



## FSD Academy - Trips & Visits Policy

The FSD Academy programme includes trips that are considered:

- **Short routine visits;** such as journeys to Elizabeth Park astro-turf training facility and other local football and sports training venues (typically up to 10 miles).
- **Medium routine visits;** such as journeys to away football fixtures across the Midlands in the college football league (typically up to 50 miles).
- **Wider experiences** to broaden the education of FSD students and provide opportunities that they may not normally encounter in everyday life. For example, a trip to visit Old Trafford (Manchester United Stadium).

### Aims and Objectives

To ensure that Health and Safety on Trips and Visits is paramount at all times- to ensure that all students are able to take part in the Trip and Visits experience and that reasonable adjustments are made for any student with Special Educational Needs- to provide a broad and balanced education for all- to support staff in their attempt to educate young people for their future lives - to ensure that, whilst supporting the educational experience that a trip or visit can offer, the learning of other students is disrupted as little as possible - to ensure that all trips or visits are as cost effective as possible both for the student and the academy.

### Process of Arranging a Trip or Visit

Leaders of school trips, ie. people in charge of any students, must be employees of FSD Academy or volunteers in official capacity with an appropriate DBS check in place. Other accompanying adults can be included as visitors where appropriate but will need to pay costs as needed and should not be responsible for students. The Risk Assessment form should be completed for all 'wider experience' trips that do not fall within 'routine visits'. The form must be submitted to FSD Senior Leadership in advance of the trip once all participating students are known. Any reasonable adjustments will then be made at this point. Financial summary of costs to be submitted in advance of trip to senior leader. Any accidents or near misses must be reported to Senior Leaders as soon as the trip returns to the academy.

## **Staff responsibility**

Teachers accompanying pupils on a school visit will have responsibility for their safety and are considered to be acting in 'loco parentis'. In these circumstances, they are held to the same standard of care as would apply to a "prudent parent". Responsibility exists for 24 hours a day and is not lessened because the duty is undertaken voluntarily.

## **Travel**

All students should travel as one party to and from their destination ie. If they travel out with the party then they should return with the party. - If for any reason a student cannot travel back with the main party then a member of the school's staff should remain with them and travel back with them.

## **Students travelling in Cars**

Where possible all students should travel on a coach or mini-bus organised by the academy. On rare occasions, because of low numbers or costs involved, students may sometimes travel in cars. Where this happens the following procedure must be followed: - The parents are informed of the mode of transport and who the driver is. They must sign a consent form/letter to say that they agree to their son/daughter travelling in the car of a fellow student or member of staff.

- If the driver of the car is a fellow student, the parents of the driver must be informed that their son/daughter has agreed to carry passengers in their car and again a letter must be signed by the parents consenting to this. It is vital to check that the students have the correct insurance, the vehicle is taxed and, where necessary, has a MOT certificate and again parents must sign a letter confirming this. If you are unsure about anything in this policy or anything to do with Trips and Visits please contact a senior leader.

## **All Trips and Visits**

It is important that senior leaders have details of all trips, eg destination, staff and students taking part, mode of transport, etc, at least a week before the trip is due to leave. Reports of accidents, near misses, students getting lost or any other difficulties encountered whilst the party is out of school must be reported to the Senior Administrator as soon as the trip returns.

## **Evaluation**

Evaluation for Trips and Visits is continuous, ie. after each visit particularly where problems have occurred, trying to ensure that such problems do not recur.