



THLCIC Outdoor Trips Policy

This policy applies to all learning which takes place outside of the school premises, but during school time, and includes trips to the theatre or cinema, art galleries and museums, visits to shops, colleges or educational events such as careers fairs, all sporting activities such as sports at leisure centres, and leisure activities such as bowling, trampolining and ice skating.

Treasure House (London) CIC works with anxious and vulnerable teenagers who have become socially isolated. We believe that students benefit enormously from frequent educational visits when they can acclimatize themselves to travelling by public transport, mixing with large groups of people in a safe way and get to know their surroundings and all the opportunities it has to offer. Most of our students will progress to FE Colleges or 6th form and need the opportunity to visit and make informed decisions about their future. Access to work experience gives students a vital perspective on the world of work and tests out their strengths and limitations.

We have adopted the OEAP National Guidance for offsite activities, however, should there be any conflict between Treasure House Policy and OEAP guidelines, Treasure House Policy will take precedent.

1. Roles

1.1. Headteacher/Director

The Headteacher/Director will take overall responsibility for planning, approving, oversight of trip, risk assessment and seeking permission from parents.

1.2. Visit Leader

The visit leader will ensure that policy and procedures are followed according to the plan, risk assessment and supervision of students.

2. Procedural Requirements – Planning and Risk Assessment

- 2.1. The visit leader will fill in a Plan proforma at least 1 week before the visit to enable time for the Headteacher to discuss, modify, if necessary and approve.
- 2.2. The trip will be discussed with students and, where relevant, they should be involved with the risk assessment process.
- 2.3. A letter will be sent home with the student and a request to sign and return a permission slip. This should include emergency contact numbers, parent/carer name and signature and full details of the proposed trip including date, timings, venue and method of

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transport. Should no signed permission slip be forthcoming by the day, parents should be contacted by phone and asked to send a text giving full permission. This should be done at the discretion of the Headteacher/Director involved, depending on the level of risk each student poses.

- 2.4. It is the Headteacher/Director's responsibility to carry out a thorough Visit-specific Risk Assessment and to disseminate this to the staff involved.
- 2.5. Information about participants' medical conditions, special needs, behaviour should be included in the risk assessment.
- 2.6. Where possible, students and staff should be included in the carrying out of the risk assessment.
- 2.7. A detailed plan of the trip, including timings, will be provided for each member of staff on the trip.
- 2.8. The trip leader will keep a register of students for every stage of the trip, especially checking into the venue and checking out.
- 2.9. Every student will be provided with the Treasure House phone number in case of emergency. A meeting place will also be agreed in case students get lost.

3. Approval of staff

- 3.1. The trip leader should be a responsible member of TH staff and any accompanying staff should comprise at least one other teacher.
- 3.2. All members of staff should be aware of basic procedures when on trips.

4. Evaluation of external providers

- 4.1. Where appropriate, an appraisal of the proposed venue should be carried out. Rather than requesting a full risk assessment from the provider, any specific information required should be obtained from the venue direct, such as first aid posts, safety of equipment, rides and emergency evacuation procedures. This should be obtained prior to the journey. 'Checking out' and 'checking in' before, after and during a visit.

5. Emergency Procedures

- 5.1. A director will be designated as the emergency school contact for each visit. She will be accessible at all times. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.
- 5.2. The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.
- 5.3. All incidents and accidents occurring on a visit will be reported back to the director of Treasure House, immediately, in case of serious emergency.

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- 5.4. Other less serious incidents should be reported back after the trip, unless intervention by the Director is necessary. An incident form is provided online and should be filled in by the group leader on return to Treasure House.
- 5.5. The school will provide contingency funding to support the Visit Leader in case of an emergency, eg to provide taxis or other support.

6. Evaluation

- 6.1. All visits will be evaluated by the Visit Leader on the form provided. This will include a review of the plan, which contains the significant issues for the visit.

7. Induction, training, succession planning

- 7.1. Any member of staff organising a visit will be instructed as to the procedure for planning and carrying out a trip.

8. Volunteers

- 8.1. Any volunteers accompanying students on trips, will be known to the management either from their work at Treasure House or, for example, parents of students.
- 8.2. All volunteers will require a DBS check.
- 8.3. No volunteers will be required to lead trips or take roles of responsibility during trips.
- 8.4. From time to time a specialist contractor eg a wildlife expert or art specialist may be hired to lead a visit, but their role will be restricted to leading the subject and will not be involved with managing the behaviour of the students. Students will always be accompanied by a member of staff who will take responsibility for the trip.

9. Behaviour

- 9.1. Good behaviour is expected at all times, in accordance with the THLCIC Behaviour Policy.
- 9.2. Prior to a visit students will be briefed and reminded of our expectations.
- 9.3. Any incidents of difficult behaviour will be dealt with in accordance with the THLCIC Discipline Policy.
- 9.4. In cases of extreme behaviour students will be escorted back to Treasure House, or sent home if agreed by the parent.
- 9.5. Students may bring mobile phones on visits and agreed amounts of spending money, but will be expected to take full responsibility for managing them both sensibly.

10. Inclusion

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- 10.1. THCLIC endeavours to ensure that all students are able to participate in group visits as is their entitlement.
- 10.2. In the event of a student feeling unable to participate in a visit (eg extreme anxiety, OCD, travel phobia) every effort will be made to provide a similar experience, maybe on a 1:1 basis for that student.
- 10.3. School outings will be tailored to meet the requirements of every student. Students planning school outings will be encouraged to take these requirements into consideration.

11. Insurance

- 11.1. THLCIC will undertake not to participate in any trip or outside activity which is excluded by our insurance. No risky activities will be undertaken unless within a registered centre and under the instruction of qualified staff.

12. Finance

- 12.1. Treasure House will fund all trips without expense to staff or students. However, occasionally parents will be asked to make a small, voluntary donation.

Monitoring and Review

This policy was last reviewed in February 2017 and will be reviewed every three years or as changes in legislation dictate.

Signed

Helen Webb

Director

Signed

Naomi Long-Srikrotriam

Director