

Sixth Form External Trip Policy

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1.0 Introduction and Purpose

This policy has been adapted from the KTS Trips and External Visits policy. The policies respond to:

- a) National guidance produced by the Outdoor Education Advisors Panel (OEAP)
- b) DfE Guidance: Keeping Children Safe in Education (2019)
- c) Hertfordshire Model Establishment Policy for Offsite Visits and Learning Outside the Classroom Activities
- d) Equality Act (2010)

This Sixth Form External Trip Policy has a purpose of ensuring the safety, wellbeing and positive education experiences of Emil Dale Academy (EDA) Sixth Form students during external trips. This policy outlines the guidelines, procedures, and responsibilities for organising, executing and supervising such trips.

All EDA students have an entitlement to experience offsite visits and trips that are linked directly to their curriculum. Learning outside the classroom environment is an essential part of EDA's curriculum. Trips and visits include the following (non-exhaustive list):

- e) Day trips to partnered institutions (Knights Templar School); or
- f) Trips to support fellow EDA peers in performances.

2.0 Scope

This policy applies to all students enrolled on EDA's Sixth Form course, staff, freelancers and any other volunteer or person who may be involved in an external trip in any capacity.

3.0 Definitions

External trip – Any event where EDA have organised to take students off-site for a given purpose.

4.0 Trip Approval Process

Should any member of staff wish to arrange for an external trip to take place, the following steps must take place:

- a. The staff member(s) who wish to organise the trip must submit a detailed trip proposal outlining the objectives, itinerary, proposed budget and foreseeable risk assessments to EDA Senior Management via email.

Following this submission, EDA Senior Management will be able to either approve or deny the request. Approval of the request may be reliant upon some adjustments being made to the organisation or foreseen execution of the external trip.

5.0 Informing Legal Guardians and Gaining Consent

Parents/legal guardians of EDA's two-year course students or of any student under the age of 18 will be notified in advance of:

- a. a child attending a day out on a trip/visit, including details of any extra costs and details of visit duration; and/or
- b. planned trips and visits for year groups.

Furthermore, written parental consent will need to be attained by each student's parent/legal guardian if external trips:

- a. Take place abroad; or
- b. Involve an overnight (or longer) stay.

6.0 Student Inclusion and Eligibility

EDA endorse the following principles:

- a. a presumption of entitlement to participate;
- b. accessibility through direct or realistic adaptation or modification;
- c. integration through participation with peers.

Under the Equality Act 2010, it is unlawful to discriminate against those with protected characteristics (disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation) without material or substantial justification. Indirect discrimination can be justified if EDA is able to show that there is a good reason for the discrimination. This is known as the objective justification test.

The Disability Discrimination Act requires responsible bodies, (in this case, EDA), to not place employees or participants at risk if a health and safety issue arises. Under the Health & Safety at Work Act 1974 employers are required to 'ensure, so far as is reasonably practicable, the health safety and welfare at work of all employees' and others who may be affected (students).

It is also the case that the adjustments made to include a young person should not impinge unduly on the planned purpose of the external trip. Expectations of staff and freelancers must be reasonable, so that what is required of them, (to include a given student), is within their competence and normal work practices.

Where there are issues that may impact on inclusion, the following must take place:

- d. An initial email home to parents/legal guardians outlining the nature of the trip, (physical needs), and where relevant rooming arrangements;
- e. An initial email home to ask parents/legal guardians to contact EDA prior to any payments to discuss potential inclusion issues based on the Equality Act;
- f. The Head of Sixth Form to discuss any potential inclusion issues with parents/legal guardians to identify reasonable adjustments, individual risk assessments and potential additional costs.

6.1 Eligibility to participate

Only students who meet the academic and behavioural standards as set out in EDA's Sixth Form Behaviour and Disciplinary Policy and Student Code of Conduct will be eligible to partake in external trips. Students who do not meet these standards may risk their eligibility to participate in external trips.

7.0 Supervision and staffing

A sufficient number of EDA staff will accompany students on external trips. At times, freelance teachers may also accompany students. The ratio of staff-students will be dependent upon the nature and destination of the trip, and what regulatory standards are in response to those factors.

There will always be at least one member of first aid trained staff present at an external trip.

7.1 Further expectations and responsibilities of accompanying staff and freelancers

All staff and freelancers accompanying an EDA external trip are expected to adopt the behaviour identified in either the Staff Code of Conduct or Freelancer Code of Conduct (status of employment depending) whether the visit takes place within normal hours or outside hours. This means that they "have a duty under common law to take care of students in the same way that a prudent parent would do".

All staff and freelancers accompanying an EDA visit will have been through either EDA's safe recruitment process and will have passed all necessary checks.

The core responsibility of staff and freelancers is to act in loco parentis whilst accompanying an EDA trip that involves two-year course or under 18 students. A list of emergency contact details will be on hand for staff to use throughout the trip, if they feel that it is required to contact a parent/legal guardian of a student for whatever reason.

8.0 Health and Safety

EDA will ensure to follow the Health and Safety rules of the venue that the external trip is taking place at.

EDA recommends that students and their parents/legal guardians also research the venue's Health and Safety policies to answer any queries that they may have. If the student is still unsure of anything following this, they are welcome to contact the office by emailing info@emildale.co.uk.

All staff and freelancers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstance

Health and safety expectations of staff and freelancers are:

- a. Follow the instructions of the TL and help with control and discipline;
- b. Consider stopping the visit or the activity and notifying the TL, if they think the risk to the health and safety of the students in their charge is unacceptable.

Course Leaders who know of students with medical conditions or additional needs must inform the TL in advance if they feel that their external trip may be impacted by these conditions/needs.

8.1 Emergency Procedures

There may be situations (including hospitalisation or deteriorating weather conditions) where communication between the trip leader and EDA Senior Management is required; this procedure should guide that response.

8.1.1 In the event of an emergency

- a. The trip leader should take charge until relieved by emergency services. If the trip leader is incapacitated, then this role will need to be taken by another team member.
- b. All members of the external trip need to follow instructions by the trip leader.
- c. Other staff members or freelancers may be first on the scene and may need to administer first aid and support the group – see advice below.
- d. The priority is the health, safety and well-being of the students on the external trip.
- e. Where possible, staff members should keep an accurate record of events and timing.

8.1.2 In the event of an emergency, the trip leader will

- a. Immediately contact EDA Senior Management with details of the incident.

- b. Assign roles to other staff members and freelancers, keeping the health and safety of students a priority.
- c. Maintain any contact with the emergency services and EDA Senior Management until the emergency is over.

8.1.3 In the event of an emergency, any EDA member of staff or freelancer must

- a. Take the fastest (safe) route to any individual or group in need of help.
- b. Assess the severity of the incident and decide whether to call emergency services.
- c. Inform the trip leader if they are not aware of what is happening.
- d. Remain with the injured party.
- e. Make regular observations on the injured party and – if necessary – pass this information to the medical services.

8.1.4 Communication with parents/legal guardians during an emergency incident

- a. EDA Senior Management will coordinate all communication with parents/legal guardians of students.
- b. Where safe, possible and necessary, the trip leader may ask students to contact their parents/legal guardians via their mobile phones.

8.1.5 Post emergency incident

- a. The trip leader will fill in an accident report form as soon as practically possible.
- b. The Principal will contact The Knights Templar School for any follow up details on information that they may require.

9.0 Student Code of Conduct on Trip

Students are expected to conduct themselves in line with EDA's Sixth Form Behaviour and Disciplinary Policy and Student Code of Conduct. Any violations of the code of conduct will be addressed according to the Sixth Form Behaviour and Disciplinary Policy and may also result in dismissal from the external trip if that is deemed most appropriate and safe.

10.0 Further Trip Guidance and Regulations

- a. Staff, freelancers and students are not permitted to purchase or consume alcohol whilst on an EDA trip.
- b. Staff, freelancers and students are required to act within the expected regulations set out in their contracts, agreements and/or handbooks.
- c. Volunteer members who may help out from time-to-time supervising local visits and do not have a DBS-check should not be left in sole supervision of students at any time.
- d. Should an external trip have a delayed return than planned, the trip leader should call the EDA office to inform them. Most students will have their own mobile phone with them and can call/text their parents/legal guardians to let them know.

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