DJANOGLY CITY ACADEMY

External Trips & Educational Visits Policy

2026-28

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Background to our Policy

Djanogly City Academy greatly values the opportunities that educational visits and activities outside the classroom provide for youngsters and acknowledges their great value in broadening and enhancing the learning and social experience of our students, and so in developing their 'cultural capital'.

Educational visits and expeditions should not solely be add-ons to a curriculum used to reward students, but most importantly add depth and value to a student's education through first hand experiences that closely relate to the areas of their study and motivate them to achieve further.

Definitions

Academy trip / trip – an educational or recreational visit outside of the academy grounds, either during a single day or residential, organised by academy staff, possibly in partnership with other providers, in order to enhance the learning experience and development of Djanogly City Academy students.

Group Leader(s) – the individual(s) given responsibility by the Principal or Educational Visits Coordinator (EVC) to organise and lead a trip. All trips will have a designated group leader.

EVC – The senior leader designated as the Educational Visits Coordinator. All trips to be agreed and approved by the EVC before approval is sort through the academy principal. The EVC supports the planning, processing, monitoring, evaluating and reporting of educational and off-site visits.

Gov – The governing body of the academy

Evisit – a fully managed and robust online system run by YMD Boon Ltd and hosted by the academies IT team as an online portal.

Policy Statement, Aims and Objectives

- Academy trips take place to improve the learning opportunities for all students involved and must complement the curriculum they study at the academy.
- Academy trips will be inclusive, enjoyable and rewarding.
- The Principal, working with the EVC, must approve all whole day academy trips and educational visits; overseas and residential visits must have Chief Executive Officer approval.
- Students may be charged for academy trips in accordance with the charging and remissions policy.
- No student will be excluded from participating in academy trips on the grounds of cost where the trip is considered a core or mandatory element that a student must complete as part of their formal course assessment from year 10 upwards.
- Appropriate staffing will be provided by the academy for all trips, taking into account staff: student ratio and relevant experience / expertise of accompanying staff. Staffing levels will be agreed with the EVC based on the length of trip, type of activity and risk assessments submitted during planning.
- All residential trips must be accompanied by a promoted leader who will have direct access to a Designated Child Protection/Safeguarding Leader at all times.
- The academy may provide a mobile phone to the group leader. The group leader must ensure a paper copy of

emergency contact details for all students is in their possession throughout the trip.

- In the event of an emergency, a serious breach of discipline or child protection matter emerging, the group leader will contact the Principal, Educational Visits Co-ordinator or another member of the Senior Leadership Team at the earliest available opportunity.
- All trips will be risk assessed with the relevant documentation being completed by the group leader through Evisit. An activity will not proceed if it has not been submitted and approved fully.
- All relevant documentation should be assigned to Evisit and will be checked and approved by the Educational Visits Co-ordinator and Principal where appropriate prior to departure.
- A trained member of staff with responsibility for first aid will accompany all residential trips.
- A first aid kit will be taken on all trips.
- A student with special educational needs or a disability will be given an equal opportunity to participate in a trip subject to satisfactory risk assessment and consultation with home.
- The behaviour policy applies to all students whilst on a trip.
- Any students who consume tobacco, alcohol or other illegal substances will be addressed the same as they would be in the academy.
- Students may only be allowed to participate in a trip if they demonstrate good conduct and behave responsibly whilst at Djanogly City Academy. If there are concerns, these will be raised with the student and parents prior to the trip and a final decision made on their taking part

Responsibilities

Group Leader

- To complete all relevant documentation, including risk assessments and requests for leave of absence forms and upload to Evisit as early prior to the trip as is feasibly possible. (As a guide, Evisit entries should be uploaded two-weeks in advance of the trip date.)
- To acquire risk assessments completed by external agencies (for example, a tour operator) as appropriate and upload to Evisit.
- For an overseas visit, to ensure photocopies of student passports and European Health Insurance Cards (EHIC), if relevant, have been taken and are in date.
- For an overseas visit, to ensure all non-British citizens have visa entitlements to re-enter the country.
- To investigate where appropriate the possibility of funding support (including the use of pupil premium) through discussion with the relevant member of staff to whom the funding is devolved where it is deemed necessary.
- To provide reasonable notice to the administrative support team to allow them to assist in completing agreed tasks.
- To plan accordingly for an accompanied child with special educational needs or a disability and ensure appropriate provision
- To plan accordingly for an accompanied child with a pre-existing medical condition and ensure appropriate provision above the teacher to student ratios required and agreed for other students on the trip.

- To identify students eligible for the trip. Where there are fewer places available than students who wish to attend a trip then an appropriate and transparent selection process will operate.
- To ensure any accidents or near misses are correctly recorded through Medical Tracker and linked to the trip event for review and action by the EVC or Principal.

Accompanying Staff

- Staffs who accompany an academy trip will be delegated responsibilities by the group leader, including responsibility for first aid and child protection.
- Where significant numbers of students are participating in a trip, they will be organised into smaller groups in line with the agreed teacher to student ratios for that trip. Accompanying staff will be assigned to each of these groups in loco prentice.

Principal

- To approve all whole day academy trips through Evisit.
- If necessary, to withdraw a student from a trip for disciplinary reasons.
- If necessary, to ban a student from participating in any future academy trips for an appropriate and determined period of time.
- To be available to offer appropriate guidance, advice and support to the group leader in the event of an emergency, a serious breach of discipline or child protection matter emerging.
- To determine whether a student will be sent home from a trip in the event of a serious breach of discipline.

Designated Educational Visits Coordinator (EVC)

- To provide guidance and support in the use of Evisit to support the planning and delivery of a trip or fixture.
- To approve all academy trips through Evisit prior to Principal approval.
- To approve all part day visits and fixtures through Evisit in consultation with the curriculum leader / group leader.
- To be available to offer appropriate guidance, advice and support to the group leader in the event of an emergency, a serious breach of discipline or child protection matter emerging. To ensure other senior staff are informed at the earliest opportunity.
- To 'sign off' all documentation (including risk assessments) prior to departure.
- To take appropriate actions review any accidents or other events recorded by the trip leader and ensure these are documented as linked through the Medical Tracker.

Designated Child Protection/Safeguarding Officers

- To be available to offer appropriate guidance, advice and support to the group leader in the event of a child protection matter emerging.

Finance

- To support senior leaders, group leaders and other staffs to allow them to meet the costs of any essential academy trips they may need to run and receive approval for.

Date revised: This policy was last reviewed and revised in July 2026

Review date: This policy will be reviewed in July 2028