

# Blackpool Skills Academy – Educational Visits and Trips Policy

## 1. Policy Statement

At Blackpool Skills Academy, we recognise the significant educational value of off-site visits and trips in enhancing learners' academic, social, emotional, and vocational development. These experiences are designed to complement the curriculum, broaden learners' horizons, and support personal growth through real-world application and cultural exposure.

This policy outlines the planning, approval, and supervision procedures that ensure all educational visits are conducted safely, inclusively, and in accordance with statutory and safeguarding responsibilities.

## 2. Aims

This policy aims to:

- Ensure the safety and wellbeing of students and staff on all off-site visits.
- Support the planning of high-quality educational trips that enrich the curriculum.
- Comply with legal and regulatory guidance, including DfE and local authority expectations.
- Provide clear procedures for assessing risk, securing permissions, and managing emergencies.

## 3. Scope

This policy applies to:

- All students and staff involved in educational visits, including day trips, residentials, and local off-site activities.
- Vocational placements, employer visits, careers fairs, and work-related learning experiences.
- Any activity involving travel or supervision of students outside the Academy premises during scheduled hours.

## 4. Types of Visits

Educational visits may include:

- **Curriculum-linked trips:** e.g., science museums, construction sites, care settings, art galleries.
- **Vocational and work-based experiences:** e.g., college taster days, work placements.
- **Local enrichment activities:** e.g., sports events, beach walks, public transport training.
- **Residentials and outdoor education:** e.g., overnight stays, team-building retreats.

## 5. Roles and Responsibilities

### Senior Leadership Team (SLT):

- Approve all educational visits in advance.
- Ensure compliance with safeguarding, health & safety, and financial procedures.

### Visit Leader:

- Plans and organises the visit, including risk assessments and pre-visits.
- Ensures parental consent is obtained and student needs are considered.
- Briefs staff and students before the visit and maintains contact with SLT throughout.

### Accompanying Staff:

- Supervise learners and ensure behaviour expectations are upheld.
- Follow safeguarding and emergency procedures.
- Support inclusion and access for all students.

### Students:

- Expected to follow instructions, behave responsibly, and represent the Academy positively.
- May be subject to withdrawal from visits if behaviour or risk factors require.

### Parents/Carers:

- Provide relevant medical and emergency information.
- Submit consent forms and support behavioural expectations.

## 6. Planning and Approval

- A **trip proposal form** must be submitted to SLT at least **3 weeks** before the visit.
- A **detailed risk assessment** must be completed, reviewed, and signed off by SLT and, where relevant, the Site Manager or DSL.
- For higher-risk activities or residentials, a pre-visit by the lead staff member is strongly recommended.
- Visits must have an appropriate **staff-to-student ratio**, considering the nature of the activity, group profile, and location.

## 7. Risk Assessment and Safeguarding

- Risk assessments must consider travel, venue, environmental hazards, medical needs, and behaviour management.
- Safeguarding remains the top priority—staff must carry emergency contact details, student medical information, and first aid supplies.
- Learners with specific needs (e.g. allergies, mobility challenges, SEND) must have individual risk assessments or support plans as needed.
- All trips must adhere to the Academy's **Safeguarding and Child Protection Policy**.

## 8. Consent and Communication

- Written consent is required from parents/carers for all off-site visits.
- Full details of the trip (date, time, cost, itinerary, transport, clothing/equipment needed) must be provided in advance.
- Emergency contacts for both staff and students must be up to date.

## 9. Transport

- Transport arrangements must comply with health & safety and insurance requirements.
- Where staff use personal vehicles, prior approval and relevant documentation must be submitted (MOT, insurance, driving licence).
- Where taxis or minibuses are used, they must be approved providers with appropriate safeguarding measures.

## 10. Inclusion and Equal Access

Blackpool Skills Academy is committed to **ensuring all learners have access** to enrichment opportunities, regardless of need or background. Adjustments and additional support will be made where reasonably possible to facilitate participation.

## 11. Behaviour Expectations

- Learners must adhere to the same standards of behaviour as in school, as outlined in the **Behaviour Policy**.
- The Academy reserves the right to exclude students from visits if their participation poses a safety or supervision risk.

## **12. Emergency Procedures**

In the event of an emergency:

- The Visit Leader must contact the Academy immediately.
- Emergency services should be contacted if required.
- An incident log must be completed and submitted to SLT upon return.

## **13. Monitoring and Evaluation**

- Trip leaders must complete a post-visit evaluation, including incidents, feedback, and learning outcomes.
- SLT will review trip reports to inform future planning, training needs, and quality assurance.

## **14. Policy Review**

This policy will be reviewed **annually**, or earlier in response to changes in legislation or practice.

**Policy Date:** September 2024

**Next Review Date:** September 2025

**Approved by:** Senior Leadership Team