



ReConnect

Educational Visit & Outgoings Policy

ReConnect 1-1 Educational Visit and Outgoings Policy

Purpose:

ReConnect 1-1 is committed to enriching students' learning experiences through educational visits and external activities. These visits are designed to support curriculum goals, enhance personal development, and provide hands-on learning opportunities. This policy outlines the procedures for planning, risk assessment, safeguarding, and managing educational visits and external outings.

1. Scope and Objectives:

This policy applies to all off-site educational visits, trips, and outings organised by ReConnect. The primary objectives of educational visits are to:

- **Enhance learning:** Support curriculum objectives through real-world experiences.
- **Develop social skills:** Foster teamwork, communication, and interpersonal relationships.
- **Promote well-being:** Provide opportunities for physical activity, exploration, and personal growth.
- **Support EHCP outcomes:** Align visits with individual educational goals and personal development plans.

2. Planning and Approval of Educational Visits:

2.1 Initial Proposal:

All educational visits must have a clear purpose and be aligned with ReConnect's curriculum goals or individual learning plans. The trip organiser (staff member) must submit a Visit Proposal Form to the management team at least four weeks before the intended date.

2.2 Approval Process:

Each visit will require approval from the following:

- **ReConnect Management:** To ensure alignment with curriculum and individual learning plans.
- **Parents/Guardians:** Written consent must be obtained from parents/guardians for each student attending the visit. No student can participate without prior consent.
- **Local Authorities (where applicable):** For students with an Education, Health, and Care Plan (EHCP), the visit must align with the agreed learning objectives and may require notification to local authorities.

3. Risk Assessment:

3.1 Pre-Visit Risk Assessment:

A thorough Risk Assessment must be completed before any educational visit, considering the following:

- **Location risks:** Environmental hazards, safety provisions at the site, and accessibility.
- **Student-specific risks:** Individual needs, medical conditions, behavioural challenges, and any additional support required for students with SEND.

- **Travel risks:** Mode of transportation, safety on route, and emergency planning.
- **Staffing and supervision ratios:** Ensuring appropriate adult-to-student ratios in line with the DfE's guidance on health and safety for educational visits. The ratio may vary depending on the age of students, the nature of the visit, and any specific needs of the students.

3.2 Dynamic Risk Assessment:

During the visit, the trip leader is responsible for conducting ongoing assessments of risks and making real-time decisions to ensure the safety of all participants.

4. Supervision and Staff Ratios:

The following guidelines should be observed for adult-to-student supervision:

- **1:6 ratio** for younger students (ages 11-14).
- **1:10 ratio** for older students (ages 15-18), with consideration for individual needs.
- **Higher ratios** may be required for activities with higher risk or when dealing with students who have additional needs (e.g., SEND or behavioural issues).

Staff must include a designated leader responsible for managing the trip, and at least one staff member must be trained in First Aid. All staff supervising the trip must have up-to-date safeguarding training.

5. Parental/Guardian Consent:

5.1 Consent Forms:

Written parental/guardian consent is required for all educational visits. The consent form must include:

- Details of the visit (date, location, purpose).
- Transportation arrangements.
- A contact number for emergencies.
- Acknowledgment of any risks and confirmation of the student's medical conditions, allergies, or other relevant information.

5.2 Emergency Contact Information:

Parents/guardians must provide up-to-date contact details, including an emergency contact who can be reached during the visit.

6. Transportation and Travel:

6.1 Travel Arrangements:

ReConnect will arrange safe and suitable transportation for all off-site visits. Transport options may include:

- **Minibuses or coaches:** Hired through approved contractors who meet safety regulations.
- **Public transportation:** Used for short trips or urban visits.
- **Walking:** For local visits within a safe distance from the ReConnect premises.

6.2 Safety Requirements:

All students and staff must follow transportation safety protocols, including wearing seat belts and adhering to any additional instructions from transport providers. Where necessary, travel plans must also consider accessibility for students with disabilities.

7. Medical and Emergency Procedures:

7.1 Medical Needs:

The trip leader must ensure that any medical needs of students are met, including the availability of necessary medications (e.g., inhalers, EpiPens) and the presence of trained staff who can administer first aid.

7.2 Emergency Protocols:

Before departure, the trip leader must:

- Ensure that all staff are aware of emergency procedures.
- Assign roles in case of an emergency (e.g., first aid, contacting emergency services, managing the group).
- Carry an emergency kit that includes first-aid supplies and any specific medical items required by individual students.

7.3 Incident Reporting:

Any incidents or accidents during the visit must be reported to ReConnect management upon return. If the incident is serious, parents/guardians will be informed immediately.

8. Inclusion and Accessibility:

ReConnect is committed to ensuring that all students have equal access to educational visits. Staff will:

- **Make reasonable adjustments** to support students with SEND or additional needs, including accessibility at the venue and additional staffing if required.
- Ensure that all visits promote inclusion and that no student is unfairly excluded due to their needs or circumstances.
- Work with external venues and transport providers to ensure the environment and facilities are suitable for all participants.

9. Behaviour and Conduct:

9.1 Student Expectations:

Students are expected to follow ReConnect's Code of Conduct while on educational visits. They must listen to staff instructions, behave respectfully toward others, and adhere to any site-specific rules at the destination.

9.2 Managing Challenging Behaviour:

Staff must be prepared to manage challenging behaviour in line with ReConnect's Behaviour Policy. If a student's behaviour poses a risk to their own safety or the safety of others, the trip leader may decide to return the student to ReConnect early, and parents/guardians will be informed.

10. Cost and Funding:

10.1 Cost Transparency:

ReConnect is committed to ensuring educational visits are as accessible as possible. Parents/guardians will be informed of any costs associated with a visit in advance. ReConnect will:

- Provide a breakdown of all costs (e.g., travel, entrance fees, meals).
- Offer financial assistance or payment plans for families in need, ensuring that no student is excluded due to financial hardship.

10.2 Refunds:

In the event of a cancellation or significant change to the visit, ReConnect will provide refunds where appropriate, depending on the nature of the cancellation (e.g., weather, transport issues).

11. Safeguarding and Child Protection:

11.1 Safeguarding Responsibilities:

All staff members attending educational visits must have up-to-date safeguarding training. Any safeguarding concerns that arise during a visit must be reported to the Designated Safeguarding Lead (DSL) as soon as possible.

11.2 DBS Checks:

All staff and volunteers accompanying students on visits must have a valid DBS check. Any volunteers or external providers working directly with students must also undergo appropriate background checks.

12. Review of Policy:

This policy will be reviewed annually to ensure compliance with current government guidelines and best practices. Changes to risk assessment protocols, safeguarding measures, or curriculum objectives will be reflected in subsequent updates.

Contact Information: For questions or further information about educational visits:

- Phone: 07599 035520
- Email: admin@reconnect1-1.com
- Website: www.reconnect1-1.com

This Educational Visit and Outgoings Policy ensures that all off-site activities organised by ReConnect are safe, inclusive, and enriching experiences for every student.