



Trips and Visits Policy

Trips and Visits

- New Level Academy carries out trips and visits as part of the curriculum and for social and reward purposes. A trip or visit refers to an activity involving New Level Academy pupils and staff that takes place away from the premises.
- Learning outside the classroom helps to bring the curriculum to life and provides deeper subject learning. It can help to increase pupil self-confidence and develop their risk awareness, preparing them for their future working lives.
- When selecting venues, New Level Academy will consider the needs of the organisation, the needs of the client and their suitability for the visit. Staff will contact venues where appropriate for up-to-date information e.g.: opening times, prices, etc.
- All trips and visits will require risk assessments to be carried out. Some of these are likely to have already been completed (e.g., risk assessment relating to the mode of transport to be used for the trip, or where a previous visit has been made to the venue) so organising staff will need to make reference to the appropriate risk assessments and ensure that any precautions identified remain suitable, updating them where necessary. Where visits are being made to venues which have their own risk assessments, these must be obtained and read at the planning stage of the trip. Where visits or activities are not yet covered by a risk assessment, staff should work with New Level Academy's Health and Safety Coordinator to put one in place, seeking support from their School Development Manager, Department Manager and New Level Academy's Health and Safety Consultant where required.

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- Prior to any trip/visit outside of the centre, the **Trips and Visit Planner** must be completed fully and approved by the Head Teacher and **School Development Manager**. A copy of the completed form must be sent well in advance of the proposed visit to the School Development Manager and Proprietor so that plans can be reviewed and amended, if necessary, prior to the visit taking place. This form identifies the key aspects to consider when planning a trip and includes, for example, staff responsibilities, transport and travel arrangements including insurance cover, information required for parents and participants, risk assessments, emergency contacts, Public Liability insurance for third parties contracted to provide activities.
- Most routine trips and local trips that are carried out during the normal school day have been agreed to by parents at the client induction interview. Additional written consent is requested for activities that are non-routine, outside of the locality, outside of the school hours or that need a high level of risk management.
- Parent/carer letters must be issued in advance of the trip commencing. Letters will state the purpose of the trip, financial contributions, travel details, the venue and contact details and times for activities, New Level Academy staff and other emergency contact details and request up to date medical information and that acknowledgement be made that the contents of the letter have been agreed by an authorised person. No young person will be allowed to participate on the trip/visit without this authorisation.
- Information about the planned activities will be clearly communicated to colleagues, pupils and parents, where appropriate. This should explain what and why any precautions necessary have been taken to help ensure that everyone focuses on the important issues.
- Any trip or visit will require a minimum of 2 members of New Level Academy staff – one male and one female when the group is mixed. Consideration should be given to staff:student ratios and may need to be increased when planning visit, taking into consideration the needs, risks and vulnerabilities of individual young people.

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- Having made appropriate judgements about the unsuitability of an activity for a young person, or where parents/carers have the right to refuse to allow their young people to take part in visits, New Level Academy will endeavor to provide alternative activities if appropriate or available. In any case New Level Academy staff will try to ensure that progression in learning or development of confidence and self-esteem of young people is not restricted by such activities.
- Where an activity involves caving, climbing, trekking, skiing or water sports, a check will be made on the provider to ensure they hold a license as required by the Adventure Activities Licensing Regulations 2004.

Training

- Where applicable, training will be offered to staff to ensure they keep themselves and the learners safe and manage risks effectively. Staff will be made aware of basic instructions or information about health and safety in school.

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