



LEICESTER TIGERS *Foundation*

Leicester Tigers Foundation Trips and Visits Policy

1. Policy Statement

The Leicester Tigers Foundation (the Foundation) is committed to ensuring the safety, well-being, and educational value of all trips and visits organized for students. This policy provides guidelines for planning, conducting, and evaluating trips and visits to ensure compliance with legal requirements and best practices.

2. Purpose and Objectives

The purpose of this policy is to:

- Ensure the safety and welfare of all students participating in trips and visits.
- Provide clear procedures for planning and conducting trips and visits.
- Promote educational and developmental benefits for students.
- Ensure that trips and visits comply with legal and Foundation requirements.

3. Scope

This policy applies to all trips and visits organized by the Foundation, including those taking place off-site, both within and outside the local area.

4. Organisation and Responsibilities

4.1 Trip Organizers

- Plan and manage trips and visits in accordance with this policy.
- Ensure all necessary risk assessments and permissions are obtained.
- Provide clear and timely information to parents, guardians, and students.

4.2 Programme Managers

- Approve all trips and visits before they are finalized.
- Ensure that trip organizers adhere to this policy and all relevant procedures.

4.3 Staff

- Follow all guidelines and procedures outlined in this policy.
- Actively participate in ensuring the safety and well-being of students during trips and visits.



LEICESTER TIGERS

Foundation

4.4 Parents and Guardians

- Provide consent for their child to participate in trips and visits.
- Ensure their child is prepared for the trip or visit and adheres to any specific requirements.

5. Planning and Approval

5.1 Trip Proposal

- All trips and visits must be proposed and approved by the Programme Manager.
- Proposals should include details such as the purpose of the trip, destination, dates, itinerary, staff involvement, and estimated costs.

5.2 Risk Assessments

- Conduct a thorough risk assessment for all trips and visits, identifying potential hazards and implementing control measures.
- Ensure risk assessments are reviewed and approved by the Programme Manager before the trip.

5.3 Permissions

- Obtain written consent from parents or guardians for students to participate in the trip or visit.
- Ensure that all necessary permissions and agreements are in place, including any required by external organizations or venues.

5.4 Staffing and Supervision

- Determine the appropriate number of staff required based on the trip's nature, duration, and number of students.
- Ensure that all staff members are adequately trained and briefed on their responsibilities.

6. Transport and Logistics

6.1 Transport Arrangements

- Ensure that transport arrangements are safe and reliable.
- Comply with the Foundation's Transport Policy and any relevant legal requirements.

6.2 Accommodation and Facilities

- Verify that accommodation and facilities meet safety and quality standards.
- Ensure that accommodation is appropriate for the age and needs of students.

7. Health and Safety



LEICESTER TIGERS

Foundation

7.1 Medical Needs

- Collect and review information on students' medical needs and ensure that appropriate arrangements are made.
- Have first aid provisions available and ensure staff are trained in first aid.

7.2 Emergency Procedures

- Establish clear emergency procedures for the trip or visit, including contact information and steps to take in case of an emergency.
- Ensure that all staff and students are aware of these procedures.

8. Conduct and Behaviour

8.1 Code of Conduct

- Provide students with clear guidelines on expected behaviour during the trip or visit.
- Ensure that staff supervise students effectively and address any issues of misconduct promptly.

8.2 Supervision Ratios

- Follow the Foundation's guidelines on staff-to-student ratios for trips and visits.
- Adjust ratios as necessary based on the trip's nature and any specific risks involved.

9. Communication and Documentation

9.1 Information to Parents/Guardians

- Provide parents and guardians with detailed information about the trip or visit, including itinerary, costs, and contact details.
- Communicate any changes or important updates promptly.

9.2 Documentation

- Keep accurate records of trip planning, risk assessments, permissions, and any incidents or issues that occur.
- Ensure that all documentation is stored securely in accordance with the Foundation's data protection policies.

10. Evaluation and Review

10.1 Post-Trip Review

- Conduct a review of each trip or visit, evaluating its success and identifying any issues or areas for improvement.
- Gather feedback from staff, students, and parents/guardians to inform future trips and visits.



LEICESTER TIGERS

Foundation

10.2 Policy Review

- This policy will be reviewed annually or sooner if required.
- Feedback from staff and other stakeholders will be considered during the review process.

11. Policy Adherence

All staff, students, and parents/guardians must adhere to this policy. Non-compliance may result in disciplinary action or exclusion from future trips and visits.

12. Contact Information

For any questions or concerns regarding this policy or specific trips and visits, please contact:

Education Manager

- Phone: 07534922582
- Email: joe.glover@tigers.co.uk