherever possible they have the LOtC Quality Badge;
- Check that contractors have adequate emergency support procedures, and that these will link to the Academy's emergency procedures; for example,ensure the company shows due diligence in checking, for example, the safety and suitability of accommodation and transport (e.g. students should ***not*** be expected to share beds; the road transport ***must*** have seat belts etc.). Details of insurance should also be obtained and checked. Staff who need assistance with this should see the EVC.
- Check that the mode/s of travel planned are appropriate;
- Check that the travel times out and back are appropriate, including pick-up and drop-off points;
- Ensure there is adequate and relevant insurance cover.

Prior to departure:

- A confirmed list of all students, adults and staff accompanying the trip must be available at the Academy throughout the duration of the trip (e.g. hard copy left in reception), including contact details and designated roles;
- The Home Based Contact must keep a hard copy of all staff, supervisors', students' and parent/carers' contact details on them throughout the duration of the trip;
- Contact details for the trip venue(s) must be recorded and available to the Academy throughout the duration of the trip;
- Ensure that there is a fully risk-assessed contingency plan, covering for example the implications of staff illness, the need to change routes or activities during the visit and any delays including a late return home;
- Ensure the emergency plan (as in the Risk Assessment section above) is in place and that the Home Based Contact and all staff attending the trip are aware of this.

On return from a visit:

- Ensure that visits are evaluated to both inform the operation of future visits and to identify training needs. Further staff training should be made available where a need is identified.
- Ensure that serious incidents, accidents and near-accidents are recorded, investigated and reported to the Academy Council and Oasis Community Learning;
- Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- The EVC should also ensure that upon completion of a visit or activity a complete file of names, addresses, insurance arrangements, contacts, procedures, etc. is kept for at least three years. This information would be required in the event of any future claim arising from any incident that may occur on the visit.

3D: THE TRIP LEADER (AND DEPUTY TRIP LEADER)

Trip Leaders have the responsibility to oversee the preparation and execution of the visit and to ensure that safety is the prime concern. They must ensure that the visit is a quality experience for the students attending and that it meets the stated objectives.

The specific responsibilities of the Trip Leader (and Deputy Trip Leader) are as follows:

General responsibilities:

- The Trip Leader and Deputy Trip Leader should be fully conversant with this policy and ensure that staff, students and others attending the trip comply with its requirements;
- Trip Leaders must make themselves familiar with the requirements of health and safety legislation and codes of practice, and financial regulations that are relevant to educational visits;
- The Trip Leader has overall responsibility for the supervision and conduct of the visit, including health and safety considerations, risk assessments, and the emergency plan;
- Trips Leaders should exercise the reasonable duty of care that a careful parent would exercise in the same circumstances;
- The Trip Leader is responsible for briefing all accompanying staff, supervisors, parents and helpers prior to the trip *(Michelle Briers will support you with this for all Type C trips)*
- The responsibility for a specific visit (e.g. Language Exchanges) will be written into the job descriptions of Academy Staff where appropriate.

Organising a Trip:

- Before organising a visit, the Trip Leader must have read and understood the Academy's Off-Site Activities and Educational Visits Policy, and all related guidance (available as appendices to this document).
- Any new off-site activity or visit which is to be organised must first be registered for notification and approval using the form in appendix 1 of this policy.
- Initial approval must be obtained as required for Type A (low risk) or Type B and C (higher risk) trips, abiding by the guidelines and timescales laid out in section 1 of this policy.
- See appendix 17 for a step by step guide for organising Oasis Global Partnership trips.
- Ensure parents are aware of the educational purpose of all trips (including those of Religious nature).
- Ensure all staff and volunteers attend a pre-trip meeting (regardless of the frequency of the particular trip, or the experience of the staff members attending).

Health and Safety:

- The Academy's health and safety policies, guidance and procedures must be followed;
- The Trip Leader must be able to control and lead students of the relevant age range;
- The Trip Leader must be suitably competent to instruct students in an activity and be familiar with the location/centre where the activity will take place;
- The Trip Leader must ensure that adequate first-aid provision will be available, including if possible a designated first aider to accompany the trip;
- Consider stopping the visit if the risk to the health or safety of the students is unacceptable and have in place procedures for such an eventuality.

Risk Assessment and special needs considerations:

- Undertake and complete a comprehensive risk assessment for the visit/activity using Oasis Community Learning's risk assessment framework (appendix 4 for Type A and B and appendix 14 for Type C). The risk assessment should include travel to and from the Academy.

- Risk assessments for Type C trips will be completed by the receiving Oasis Global Partner for all elements of the trip that will take place in the country. However, it is your responsibility to check that you are completely happy with this assessment and to complete the UK element of the risk assessment of the trip, e.g. transport to and from the UK airport. You should also have a contingency plan, covering for example the implications of staff illness, the need to change routes or activities during the visit and any delays including a late return home;

- Ensure that all possible arrangements are made to support the medical and special educational needs of the students attending, and that such considerations are covered in the risk assessment.
- Conduct an exploratory pre-visit to the trip venue, where reasonably practicable, to undertake a venue audit (a venue audit template is available as appendix 5). Issues identified by an exploratory pre-visit must be satisfactorily resolved within the risk assessment;
- For residential visits a risk assessment of the accommodation must be provided (see appendix 6 for Types A and B and appendix 14 for Types C);
- Ensure a copy of all risk assessments are provided to all accompanying adults prior to departure.
- All risk assessments must be checked and approved as described in section 1 of this policy, before a trip can go ahead.

Emergency procedures:

The following procedures must be in place, in case of a major incident on the trip:

- A Home Based Contact (who is a senior member of staff not attending the activity/visit) must be appointed, who can be contacted at any time in case of an emergency. S/he should be on call for the full duration of the visit 24 hours a day and live within reasonable travelling distance of the Academy. He or she should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number;
- A list of all students, staff and volunteers attending the visit, with contact numbers, must be kept by the Academy and by the Home Based Contact throughout the duration of the visit;
- A list of names with contact details for all parents/carers of students and the next of kin for accompanying teachers and other supervisors must be kept by the Academy and the Home Based contact throughout the duration of the visit; and
- The Trip Leader should construct a 'telephone tree' or similar which is available to all parents/carers, the Home Based Contact and staff on the trip (see Section 5, clause 8).

Ensure that students, parents/carers, group supervisors and others as necessary are given written details of these procedures prior to the trip departure.

Student Welfare and Child Protection:

- Valid DBS disclosures for all adults attending the trip must in place;
- Ensure that all accompanying adults are familiar with the Academy's Child Protection policy and procedures;
- Provide enough information on the students proposed for the visit/activity to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- The ratio and gender balance of supervisors to students must appropriate for the needs of the group and in line with this policy (see section 4, part B);

With regard to group supervisors (other staff or volunteers attending the trip):

- Clearly define each small group supervisor's role during the visit/activity, and ensure all tasks have been assigned;

- Ensure that all group supervisors are aware of and accept the nature of the particular responsibilities and roles they will assume and that they are advised of their position with regard to personal responsibility;
- Ensure that group supervisors have details of the Home Based Contact;
- Ensure that the Deputy Trip Leader and other supervisors have the details of young peoples' special educational or medical needs which will be necessary for them to carry out their tasks effectively.

Prior to departure:

- Ensure that briefing meetings are held as appropriate for students, parents, teachers and other group supervisors, so that they are fully aware of what the proposed activity/visit involves (see section 12 of this policy);
- Brief all the young persons about their tasks, arrangements, organisation, and the behaviour that is expected of them during the time of the visit/activity;
- Have a fully risk-assessed contingency plan, covering for example the implications of staff illness, the need to change routes or activities during the visit and any delays including a late return home;
- Make sure the Home Based Contact and all staff attending the trip are aware of the emergency plan and contingency plan.
- The Trip Leader should always carry a list of names, addresses, ages and brief medical history of the students attending. It is also advisable for all other adults to have copies of this information, within the considerations of some information being of a confidential nature.

During a visit/activity:

- Establish clear procedures for safe practice during the visit/activity;
- Ensure that wherever possible on a visit or activity, rendezvous arrangements with an appropriate place and time are agreed if the party should become separated. These would be best made on arrival at particular locations where possible so that suitable locations can be identified;
- Ensure that every member of the group knows in advance the course of action to follow if they get lost;
- Ensure every group has a named person in charge;
- Whenever a party is to be subdivided, or the Trip Leader is to be absent for any reason, the Trip Leader must make a clear delegation of responsibility to another adult.
- If a Trip Leader delegates responsibility for the supervision of some, or all of the young persons at various times to other members of the staff team, they must satisfy themselves that this individual to whom they are delegating responsibility:
  - is competent to take charge of the group of young people undertaking the particular activity in this locality;
  - has been fully and properly briefed as to their role and responsibilities;
  - is aware of the next meeting place and time and is fully conversant with the procedure to adopt in the event of an accident, or emergency arising within the party.
- The Trip Leader must ensure that at all times during the visit or activity, each member of staff knows exactly for which young persons they have a responsibility and where those young persons are at all times and that each young person knows who the leader is of their particular group.
- The Trip Leader is recommended to hold a brief daily staff meeting at the start of the activity or start of the day.

On return from a visit:

- On return to the Academy the Trip Leader should notify both the Home Based Contact and the Principal of a safe return. A short telephone call will fulfil this requirement.
- After returning from the trip, the Trip Leader is responsible for reviewing and recording details of the visit by completing the evaluation form (Appendix 7).
- Write any thank you letters where required.

- For Type C trips arrange a debriefing session with the Head of Oasis Global Partnerships for the whole team to reflect on the experience and learning from the trip.

3E: SUPERVISORY STAFF AND VOLUNTEERS

The time and commitment offered by supervisory staff and volunteers are essential to the running of any trip. Here are some guidelines for those staff and volunteers participating in visits as to their roles and responsibilities:

General requirements and responsibilities:

- Be familiar with the requirements of this policy and other guidance relating to health and safety;
- Do what is reasonably practicable to ensure the health and safety of everyone in the group;
- Be clear about the objectives of the visit;
- Attend briefing meetings as required by the Trip Leader;
- Understand the safety management procedures for the visit, including the emergency plan and the contingency plan;
- Undertake any organisational tasks assigned by the Trip Leader that are within their competency;
- Never supervise a party of more than 10 of any age; and never more than stated ratios for any age.
- Never be in a situation remote (out of eyesight) from the support of the leaders or other appropriate members of staff.

Volunteers and Non-Oasis Community Learning (OCL) employed adults acting as supervisors:

- Any adults on the visit/activity not employed by Oasis Community Learning must be clear about their roles and responsibilities during the visit/activity;
- All adults attending the trip must be DBS cleared**;**
- They must not be left in sole charge of students except where it has been previously agreed as part of the risk assessment;
- They must follow the instruction of the Trip Leaders, and help with the control and discipline of students;
- Speak to the Trip Leader or Academy staff if concerned about the health or safety of students at any time during the visit/activity.

4. SAFETY MANAGEMENT

4A: RISK ASSESSMENT AND RISK MANAGEMENT

4.1 Risk assessment and risk management are legal requirements. The aim is to make sure that no one gets hurt or becomes ill where this could have been reasonably foreseen. The risk can be minimised by:

- Supervision;
- Protection;
- Training; or
- A combination of these.

4.2 The Academy is only responsible for risk assessing those parts of the visit/activity that it is organising. If services are being "bought in", then the provider is legally responsible for risk assessing these parts of the activity. However, the Trip Leader must confirm that the risk assessments are in place, and the Academy risk assessment should take note of this.

The Academy is always responsible for risk assessing the students they are accompanying.

4.3 A risk assessment is no more than a careful examination of a hazard that could cause harm to people during activities. In this way the leader can weigh up whether he/she has taken sufficient precaution to prevent harm or whether more needs to be done. The aim is to take all reasonably practicable steps to make sure that no one gets hurt or becomes ill.

4.4 A written risk assessment ***must*** always be carried out before setting off on a visit or activity, whether residential, day or part day. This is normally undertaken by the Trip Leader with relevant help from the Educational Visits Coordinator (EVC). The appropriate Oasis template is available from the EVC and is also included in Appendix 4 of this policy.

4.5 A copy of the completed risk assessment ***must*** be given to and approved by the EVC before the visit or activity commences. The EVC will pass the completed risk assessment to the Principal to approve, and also to Oasis Community Learning for Type B and C (higher risk) activities. Type B and C risk assessments should be made available to parents at briefing evenings and displayed prior to the visit in order that participating students have the opportunity to read and understand its content.

The completed risk assessment must be read and understood by all staff accompanying the off-site visit/activity and each member of staff should have a copy of the agreed risk assessment and control measures.

4.6 The risk assessment should include consideration of the following:

- What are the hazards, and what level of risk do they offer?
- Who is affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the Trip Leader guarantee that these safety measures will be provided?
- What steps will be taken in an emergency?
- What information/training is necessary for the group members?
- Is the protective clothing and equipment fit for purpose?

The risk assessment should also explicitly cover how special educational needs and medical needs are to be addressed.

Risk assessments may need to be updated as the number or type of students change.

4.7 When carrying out a risk assessment, leaders should ask themselves this question – "Is what I am about to do such that I would do it if it was my own child of this age, ability and aptitude?" Unless the answer is an immediate "Yes", then don't do it! Change the arrangements so that you are confident that you would be personally satisfied with them for your child.

4.8 The programme of a visit, as set out in the risk assessment, should not be deviated from. However, any risk assessment should be on-going such that it can take account of, for example, illness of staff or students, changes in weather, or availability of activities. This also includes emergency situations.

4.9 Continuing/on-going Risk Assessment

The Trip Leader and at least one other member of staff should reassess risks whilst the visit/activity takes place. On-going risk assessments normally consist of judgements and decisions as the need arises. They must take account of local expertise on, e.g. tides, potential for flooding, volume of traffic, local hazards etc. On-going risk assessments are not usually recorded until after the visit/activity but ***must*** be recorded as soon as possible when a copy should be given to the EVC. This is often referred to as a "Plan B" or contingency plan.

The EVC will be available to assist colleagues who need assistance in completing a risk assessment.

4.10 Risk Assessment for SEN students, and disabled members of the group, and those with medical needs

a) The Disability Discrimination legislation and regulation place duties on the Academy not to discriminate against students for reasons relating to disabilities. The Oasis ethos means that wherever possible we would want to ensure the inclusion of disabled students on off-site visits. The Educational Visits Coordinator (EVC) will help with details.

b) Where students are identified as having particular special needs this must be reflected in a higher staffing ratio, which must not be less than that which applies on-site, and in most cases will need to be higher. Staff would need to take into account the terms of the SEN and Disability Discrimination Act. ***All reasonable steps must be taken to include young people covered by the Act***.

c) The risk assessment must explicitly cover how special educational needs and medical needs are to be addressed. It should also include details of any special aids and equipment that the student may need and, in particular, details of any such items to be brought from home or obtained prior to the visit. At this point a decision should be made as to whether the measures required to include the student are reasonable or not.

d) Where students have statements of special educational needs which provide support in school for access to the curriculum, and where the visit or activity takes place during term time, the level of ancillary support may be used at the same level as provided by the statement.

e) The Academy should, however, build the costs of the necessary support beyond this into its planning for the visit or activity so that it is included in the overall package. In certain circumstances, other funding may be available for students with physical disabilities. For details please see the EVC.

f) For students with mobility difficulties who hold a "Blue Badge" for parking concessions, it may be beneficial for the Blue Badge to be displayed in the windscreen of the coach. Mention of this at the arrival of a venue may result in priority parking as close as possible to the venue entrance. Similarly, mention of a Blue Badge at a Ferry Port would usually result in priority loading such that the coach is parked close to the lifts on the vehicle decks. It may also be of significant benefit for a disabled student to carry some proof of their disability. Word of mouth is often not sufficient proof of their disability.

g) Trip Leaders must ensure that parents are aware that if their child/ren misbehaves they are responsible for collecting them at their (parents') expense if it is considered necessary to send the child home.

4.10 Risk Assessment and Contractors (Providers/Tour Operators)

Contractors (Providers) may include tour operators, outdoor education centres, farms, museums, activity centres etc., i.e. any services that are paid for. Contractors are responsible for assessing the risks of those parts of the visit appearing in the contract. Written assurances must be obtained from contractors that risks have been assessed and that the contractor's staff are competent to instruct/lead students of the group's age and range on the activity. Wherever possible written risk assessments should be obtained from the contractor, but leaders should not indicate that they take any responsibility for these assessments. They are for the information of the leader.

The Trip Leader should check that the company shows due diligence in checking, for example, the safety and suitability of accommodation and transport (e.g. students should ***not*** be expected to share beds; the road transport ***must*** have seat belts etc.). Details of insurance should also be obtained and checked. Staff who need assistance with this should see the EVC.

4.11 LOtC Quality Badges

The government has introduced a Learning Outside the Classroom (LOtC) Quality Badge scheme. Providers can apply for a Quality Badge if they meet rigorous safety and educational criteria.

A provider must:

a) have a process in place to assist users to plan the learning experience effectively;
b) provide accurate information about its offer;
c) provide activities, experience or resources which meet learner needs;
d) review the experience and acts on feedback;
e) meet the needs of the users and
f) have safety management processes in place to manage risk effectively.

Oasis Community Learning's policy is that wherever practicable Academy off-site activities will be organised through contractors who have the Quality Badge, or who can demonstrate that their provision is in line with the Quality Badge provision. Details of the scheme are at www.lotcqualitybadge.org.uk.

4B: STAFFING RATIOS

When considering staffing for an activity or visit, it is essential to recognise that the following guidance represents the ***minimum*** level of staffing only and in reality will be determined by the risk assessment. Adequate consideration must be given for the maintenance and welfare of the whole party in the event of one or more adults having to leave the group for any length of time. The following points need to be taken into account:

- The leader of any off-site visit or activity should be a teacher or person trained and experienced in off-site leadership;
- There should normally be a minimum of ***two*** adults with any party engaged in an off-site visit or activity;
- The gender balance of the group;
- The needs of individual students within the group including those with special educational or medical needs;
- Adventurous activities will usually require a higher staff: young person ratio. The figure will be determined by the Principal after a suitable risk assessment by the Trip Leader;
- All residential visits should be accompanied by at least ***two*** adults. Where the group population is of mixed sex then ***both male and female*** adults must be present. This also applies to home-stay visits;
- For visits abroad, all groups of students below sixth form level should be accompanied by at least ***two*** members of staff.

Table of ratios

The following ratios should be followed for off-site visits, with adjustments according to the risk assessment (e.g. SEN or disability considerations):

Type of Visit	**Year groups**	**Leader : Student Ratio**
Minimum Day or Part Day	Nursery Reception Years 1 to 3 Years 4 to 6 Year 7 onwards	1: no more than 3 1: no more than 4 1 : no more than 6 1 : no more than 15 1 : no more than 20
Residential (UK or abroad)	Years 1 to 3 Years 4 to 6 Year 7 onwards	1 : no more than 1:6 1 : no more than 10/15 1 : no more than 15/20
Residential to Oasis Global Partner	Year 9 onwards	1 : no more than 6

There must be at least one male and one female supervisor on every trip (day-long or residential) unless otherwise agreed by the Principal (e.g. a single sex group of students may be accompanied by leaders all of the same sex).

4C: EXPLORATORY/ RECONNAISSANCE PRE-VISITS

It is good practice for an exploratory/reconnaissance visit to be made by any member of staff who is to lead a group abroad, or on a residential visit or in a location that is not familiar to them. This will enable them to gain first-hand knowledge of the area and facilities. This knowledge will then inform their appraisal of the contractor's risk assessment, their own risk assessment and pre-planning.

For remote expeditions a prior visit may not be possible. Oasis Community Learning will determine whether the risk assessment and proposed risk controls are acceptable.

If it is not possible for the Trip Leader to visit the site/area beforehand, the Leader must make every effort to collect all appropriate information. He/she ***must*** be able to satisfy both the EVC (and Oasis Community Learning for relevant visits/activities) that these alternative arrangements are sufficient for a risk assessment to be made.

Any costs incurred whilst making an exploratory visit will be included in the total cost of the visit.

Some contractors (providers), e.g. school-travel specialist companies, may offer a pre-visit for the Trip Leader free of charge.

Trip Leaders are encouraged to complete a "Venue Audit" (Appendix 5) and if necessary an "Accommodation Audit" (Appendix 6) when conducting a pre-visit.

If it is not possible for the Trip Leader to make an exploratory visit, a reconnaissance visit should be made immediately on arrival at the venue whilst the rest of the group remain in a secure place or are supervised by other staff in an activity for which a risk assessment has been made.

If using the facilities of a contractor, e.g. school-travel specialist company, the Trip Leader should also arrange a meeting with the local representative or manager in order that both parties can be kept fully informed and any concerns can be raised. Any points discussed should be noted in writing.

A member of Oasis staff will carry out an in-country Risk Assessment and Accommodation Audit on your behalf for all Type C Trips. However, the Trip Leader must make sure that all travellers are aware of the potential risks involved in such trips. The Trip Leader is responsible for the safety of the group and should raise any concerns immediately with the local country staff and the Head of Global Partnerships.

5. SUPERVISION

5.1 Duty of Care

All adults connected with a visit or activity owe a duty of care to the young people they accompany in common law.

The duty of care expected is that of a reasonable, prudent and careful parent applying his or her mind to the situation. The duty is continuous during the whole period of the visit and cannot be delegated to anyone else. Because teachers are trained, professional people courts in the UK have tended to expect them to exercise a higher standard of care than that which is expected from the general public.

5.2 Delegating Responsibility

The Trip Leader is responsible overall for the group ***at all times***. They may, however, delegate supervisory roles to other adults in the group.

When delegating supervisory roles to other adults the Trip Leader should:

- Allocate supervisory responsibility to each adult for named students and ensure that all adults understand that they are responsible to the Leader for the supervision of the students assigned to them;
- Ensure that each adult knows which students they are responsible for;
- Ensure that each student knows which adult is responsible for them;
- Ensure that each adult has the means to contact the Trip Leader and/or other supervisors;
- Ensure that each adult has knowledge of and clearly understands the Oasis Community Learning emergency procedures policy. Ensure delegation is never to a volunteer.

Supervision can be **close or remote** but ***is always 24 hours***, including home-stay visits, but supervisors are not expected to stay awake for 24 hours each day! In order that each adult supervisor gets quality rest and recuperation a duty roster should be arranged. It is essential that everyone involved in the visit understands the supervision arrangements and expectations.

5.3 Close Supervision

Close supervision occurs when the group remain within sight and contact of the supervisor. Close supervision normally means that all supervisors:

- Have prior knowledge of the students including any special educational needs, medical needs and disabilities;
- Carry a list/register of all group members;
- Regularly check that the entire group is present;
- Have appropriate access to first aid; and
- Ensure that each student knows what to do if they become separated from the group.

5.4 Remote Supervision

Remote supervision occurs when, as part of planned activities, a group of students work away from the supervisor (e.g. on a Duke of Edinburgh Award Expedition) but is subject to stated controls as recorded in the risk assessment. The supervisor is present but not necessarily near or in sight. The Trip Leader still remains responsible for students during this time even though they are not in direct contact with them.

When supervision is remote:

- Groups must be sufficiently trained and competent for the level of activity to be undertaken, including how to deal with emergencies.
- Students should understand and accept the expected standards of behaviour.

- Students will be familiar with the environment or similar environments and have details of rendezvous points and times.
- Clear and understandable boundaries must be set.
- There must be clear lines of communication between the students, the supervisor and the Academy.
- The students should know the whereabouts of the Leader/supervisor and should have a means of contacting them.
- A student should never be on his/her own. It is advisable that they be in a minimum group of at least three students.
- The supervisor should monitor the group's progress at appropriate intervals.
- The supervisor will be in the activity area and able to reach the group reasonably quickly should the group need support in an emergency.
- There should be a recognisable point at which the remote supervision is completed.
- Remote supervision will also apply to the times during home-stay visits when students are with their host families.

5.5 Night Time

In residential situations, during night time the security of the group is of paramount importance. The Trip Leader should ensure that, as far as is reasonably practicable:

- Staff (of both genders where appropriate) have sleeping accommodation on the same floor and as near as possible to the students' accommodation.
- Child protection arrangements are in place (following appropriate risk assessment) to protect both students and staff.
- Where hotel/hostel reception is not manned 24 hours a day, security arrangements are in force to stop unauthorised visitors.
- In the absence of 24 hour staffing of reception, external doors should be made secure against intrusion and windows closed as necessary to prevent intrusion.
- Where possible, internal doors should be lockable but staff should have reasonable access to student accommodation at all times.
- All staff and students should know the emergency procedures/escape routes in the event of a fire or emergency evacuation.

5.6 First Aid

Any injury incurred by a student or member of staff on an off-site activity must be reported by completion of an Accident Report Form as for all accidents within the Academy. (If required a RIDDOR form must also be completed).

All off-site visits and activities should normally be accompanied by a member of staff who is a qualified First Aider. (See the section on 'First Aid' in the Academy's Health and Safety Policy). Please note that a First Aid Kit should always be taken on a trip or visit.

5.7 Emergency Procedures

In spite of good planning and organisation, there may be accidents and emergencies that require an on-the-spot response. In the first instance the Home Based Contact (or Principal) should be contacted by telephone, during Academy hours and at home out of hours. If not available, the Deputy Principal should be contacted. Should neither the Home Based Contact, Principal or Deputy Principal be available, the EVC should be contacted. Relevant contact numbers should be available from Reception or the EVC. Members of the senior staff would then use the records of information in the Academy to contact parents as necessary. The senior staff will also make any press or media releases and liaise with Oasis Community Learning.

Incidents of serious misbehaviour and near-accidents during the trip should also be communicated to the Academy via the Home-based Contact as soon as possible, and information passed onto parents as appropriate.

5.8 Parental Communications

- The need for close communication with parents is expected, so that parents are assured of the whereabouts and the safety of their children at all times, and to forestall potential problems.
- The Educational Visits Coordinator (EVC) and the Academy Office must be advised of all visit and activity itineraries and contact phone numbers so that contact with the party can be maintained at all times.
- If the visit or activity finishes outside school hours or away from the Academy premises, parents must be notified of the arrangements for dismissal and collection. Careful consideration must be given, in particular, to dismissal arrangements late in the evening. The Critical Incident Policy should also be adhered to?

Telephone Tree

For all trips there must a system in place for swift and effective communication to parents/carers in the event of any problems arising during the visit, such as an earlier or later return to the Academy than published. The Academy may wish to adopt a 'telephone tree' system. For all trip types this should accompany your risk assessment.

5.9 Mobile Phones

At the discretion of the Trip Leader, students are allowed to take mobile phones on educational visits **but they should be used for emergency purposes only.** The same procedures that the Academy adopt during the school day may also be adopted on a trip; phones may be handed into staff and returned to students at set times of the day; this will be at the discretion of the Trip Leader. Likewise, misuse of mobile phones may also result in the confiscation of a student's mobile phone. Please ensure that parents are made aware of this rule.

As in the Academy, students will be responsible for their own belongings. For personal safety reasons, students should be advised not to carry mobile phones in a prominent and vulnerable position. On trips abroad, the cost implications of making calls from abroad should also be pointed out to students.

Mobile phones, however, can be a vital lifeline on exchange visits. Staff should make arrangements whereby they can be contacted at all times when the group is not under close supervision. Each student should have the contact telephone number and should know an emergency code, e.g. a word or a phrase, to be used to indicate that there is a serious problem and help is needed.

5.10 Children of accompanying staff

All staff should be aware of the problems that can arise when their own children accompany them on a particular visit or activity. In these situations a conflict of role may occur. Where staff do take their own children on a visit or activity the member of staff ***must not*** be included in the staffing ratios. The member of staff will be supernumerary and will be available as extra help and supervision.

5.11 Staff Absence

If a member of staff is currently absent from work due to illness he/she ***must not*** participate in any off-site visit or activity.

5.12 Staff Code of Conduct

Oasis Community Learning and the Academy Council also adopt the following "Staff Code of Conduct for Residential Visits'':

"The Academy Council expects that all adults acting *in loco parentis* on any school trip be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times".

Staff are **not** permitted to consume alcohol whilst on trips with students. Where this has been permitted in the past, after careful consideration, Oasis has taken the view that this is no longer appropriate. Please note this applies to **all** staff and volunteers **regardless** of whether they are 'on-duty' or not. In the, however unlikely, event of an extreme emergency situation, all staff and volunteers would be 'on-duty' and must be able to act responsibly, diligently and quickly.

Although responsibility for student welfare on a residential visit is a 24 hour responsibility, it is self-evident that supervisors cannot be on duty for 24 hours. The Trip Leader will publish a daily duty roster, ensuring that all staff have sufficient rest periods. All staff must ensure that they are on duty at the times set down, and have the necessary information about the group and the events at that time.

When travelling overseas it is important for all staff and students to respect the local culture and take opportunities to learn enough about local customs. This will ensure that our behaviour does not offend the local people.

6. SAFEGUARDING AND CHILD PROTECTION

Child Protection & Disclosure Barring Service (DBS) Disclosures for volunteers and staff not employed by Oasis Community Learning

If voluntary helpers, including student teachers, parents and partners of staff, are used on off-site visits it is imperative that appropriate checks are carried out in accordance with Child Protection legislation. The Department's issued guidance "Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service" and The Education (Teachers) (Amendment) Regulations 1998 made changes to the law with the aim of preventing people who are barred by the Secretary of State from being directly employed by an LA, School, College or Academy from getting around the ban by:

- Working as a volunteer or
- Working in a business that is contracted to provide services to schools or students attending them.

Checks ***must***, therefore, be carried out on any volunteer who:

- Accompanies a residential trip.
- Has a regular long-term contact with students or the Academy.
- Is likely to be in sole charge of a student under 18 years of age on a one-to-one basis.

Irrespective of whether the volunteer has had a DBS check carried out by another body, it is the legal duty of the Academy to carry out a further check. You will need to allow enough time for check to be carried out. Without a DBS the volunteer will not be able to travel with the group.

The Academy should nominate a person to oversee the completion of Disclosure Barring Service Disclosure. Disclosure Application forms are available from the nominated person. Any volunteer should be asked to complete a form before submitting it to the nominated person. Guidance notes can be found on the DBS website, https://www.gov.uk/government/organisations/disclosure-and-barring-service

'Position applied for' should be completed as "Volunteer" and the Organisation is "Oasis Academy _____". Certain documents are also required in order to verify information on the completed form and these documents should be submitted to the Academy nominated person along with the completed form. The documents will be returned immediately after the Academy nominated person has carried out the verification process. The completed form will then be submitted to the Academy's staff member for HR (or nominated person who organises DBS checks).

The Principal must be made aware of any prospective voluntary helpers and a copy of the completed form must be filed with the Academy office. Since these checks are quite lengthy, as much notice as possible should be given. The Principal will determine the time required by the Academy.

Eventually both the volunteer and the Principal will receive an acknowledgement and approval (or not). The volunteer will also receive a Disclosure Certificate. The volunteer will be asked to present their Disclosure Certificate to the Principal in order that a record of the clearance date and disclosure number can be kept on file. Once approval has been obtained if the same person accompanies the Academy again it should not be necessary to submit another form unless the individual's circumstances have changed.

The Educational Visits Coordinator should also gain assurances from any contractors that appropriate checks have been made for any of their staff who are likely to have access to students as part of their normal duties.

7. PARENTAL NOTIFICATION AND CONSENT

7.1 General

- Specific Parental and Medical consent must be obtained from the parent(s) of every student before commencement of any trip. The parental consent - Appendix 2a relates to a one-off parental consent for all trips and off-site activities. This is in line with the HSE's common sense approach to offsite visits and trips. Appendix 2b relates to the specific trip being organised. The Academy may wish to adapt the consent form (Appendix 2a) according to specific requirements for a particular trip, e.g., including a question on a child's swimming ability, if appropriate.

- The Medical form is attached as Appendix 12.

- The Academy's Alcohol, Tobacco and Drugs Policy for Visits is attached as Appendix 9. Please note that alcohol is **not** permitted for consumption on any trips; by staff, volunteers or students.

- All parental consent and medical forms must be kept safely on file for at least 3 years or until the relevant students or cohort leave the Academy.

7.2 Student Codes of Conduct

- The 'Code of Conduct' form for students on school visits should be signed by students and witnessed by parents. This is attached in Appendix 3 (or Appendix 15 for Type C trips).

- The Academy may wish to request this for individual trips if deemed necessary, or request for one to be completed for the whole year.

7.3 Matches after hours and on Saturdays

Although prior parental consent for fixtures is not essential, it is recommended that parental consent forms which are valid for the whole year are returned in September. It is important that parents should be made aware of arrangements for reporting and dismissal for home matches, additionally the methods of transport for away matches, and arrangements for emergencies and cancellations.

a) Students may travel unescorted by public transport to away matches. This is at the discretion of the leader. It is important that they understand clearly what they are to do and expectations of behaviour, bearing in mind that they may be unfamiliar with the locality.
b) Students may travel in cars driven by teachers, parents or students subject to the written approval of the Principal. In this case the policy on 'Minibuses and Use of Private Transport' must be read and followed. Please note that students should not be in a car on their own with the driver, and students are not permitted to drive their own cars.
c) The arrangements for weekend sports fixtures must be agreed with the Principal or the Principal's representative under arrangements made by the Principal and be made **well before** the fixtures take place.

7.4 Regular extra-curricular activities

Extra-curricular activities that recur regularly (e.g. football training, weekly activity clubs etc.) require the Principal's approval before commencement, but approval then applies for the entire school year, subject to prior written notification to the Principal of any changes to regular arrangements.

8. GUIDELINES FOR PRE-VISIT MEETINGS

8.1 Rationale

The Academy's policy is that all overnight visits must be preceded by a meeting for at least one parent/carer and the student and that attendance at this meeting is a condition of the student's participation on the visit. In exceptional circumstances where the parent and student cannot attend the meeting, adequate arrangements must be made to brief them about the risks and nature of the visit/activity. The reason for this is to explain in detail what arrangements will be in place for the supervision of students at all times during the trip and what expectations there will be of students with regard to general co-operation and with regard to specific matters such as smoking and drinking and use of rooms. It is important that parents are in no doubt at all about what will happen and what rules will apply, that they have the opportunity to question staff and that they have an opportunity to object (and therefore not participate) in advance of the visit.

Pre-visit meetings also have the advantage that they enable all the paper-work and much of the administration to be completed in one go.

The Educational Visits Coordinator or another senior member of staff will attend all pre-visit meetings.

8.2 Guidelines for invitation letters

Circulate a letter with the date of the meeting and time, as soon as you know the names of participants. At least three weeks' notice of the meeting should be given, more if possible. The more advanced the notice the less difficulty there should be with parents who wish not to attend.

Include a 'return' slip with the letter so that you can make alternative arrangements to see parents who are unable to attend. Parents may well find it difficult to attend an early meeting. This will be a matter for the Principal and Council to determine.

The letter should include the following wording:

> *'Due to the Academy's Educational Visits Policy we have the need to hold an evening meeting for students accompanied by at least one parent/carer. The attendance at the meeting of both the student and a parent/carer is compulsory if the student is to be accepted as a participant on the trip. The meeting will be on …… (day and date) at ……. (time) in the……. (venue). Please bring any outstanding forms and requested information to this meeting. We expect the meeting to last approximately an hour. Any questions you have regarding the trip can be answered at this meeting. Please confirm, by returning the attached slip that you intend to attend the meeting'.*

8.3 Arrangements for the meeting

Book a large enough area well in advance and inform the Premises Manager about the meeting. Check with the Premises Manager **the day before** the meeting. Arrive early and lay out all the paperwork.

This may include:

- Parental Consent and Medical form (Appendix 2 or12 and 13)
- Registration form (Appendix 16)
- Dietary information sheet
- Academy's policy on Alcohol, Tobacco and Drugs on Trips (Appendix 9)
- Student Code of Conduct (Appendix 3 or 15)
- Packing list
- Information regarding pocket money, gifts
- Emergency contact details

- Health clearance – if applicable
- Visa application form – if applicable
- Country information pack.

Welcome parents as they arrive and get them to sign in. Give them a pack of papers to be getting on with while others arrive. (If you give the papers out to students in advance of the meeting, parents will be more likely to try to avoid attendance). Collect passports, photocopy of EHIC (European Health Insurance Card), photocopy of passport, 2 passport size photographs (for trips abroad).

Check all have arrived by taking a register of **students and parents/carers.**

8.4 Content of the meeting

- Introduce other teachers and accompanying staff.

- You may wish to give information about itinerary and activities if this has not been done in advance. You may also wish to say that a risk assessment has been carried out for the trip.

- Deal with medical information: Parents should let the staff responsible for the visit know of all medication being taken and of potential problems - even if this information has been previously given to the Academy. In the case of exchanges, this information will need to be passed to host families. Ask for questions.

- Deal with the questions of supervision. Tell the parents how the students will be supervised at all times, including free time and meal times. Ask for any questions.

- Explain the Alcohol, Tobacco and Drugs Policy (appendix 9). Explain that alcohol is not permitted to be consumed on any trips by students, staff or volunteers. Ask for any questions.

- Address the areas of discipline, responsibility and trust. Co-operation is expected and failure to co-operate will be regarded as a serious breach of trust with serious consequences (being sent back home, banning from further trips). Staff will be offended by comments from students that they are on a free holiday. You may wish to address this point in advance by thanking the staff for giving up their time to accompany a trip. Ask for any questions.

- For exchanges, deal with the question of parties - parents will value guidance on this as they often feel quite at sea and under pressure from their children. Talk about how to be a responsible teenager in someone else's house and about how to participate in a civilised way in someone else's family. Remind students about the reasons they are doing the exchange (e.g. language skills, international friendship, rather than an extended social life). Ask for any questions.

- Explain what the Academy has done about safeguarding students at the host venue, and explain that all British host families may be subject to a DBS check.

- Remind students that they **must let all teachers know personally** that they won't be in classes - if the trip takes place during term time.

9. GROUP TRAVEL

When travelling on a trip, please ensure that head counts are regularly done at every stop or leg of the journey.

9.1 Travel by bus or coach

The Trip Leader should ensure that:

- Road transport has seat belts and that students wear them at all times whilst the vehicle is moving;
- Seats are reserved for Supervisors to allow them to supervise students properly. If a double-decker bus or coach is utilised there must be at least one supervisor on each deck;
- Students are supervised when boarding and alighting. A head count should be made on each occasion;
- Extra care is taken when alighting from a right-hand drive vehicle in a country that drives on the right as it is most likely that some doors will open onto the roadside opposed to the kerb side;
- The whole party knows the evacuation procedures, the locations of the first aid kit and fire extinguisher and that luggage must be securely stored and emergency exits kept clear.

9.2 Travel by air

Airlines may have a Young Persons' Liaison Officer who will be able to coordinate the activities of a school group whilst in the departure airport terminal and make any necessary in-flight arrangements. Should you wish to use this service, please check with your airline / travel agent to see whether there would be any cost implications.

Online check-in: Trip Leaders may wish to check in on-line 24 hours before the flight is due to take off, in order to ensure that the group is seated together.

The Trip Leader should ensure that:

- A reputable airline is used; ensure that their safety record has been checked. It is important to note that safety should be put before cost. Where possible direct flights are always booked.
- A base is established in the airport terminal whilst awaiting departure and upon arrival while awaiting delivery of the luggage;
- Luggage for the whole group is kept together;
- The airline crew are aware that the school group is on board. Some airlines request that students are readily identifiable, e.g. by means of a badge; (However, for personal safety reasons, badges should not bear the students' names);
- Seats are reserved for Supervisors to allow them to supervise students properly. Students are supervised when boarding and alighting. A head count should be made on each occasion;
- Emergency procedures are known and understood by everyone. The group must understand that all hand luggage must be securely stored and emergency exits kept clear.

9.3 Travel by boat/ferry

If the group are travelling as foot passengers, ferry companies will often make available a member of their staff to coordinate the activities of a school group whilst in the departure ferry terminal and make any necessary on-board arrangements.

The Trip Leader should ensure that:

- When travelling as foot passengers, a base is established in the ferry terminal while awaiting departure and upon arrival whilst awaiting delivery of the luggage;
- Luggage for the whole group is kept together;
- When travelling by vehicle, everyone should know the location of the coach, e.g. vehicle deck number and colour zone;
- Whether on foot or by vehicle, students are supervised when boarding and alighting. A head count should be made on each occasion

- A base is established on board the boat/ferry;
- The ships' crew are aware that the school group is on board. (Some ferry companies request that students are readily identifiable, e.g. by means of a badge. However, for personal safety reasons, badges should not bear the students' names);
- Emergency procedures are known and understood by everyone. Everyone must understand that hand luggage must be securely stored and gangways kept clear.

9.4 Travel by train

Railway companies will often make available a member of their staff to coordinate the activities of a school group whilst at the departure railway station and make any necessary in-travel arrangements, e.g. change of trains. It is possible for student groups to reserve seats free of charge on most main line trains.

The **Trip Leader should ensure that:**

- A base is established at the railway station whilst awaiting the arrival of the train and on arrival while awaiting delivery of the luggage;
- Luggage for the whole group is kept together. Arrangements can be made for luggage to be loaded into the Train Managers' Compartment of the train;
- Students are supervised when boarding and alighting. A head count should be made on each occasion. At least one member of staff should always be last to leave the platform or train;
- Supervisors are reserved seats that allow them to supervise properly. If the group is divided between more than one carriage there must be at least one supervisor in each carriage;
- The Train Manager is aware that the school group is on board and what the travel arrangements are;
- Emergency procedures are known and understood by everyone, hand luggage is securely stored and gangways are kept clear.

9.5 Minibuses

Specific Minibus Regulations covering the use of the Academy's own buses are laid out in the Academy's separate Minibus and Use of Private Transport Policy.

Where minibuses or coaches are hired, Trip Leaders should ensure that only reputable contractors are used, and that relevant safety documentation is in place, and that the buses have seat belts on all passenger seats.

If self-drive minibuses are to be used for the conveyance of students, parents should be informed of the arrangements and should acknowledge these arrangements by signing an appropriate "Form of Consent" (Appendix 2).

Oasis stipulates that all minibus drivers within Oasis must have both a relevant license and a qualification to drive a minibus.

The DVLA and DVSA guidance on this matter is ambiguous as there are many variables about size of bus, times used, purpose and licenses. The DVLA strongly advise a specific training qualification to drive any minibus for obvious reasons. This must match the size of the minibus and the use for your setting and vehicle. Advice should be sought on this from local providers and relate specifically to your context and vehicle. The LA often also give advice on this matter.

Our guidance is that drivers need both a relevant license and also a training qualification to cover their specific roles and vehicles. This core information should form part of your regular risk assessment process.

9.6 Private Vehicles

Oasis Community Learning's insurance policy covers staff using their own cars occasionally for official use. This would include use of private vehicles for trips authorised by the Academy provided that such use is not ordinarily expected. The insurance cover is comprehensive but staff are responsible for ensuring their vehicles are roadworthy, licensed and have a current MOT certificate.

If students travel in parents' cars on an official school journey the member of staff in charge is responsible for ensuring that:

- The parent driver concerned is in possession of a full driving licence;
- The vehicle is licensed and a current MOT certificate applies;
- The driver is adequately covered by insurance that includes liability to passengers;
- The vehicle is not overloaded; and
- The parents of student passengers are aware of the arrangements

Academy staff may not take students in their private cars without the written permission of the Principal, who will ensure that appropriate insurance is in place, the car carries a current vehicle licence, the driver has a current licence, and parental consent has been obtained.

9.7 Hire of Buses and Coaches

Seat Belts

It is Oasis Community Learning policy that buses and coaches used by the Academy for off-site visits have seat belts fitted to all seats, irrespective of the type of journey or distance travelled, and that these seat belts are worn. With this in mind the "Form of Consent", for both visits in the UK and abroad, contains an appropriate clause about the wearing of seat belts. Failure to wear the seat belt at all times whilst the vehicle is moving will result in disciplinary action.

Fitness for Purpose

The Trip Leader should verify the following points:

- That all bus/coach drivers employed by the company are legally and physically fit to drive and do not suffer from any known medical condition which would prevent them from driving.
- Bus/coach drivers, when transporting students, hold the correct level of driving licence.
- That buses/coaches upon which students will travel are legally fit for public transport, in-as-much as they are taxed, insured and have passed an MOT test and other appropriate safety standards.
- That all buses/coaches have seat belts fitted to all seats and in working order.
- That there will be an appropriate number of drivers when travelling on long journeys or when travelling abroad (i.e. two or more drivers for continental journeys as necessary).
- That coach drivers who are likely to be in a one-to-one situation or accompany and stay with a group on a residential visit are DBS checked.

If a member of staff or other adult is assisting a child to put on a seat belt, physical contact with the child must be minimal and only such as is necessary to put on the belt. Staff are advised to undertake such actions in the presence of other adults.

With regard to the wearing of seat belts in Europe, it is Oasis Community Learning policy that seat belts should be worn irrespective of the laws for the particular country.

Should continental vehicles be used, the Trip Leader should check that seat belts are fitted at the time of hiring.

10. VISITS ABROAD

Visits abroad should include as far as possible at least one adult with the ability to speak and read the language of the visited country. This may be the tour guide from the tour operator or the local co-ordinator for a Type C trip

10.1 Passports

All students and staff on Academy visits abroad ***must*** hold a valid individual passport. However, some countries may not allow a traveller into the country where their passport will expire within a few months of entry.

The Trip Leader should check the passport details of all adults and students to prevent the risk of anyone being refused entry.

Details for individual countries can be obtained by contacting the UK embassy or consulate of the relevant country or the UK Passport Agency. Should colleagues need assistance in this matter, please see the Educational Visits Coordinator (EVC).

Note: if renewal of passport is necessary this may add to the cost of the trip.

10.2 Visa Exemption

Students who are not nationals of an EU country will need to travel using their own passport and will normally require a visa to travel to another EU country. However, a school can apply for visa exemption on behalf of the students. Details of visa exemption can be obtained from the Home Office or British Council. Should colleagues need assistance in this matter please see the Educational Visits Coordinator (EVC).

Visas
When travelling to some Oasis Global Partner countries visas will be needed. The Head of Global Partnerships will help you apply for the visas Most countries require passports to have at least one year before expiry at the time of travel.

10.3 European Health Insurance Cards (EHIC)

In order that members of the party are covered for medical treatment under EU reciprocal agreements, it is advised that the Trip Leader obtains a European Health Insurance Card (EHIC) for each participant. The Card has now replaced Form E111 which is no longer valid. The Card is not valid indefinitely. Trip Leaders should, therefore, check the expiry date on the Card. EHIC Application packs are available from School Reception or the Educational Visits Co-ordinator. Please note – The Card is not available from a Post Office, as was the Form E111, but must be applied for. The quickest way to obtain the Card is on-line click here. Delivery is guaranteed within 7 days. Please read the associated information on entitlement to EHIC that is also available on the NHS website.

10.4 Customs Allowances and Prohibited Items

A leaflet “A Customs Guide for Travellers entering the UK” (Notice1), gives advice about customs allowances when travelling both within and outside the EU. It also details prohibited and restricted goods. The leaflet is available in unlimited quantities via HM Customs and Excise National Advice Service, telephone 0845 010 9000.

10.5 Terrorism

Advice about terrorism is available from the Foreign and Commonwealth Office on their website, www.fco.gov.uk/knowbeforeyougo and from the Home Office on their website, www.homeoffice.gov.uk. A section is also included in the risk assessment database for UK airports and UK ports. It must be remembered, however, that there are often exceptions in insurance policies for claims under terrorism unless there is specific advice from the Foreign and Commonwealth Office ***not*** to travel.

10.6 Travel Advice

Travel advice about the safety in specific countries is available from the Foreign and Commonwealth Office on their website, www.fco.org.uk/knowbeforeyougo. Once again, it must be remembered that there are often exceptions in insurance policies for claims under refusal to travel unless there is specific advice from the Foreign and Commonwealth Office ***not*** to travel.

10.7 Exchange Visits

Oasis Community Learning encourages student exchanges, but expects the Academy to ensure that rigorous checks are made as far as is reasonably practicable.

Detailed guidance is available in a document by The Outdoor Education Advisers' Panel entitled "Young People's Exchange Visits". This document includes detailed advice and procedures including the need for Disclosure and Barring Service (DBS) Disclosures and reciprocal checks. Relevant checks need to be carried out on the families hosting the home stay. This means:

- DBS checks for British families. If there is a cost implication, since the measure is to protect British students, it is not unreasonable to pass the cost of such a check to parents as part of their contribution to the cost of the visit.
- A relevant check for reciprocating families in the country to be visited. Where equivalent checks do not exist, in general the head of the receiving establishment will be requested to verify that to the best of their knowledge hosts are suitable. Oasis Community Learning ***must*** be informed if this is the case.
- If satisfactory evidence cannot be ascertained or if hosts refuse to supply the information the visit should ***not*** continue.

The Academy may ask Oasis Community Learning for a final determination.

Note: Electronic checks may be carried out by the Academy. Please contact the trip EVC.

11. USING ACTIVITY AND VENTURE CENTRES

Please note that Activity and Venture Centres are categorised as Type B trips and therefore require authorisation from OCL.

11.1 The Activity Centres (Young Persons' Safety) Act 1995 makes provision for the regulation of centres and providers of facilities where children and young persons under the age of 18 engage in adventure activities, including provision for the imposition of requirements to safety. This Act is implemented by the Adventure Activities Licensing Regulations 1996. The Act does not extend beyond Great Britain so adventure centres abroad, even if provided by a British travel company, are not within the scope of these Regulations.

11.2 The Act requires any provider of named adventurous activities (known as "in scope" activities), covering over 20 main activities under the broad headings of Climbing, Caving, Trekking and Water sports, to hold a licence. The Adventure Activities Licensing Agency, a branch of the Health and Safety Executive (HSE) provides this licence, on behalf of the DfE, after a satisfactory inspection. The aim of the adventure activities licensing scheme is to give assurance that good safety management is being followed so that young people can continue to have opportunities to experience exciting and stimulating activities outdoors while not being exposed to avoidable risks of death and disabling injury.

Note: it is important to ensure that you have clearly identified how rescue services will be contacted if necessary. You must check these arrangements before embarking on these activates.

The following activities are within scope of the scheme:

- **Water sports**
  Canoeing (using canoes or kayaks), rafting (using inflatable or improvised craft), sailing (using sailing boats, windsurfers, dinghies or other wind propelled craft) and related activities when done on the sea, tidal waters or larger non-placid inland waters. Any stretch of inland waters, which is categorised at Grade II or above according to the International Canoe Federation classification or where it is possible to be more than 50m from the bank, is subject to licensing.

  A licence is ***not*** required where it is not possible to be more than 50 metres from the nearest perimeter bank or for the use of rowing boats, powered or towed inflatables or rafts, and the larger sailing vessels that go to sea and are subject to Merchant Shipping Act certification.

- **Caving**
  Defined as: underground exploration in natural caves and mines, including potholing, cave diving and mine exploration - but not parts of show caves or tourist mines which are open to the public.

- **Climbing**
  Defined as: climbing, traversing, abseiling and scrambling activities except on purpose-designed climbing walls or abseiling towers. 'Scrambling activities' includes gorge walking, ghyll scrambling and sea level traversing.

- **Trekking**
  Defined as: walking, running, pony trekking, mountain biking, off-piste skiing and related activities when done in moor or mountain country which is remote. Travelling in any place which is moorland (open uncultivated land at any height above sea level) or on a mountain above 600m and from which it would take more than 30 minutes travelling time (never more than 1.5k) to walk back to an accessible road or refuge is subject to licensing except for on piste skiing.

- **Skiing**

  Skiing on piste does ***not*** require a licence. However, it is important to note that if the skiing venue is not providing ski lessons/instructions by a qualified ski instructor, the Trip Leader must be fully qualified as a ski instructor.

11.3 It is important for any teacher to check whether a provider is licensable and, if so, holds a licence, before arranging to use adventure facilities. An activity provider is required by the terms of the licence to display the licence at the centre or have available the licence for inspection at any reasonable time. Any licence holder referring to the holding of a licence ***must*** state the adventurous activities covered by the licence and give the telephone number of the Licensing Agency.

To date, over 1000 providers hold licences but not all providers have to hold licences. Holding a licence simply means that the provider has been inspected and complies with the criteria for the Adventure Activities Licensing Agency (AALA). A list of licensed Activity Centres can be obtained from the AALA website: www.aala.org.uk.

11.4 The Trip Leader should also check the provider's arrangements for those elements not covered by the licensing scheme, e.g. accommodation, catering, supervision and recreation during the evenings and between adventurous activities. Trip Leaders and teachers retain overall responsibility for young people ***at all times*** during adventurous activities, even when the group is under instruction by a member of the provider's staff.

Everyone, including the students, must have an understanding of the roles and responsibilities of the Academy staff and the provider's staff. Trip Leaders and other responsible adults should intervene if they are concerned that the students' safety may be at risk.

Most reputable UK adventure centres that are outside the scope of licensing are members of the British Activities Holiday Association (BAHA) and are subject to their code of practice and inspection. Details of their members can be found on the BAHA website: www.baha.org.uk.

11.5 Swimming

Please note that all trips or activities involving water or swimming are categorised as Type B visits and require authorisation from Oasis Community Learning.

Most of the accidents on off-site visits occur in water, or at water margins. Trip Leaders must pay special attention to safety issues when the activity is in or near water:

- All supervisors must be briefed on safety aspects prior to the activity taking place.
- A member of the team ***must*** be suitably qualified in life saving. For outdoor activities, e.g. pond, lake, river, sea, this ***must*** be a life-saving qualification for open water.
- One adult ***must*** always stay out of the water for better surveillance.
- The recommended student/teacher ratio of 15:1 should not be exceeded.
- Additional measures must be taken if the swimming is in the sea or other natural waters. Paddling in open water is categorised as swimming.

Further advice has also been given by the government in the HASPEV supplement "Group Safety at Water Margins":

- Swimming and paddling ***must not*** be allowed as an impromptu activity. In-water activities should only take place as part of a pre-arranged programme when a proper risk assessment, including tidal information etc., has been completed and proper measures put in to control the risks.
- The activities ***must*** be formal and closely supervised.

All participants involved in water activities must be confident in water. The ability to remain calm on sudden immersion is of greater importance than the ability to swim a prescribed distance. A combination of water confidence and proven swimming ability, however, is highly desirable.

12. FINANCE

The Trip Leader should liaise with the Educational Visits Coordinator (EVC) and the Bursar over the budgeting/ estimates/ and costings, and the financial arrangements for the activity.

12.1 Charging for Activities

Oasis Community Learning has to conform with the government's Charging for Activities regulations. No charges can be made for any activity in Academy time or which is a part of the Academy's national curriculum provision.

12.2. Residential Visits

The Academy can, however, charge for the cost of board and lodging during a residential visit. The cost must not exceed the actual cost of the provision.

Where the visit takes place wholly, or mainly, during school hours children whose parents are in receipt of the income support set out in the current regulations will be entitled to a remission of the charges as well as a free school meal.

The current regulations include:

- income based support job seekers allowance;
- income support;
- support under part vi of the Immigration and Asylum Act 1999;
- child tax credit (provided the parent is not entitled to Working Tax credit and their annual income does not exceed the current maximum);
- guaranteed state pension credit.

A similar entitlement applies if the visit takes place outside Academy hours, but is necessary as part of the national curriculum, forms part of the curriculum for a prescribed examination for which the student is being prepared, or the syllabus for religious education.

In cases of financial hardship which are not covered by the above regulations parents may still apply to the Oasis Community Learning Board for a grant. Parents should be informed of this in the visit information.

12.3 Voluntary Contributions

The Academy may ask parents for a voluntary contribution towards the cost of any activity which takes place in Academy hours. The contribution must be genuinely voluntary, but students of parents who are unable or unwilling to make a voluntary contribution must not be discriminated against.

Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall the activity must be cancelled.

The Oasis Community Learning policy is for the Academy to charge parents for residential visits as allowed by the regulations and to make relevant remissions of the cost to parents who qualify according to the regulations. In all other instances the Academy must request voluntary contributions and make up any shortfall from Academy sources. Where this does not cover the cost the activity must be cancelled.

12.4 Costing of Activities/ visits

The member of staff in charge of a visit/off-site activity is responsible for ensuring that the full costs involved are covered either by parental contribution or by pre-arranged subvention from Academy funds.

The following main costs need to be considered but others will apply depending on the nature of the trip/journey:

- Any cost of cover for absent staff
- Accommodation
- Food
- Travel/transfers
- Excursions
- Administration costs in organising the journey
- Insurance
- Visas – if applicable
- Vaccinations – if applicable
- Contingencies

12.5 Accounts

A record of receipts and payments should be kept and supported wherever possible by documentary evidence.

The records should be available at any time for examination by the Principal or the Bursar and will be reviewed annually by the Academy's Auditors. They should be retained at the Academy for a minimum period of six years.

For all practical purposes the Academy Finance Office will act as the bank for all visits and activities. All income relating to the journey should be passed to the Academy Office and all payments should be requested from them except in circumstances where imprest accounts have been authorised for the trip by the Academy Bursar.

In no circumstances should the personal accounts of members of staff be used for any Academy activity.

Where a student withdraws from a trip, or is banned from a trip because of bad behaviour, after arrangements have been made, sufficient funds should be withheld from the contributions already made by that student's parents in order to cover any irrecoverable costs incurred on the student's behalf.

On return from a journey, surplus funds should be repaid to parents where the sums are significant (minimum £5/£10 per child depending on the original cost). Any remaining surplus should be held over as contingency for succeeding trips.

Parents will be informed in the documents for the visit of the relevant visit budget, the finance procedures and rules.

12.6 Insurance

The Academy has insurance cover for students on off-site activities. The cover includes Personal Accident, Medical Expenses, Cancellation or Curtailment, Baggage and Money, and applies to travel world-wide. For Oasis Global Partnership trips the level of cover may need to be increased. Trip Leaders should check with the Head of Global Partnerships.

The policy has limits on payments and in some categories excesses apply. A copy of the current policy may be obtained from the Academy Finance and Business Manager.

The premium that applies will be advised to staff at the start of each school year and depends on the length of the visit/activity and its destination. The cost will be charged by the Academy Finance Office to the activity account, and should be included in the costings for the purposes of charging to parents.

If an incident occurs which may give rise to a claim, liability should not be admitted at the time, but the matter should be referred to the Academy Finance Office as soon as is practically possible. Losses or theft that might result in an insurance claim should be advised to the local police in accordance with the requirements of the policy.

On educational visits within the EU, some medical cover is provided by the student's own EHIC card which is available, on application to the DHSS for all EU national. This card is online or by post and students should be required to obtain one and evidence its possession to the Trip Leader prior to the journey commencing.

APPENDIX 1a

NOTIFICATION AND APPROVAL FORM

This form must be sent to and approved via the Educational Visits Coordinator (EVC), prior to any commitment being made to students or parents. Please note that the Risk Assessment Checklist must also be returned.

Academy:……

Destination:		
Dates:	From:	To:
Risk Category:	**A** (Low Risk) ☐ **B** (Higher Risk) ☐ **C** (Higher Risk visit to Oasis Global Partner) **- Please complete the Oasis Global Partnerships Visits Initial Enquiry & Approval Form (App. 11)**	
Mode(s) of transport:		

☐ *Please tick if you have seen the coach/minibus insurance documents/certificate and it is up to date.*

☐ *Please tick that the vehicle's MOT is up to date and any relevant safety checks have been undertaken.*

Accommodation Address/es (if overnight stay is involved –type **B trips** only at this stage):

Purpose of the visit and educational objectives:

What physical activities are planned (if any):

Do the proposed activities contain any that might be considered hazardous? Yes / No
If Yes, give details on a separate sheet.

Travel Agent (If applicable) **Address:**	**Estimated cost to each STUDENT:** **£** *Please see attached budget sheet*.

Number of students: Boys: Girls: Total: Ages:

All Medical Forms Received :

Yes No (Please delete as appropriate)

Have you identified any pupils with medical conditions who will require medicine?

Yes / No

If Yes, on a separate sheet, please detail the required medicine, frequency and dosage, who will administer the medicine and any relevant storage arrangements for the medicine.

Have you identified any SEND students who require 1:1 or additional supervision?
If yes, please detail and state who will be providing this.

Name of Trip Leader:

Please outline previous relevant experience to ensure they are suitably qualified to lead this trip:

Names of other staff attending trip:	**Names of other accompanying adults:**

Name of member of staff accompanying this trip who is First Aid certified:

FOR COMPLETION BY TRIP LEADER:
"I request authority for the above journey, and have read the Off-Site Activities and Educational Visits Policy."

Name of Trip Leader:
Signed: Date:

FOR COMPLETION BY ACADEMY EVC:
"I support the initial notification for the Off-site Educational Trip."

Name of EVC:
Signed: Date:

FOR COMPLETION BY ACADEMY PRINCIPAL:
"I confirm approval of this activity / visit and I confirm that I have no safeguarding concerns about any staff or accompanying adults on this trip."

Name of Principal:
Signed: Date:

PRINCIPAL TO CHECK ☐ AND CONFIRM ☐ THAT THE TRIP LEADER IS SUITABLE TO LEAD THIS TRIP.
Added May 18

APPENDIX 1B

ADDITIONAL RISK ASSESSMENT – QUICK CHECK FORM

(This is needed as well as a full RA form)

Please return this check list for your trip to **Norma Downer-Powell, Head of Governance Services**, National Office, along with your full documentation including the RA.

Email: Norma.Downer-Powell@Oasisuk.org

Tel: 0207 292 4961

Mobile: 07824 567 638

Name of First Aider/s:	
Qualifications of First Aider/s: Are they up to date:	 ☐ Yes – evidence: ☐ No
Local hospital contact information:	☐ Yes – evidence: Name/s: Numbers:
Staff mobile numbers:	Name and No: Name and No: Name and No: Name and No: (add as necessary)
List of mobile numbers for all staff/students – as appropriate	☐ Yes – evidence:
Driver Qualifications – checked?	☐ Yes – evidence:
Insurance: **Please attached a copy (see page 66 of the Trips and Visits Policy)**	☐ Yes ☐ No (A trip will not be approved without valid insurance cert)
Vehicle Safety: Has your vehicle got an update MOT	☐ MOT ☐ Insurance Certificate ☐ Evidence attached
Certificate/Levels	Having identified the risk level for this trip 1, 2, 3 or A,B,C, are you satisfied that all accompanying staff are suitably qualified? ☐ Yes ☐ Evidence:

Places to visit in the area: Are these planned and if so what arrangements are in place? The risk assessment must state that children should not buy alcohol and that staff are on duty at all times during the trip: in effect **adults must not drink alcohol while on a trip/ residential**.	If this is detailed in your RA please specify where here: ☐ Yes
Do all staff/adults accompanying the trip have an updated **DBS check (or the equivalent)?**	☐ Yes ☐ No (if no how will this be rectified before the trip?)
SEND students clearly identified and plans in place for them? E.G., adjustments to provision for pupils those with SEND Name of adult responsible for administering medication.	☐ Yes ☐ Evidence of plans in place for them, e.g., medication ……
PP Students	☐ Yes ☐ Evidence of plans in place for them
Water safety – *Supervision* - staff have all appropriate qualification/s	☐ Yes – evidence – trip will not be signed off without confirmation that qualified staff will be supervising children
Water safety - *Staff accompanying children*	☐ Will staff be accompanying children in the water, if not, will they have children in view at all times? ☐ Yes
Water safety - ***checks***	☐ Yes – confirmation that water safety checks have been carried out **including raising tide etc.**

APPENDIX 2A

GENERAL CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

[Academy Logo]

Dear Parent / Carer,

Please sign and date the form below if you are happy for your child, <*name of the child*>:

a) To take part in school trips and other activities that take place off school premises; and

b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
  - all visits (including residential trips) which take place during the holidays or a weekend
  - adventure activities at any time
  - off-site sporting fixtures outside the school day,
  - all off-site activities for nursery schools.

- The school will send you information about each trip or activity before it takes place.

- You can, if you wish, tell the Academy that you do **not** want your child to take part in any particular school trip or activity.

Written parental consent will **not** be requested from you for the majority of off-site activities offered by the Academy – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child <*name of child*> suffers from and any medication my child should take during off-site visits:
……
……
……
……

Signed……..

Date……

APPENDIX 2B

PARENTAL CONSENT AND MEDICAL FORM

Name of Activity: <INSERT NAME OF ACTIVITY>
Date of Activity: <INSERT DATE(S)>

Student's Name:		**Tutor Group:**	
Date of birth:			
Home address:	**Postcode:**		
Passport No. (for trips abroad only)			
Name of Parent/ carer:			
Parent/carer contact Telephone numbers*: (For emergency use only)	**Day time:** **Evening:** **Other (mobile):**		

I have read the details about this visit and hereby give my consent to:

(i) My son/daughter participating in the activities described.

(ii) The Academy obtaining or rendering properly-qualified medical assistance to my son/daughter in the necessary circumstances.

(iii) The Academy, where appropriate, administering the prescribed dose of any required medication as advised by a pharmacist, e.g. Paracetamol or travel-sickness tablets.

I also acknowledge:

(i) The need for my son/daughter to be obedient and act responsibly.

(ii) The Academy may refuse to take my son/daughter on the activity, if he/she exhibits serious misbehaviour before the activity. In the event of serious misbehaviour during the activity, the Academy has the right to exclude my son/daughter from the remaining part of the activity. In either case the Trip Leader's decision shall be final and I shall forfeit all monies paid in respect of the activity. I also understand that I may be requested to collect my son/daughter from the activity's venue at my own expense in the case of serious misbehaviour.

(iii) That any photographs or video film taken during the visit must be solely for your individual family's use and must not be distributed more widely. Photographs may also be taken for publicity use by the Academy.

(iv) That for some activities there may be occasions when a member of Academy staff or another parent will transport my son/daughter by private car as opposed to the use of a coach or bus.

(v) That the Government Guidance states, "Trip Leaders should ensure that transport by road has seat belts and that students wear them". This is fully endorsed by Oasis Community Learning, who have

further advised that, in the event of a student refusing to wear the seat belt, the Trip Leader has the right to refuse to take that student on the visit.

SIGNED: ……..…….. **DATE:** ……

(Parent/Carer with Parental Responsibility)

PRINT NAME: ……...

*For Academy use only: – Trip Leader to ensure that all contact numbers are still correct before the trip takes place.

MEDICAL FORM	
Name of student:	
Family Doctor:	
Surgery telephone number:	
Surgery Address:	
Blood Group (if known)	
Please state any allergies and any necessary medication or treatment: *If none, please state NONE.*	
Please state any relevant medical conditions and medical requirements: *(e.g. asthma, diabetes, epilepsy, fainting, including any necessary medication or treatment).* *If none, please state NONE.*	
If your child requires medicine administration, please state: - *the required medicine* - *dosage* - *frequency* - *who will administer the medicine* - *storage arrangements for the medicine*	
Is there any other information which you feel we should know?	
Has your child had a tetanus vaccination? *Yes / No*	***If so, when?***
Please state any dietary requirements *(e.g. vegetarian, food allergies, or food avoided for religious purposes)*	

I …….. <NAME> certify that the above information is correct, and I hereby authorise the teacher in charge of the trip to give permission for medical treatment if required.

SIGNED: …….. **DATE**:……..
(Parent/Carer with Parental Responsibility)

APPENDIX 3

STUDENT CODE OF CONDUCT

Academy off-site visits are intended for students and accompanying staff to experience sights and activities, over and above those available in the classroom, in a safe, enjoyable and disciplined manner. Students are expected to behave sensibly and respectfully whilst on such trips so that everyone can stay safe and enjoy the experience of learning outside the classroom.

Signing the declaration below is required before being accepted on a trip. Please read the statements carefully and, if in agreement, sign and return to the Trip Leader.

Declaration by Student (witnessed by Parent /Carer)

I agree:
1. to follow the Academy rules;
2. to cooperate fully and promptly at all times with the Trip leader and accompanying staff;
3. to behave in a way which is sensible and considerate towards others;
4. to ensure my conduct has the safety of myself and others in mind and reflects credit on myself, the group and the Academy;
5. to adhere to the Academy's No smoking, alcohol and drugs policy;
6. to give permission for my possessions to be searched by staff if they have cause for concern;
7. to ask staff for clarification if I am unclear on any instructions or detail.

I further accept that a full written report of any misconduct will be given to the Academy leadership team and my parents. I understand that I will be expected to serve any punishment imposed on me for misconduct, both on the activity and on return. I also understand and agree that I may be sent home or collected from the activity, at my parents' expense, if required by the Trip Leader. I further understand that, should I break the law of the country I am visiting, the local police may become involved.

Name of Student (please print) ……..……. **Form**……

Signed …….. (Student)

Witnessed …… (Parent/ Carer)

Date ……

APPENDIX 4

RISK ASSESSMENT TEMPLATE

Name of Activity/Visit:	
Date(s) of visit:	
Trip Leader:	
Number of Students:	
Number of Adults:	
Place(s) of Visit:	

Activity	Hazard	Who is at risk	Severity	Likelihood	Control

APPENDIX 5

SITE / VENUE / ATTRACTION AUDIT– HEALTH AND SAFETY CHECKLIST

The following core questions to potential sites/venues/attractions should form part of a school's risk assessment and safety management plan. They are the minimum that the law requires for compliance with the school's duty to assess risks associated with the venues to be visited. For many schools the LA might do this, or might keep a dossier on suppliers.

We recommend that this information is obtained by way of a fax to the supplier, who should be asked to reply within 7 days:

Date of visit:		
Name of venue/attraction:		
Key contact and contact details:		
Does the attraction comply with all local and national standards?		
Does the attraction require an operator's licence? (if yes, please send a copy)		
Is any safety equipment required? (if yes, state what is needed and what is provided)		
Does the attraction have liability insurance? (if yes, please send a copy)		
Does the attraction have a fire certificate? (if yes, please send a copy)		
Does the attraction have a Health and Safety policy or has it carried out risk assessments? (if yes, please provide copies/statement of compliance)		
Are there any other Health and Safety matters to bring to the attention of educational or other groups? (If so, please provide details)		
Signed: **Name:**	**Position:** **Date:**	

APPENDIX 6

EDUCATIONAL VISITS: ACCOMMODATION AUDIT

Reservation Details			
Name of Hotel/Centre:		**Local Category:**	
Name of Manager:		**Owners:**	
Address:		**Tel:**	
Fax:		**email:**	
Reservation Details: (if different from above)			

The building and bedrooms			
When built?		**Refurbished?**	
No. of rooms		**No. of beds**	
Rooms with shower/bath/ WC		**No. with basin**	
Max. no. students per room		**Max no. adults per room**	
Balconies?		**Which floors?**	
Are towels provided?		**Is soap provided?**	
Are beds made up on arrival?		**Do beds have to be stripped on departure?**	
Are rooms cleaned daily?		**Is accommodation suitable for disabled people?**	
Facilities			
Is there a curfew system?		**Night watchman?**	
When are doors locked?		**Do teachers have key?**	
Bar?		**Opening times?**	
Telephones?		**Post Box?**	
Safety box (any charge required?)		**Rooms** (meeting, storage, rehearsal)	
Drinks machine?		**Tuck shop** (and times)?	

Video games?		**Other games?**	
TV?		**Video?**	
Disco?		**Disco Times**	
Grounds			
Where can a coach park?			
Swimming pool?		**Dimensions**	
Pool supervised?		**Depth marked?**	
Other outdoor facilities?			
Location			
Type of area		**Nearest shops**	
Distance to town centre		**Distance to beach**	
Distance to other main attractions			
Meals			
Dining room capacity:			
Breakfast menu:		**Times:**	
Lunch menu		**Times:**	
Dinner menu		**Times:**	
Packed lunch (what included?)		**Where and when collected?**	
Vegetarians catered for?		**Supplement?**	
Is water served with meals?		**Do students have to clear tables?**	
Fire Precautions			
Fire escapes (how many?)		**Unlocked?**	
Extinguishers? (how many)		**Alarms?**	
Smoke detectors?		**Hoses/sprinklers?**	
Exit direction signs?		**Fire drill in place?**	
Current fire certificate?		**When checked and by whom?**	

Name of auditor of accommodation:

Signed: ..... Date: .....

APPENDIX 7

EVALUATION FORM

The Trip Leader must make an evaluation of the trip using this form as soon as possible after returning, and submit it to the EVC.

Name of Visit/Activity:	
Date(s) of visit:	
Trip Leader:	
Accompanying Staff and adult supervisors:	
How successfully were the educational objectives achieved? Any additional learning outcomes?	
Details of any reportable incidents	
Would you recommend the venue / accommodation? Why/ why not?	
Any feedback on transport provider?	
Any advice for future trips?	
Are the accounts finalised?	

APPENDIX 8

TRIP LEADERS' CHECKLIST

Scope

This checklist is intended to cover all off-site activities organised through the Academy including those involving travel within the UK or overseas, residential or day visits, and those in term time or school holidays.

Rationale

1 Over recent years we have seen the public's attitude, regarding how risks associated with out of school visits and events are managed, shifting and hardening. The current climate is far more litigious and there is an expectation that effective risk management processes are in place and are seen to have been followed.

2 This check list is an aid to help staff ensure that activities are run according to current best practice guidelines. When completed, it provides visible evidence that the Academy has considered the various types of risk and where necessary can help prove that staff have effectively discharged their 'Duty of Care'.

3 We aim to ensure that we continuously refresh our processes based on practical experience fed back from Trip Leaders and any other sources of current best risk management practice.

With whom does the responsibility for an Off-site Activity/Visit lie?

There is a pyramid of responsibility with ultimate responsibility resting with Oasis Community Learning.

In practice this is delegated as explained below:

- The Trip Leader (and accompanying staff) have first line responsibility for the successful and safe running of the activity on a day to day basis including completion of any necessary documentation as set out in the Oasis Community Learning policies.
- An Educational Visits Co-ordinator (EVC) has been appointed to establish and update the guidelines and to help staff understand the Academy's Off-site activities policy and related guidance.
- The EVC (with a member of Leadership Team if they wish) is asked to review the arrangements for each relevant activity before it leaves the Academy, focusing on safety, risk management and financial perspectives.
- The Principal is responsible on behalf of the Council and Oasis Community Learning for ensuring that procedures are comprehensive and that guidelines are put into practice.

Who fills in this check list and who does it go to?

1. The check list is the responsibility of the Trip leader. **ALL** leaders for **ALL** off-site activities are requested to use the checklist - even if they have run the activity previously and have a wealth of experience.
2. When the process is complete up to section F1 (or I1 for residential trips), the check list should be taken, along with all supporting materials and documentation, to the meeting with the EVC.
3. When the visit/activity is completed and has returned a short report should be given to the EVC to go in the file.
4. The Regional Director may request to see your checklist once it has been completed before authorising a trip.

Who has access to the check lists and other documentation?

1. It will be available for all future Trip Leaders so we can pool our knowledge, learn from each other's experiences and further protect both staff and students on Academy visits.
2. It could be used to assist in our defence in any litigation brought against teachers, the Principal and Council/Oasis Community Learning.
3. Risk assessments and trip details have to be made available to parents if they are requested.
4. The Regional Director may request to see your checklist once it has been completed before authorising a trip.

Thank you for your time in organising a trip and offering valuable opportunities to our students

APPENDIX 8A

ACADEMY TRIP LEADERS' CHECK LIST – TYPE A TRIPS

Organising an Academy day visit or even an evening outing is a time consuming task.
This checklist is to help overcome some of the organisational pitfalls and omissions.

Please mark all boxes with a ☑ when complete and ensure this document is sent to the Regional Director for them to sign off.

A) Before deciding to do a trip

- ☐ Read Academy procedures on Charging and Remissions, Off-Site Activities and Use of Private vehicles and minibuses.
- ☐ Check proposed dates against Academy calendar.
- ☐ If minibus required, check availability and make provisional booking.

B) On deciding to do trip

- ☐ Register proposed trip using the Notification and Approval form (Appendix 1), and submit for approval with risk assessment/s and itinerary (see section 1 of policy) to the EVC and Principal. *Please note that any trip or activity involving water is classified as a Type B trip and therefore requires authorisation from OCL.*
- ☐ See the EVC to check regulations and requirements with regard to travel and risk assessments.
- ☐ Indicate if insurance is required or submit details of independent insurance for approval if required.
- ☐ Ensure an Emergency Protocol Checklist is in place (see page 12/15).

C) On receiving approval

- ☐ Put details in the weekly staff newsletter.
- ☐ Circulate initial letter to target year/subject group(s) and collect deposits. (Ensure all relevant information is included. i.e. dates, cost, payment schedule, insurance details, any penalty clauses for withdrawal, selection criteria, mechanism for dealing with over-subscription, any provision for families on benefits, details of parents evening, if passport required, etc.)
- ☐ Set deadline for applications to be returned.
- ☐ See Finance Dept and open trip cost centre account.

D) After applications have been received

- ☐ Submit list of students to EVC who will circulate the list to the relevant Heads of Learning. If the organizer, EVC or Head of Learning has doubts about a student, a relevant member of ALT should be consulted.
- ☐ If oversubscribed, consult designated member of ALT before forming reserve list.
- ☐ Inform students and parents of their status i.e. included on trip, reserve for trip, not included on trip.
- ☐ If buses / coaches or parents cars are being used – ensure adequate checks have been done relating to the driver and vehicle (please see page 33-34 of this policy)

E) The week before the trip leaves

- ☐ Give final list to Finance Dept for insurance (if required).
- ☐ Give final names, addresses and contact numbers for students, and staff, to school office along with trip venue, transport and itinerary details. Copy complete folder to designated member of ALT.
- ☐ Ensure all medical forms and parent contact numbers have been received and are up to date.

- ☐ Ensure name and contact number for the member of staff who is a certified First Aider has been circulated to all staff and volunteers.
- ☐ Ensure the emergency plan is in place and that the Home Based Contact and all staff attending the trip are aware of this

F) After the trip

- ☐ Write a short report on trip to help future trip leaders by completing Appendix 7 of this policy.
- ☐ Finalise accounts (with receipts and invoices where possible). Give to Finance Dept.
- ☐ Discuss the disposal of any surplus monies with the Finance Dept.
- ☐ Write any thank you letters required.
- ☐ The EVC should also ensure that upon completion of a visit or activity a complete file of names, addresses, insurance arrangements, contacts, procedures, permissions and health forms etc. is kept for at least three years. This information would be required in the event of any future claim arising from any incident that may have occurred on the visit.

G) After the dust has settled

- ☐ If considering another trip, consider how well you think your team performed. If satisfied, return to top of page 1 and start organising your next activity!

APPENDIX 8B

ACADEMY TRIP LEADERS' CHECK LIST – TYPE B TRIPS

Organising an academy visit is a time consuming task. This checklist is to help overcome some of the organisational pitfalls and omissions.

Please mark all boxes with a ☑ when complete and ensure this document is sent to the Regional Director for them to sign off.

A) Before deciding to do a trip

- ☐ Read Academy procedures on Charging and Remissions, Off-Site Activities and Use of Private vehicles and minibuses.
- ☐ Check proposed dates against Academy calendar.
- ☐ If minibus is required, check availability and make a provisional booking.

B) On deciding to do a trip

- ☐ Register proposed trip using the Notification and Approval form (appendix 1), and submit for approval with risk assessment/s and itinerary (see section 1 of policy).
- ☐ See the Educational Visits Coordinator (EVC) to check regulations and requirements.
- ☐ Indicate if insurance is required or submit details of independent insurance for approval.
- ☐ Ensure an Emergency Protocol Checklist is in place (see page 12/15).

C) On receiving approval

- ☐ Put details in the weekly staff newsletter.
- ☐ Circulate initial letter to target year/subject group(s) and collect deposits. (Ensure all relevant information is included i.e. dates, cost, payment schedule, insurance details, any penalty clauses for withdrawal, selection criteria, mechanism for dealing with over-subscription, any provision for families on benefits, details of parents evening, if passport required, etc.)
- ☐ Set deadline for applications to be returned.
- ☐ See Academy Finance Department and open trip cost centre account.

D) After applications have been received

- ☐ Submit list of students to EVC who will circulate the list to the designated Heads of Learning. If the organiser, EVC or Head of Learning has doubts about a student, a relevant member of ALT is to be consulted.
- ☐ If oversubscribed, consult designated member of ALT before forming reserve list.
- ☐ Inform students and parents of their status i.e. included on activity, reserve for activity, not included on the activity.
- ☐ Circulate date of Parents and Students Pre- Meeting (If not included in initial letter).

E) At least 3 months before activity

- ☐ Do final risk assessments and submit to EVC, Principal and Oasis Community Learning for approval.
- ☐ Submit staff permission of absence forms to designated ALT member for approval.
- ☐ Submit provisional list of staff to ALT.

- ☐ If buses / coaches or parents cars are being used – ensure adequate checks have been done relating to the driver and vehicle (please see page 33-34 of this policy)

F) At least 1 month before activity

- ☐ Hold trip staff meeting to decide on activity/visit rules (N.B. must comply with school policies) and arrange roles i.e. First Aider (preferably currently qualified), duty rota (if required), etc.
- ☐ Designate a senior member of staff to act as the home-based emergency contact throughout the trip.
- ☐ Arrange a risk review meeting with EVC.
- ☐ Hold parents and students meeting. (Include details of accommodation, transport, emergency contact details, staffing, standards of expected behaviour, school policy on alcohol and drugs etc. Also include the provisional itinerary.)
- ☐ Issue and collect in parental permission, health forms.
- ☐ Get list of students' addresses, home phone numbers and parental contact numbers for **during the trip.** (Ensure parents who are teachers do not give the school number for daytime contact during the holiday period.)

G) At least 2 weeks before activity

- ☐ Give final names, addresses and contact numbers for students, and staff, to school office along with accommodation, transport and itinerary details.
- ☐ Arrange 'cascade' contact system (e.g. telephone tree) – essential on overseas visits.
- ☐ Arrange to withdraw a school travel first aid kit and school mobile phone.
- ☐ Check transport and accommodation details (with tour operator if necessary).
- ☐ Issue memo to parents confirming arrangements.
- ☐ Ensure all medical forms and parent contact numbers have been received and are up to date.

H) The week before the start of the activity

- ☐ Collect first aid kit.
- ☐ Give any revisions of party composition to office.
- ☐ Collect petty cash (if required).
- ☐ Collect school mobile phone if necessary.
- ☐ Ensure name and contact number for the member of staff who is a certified First Aider has been circulated to all staff and volunteers.
- ☐ Ensure the emergency plan is in place and that the Home Based Contact and all staff attending the trip are aware of this

I) After the trip

- ☐ Write a short report on trip to help future trip leaders by completing Appendix 7 of this policy.
- ☐ Finalise accounts (with receipts and invoices where possible). Give to Finance Dept.
- ☐ Discuss the disposal of any surplus monies with the Finance Dept.
- ☐ Keep permission and health forms for up to one year in case of problems or claims.
- ☐ Write any thank you letters required.
- ☐ The EVC should also ensure that upon completion of a visit or activity a complete file of names, addresses, insurance arrangements, contacts, procedures, permissions and health forms etc. is kept for at least three years. This information would be required in the event of any future claim arising from any incident that may have occurred on the visit.

J) After the dust has settled

- ☐ If considering another trip, consider how well you think your team performed. If satisfied, return to top of page 1 and start organising your next activity!

APPENDIX 8C

ACADEMY TRIP LEADERS' CHECK LIST – TYPE C TRIPS

Organising an Oasis Global Partnership visit is a time consuming task. This checklist is to help overcome some of the organisational pitfalls and omissions.

Please mark all boxes with a ☑ when complete and ensure this document is sent to the Regional Director for them to sign off.

A) Before deciding to do a trip

- ☐ Read Academy procedures on Charging and Remissions, Off-Site Activities and Use of Private vehicles and minibuses, and Oasis Global Partnership Visit Procedure Guidelines (Appendix 17).
- ☐ Check proposed dates against Academy calendar.

B) On deciding to do a trip

- ☐ Register proposed trip using the Initial Enquiry Form (appendix 11 or 16c), and submit for approval (see section 1 of policy).
- ☐ See the Educational Visits Coordinator (EVC) to check regulations and requirements.
- ☐ Ensure an Emergency Protocol Checklist is in place (see page 12/15).

C) On receiving approval

- ☐ Arrange a meeting with the Head of Oasis Global Partnerships to plan the trip and discuss draft budget and itinerary.
- ☐ Put details in the weekly staff newsletter to recruit other staff members.
- ☐ Circulate initial letter to target year/subject group(s) and collect deposits. (Ensure all relevant information is included i.e. dates, cost, payment schedule, insurance details, any penalty clauses for withdrawal, selection criteria, mechanism for dealing with over-subscription, any provision for families on benefits, details of parents evening, passport required, if visa required, if vaccinations required etc.)
- ☐ Set deadline for applications to be returned.
- ☐ See Academy Finance Department and open trip cost centre account.
- ☐ Develop and implement a Fundraising plan to cover all costs of the trip.
- ☐ Check Academy travel insurance policy will provide adequate cover for the trip.

D) After applications have been received

- ☐ Submit list of students to EVC who will circulate the list to the designated Heads of Learning. If the organiser, EVC or Head of Learning has doubts about a student, a relevant member of ALT is to be consulted.
- ☐ If oversubscribed, consult designated member of ALT before forming reserve list.
- ☐ Inform students and parents of their status i.e. included on activity, reserve for activity, not included on the activity.
- ☐ Circulate date of Parents and Students Pre- Meeting (If not included in initial letter).
- ☐ Get all team members to complete registration forms (Appendix 16a & 16b) and send to Head of Global Partnerships.

E) At least 3 months before trip

- ☐ Do final risk assessments and submit to EVC, Principal and Oasis Community Learning for approval.
- ☐ Submit staff permission of absence forms to designated ALT member for approval.
- ☐ Submit provisional list of staff to ALT.

- ☐ Hold parents and students meeting with Head of Global Partnerships. (Include details of accommodation, transport, emergency contact details, staffing, standards of expected behaviour, school policy on alcohol and drugs etc. Also include the provisional itinerary.)
- ☐ Issue and collect in parental permission, medical forms, health clearance forms.
- ☐ Get list of students' addresses, home phone numbers and parental contact numbers for **during the trip.** (Ensure parents who are teachers do not give the school number for daytime contact during the holiday period.)
- ☐ Agree date with Head of Global Partnerships for Team pre-departure training.
- ☐ If buses / coaches or parents cars are being used – ensure adequate checks have been done relating to the driver and vehicle (please see page 33-34 of this policy)

F) At least 1 month before trip

- ☐ Hold trip staff meeting to decide on activity/visit rules (N.B. must comply with school policies) and arrange roles i.e. First Aider (preferably currently qualified), duty rota (if required), etc.
- ☐ Designate a senior member of staff to act as the home-based emergency contact throughout the trip.
- ☐ Arrange travel options to the airport, and pick up options on return to UK and add to risk assessment.
- ☐ Check risk assessments provided by country and arrange a risk review meeting with EVC.
- ☐ Organise visas if applicable.
- ☐ Hold Team pre-departure training.

G) At least 2 weeks before trip

- ☐ Give final names, addresses and contact numbers for students, and staff, to school office along with accommodation, transport and itinerary details.
- ☐ Arrange 'cascade' contact system (e.g. telephone tree) – essential on overseas visits.
- ☐ Arrange to purchase a Frontline travel first aid kit or withdraw a school travel first aid kit and school mobile phone.
- ☐ Check transport and accommodation details (with Head of Global Partnerships).
- ☐ Issue memo to parents confirming arrangements.
- ☐ Ensure all medical forms and parent contact numbers have been received and are up to date.

H) The week before the trip

- ☐ Collect first aid kit.
- ☐ Give any revisions of party composition to office.
- ☐ Collect petty cash (if required).
- ☐ Collect school mobile phone if necessary.
- ☐ Confirm transport arrangements to airport and check in online if possible.
- ☐ Ensure the emergency plan is in place and that the Home Based Contact and all staff attending the trip are aware of this

I) During the trip

- ☐ Let Head of Global Partnerships know that you have arrived safely.
- ☐ Maintain appropriate discipline to ensure everyone's safety.
- ☐ Work with in-country co-ordinator to ensure itinerary/objectives are met.
- ☐ Run team time debrief sessions at the end of each day.
- ☐ Provide pastoral support where necessary.
- ☐ Keep Head of Global Partnerships informed of any concerns/emergencies.
- ☐ Ensure name and contact number for the member of staff who is a certified First Aider has been circulated to all staff and volunteers.
- ☐ A member of Oasis staff will carry out an in-country Risk Assessment and Accommodation Audit on your behalf for all Type C Trips. However, the Trip Leader must make sure that all travellers are aware of the potential risks involved in such trips. The Trip Leader is responsible

for the safety of the group and should raise any concerns immediately with the local country staff and the Head of Global Partnerships.

J) After the trip

- ☐ Hold debrief session with Head of Global Partnerships for the whole team and complete evaluation forms.
- ☐ Write a short report on trip to help future trip leaders by completing Appendix 7 of this policy.
- ☐ Finalise accounts (with receipts and invoices where possible). Give to Finance Dept.
- ☐ Discuss the disposal of any surplus monies with the Finance Dept and Head of Global Partnerships..
- ☐ Keep permission and health forms for up to one year in case of problems or claims.
- ☐ Write any thank you letters required.
- ☐ The EVC should also ensure that upon completion of a visit or activity a complete file of names, addresses, insurance arrangements, contacts, procedures, permissions and health forms etc. is kept for at least three years. This information would be required in the event of any future claim arising from any incident that may have occurred on the visit.

K) After the dust has settled

- ☐ If considering another trip, consider how well you think your team performed. If satisfied, return to top of page 1 and start organising your next visit!

APPENDIX 9

ALCOHOL, TOBACCO AND OTHER DRUGS ON ACADEMY TRIPS POLICY

ALCOHOL

The Academy's Policy is that students, regardless of age, are **not** permitted to consume any alcohol on school trips.

The guidelines are as follows:

1. Students must **not** purchase, have in their possession, or consume, any form of alcohol.
2. The consumption of beer and wines with or after meals is **not** permitted.
3. On exchanges, or on other trips where students are staying in a family and are not always under the supervision of Academy staff, students must follow the code of conduct guidance given by their Academy and are still **not** permitted to consume alcohol.

TOBACCO

Acknowledging the absence of legal constraints on smoking by 16 year olds and over, the Academy nonetheless will not condone smoking by any student on a school trip. Smoking is banned for those under 16 and very strongly discouraged for older students. Should smoking be allowed, students must only do so at times and in areas agreed in advance with trip staff.

OTHER DRUGS

The possession or use of any drug, other than over the counter medicines or medically prescribed drugs (pre-advice of which should be given to the staff in charge of the trip), is totally banned and the most severe attitude will be taken to any departure from this rule.

SANCTIONS

Any breach of the above guidelines relating to alcohol, tobacco and other drugs will be treated with the utmost seriousness and may result in any or all of the following sanctions:

- The student being sent home immediately at their parent's expense
- The student being banned from all future Academy trips
- Exclusion from the Academy.

APPENDIX 10

EXTRA INSURANCE

For educational visits that do not have insurance cover provided by a travel company it is possible to arrange with a reputable insurance company an Educational Visits/Off-site Activities Insurance Policy. This policy should provide cover for all types of off-site activity (part-day, day or residential) worldwide and includes cover for:

- Personal accident, including death and permanent disablement
- Medical and associated expenses
- Emergency travel expenses and rescue assistance
- Personal property and money including passport indemnity
- Cancellation, curtailment and travel delay
- Replacement personnel expenses
- Personal liability
- Legal expenses

The cover available for money per person is limited. Since the total amount of money taken on an educational visit often exceeds the limit per person, it is advisable that the Group Leader divides the monies between themselves and the other adult supervisors. The insurance should also provide a 24-hour emergency assistance telephone service to provide pre-travel advice and medical assistance.

Pre-travel advice from the insurers should include advice on:

- Visa requirements
- Climate
- Vaccinations
- Political situation
- Health warnings
- Driving restrictions
- Currency
- Banking hours

Medical assistance includes help with:

- Medical advice
- Special medicines
- Repatriation
- Referral to specialists
- Hospital admission
- Hospital guarantees
- Special equipment
- Return of mortal remains

In order that there can be no question of the degree of insurance cover, it is advisable that parents with personal travel insurance policies are ***not*** given the opportunity to opt out of the collective insurance cover, either as described above or as part of a package arranged through a travel company.

APPENDIX 11

OASIS GLOBAL PARTNERSHIPS VISITS - INITIAL ENQUIRY & APPROVAL FORM (FOR TYPE C TRIPS ONLY)

Oasis Academy Name:

Oasis Global Partnership Visit Destination Country:

Proposed Dates for Trip:

Proposed Length of Trip:

Proposed No. of people 18 years of age and under:

	12	13	14	15	16	17	18
Male							
Female							

Supervising Adults - Proposed Names of people 19 years of age and over:

	19+
Male	
Female	

Proposed Learning Objectives for the Trip:

1)

2)

3)

4)

Proposed Learning Outcomes for the Trip:

1)

2)

3)

4)

Proposed Activities for the Trip:

How will the trip develop your Oasis Global Partnership?

Name of Trip Leader (Academy Teacher/Staff):

Job Title:

Email Address:

Contact Number:

Please outline previous relevant experience:

I request approval for the initial enquiry of this trip and have read the OCL Off-Site Activities and Education Visits Policy

Signature: **Date:**

Name of Deputy Trip Leader:

Job Title:

Email Address:

Contact Number:

Signature: **Date:**

I _____ the Principal of Oasis Academy _____ support the initial enquiry for a visit to our Oasis Global Partner, Oasis _____.

Principal's Signature:

Date:

I _____ the Educational Visits Co-ordinator of Oasis Academy _____ support the initial enquiry for a visit to our Oasis Global Partner, Oasis _____.

EVC's Signature:

Date:

I _____, Regional Director, on behalf of Oasis Community Learning Executive, support the initial enquiry for a visit by Oasis Academy _____ to their Oasis Global Partner, Oasis_____.

OCL Executive's Signature: **Date:**

APPENDIX 12

OASIS GLOBAL PARTNERSHIPS VISIT - PARENTAL CONSENT & MEDICAL FORM

Oasis requires all those under 18 years of age to have the written permission of their parent/ guardian before they can participate in an Oasis Global Partnerships Team Visit. Oasis also requests that the parent/ guardian sign a consent form that allows the team leaders to take decisions over medical emergencies if the parent/guardian cannot be contacted.

Please read carefully through the form below, complete it and return it to Oasis central office. If you have any questions regarding anything contained in this form, please contact us.

Full Name of Participant:

Date of Birth:

Passport Number:

Home Address:

Telephone Number:

Email Address:

Parent/Guardian Name:

Relationship to participant:

Address (if different to participant):

Telephone Number:

Email Address:

Participant's Medical History

GP's Name:

GP's Address:

GP's Telephone number:

National Health Number:

Blood Group (if known):

Please list any medication that the participant is currently taking, including the dose and the time that this is taken:

Does the participant suffer from any of the following?

	Yes	No
Asthma		
Chest complaints/ Wheezing		
Hay Fever		
Migraines		
Fits or fainting		
Nervous Disorder		
Other (please state):		
Allergies (please list any the participant may have):		

a) Please indicate when the participant had the following immunisations (If required for their visit):

Vaccine	Date
Diphtheria	
Hepatitis A	
Hepatitis B	
Meningitis	
Polo	
Rabies	
TB	
Typhoid	
Yellow Fever	

Diet

Does the participant have any dietary preferences or needs?

Additional Information **(amend as necessary for trip itinerary)**

Is there any other information, medical or otherwise, you feel Oasis should know?

Do you give permission for the participant to swim whilst away? (There may not always be qualified lifeguards on the premises)

Yes/ No

(Please circle as appropriate)

If applicable - Do you give permission for the participant to take part in a safari whilst away?

Yes/ No

(Please circle as appropriate)

Emergency Contact

Please give two emergency contacts (Parents/ Guardians should be given under No. 1)

1. Name:

Relationship to participant:

Address:

Daytime Telephone number:

Evening Telephone number:

Mobile Telephone number:

Email Address:

Please note that Oasis will contact the Emergency Contact No.1 to inform them of the participant's safe arrival at their placement.

2. Name:

Relationship to participant:

Address:

Daytime Telephone number:

Evening Telephone number:

Mobile Telephone number:

Email Address:

Consent

I, _____, confirm that I allow _____

b) to participate in the Oasis Global Partnership Visit to _____.

c) I give my consent that in the case of an emergency where it is not possible to contact me, an appropriate leader will give any consent necessary and sign any relevant documents. I also agree that, if required, the necessary medical treatment may be administered.

I, _____, have read, and understand the Oasis Code of conduct and Disciplinary Measures. I give my permission that in the case of_____, stepping outside of this code of conduct, that Oasis may follow disciplinary measures.

Liabilities

I, _____, accept that:

Oasis excludes liability for personal injury or death suffered by a team member as a result of:

d) events outside its control or the control of the officially appointed leadership

e) Actions taken by the team member which are at variance with the code of conduct and rules

f) Actions taken by the team member which are deemed illegal according to the law of the country in which the member is based

g) Actions taken by the team member which are in contravention of, or inconsistent with, the instructions of the officially appointed leadership.

I also acknowledge that in being part of an Oasis Global Partnerships Visit in countries where there is instability, civil disorder, guerrilla military activity or rebellion _____ is voluntarily placing him/herself in a situation of greater risk of death or personal injury.

Signature: _____

Please print name: _____

Date**:** _____

If you have any questions regarding this form, please contact:

Michelle Briers
Head of Oasis Global Partnerships
Phone: 020 7921 4200
Fax: 0207 921 4201
Email: michelle.briers@oasisuk.org

APPENDIX 13

OASIS GLOBAL PARTNERSHIPS VISIT - STAFF MEDICAL FORM

Please read carefully through the form below, complete it and return it to Oasis central office. If you have any questions regarding anything contained in this form, please contact us.

Full Name of Participant:

Date of Birth:

Passport Number:

National Health Number:

Blood Group (if known):

Home Address:

Telephone Number:

Email Address:

Next of Kin:

Relationship to participant:

Address (if different to participant):

Telephone Number:

Email Address:

GP's Name:

GP's Address:

GP's Telephone number:

Do you suffer from any of the following?

	Yes	No
Asthma		
Chest complaints/ Wheezing		
Hay Fever		
Migraines		
Fits or fainting		
Nervous Disorder		
Other (please state):		
Allergies (please list any the participant may have):		

Please list any medication that you are currently taking, including the dose and the time that this is taken:

h) Please indicate when you had the following immunisations (If required for the visit):

Vaccine	Date
Diphtheria	
Hepatitis A	
Hepatitis B	
Meningitis	
Polo	
Rabies	
TB	
Typhoid	
Yellow Fever	

Diet

8. Do you have any dietary preferences or needs?

Is there any other information, medical or otherwise, you feel Oasis should know about?

Emergency Contact

Please give two emergency contacts:

1. Name:

Relationship to participant:

Address:

Daytime Telephone number:

Evening Telephone number:

Mobile Telephone number:

Email Address:

Please note that Oasis will contact the Emergency Contact No.1 to inform them of the participant's safe arrival at their placement.

2. Name:

Relationship to participant:

Address:

Daytime Telephone number:

Evening Telephone number:

Mobile Telephone number:

Email Address:

Agreement

I agree to:

enforce the student code of conduct;
ensure my conduct has the safety of myself and others in mind and reflects credit on myself, the group, the Academy and the Oasis organisation I am visiting;
respect the local culture and take opportunities to learn enough about it to ensure that I don't upset the local people. This includes wearing appropriate clothing as directed by our overseer and being willing to eat local food (bearing in mind clothes, food and mealtimes have different cultural values in different countries).

Liabilities

I, _____, accept that:

Oasis excludes liability for personal injury or death suffered by a team member as a result of:

i) events outside its control or the control of the officially appointed leadership
j) Actions taken by the team member which are at variance with the code of conduct and rules

k) Actions taken by the team member which are deemed illegal according to the law of the country in which the member is based
l) Actions taken by the team member which are in contravention of, or inconsistent with, the instructions of the officially appointed leadership.

I also acknowledge that in being part of an Oasis Global Partnerships Visit in countries where there is instability, civil disorder, guerrilla military activity or rebellion I am voluntarily placing myself in a situation of greater risk of death or personal injury.

Signature: _____

Please print name: _____

Date**:** _____

If you have any questions regarding this form, please contact:

Michelle Briers
Head of Oasis Global Partnerships
Phone: 020 7921 4200
Fax: 0207 921 4201
Email: michelle.briers@oasisuk.org

APPENDIX 14

OASIS GLOBAL PARTNERSHIP VISITS - RISK ASSESSMENT

What is a Risk Assessment?

A Risk Assessment is a written document which notifies everyone concerned within a certain task or activity of the risks involved, how the risks are controlled and how they help keep people safe. In other words, it is a careful examination of what could cause harm to people, so that it can be seen if enough precautions have been taken or that more should be done to prevent harm.

The important things that need to be decided upon are whether a **hazard is significant** and whether you have it covered by satisfactory precautions so that the **risk is small**.

- A risk assessment should be carried out prior to the group's departure, and appropriate safety measures and emergency procedures put in place.
- Where possible a pre-trip visit should be made by the group leader/ organiser.
- A risk assessment does not have to be complex, but should be comprehensive.
- A risk assessment should have the aim of preventing, or reducing the risks.
- Team members should not be placed in situations which expose them to unacceptable levels of risk. Safety should be the prime consideration. If the risks cannot be contained then the visit should not take place.
- A copy of the risk assessment should be given to all those with responsibility for the team. They should be told of the measures that they should take to avoid, or reduce, the risk.

The risk assessment should be based on the following questions:

Step 1	**What are the hazards?**
Step 2	**Who might be harmed and how?**
Step 3	**What safety measures need to be in place to reduce risks to an acceptable level?**
Step 4	**What steps will be taken in an emergency? (A contingency plan)**
Step 5	**Have I recorded all my findings?**
Step 6	**Do I review and revise each risk assessment regularly?**

When undertaking a risk assessment the following points need to be considered:

1. Type of visit/activities planned
2. Type of accommodation(s) being used
3. Type of location, routes and modes of transport
4. The medical needs of the group
5. What illnesses are they at risk of and what to do in the case of illness
6. Seasonal conditions, weather and timing
7. Emergency procedures
8. The competence, experience and qualifications of supervisory staff
9. The group members' age, competence, fitness and temperament and the suitability of the activity.
10. What to do in the case of someone breaking the code of conduct.

N.B. The items already on the risk assessment are just a guide – they may or may not apply to your trip. Please amend as appropriate.

Once completed please send a copy to your Country Director and the Head of Global Partnerships in the UK.

Risk Assessment

Please read attached notes before filling in this form

Country and type of team *Oasis Global Partnership Team from Oasis Academy? (? Staff &? Students) visiting Oasis?*	**Country coordinator**

Activity	**Who may be affected?**	**Potential hazards**	**Risk (H, M or L)***	**Control measure**	**Any further action**	**Is risk adequately controlled?**
Travel to and from the airport in the UK	All			11.		
Travel from airport	All			12.		
Transport to and from project	All			13.		
Activity 1				14.		
Activity 2						
Activity 3						
Security of Accommodation	All					
Drinking unsafe water	All					
Illness - general	All	Members taken ill and needing medical assistance	M			
Illness – malaria	All	Members contract malaria and need medical assistance	M			

Illness – rabies	All	Members are bitten by rabid animal and need medical assistance	M			
Illness – dehydration/sunstroke	All	Members become ill with dehydration and/or sunstroke	M			
Accident	All	Members involved in road accident or similar and needing emergency first aid	M			
Personal safety	All	Mugging, sexual attack, assault	M	Personal safety is covered at training before departure and on arrival in country. The visiting team will have their own mobile phone with key contact numbers (unlocked UK handset, local SIM card purchased on arrival) to contact Oasis staff or emergency services as required. Team members are forbidden to be out on their own, all members should be in their accommodation by 10.30pm each night.	Country coordinator and overseer to be in regular contact with the teams	Yes
Riots/political instability	All	Teams may get caught up in riots in town. In case of	M	Team co-ordinator to monitor situation and ensure teams do not come	Team Leader to register	Yes

		extreme political instability, team may need to be evacuated		into town on days when rioting expected. Teams advised on escape routes should rioting start in area. Monitor wider situation and follow British High Commission advice on safety of remaining in country. All team members are registered at British High Commission	team members with British High Commission Country co-ordinator contacting British High Commission to enquire about evacuation plans. Evacuation plan to be discussed with Oasis UK.	
Child protection	All	Teams to be made aware of child protection issues	M	15. Child protection is covered at training before departure; all team members are given a policy and sign a child protection form on arrival.		Yes

**** Risk Factor: High (H), Medium (M) or Low (L)***

Signed _____**(Local Country Coordinator)**

Signed _____**(Academy Principal)**

Signed _____**(OCL Executive)**

Additional Information:

Person Collecting Team from Airport	How will the Team recognise you?	Phone Number(s)

Contact Details of Team Co-ordinator and Country Director in visiting Country

Name of Team Co-ordinator	Address	Phone Number(s)	Email Address
Name of Country Director	**Address**	**Phone Number(s)**	**Email Address**

Accommodation Addresses for team members during their stay

Date of arrival and departure	Accommodation Name and Address	Phone number at the accommodation	Contact person – please indicate if they are a member of Oasis Staff

Emergency Telephone Tree

	Name	Oasis Job Title or Relationship to which students	Daytime telephone	Evening/Weekend telephone
1	Michelle Briers	Head of Oasis Global Partnerships	+44 7500 839542	+44 7500 839542
2		ALT Member		
3				
4				
5				
6				
7				
8				
9				
10				

In the event of any problems arising during the visit, it is important that you construct a 'Telephone Tree' in order that information can be relayed to all concerned in the minimum amount of time and at a minimum cost to any individual. The 'Telephone Tree' should begin with a local number that the local country co-ordinator/parents can ring, day or night, in the event of an incident during the visit. The person at the top of the Emergency Telephone Tree should be the Oasis Global Partnerships Leader followed by a member of the Academy Leadership Team.

APPENDIX 15

OASIS GLOBAL PARTNERSHIPS VISITS - STUDENT CODE OF CONDUCT

Academy off-site visits are intended for students and accompanying staff to experience sights and activities, over and above those available in the classroom, in a safe, enjoyable and disciplined manner. Everyone is expected to behave sensibly and respectfully whilst on such trips so that everyone can stay safe and enjoy the experience of learning outside the classroom.

Signing the declaration below is required before being accepted on a trip. Please read the statements carefully and, if in agreement, sign and return to the Trip Leader.

Declaration by Student (witnessed by Parent /Carer)

I agree:

- to follow the Academy rules;
- to cooperate fully and promptly at all times with the Trip leader and accompanying staff;
- to behave in a way which is sensible and considerate towards others;
- to ensure my conduct has the safety of myself and others in mind and reflects credit on myself, the group, the Academy and the Oasis organisation I am visiting;
- to adhere to the Academy's No smoking, alcohol and drugs policy;
- to give permission for my possessions to be searched by staff if they have cause for concern;
- to ask staff for clarification if I am unclear on any instructions or detail;
- to respect the local culture and take opportunities to learn enough about it to ensure that I don't upset the local people. This includes wearing appropriate clothing as directed by our overseer and being willing to eat local food (bearing in mind clothes, food and mealtimes have different cultural values in different countries).

I further accept that a full written report of any misconduct will be given to the Academy leadership team and my parents. I understand that I will be expected to serve any punishment imposed on me for misconduct, both on the activity and on return. I also understand and agree that I may be sent home or collected from the activity, at my parents' expense, if required by the Trip Leader. I further understand that, should I break the law of the country I am visiting; the local police may become involved.

Name of Student (please print) ……..… **Form**……

Signed …….. (Student)

Witnessed …… (Parent/ Carer)

Date ……

APPENDIX 16A

OASIS GLOBAL PARTNERSHIPS VISITS - TRIP LEADER / TEACHER REGISTRATION FORM

Oasis Global Partnerships Visits
Trip Leader / Teacher Registration Form

Name: **Name of Academy:**
Address:

Email Address:

Contact Phone Number:

Date of Birth:

Signature:

Trip Leader ❑ yes ❑ no

Date: **Deputy Trip Leader ❑ yes ❑ no**

Nationality:

Full Name on Passport:

Passport number:

DBS Clearance Number:

Line Manager's Signature: **Principal's Signature:**

Date: **Date:**

OFFICE USE ONLY

Medical Form Received:

Health Clearance Received:

DBS Clearance Received:

Health Pack & Info Pack Sent:

Risk Assessment Received:

Telephone Tree Received:

APPENDIX 16B

OASIS GLOVAL PARTNERSHIPS VISITS - STUDENT REGISTRATION FORM

Oasis Global Partnerships Visits
Students Registration Form

Name: **Name of Academy:**

Address:

Email Address:

Contact Phone Number:

Age: **Date of Birth:**

Signature:

Date:

Nationality:

Full Name on Passport:

Passport number:

Name of Parent/Guardian:

Relationship to student:

Parent/Guardian Main Contact Number:

Parent/Guardian Email address:

Parent/Guardian Signature:

Date:

Trip Leader's Signature: **Principal's Signature:**

Date: **Date:**

OFFICE USE ONLY:

Copy of Parental Consent and Medical Form Received:
Copy of Student Code of Conduct Received:
Health Clearance Received:
DBS Clearance Received (if applicable):
Health Pack & Info Pack Sent:

APPENDIX 16C

OASIS GLOBAL PARTNERSHIPS VISITS - STAFF ONLY TRIP FORM

Oasis Global Partnerships Visits

Staff Registration Form for Staff Only Trip/Placement

Name: **Name of Academy/Hub:**

Address:

Email Address:

Contact Phone Number:

Date of Birth:

Nationality:

Full Name on Passport:

Passport number:

DBS/DBS Clearance Number:

Proposed travel dates?

To which partner country?

How many people will be travelling in total?

What skills and experience can you take with you?

What would you like to achieve from your visit to your Oasis Global Partner?

Proposed Objectives for the Trip:

1)

2)

3)

Proposed Outcomes for the Trip:

1)

2)

3)

Proposed Activities for the Trip (is there anything specific you would like us to try to include):

How will the trip develop your Oasis Global Partnership?

Signature:

Date:

Line Manager's Signature:	**Principal's Signature:**
Date:	**Date:**

OFFICE USE ONLY

Medical Form Received:

Health Pack & Info Pack Sent:

Health Clearance Received:

DBS Clearance Received:

Risk Assessment Received:

Telephone Tree Received:

APPENDIX 17

OASIS GLOBAL PARTNERSHIP VISITS - PROCEDURE GUIDELINES

Why go on an Oasis Global Partnership Team Visit?

Going on an Oasis Global Partnership Visit (OGPV) will help prepare our students, staff and wider community members to develop a deeper understanding and respect for others and their different cultures. While sharing learning and expertise, growing in self-confidence, team building and leadership skills, so they can better live and work in an interdependent and changing world.

From its initial UK focus Oasis has grown into a family of global organisations working in 11 countries around the world. Wherever Oasis is working in the world, we share the same vision. Our global vision is for community – a place where everyone is included, making a contribution and reaching their God-given potential.

Every Oasis Academy and Community Hub in the UK is partnered with one or two Oasis global country bases in order for them to be able to learn from one another, support one another to achieve their local goals and help their communities to reach their full potential. These interdependent, mutually beneficial relationships are known as Oasis Global Partnerships.

Global issues are really important to Oasis. Therefore, we want to encourage individuals to contribute to building communities that are passionate about:

- social justice and equality,
- international development,
- fairtrade and ethical purchasing,
- the environment and sustainability,
- reducing poverty and hunger,
- eradicating human trafficking,
- improving community cohesion and global peace,
- the social, moral, spiritual and cultural development of people,
- everyone having access to an exceptional education.

We aim to do this locally, nationally and globally, motivating people to take positive action.
We want to encourage our students, staff and wider communities to understand and think critically about different worldviews as frameworks for learning. Therefore, we are committed to providing Global opportunities for Oasis academies and community hubs to further engage with their Oasis Global Partnerships.
For over 20 years, Oasis has been facilitating overseas opportunities for people to serve in a cross cultural setting and to work with our Oasis Partners around the world.

Aims of Oasis Global Partnerships Visits

The aims of Oasis Global Partnership Team Visits are:

- To empower Oasis students, staff and wider community members to engage in global citizenship in a very direct way through:
    - volunteering at their partner projects;
    - sharing their expertise, learning new skills and/or gaining crucial life skills whilst having a life changing experience;
    - experiencing a different culture and way of life;
    - identifying ways to develop the partnership further;
    - actively participating in the One Oasis global movement.
- To help build the capacity and sustainability of Oasis global hubs.
- To bring learning back to share with their own community.
- To help us achieve our global vision for the communities we work with – a place where everyone is included, making a contribution and reaching their God-given potential.

How do I go about organising a trip?

If you are planning a visit to your Oasis Global Partner please consider asking other Oasis Academies/Hubs that are partnered with the same country, if they would like to join you on the trip.

If you are considering an overseas visit for Oasis Academy students so they can volunteer at projects, please do so with your Oasis Global Partner projects as a first priority rather than going through an external organisation to visit non Oasis projects. We understand that on some occasions this may not be the right thing to do but we do ask that you check with our Head of Oasis Global Partnerships at michelle.briers@oasisuk.org before you approach an external organisation to plan an overseas trip to other development projects. This is so we can be sure that any overseas trips are consistent with our ethos and the long term strategic goals we have set ourselves. We do not wish to limit opportunities for our students in any way but we do want to be joined up in our strategic approach.

We want all individuals and teams to have an amazing experience, and to ensure that we support and assist the team leaders as best we can, there is usually a minimum 9 month lead in time for any visits, in accordance with the OCL Offsite Activities and Educational Visits policy. Visitors and team members will be asked to raise sufficient funds to cover the cost of their trip in full.

PLEASE DO NOT TRY TO ORGANISE YOUR OWN TRIPS TO YOUR OASIS GLOBAL PARTNERS - THEY HAVE SPECIFICALLY ASKED THAT WE ARRANGE THESE VISITS FOR THEM. WE MUST FOLLOW

BEST PRACTICE GUIDELINES TO ENSURE ALL TRAVELLERS SAFETY AND TO PROTECT THE GOOD NAME OF OASIS.

We understand that on some occasions you may want to consider taking students away with external organisations but we do ask that you check with Michelle Briers, our Head of Global Partnerships, before you approach an external organisation to organise an overseas trip to a developing country.

Oasis Global Partnership Visits Responsibilities/Check List

The following is a step by step guide of the process of organising an OGPV stating who is responsible for each step of the process.

Activity	Who is responsible?	When should it be done?	Activity completed
If staff members only travelling complete Initial Enquiry Form, Appendix 16c; for all trips involving students complete Appendix 11 obtaining all necessary sign off.	Trip Leader who must be at least 19 years old at time of travel	At least 9 months before proposed trip dates	
Contact Country Co-ordinator re feasibility of trip. If trip agreed ask for draft itinerary and budget to be drawn up. Get flight quotes.	Head of Oasis Global Partnerships (HOGP),	On receipt of completed Initial Enquiry Form	
Write draft itinerary to achieve Educational Objectives and Activities expressed in the Initial Enquiry Form. Identify suitable accommodation and local travel arrangements. Draft a budget for in-country costs of the trip. Send all this information to HOGP	Oasis Country Teams Co-ordinator for all overseas aspects	On receipt of completed Initial Enquiry Form	
Send draft itinerary and budget to Trip Leader.	Head of Oasis Global Partnerships	On receipt of completed draft itinerary/ budget.	
Decide on selection criteria and identify possible team members (the sooner actual team members are confirmed	Trip Leader	On agreement of draft itinerary and budget.	

the sooner flights can be put on hold which will help with costs). Team members should be mature, flexible and have a sense of adventure. They should be able to take direction, cope without home comforts and willing to try new things especially food. Submit your chosen list of students to EVC for approval.			
Develop a fundraising plan to cover the full costs of the trip, speak to your finance team about setting up a trip cost centre account and agree payment plan with HOGP	Trip Leader	On receipt of draft budget.	
Plan and run fundraising events. Monitor to ensure target is met.	Trip Leader and Team Members	Once potential team members have been identified	
Check Academy Travel Insurance Policy will provide adequate cover for the trip	Trip Leader with advice from Head of Oasis Global Partnerships	On agreement of draft itinerary and budget.	
Get all team members to complete registration forms.	Trip Leader	On agreement of team members with EVC	
Complete Risk Assessment for all overseas aspects of the trip. Put in place emergency procedures and a contingency plan for the team in case of illness, national emergency etc. Send to HOGP	Oasis Country Teams Co-ordinator	On agreement of draft itinerary and budget.	
Provide up to date project information/pictures, accommodation information/pictures etc. for	Oasis Country Teams Co-ordinator	On agreement of draft itinerary and budget.	

the team's Pre-departure pack, parents evening and training.			
Agree a date and invite students and their parents/carers to Parents Evening. Agree dates for Team Training and Debrief. (This may not be applicable if only staff travelling)	Trip Leader in consultation with Head of Oasis Global Partnership	Once potential team members have been identified	
Identify transport options to the airport	Trip Leader	Before Parents Evening	
Complete Risk Assessment for UK aspects of the trip (getting to and from airport etc.)	Trip Leader	On agreement of draft itinerary and budget.	
Check Risk Assessment provided by country and get all Risk Assessments signed by EVC, Principal and RD	Trip Leader	On completion of risk assessments	
Plan and run Parents Evening for possible team members to explain all details of the trip and hand out necessary forms for completion. (NA if only staff travelling)	Head of Oasis Global Partnerships and Trip Leader	Once potential team members have been identified	
Confirm trip members, complete registration forms, code of conduct, parental consent, health clearance and medical forms and send to Head of Oasis Global Partnerships	Trip Leader and Team Members START HERE	After Parents Evening (or once all team members have been identified)	
Organise DBS clearance for at least one if not all travellers over the age of 16 (there has	Trip Leader with support from Head of Oasis Global Partnerships		

been a narrowing of the definition of 'regulated activity' requiring DBS clearance – so provided there is an appropriate risk assessment and risk management whilst you are away one team member with clearance should be sufficient)			
Put flights on hold if possible	Head of Oasis Global Partnerships	On receipt of completed registration forms from all team members.	
Run pre departure training for all team members. Collect in passports if visas required and cannot be applied for online	Head of Oasis Global Partnerships	4 weeks before the trip	
Confirm flights and issue e:tickets	Head of Oasis Global Partnerships	Once funding target is met	
Provide a Frontline Team First Aid Kit	Head of Oasis Global Partnerships	At the training or when passports are returned with visas.	
Organise Visas where required	Trip Leader and Head of Oasis Global Partnerships	On receipt of all team members passports	
Organise transport to the airport	Trip Leader	Once flights are on hold	
Get the team to the airport in time for their flight, ensuring that they all check in and arrive at their destination airport	Trip Leader	Day of travel	
Meet the team at the airport on their arrival and run an	Oasis Country Teams Co-ordinator	On team arrival in country	

orientation programme for the team.			
Be responsible for the team while they are on their placement, ensure their itinerary is met and give them support and advice. Ensure all staff involved are aware of the risk assessment and emergency procedures.	Oasis Country Teams Co-ordinator	Throughout the team's time in country	
Run team time either at the beginning or end of each day or both, to facilitate planning for the day, reflect on learning objectives and process together what individuals have seen and encountered. Provide pastoral support/care of the team members.	Trip Leader	Throughout the trip	
Maintain appropriate discipline within the team and adhere to the Oasis code of conduct.	Trip Leader	Throughout the trip	
Get the team to the airport in time for their flight, ensuring that they all check in and arrive at their destination airport	Oasis Country Teams Co-ordinator and Trip Leader	Day of travel	
Organise transport back home from the airport	Trip Leader	Once flights are on hold	
Run debrief and evaluation for all team members	Head of Oasis Global Partnerships	Within 2 weeks of returning to UK	
Finalise accounts and write short report	Trip Leader	Within 4 weeks of returning to UK	

OASIS GLOBAL TEAMS - INFORMATION

This section explains in more detail the different aspects of *Oasis Global Partnership* teams.

Initial Enquiry

We will ask the trip leader to fill out an initial enquiry form. This information will then be discussed with the country of interest to obtain initial agreement for the trip.

Registration forms

The identified trip leader will need to complete a registration form with sign off from the academy principal and their line manager. All trip leaders must be at least 19 years of age.

All team members will be asked to fill in a registration form, students forms will need to be signed by a parent/guardian and the trip leader.

Health Clearance

Team member places are subject to health clearance. Each team member must receive Health Clearance before they can participate on a Global Partnership Visit. Health Clearance is a measure of someone's physical and emotional ability to participate is such a project. InterHealth, a Travel Health Clinic, process the applications for Health Clearance and Health Clearance is given entirely at the discretion of the InterHealth doctors.

DBS Clearance

We would advise you to obtain DBS clearance for each person going away on a team who is over 16 years of age. Although not a legal obligation, Oasis carries out DBS checks to ensure the safety of the vulnerable children and/or adults that team members will be working with, and to protect Oasis as an organisation. Oasis receives "Enhanced Disclosure", which ensures that any criminal convictions, cautions, reprimands or final warnings are disclosed to us.

Code of Conduct

Each team member must agree to the Global Partnership Visits Code of Conduct before they go on their placement.

Parental Consent/ Information

Team members 18 years and under must receive written permission from their parents to take part in the team. Parents will receive information from Oasis about the trip, as well as a consent form to sign.

Flights

Oasis will organise the flights for the team. Usually these are booked through our travel agent, Diversity Travel; however we endeavour to find the cheapest suitable flights.

Visas

Oasis will help get the necessary visas for the team before they leave for their placement.

Information Packs

Teams receive information packs before they leave for their placement.

1. A Health Pack which gives a detailed list of all medical issues that they will need to be aware of for their country placement including vaccinations, anti-malarial information and country specific diseases. The information in this Health Pack comes from InterHealth.

2. An Information Pack will also be sent. This will give the team information about the country they are going to; the projects that they may be working with and guidance on possible activities that they may be involved in; a kit list and recommended reading on their destination country.

3. A Pre-departure Pack will be given to each team member at training, giving details of what they will be doing; their flight details; what they will need to bring with them; insurance information.

Training

The travellers will have a time of training with the Head of Oasis Global Partnership before they leave for their placement. This training aims to best prepare the travellers for their time abroad.

Debrief

After their return to the UK, travellers have a Debrief. This Debrief gives people a chance to reflect over their time away and what they have learnt and to feedback to Oasis on their experiences. It also gives an opportunity to deal with any culture-shock or problems that they have experienced since their return. Team members are encouraged to think about how they can use what they learnt while on their Global Partnership team in their life now, and for the future.

Trip

We will arrange all the details of the team's trip in co-operation with the team co-ordinator in country, and the team leader. Your trip will be planned as thoroughly as possible, but in the event of activities outside of our control, occasionally it may be necessary to make last minute alterations to your trip so the team must be prepared to be flexible.

Arrival

It is the team leader's responsibility to ensure that the team get to the airport in time for their flight and that they board their flight. On arrival in country, teams are met by their co-ordinator, or by someone appointed by their co-ordinator. Transport to their accommodation will have been arranged.

It is the team leader's responsibility to re-confirm their return flights at least 72 hours before their departure and to check the departure time.

Orientation

The team will have an orientation on arrival in their placement. Entering a new country and a new culture can be extremely daunting for some people and orientation is vital to help the team to settle into the area. Orientation should complement the training done in the UK and will be a combination of information on:

1. Local culture and logistics.
2. Introduction to projects and timetable.

Accommodation

Accommodation will be arranged for the team before they arrive. The team will either be catered for, or given the facilities and information that they need to cater for themselves.

Accommodation will be CLEAN and SAFE but BASIC. We will not book accommodation for teams at expensive hotels, since this can be upsetting and disrespectful to our local staff who are managing on relatively small incomes. Team members should be prepared to manage without home comforts for the duration of their visit – they may not always be able to have hot showers or 24/7 electricity supply, and may have very limited access to mobile phones and the Internet. Team members are likely to have to share a room with at least one other person.

Itinerary

The team will have a structured timetable for their time in country. This will be put together by their co-ordinator at their placement. The timetable will also include time-off for the team and a chance to see some sights.

Oasis Global bases frequently start the day's work with prayers led by staff members. We would ask all visiting team members to attend and observe this gathering each day if it has been included on the itinerary, even if they would not consider themselves to have a personal faith or belief. This is an essential part of sharing the work of your global partner, and a way of showing respect in a different culture.

Insurance

All Academy Teams will be covered by their Academies travel insurance policy. Please check that the policy will provide adequate cover for the country you will be visiting. Oasis Hub Team members can be covered by the general Oasis insurance policy at a charge or arrange their own adequate travel insurance with approval from the Head of Oasis Global Partnerships.

Emergency Procedures

Oasis has a set of emergency procedures to help us, Co-ordinators, and team leader's deal with any emergency situations that arise.

We have two 'Emergency Contact' phone numbers and are therefore contactable at all times in the event of an emergency. Our staff take it in turns to be 'on-call' so that there is someone manning these phones twenty-four hours a day, seven days a week.

In an emergency situation teams are instructed to immediately contact their Co-ordinator and the Head of Oasis Global Partnerships. We will deal with the situation, contacting next of kin, obtaining advice etc.

All Global Partnership travellers can be registered with the British embassy or high commission in their placement country. Oasis also regularly monitors the situation in the placement countries and has contingency plans in place in case it is decided unsafe to keep a team at their placement.

Discipline

Trip Leaders will be responsible for dealing with team members who step outside of the Oasis Code of Conduct.

Cost

The cost of the trip will depend on the location and length of the placement. A 1 to 2-week trip will usually cost between £1200 and £2000 per person.

Oasis does not make a profit from any team that it sends overseas. The money that the team must pay covers the cost of the placement and we work closely with the country to keep the costs as low and as accurate as possible whilst allowing for some fluctuation in exchange rates. The following is a rough breakdown of what the money covers:

1. General Costs

- Travel to and from your placement country
- Medical and baggage insurance

- Health clearance (not including vaccination costs)
- Visas (where needed)
- Frontline First Aid Kit

2. Costs covered during your stay abroad

- Travel in country
- Work resources (the details of these will be discussed with your placement country)
- Food and accommodation
- Oversight of each placement
- Contingency to cover any unexpected costs

We recognise that it costs a large amount of money for a team to go on an Oasis Global Partnership Team Visit. To assist the team in raising this money, we can send them a Fundraising Pack which gives ideas on how to fundraise and are happy to assist in any way we can.

Additional Risk Assessment – Quick Check Form

(This is needed as well as a full RA form)

Name of First Aider/s:	
Qualifications of First Aider/s: Are they up to date:	☐ Yes – evidence: ☐ No
Local hospital contact information: (Name/s number/s)	☐ Yes – evidence:
Staff mobile numbers	Name and No: Name and No: Name and No: Name and No: (add a necessary)
List of mobile number for all staff/students – as appropriate	☐ Yes – evidence:
Driver Qualifications – checked?	☐ Yes – evidence:
Insurance: **Please attached a copy (see page 66 of the Trips and Visits Policy)**	☐ Yes ☐ No (A trip will not be approved without valid insurance cert)
Vehicle Safety: Has your vehicle got an update MOT	☐ MOT ☐ Insurance Cert ☐ Evidence attached
Certificate/Levels	Having identified the risk level for this trip 1, 2, 3 or A,B,C, are you satisfied that all accompanying staff are suitably qualified? ☐ Yes ☐ Evidence:

Places to visit in the area: Are these planned and if so what arrangements are in place? The risk assessment must state that children should not buy alcohol and that staff are on duty all times during the trip in effect **adults must not drink alcohol while on a trip/residential**.	If this is detailed in your RA please specify where here: □ Yes
Do all staff/adults accompanying the trip have an updated DBS check (or the equivalent)?	□ Yes □ No (if no how will this be rectified before the trip?)
SEND Students clearly identified and plans in place for them? E.G., adjustments to provision for pupils those with SEND Name of adult responsible for administering medication.	□ Yes □ Evidence of plans in place for them, e.g., medication …….
PP Students	□ Yes □ Evidence of plans in place for them
Water safety – **Supervision** - staff have all appropriate qualification/s	□ Yes – evidence – trip will not be signed off without confirmation that qualified staff will be supervising children
Water safety - **Staff accompanying children**	□ Will staff be accompanying children in the water, if not, will they have children in view at all times? □ Yes
Water safety - **checks**	□ Yes – confirmation that water safety checks have been carried out **including raising tide etc.**

Please return this form to **Norma Downer-Powell, Head of Governance Services**, National Office, with your full documentation including the RA and this check list for your trip.

Email: Norma.Downer-Powell@Oasisuk.org

Tel: 0207 292 4961

Mobile: 07824 567 638