Workington Academy Offsite Visits Procedures

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001	February 2024	Original

At Workington Academy educational visits are seen as an integral part of school life. As part of our aim to provide a broad and balanced curriculum, educational visits:

- Provide children with first-hand experience,
- Enhance learning opportunities
- Develop personal and social skills
- Provide a positive contribution to the development of cross curricular dimensions
- Enhance school ethos and help build a community

Visits include:

- Walks around the local area
- Local visits
- Half or full day visits which need transport
- Residential visits

All educational visits will require a Risk Assessment and the completion of this is an 'online' process through the Kym Allan Website by class teachers.

Educational Visits and Charging Procedures

On any school visit or journey the teacher's (leader's) responsibility is to the headteacher, the employing authority and the parents of the pupils in their charge.

When students first join the school parents will be given a letter detailing our intention to use the close environment of Workington Academy (within walking distance). This will mean that the students may be taken out of the school from time to time, providing that there is adequate provision. Parents will be asked to sign a consent form for this at the beginning of the term in which local visits are intended and then be notified of a local visit a week before it takes place.

Procedures for educational visits are as follows:

Calendar Request Form – 8 weeks prior

- to be completed by Trip Leader and passed to Office Manager
- Office Manager will pass to Designated Safeguarding Lead and Senior Leadership team will determine approval taking account of existing absence requests, staffing and student requirements.
- Office Manager will add to school calendar if approved and advise Trip Leader of approval status.

Request for Absence Form – 4 weeks prior

- Group Leader to request expressions of interest from staff to attend the trip and submit this to Office Manager
- Office Manager will assess cover requirements and pass to Designated Safeguarding Lead to approve.

- Once approved Absence Request Form need to be submitted at least 4 weeks before trip date.

Letter to Parents – 4 weeks prior

- Letter should be checked by Office Manager before issuing. The letter must give enough details about the trip so that parents can make an informed decision about the involvement of their child. This should include transport details, itinerary, cost, date and departure and return times. The letter should also detail that a qualified First Aider will be on the trip.
- If there is a charge for the trip, this needs to be set up on Parent Pay **before** the letter goes out to parents. The request needs to go to the Office inbox detailing date, cost, pupils involved and name of the trip. There is an option on Parent Pay for parents to consent – please indicate whether you would like this added on.
- Consent form should also be issued with letter (if not using Parentpay for this), Trip Leader also needs to take into account that FSM children will also need to select their sandwich filling if applicable.

Kym Allan – 4 weeks prior

- Access via www.kymallanhub.co.uk
- Member login – if you have never used Kym Allan before please contact Office Manager for login details.
- Go to visits and select to add a visit.
- **All sections will need completed-**
    1. Full name, address and contact number of transport company needs entering. Most of the regular coach companies are already in the system. If going abroad, the ferry company/flight details will also need adding. Office Manager will obtain insurance details.
    2. Full name, address and contact number of any Activity Provider with details of the activities involved.

Attachments to be uploaded to Kym Allan Hub:

1. Letter to Parents
2. List of students attending. Office Manager will create report to include medical, dietary and emergency contact details.
3. Health Care Plans (if applicable)
4. Itinerary
5. List of Staff attending. Office Manager will create the report to include emergency contact details.
6. School/KA emergency protocol info will be added by Office Manager.
7. Relevant insurances
8. Travel Groups/Rooming lists (Residentials)

9. Kit list if relevant.
10. Travel information.
11. Route Maps
12. Activity provider qualifications.
13. Risk Assessments – these can be found in the Documents section of the Kym Allan Hub. Every trip will need at least “All Visits” and one of the Transport Risk Assessments.

Day before the Trip

Collect paperwork pack and First Aid Kit, Inhaler and Epi Pen from Office Manager.

Day of Trip

Take register and ensure that names are communicated to School Attendance Officer and Office Manager. FSM need collected from the kitchen.

After the Trip

Complete an Evaluation Form and return to Office Manager.