

## Educational Visits & School Trips Policy

Updated: January 2023

Next review: January 2024

### Contents:

#### [Statement of intent](#)

1. [Legal framework](#)
2. [Definitions](#)
3. [Key roles and responsibilities](#)
4. [Planning school trips](#)
5. [Risk assessment process](#)
6. [Vetting providers](#)
7. [Equal opportunities](#)
8. [Safe use of minibuses and seatbelts](#)
9. [Parental consent](#)
10. [Staffing ratios](#)
11. [Insurance and licensing](#)
12. [Accidents and incidents](#)
13. [Missing person procedure](#)
14. [Pupils with SEND](#)
15. [Finance](#)
16. [Foreign trips](#)
17. [Evaluating trips and visits](#)
18. [Monitoring and review](#)

### Appendices

[Appendix 1 – Annual Consent Form for All Educational Visits and School Trips](#)

[Appendix 2 – Consent Form for Specific Educational Visits and School Trips](#)

## **Statement of intent**

Red Rose School understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

The school, as the employer, is responsible for the health and safety of pupils, members of staff and volunteers and aims to protect them from getting hurt while out on educational visits or school trips.

Mrs Gill Makinson      Head Teacher      January 2023

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Health and Safety Policy
- Minibus Policy
- Equal Opportunities Policy

## 2. Definitions

**'In loco parentis'** means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

**'School trip'** means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

**'Residential'** means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

## 3. Key roles and responsibilities

The Proprietor in conjunction with the Head Teacher is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.

- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

The Head Teacher is responsible for:

- The day-to-day implementation and management of this policy.
- Liaising with the designated trip leader and in communicating information regarding any planned trips to parents.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the designated trip leader is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Overseeing completion of relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the designated trip leader, including a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The designated trip leader has overall responsibility for:

- Overseeing all issues and controls regarding the extra-curricular activity /trip.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of the extra-curricular activity /trip.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Organising any relevant trip training so staff and volunteers can feel confident in conducting their duties.
- Ensuring they are up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion.
- Approving all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe.

The designated trip leader in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for details including:

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose /benefits of the extra-curricular trip or activity and gaining approval from the Head Teacher.
- Completing all essential documentation for the trip including a risk assessment prior to the trip to ensure pupil and staff safety.

- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity in advance (this may be up to six weeks in advance as appropriate).
- Distributing permission slips to parents at a suitable time in advance of the trip (up to six weeks prior to the trip) and chasing up any permission slips that have not been returned within an appropriate time (this may be up to 2 weeks prior to the trip).
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities and arranging planning to other staff members who are remaining in school and would be assuming the usual role/ responsibility of the trip leader.
- Ensuring all adults on the trip are aware of their responsibilities and have the necessary DBS checks /competencies for their responsibilities.

A deputy leader will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for:

- Supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities by undertaking training.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated trip leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

Volunteers and/or carers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Participating in any relevant checks before the trip in line with the DBS Policy.
- Reading and understanding relevant policies, such as the Behaviour Policy, to enforce the Pupil Code of Conduct while on the school trip.
- Ensuring they are competent and comfortable with their delegated responsibilities by partaking in relevant training.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.
- Assisting pupils with needs during activities, e.g., escorting them to the toilets.
- Attending any relevant meetings or induction before the trip.

Pupils are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behaviour Policy with regards to this policy.

## **4. Planning school trips**

Prior to planning a school trip, the following guidance can be read in:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

When partaking in adventure trips;

- activities will always be identified at the planning stage and never added during the trip.
- the need for instructors and lifeguards for water sports will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils.

Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis.

This will be clearly communicated to parents in a letter home.

## **5. Risk assessment process**

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

## **6. Vetting providers**

When considering external providers for activities, the trip leader will check whether a provider holds the 'Learning Outside the Classroom' badge. If this badge is not held, the following checks will ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements, and presence of necessary licenses
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place

If an organisation does not meet the school's standards, alternative venues will be explored..

## **7. Equal opportunities**

As a Special school, it evaluates the suitability of a trip or visit and takes account of individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.

The school offers places on a first come, first served basis.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and, where possible, arrangements will be provided for pupils whose parents /carers may need an adapted process in paying the initial fee.

## **8. Safe use of minibuses and seatbelts**

The Site Supervisor is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax. The use of minibuses will be organised in accordance with the Minibus Policy.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances. Before driving abroad, the designated trip leader will seek guidance on which licence is required.

Drivers will supply a photocopy of their driving licence to the office and this is kept on file. A driver must inform the Head teacher if the provision on their license changes and limits their authorisation to drive the minibus.

Internal damage to the minibus is the responsibility of the individual using the minibus. The school will decide who is responsible for covering the cost of any repairs. The minibus will carry strictly one person per seat and seatbelts must be worn at all times.

Any potential risks, defects or damage identified, will be reported upon return to the school. The following staff members currently hold the required licence and have completed specific training to drive the school minibus:

<u><b>Mr Jackson</b></u>
<u><b>Mr Kennerley</b></u>
<u><b>Mrs Watts</b></u>
<u><b>Mrs Cookson</b></u>
<u><b>Mrs Gaskell</b></u>

## **9. Parental consent**

Parental consent is not generally required for local off-site activities that take place during school hours.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

Parents may complete an **annual** consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time during the school day.

Separate consent will be sought for trips which require payment. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

## **10. Staffing ratios**

There will be sufficient staff to cope in an emergency and generally. Staff ratios are as follows, but in the case of a low-risk group of pupils on a day trip visit, may differ from the ratios given below. Our staff to pupil ratios are as follows:

- Abroad: **1:3**
- Other residential: **1:3**
- High risk: **1:2**
- Day trip visits: **1:4**

## **11. Insurance and licensing**

When planning activities of an adventurous nature in the UK, the designated trip leader will check that the provider of the activity holds a current licence.



Insurance will be organised for trips that are not covered by the school insurance, to ensure adequate protection and medical cover is in place. Parents will be informed of specific insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in the school office.

## **12. Accidents and incidents**

- a) In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.
- b) In the case of accidents and injuries while on a school trip abroad:
  - Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
  - The first point of contact within the UK will be the Head Teacher who will contact the family of the injured person.
  - Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
  - The British Embassy/Consulate will be informed.
  - The insurer will be notified.

The Head Teacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the Head Teacher or, if they are not available, the school administrator.

Staff will ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils are easily identifiable, they must wear the school polo shirts or other school clothing bearing the school logo. Failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

## **13. Missing person procedure**

The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, thorough risk assessments are undertaken in accordance with [section 5](#) of this policy. The designated trip leader will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting. He /she will ensure that the visit is adequately modified to suit pupils' SEND needs.

Everyone on the trip will be provided with a contact list for all members of staff, in the event they are unable to locate their group.

All staff members and pupils will be required to carry mobile phones with them at all times. If a pupil is not carrying a mobile phone, they will be paired with a staff member who has a mobile phone.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Pupils and staff will wear school branded clothing, in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the trip leader will contact the Head Teacher, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the designated trip leader will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the designated trip coordinator to ensure similar incidents can be avoided in the future.

## **Pupils with SEND**

Where a specific trip cannot be adapted for a pupil with SEND, alternative arrangements will be made that has equal educational value for the pupil. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

## **14. Finance**

The school will only charge an amount to cover reasonable costs for trips. There will not normally be a charge for trips that are:

- Part of a syllabus for an exam that the pupil is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Head Teacher's discretion as to whether a refund is given to parents. The Head Teacher will consult the proprietor on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip or it is necessary to cancel a pupil's place due to a disclosure regarding their personal safety, it is at the Head Teacher's discretion as to whether a refund is given to parents. The Head Teacher will consult the proprietor on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else.

Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £2 per pupil. Any excess of expenditure will be subsidised by the school.

## **15. Foreign trips**

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports and visa requirements will be dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip the designated trip leader will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff will take guidance on vigilance regarding suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.

At least one member of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

## **16. Evaluating trips and visits**

Following an educational trip and/or visit, the designated trip leader will meet with any staff members present on the trip to assess the success of the trip in respect of both designated value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

## **17. Monitoring and review**

The effectiveness of this policy will be monitored by the Head Teacher. The Proprietor and Head Teacher will review this policy annually.

## Annual consent form for all designated visits and school trips

Please sign and date the form below if you are happy to give consent for your child,

\_\_\_\_\_,

- a) To take part in school trips and other activities that take place outside school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

### Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
  - All visits, including residential trips, which take place during the holidays or over a weekend.
  - Adventure activities at any time.
  - Off-site activities that start or end outside the school day.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
- Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form.

### Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....  
.....

**Signed**..... **Date**.....

## Consent form for specific designated visits and school trips

Designated visits consent form			
<b>Pupil details</b>		<b>Visit details</b>	
Name:		Destination:	
Year group:		Date:	
Date of birth:		Time:	
Home telephone number:		I acknowledge the need for my child to behave responsibly <input type="checkbox"/>	
Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. <b>All information will be treated in confidence.</b>			
When did your child last have a tetanus injection?			
If your child is taking medication, please give details, including whether it can be self-administered:			
Is your child allergic to any medication? YES/NO. If yes, please specify:			
Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:			
Family doctor:		Telephone number:	
Address:			
I am happy to let my son/daughter make their own way home <input type="checkbox"/>			
I will collect my son/daughter at _____ from _____ <input type="checkbox"/>			

I give permission for my child to participate in the above school visit and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by **the school's liability insurance**, and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's name in BLOCK capitals:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Please give an alternative contact name and telephone number in case we cannot reach you in an emergency:

**Emergency contact one**

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

**Emergency contact two**

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_