



Educational Visits and School Trips Policy

Signed by:

Mrs N Hall

Headteacher

Date: October 2024

Mr D Hall

Chair of governors

Date: October 2024

Contents:

Statement of intent

1. [Legal framework](#)
2. [Definitions](#)
3. [Roles and responsibilities](#)
4. [Planning school trips](#)
5. [Risk assessment process](#)
6. [Vetting providers](#)
7. [Equal opportunities](#)
8. [Transport](#)
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. [Trips abroad](#)
17. [Evaluating trips and visits](#)
18. [Monitoring and review](#)

Appendices

- a. [Annual Consent Form for all Educational Visits and School Trips](#)
- b. [Consent Form for Specific Educational Visits and School Trips](#)

Statement of intent

Mulbarton Primary 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.

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'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- DBS 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, 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. Roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them life skills and providing new experiences.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an Evolve coordinator, liaising with the LA as necessary. Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the lead teacher for the trip is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The Headteacher, with delegation to appointed trip leader and Evolve coordinator are responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- In liaison with the school administration team, will oversee the planning of the educational trip, by ensuring all essential documentation, including risk assessments created by the Evolve coordinator, is up to date and appropriate for completion.

The designated trip leader, generally a class teacher, selected to be 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:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the Headteacher.
- Undertaking any relevant training or courses which are arranged by the Headteacher.
- Completing all essential documentation for the trip and ensuring it has been approved by the Headteacher.
- In conjunction with the Evolve coordinator, conduct a risk assessment prior to school trips and educational visits 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 a timely manner in advance and distributing consent forms.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

The designated deputy leader supports the designated trip leader and 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, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

4. Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- 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 in conjunction with the Evolve coordinator 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 considered as part of the risk assessment prior to the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account.

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 location which can cater for all pupils. The rationale for allocation of places will be clearly communicated to parents. This may include being on a first come, first served basis.

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 Headteacher and Evolve coordinator will check whether they hold appropriate certification.

In conjunction with the Headteacher, the school administration team and the Evolve coordinator will check the following to ensure they are a suitable organisation to work with:

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

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

7. Equal opportunities

The school promotes values of equality and does not discriminate against any 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. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Pupil Equality, Equity, Diversity and Inclusion Policy.

Due to the popularity of some extra-curricular trips and activities, the school may offer places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

Where appropriate, 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 help will be provided where possible for pupils who cannot afford the initial fee.

8. Parental consent

Written consent is usually required for all off-site activities other than those that take place within the village setting. In some exceptional circumstances, verbal permission will be acceptable.

9. Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Mulbarton Primary School's adult: pupil ratios are determined by the nature of each trip and the cohort attending. Ratios will be approved by the headteacher and the Local Authority via Evole.

10. Insurance and licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any 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.

11. Accidents and incidents

In the case of accidents and injuries while on a school trip, the school's accident reporting process will begin, as detailed in the Health and Safety Policy and the critical incidents and trauma management in schools 2023-2024 document.

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

Media enquiries will be referred to the Headteacher or, if they are not available, the deputy headteacher or the clerk to governors.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to 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. 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 their school uniform, unless the nature of the trip deems that the children are required to wear specific clothing.

12. Missing person procedure

The school places pupil and staff safety as its top priority when participating in school trips.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The lead teacher and Evolve coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the SENDCO will ensure that the visit is adequately modified to suit the pupil's needs in accordance with this policy. Eg: the pupil will be accompanied by an additional adult. All necessary adjustments are included on the risk assessment.

All adults on the trip will be provided with a contact sheet. All staff members will be required to carry mobile phones with them at all times.

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 their school uniform, in order to make them easily identifiable. (Unless the nature of the trip deems that specific clothing must be worn.)

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:

- 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 will be contacted.
- If the police are called, the trip leader will contact the headteacher, 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, 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 ensure similar incidents can be avoided in the future
- Ensure the Headteacher is fully briefed upon return to school.

13. Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENDCO will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. If appropriate, pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit if appropriate.

14. Finance

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the governing board 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, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher may consult the governing board 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 £5 per pupil. Any excess of expenditure will be subsidised by the school fund.

15. Evaluating trips and visits

Following an educational trip, the designated trip leader will meet with any staff members present on the trip to assess the success of the trip.

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

16. Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy annually. The scheduled review date for this policy is October 2025.

Appendix A

Examples of medical and consent forms.

