



Policy last reviewed	September 2022
Next review	September 2023
Initiated by:	Headteacher
Reviewed by	Headteacher

EDUCATIONAL TRIPS AND VISITS POLICY

This policy is applicable to all those involved in the organisation of educational visits and is relevant to the whole school, including EYFS

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Appendix A - Educational Trips & Visits Pre-Planning Document

1.0 INTRODUCTION

The purpose of this policy is to give clear advice to staff so that any organised trip complies with current Health and Safety Regulations and that all reasonable steps have been taken in the planning and running of a trip to ensure that all those on the trip remain as safe as is practicably possible. Trips are seen as a vital part of pupil development. Pupils can derive a great deal of educational benefit from taking part in visits and experiences which would otherwise be unavailable to them in their classroom.

In terms of this policy, Trips does not cover events that are part of the curriculum and take place during the school day, e.g., swimming lessons/Lifeskills/Sports Fixtures. **EYFS** trips are different; consent in writing is needed for all events. **EYFS** children must always be



accompanied by a member of staff with a relevant current First Aid certificate. The School Office keeps a list. Parents should be informed if their child is off site and of any extra safety measures needed, but no written consent is required for participation.

2.0 LEGAL RESPONSIBILITIES

The Headteacher and Trustees responsibility is to ensure that school trips comply with school regulations. The Headteacher should approve each trip and the Trustees are deemed to have passed this responsibility to the Headteacher, in the day to day running of the school. When the Headteacher has given their permission, the responsibility for the smooth running of the trip is deemed to be delegated to the trip organiser who should be a salaried member of the teaching staff. The overall responsibility of the Headteacher is to ensure that all activities are properly planned and supervised. Pupils' safety is paramount and a trip, even though it will cause disappointment, should not take place if there is a risk to pupils.

3.0 CONSULTATION

- An Educational Trip & Visit Pre-Planning form should be completed (available on Google drive/Team/School Trips & Visit Planning)
- All trips should be authorised by the Headteacher prior to detailed planning, putting in the diary and risk assessment.
- The Headteacher or Bursar must also authorise the total cost of a trip to ensure that it is within a reasonable budget. A full costing of a trip should be done before any letters go out to parents or any authorisation is given to external providers.
- Parents must be informed by letter or email providing full information about the trip including, but not limited to location, duration, associated costs, departure and arrival times, eating arrangements and clothing requirements; together with a consent form and this should be returned in all cases, before the trip is undertaken.

4.0 RISK ASSESSMENT

- Part of the planning and preparation of a trip is the risk assessment which must be carried out by the group leader. An assessment should be made of all aspects of a trip which could incur a risk. An action plan of what to do in the case of an emergency must be prepared in advance of the trip taking place.
- The risk assessment should be based on the following considerations:
 - i) What are the hazards?
 - ii) Who might be affected by them?
 - iii) What safety measures need to be in place to reduce the risk to an acceptable level?
 - iv) Can the group leader put the safety measures in place?
 - v) What steps will be taken in an emergency?
- A copy of the risk assessment template can be downloaded from the 'Google Drive/Team/Risk Assessment template.' Generic Risk Assessments are available, but these should be amended to make them specific to the activity, age, group type and individual children.
- The group leader should complete the Risk Assessment form and give a copy to the Headteacher or Bursar for approval before the visit. Copies should also be given to all teachers on the trip and information from the risk assessments shared appropriately with any volunteers accompanying the trip, including details of the measures they



should take to avoid or reduce the risks.

- Frequent visits, for example, to the local swimming pool for pupils' lessons, do not need a risk assessment every time. A generic assessment of the risk involved in such visits will be made at the start of each year/or when a child joins school.

5.0 RESPONSIBILITIES FOR VISITS

- Teachers and other Staff in charge of pupils have a common law duty to act as any reasonably prudent parent would do in the same circumstances. Only salaried school staff may be involved in any intimate care of children, e.g., toileting, changing clothes, etc. All parental consents for intimate care should be checked in advance.
- The Trustees must assess proposals for certain types of visits, which may include visits involving overnight stay or travel outside the UK.
- The Headteacher or Bursar should ensure that the visits comply with the school's own health and safety policy and that the group leader is competent to monitor the risks throughout the visit.
- One person should be designated as the group leader and they will have overall responsibility for the supervision and conduct of all parties involved in the visit and should have regard for the health and safety of the group. For overnight trips, a deputy group leader will be designated in order to provide relevant support to the group leader and allocated pupils to their care. All pupils and supporting staff or volunteers should be notified of who the leaders are.

6.0 SCHOOL STAFF RESPONSIBILITIES

- Pupils are the staff's responsibility throughout the entire journey and visit and the health and safety of pupils must be safeguarded. It is the responsibility of the staff to maintain good order and behaviour.
- Where a residential trip involves boys and girls staying overnight, there must be male and female staff accompanying the group. This will not always be necessary on non-residential visits but should be taken into consideration where possible.
- All trips must be insured, and it is the group leader's responsibility to check that the insurance is appropriate to the trip undertaken and approved by the Bursar. If necessary, the advice of the school's Insurance company will be sought if there are any queries.
- For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone with a pupil wherever possible.
- It is the group leader's responsibility to ensure that all participants within the group are clear about the intended learning objectives of the visit and expectations for behaviour and health and safety related matters.

7.0 ADULT HELPERS

- A parent helper or adult volunteer accompanying a trip must be fully briefed and accept the normal common law duty to "ACT AS A RESPONSIBLE PARENT" towards the children. Only school staff may be involved in any intimate care of children, e.g., toileting, changing clothes, etc. Staff must be mindful of this when considering which adults are to accompany the trip. School staff and support staff should be used where possible.
- Consideration must be made, before approaching a parent, of their expected role on the visit and their suitability to fulfil this. Parents should be fully briefed, and clear



expectations set in advance.

- If parents accompany a group which contains their own child, where possible, the adult should be placed with a group that does not include their child.
- The parent or adult volunteer must be checked as a suitable person through the Disclosure and Barring Service (DBS) or suitably risk assessed in addition to the risk assessment for the trip itself. (See the Bursar)
- All adult members of the group should have a copy of the Risk Assessment and a full list of the children and their allocated supervisory role.
- If parents are expected to help complete written tasks or focus on particular aspects of a visit, they must be briefed in sufficient time for them to understand the task and undertake any relevant reading.
- Parent helpers/adult volunteers should be seen to act with the teachers, but the teachers will have the overall responsibility for the trip in all cases.

8.0 ADULT: PUPIL RATIO

- The ratio used should depend on the number of pupils involved and the appropriate experience of the staff.
- The responsibility of the ratio is delegated to the group leader. Ratios should be signed off by the Bursar or Headteacher.
- As a generic guideline the following ratios would be appropriate, but group leaders should assess the risks and consider an appropriate safe supervision level for their particular group and the activity.

Nursery and Reception	-	Ratio of 1:5
Prep	-	Ratio of 1:6
Pre-Prep	-	Ratio of 1:10
Trips abroad	-	Ratio of 1:8

- The ratio used should be checked with the insurance policy and, if in doubt, take more staff, so that a crisis, if it should arise, can be effectively manned and the health and safety of all the pupils is not put at risk.

9.0 HEAD COUNTS

- Whatever the length and nature of the visit, regular 'head counting' of pupils should take place, particularly before leaving any venue or moving between areas of the venue.
- All supervisors should carry a list of pupils in each group and a list of adults involved in the visit at all times.
- The group leader should establish rendezvous points and brief pupils on what to do if they become separated from the group.

10.0 DRESS

- School uniform is generally worn as it is easily identifiable. Other identifiable items could be used if the group leaders deem necessary.
- In some circumstances appropriate home clothes may be worn. This will be communicated by the group leader.



11.0 EMERGENCY PROCEDURES

- In case of an emergency the group leader would usually take charge and would need to ensure that emergency procedures are in place and that back up cover is arranged. In the event that the group leader is not capable of taking charge, the deputy group leader should take charge. Any concerns should be directed to the Headteacher, Bursar or if either are not available, a member of the SLT at school immediately.
- In the case of residential and overseas visits, a pre-arranged **school emergency contact (SEC)** (normally the Headteacher or a member of SLT) must be appointed. This person's main role is to link the group with the school and parents and to provide assistance where necessary. The named person should have all the essential information about the visit and they should keep this with them at school and at home.
- The school duty phone should be taken on all trips.

11.1 Day Trips

- Contact the school reception immediately on 01246 278522. The call should be put through to the named school contact or Headteacher.
- Arrangements should be in place if the trip has to be abandoned and pupils need to be returned to school.
- The school duty phone should be taken by the party leader.

11.2 Residential/Overnight Trips.

- In the case of such trips, the actual distance from school should be considered.
- During the school day, the first point of contact is the school office who will inform the Headteacher or a member of SLT. If the contact is out of normal school hours, inform the named SEC immediately or any of the Senior Leadership Team. Their numbers should be included in the trip pack. Relief and replacement staff, who they are and how many are available should have been planned beforehand in the event that a member of staff has to leave the 'residential team.'
- The school duty phone should be taken by the party leader.

Prior to the visit, the name and contact telephone numbers of a SEC should be identified. It is advisable to arrange a second SEC as a reserve. Contact lines may become busy in the event of an incident and in that case alternative numbers to ring would be useful.

The main factors for the SEC to consider include:

- Ensuring that the group leader is in control of the emergency and establishing if any help is needed from the school base.
- Consider implementing the school's 'Critical Incident Policy' in conjunction with the Headteacher and / or Bursar.
- Contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The SEC should act as a link between the group and the parents. Parents should be kept well informed as possible at all stages of the emergency.

11.3 Main Factors for Consideration During and Emergency Situation

If an emergency occurs during a school visit the main factors to consider are:

- Establish the nature and extent of the emergency as quickly as possible
- Ensure that all the group are safe and looked after
- Establish the names of any casualties and get immediate medical attention for



them

- Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedure
- Ensure that a teacher accompanies casualties to hospital (if required) and that the rest of the group are adequately supervised at all times and kept together
- Notify the police if necessary
- Notify the British Embassy/Consulate if an emergency occurs abroad
- Inform the Headteacher or the SEC. The school contact number should be accessible at all times during the visit.
- Details of the incident to pass on to the school should include:
 - Nature, date and time of incident
 - Location of incident
 - Names of casualties and details of their injuries
 - Names of others involved so that their parents can be reassured
 - Action taken so far
 - Action yet to be taken and by whom
- Notify insurers, especially if medical assistance is required. This may be done through the school home contact
- Notify the provider/tour operator. This may be done through the school home contact
- Ascertain telephone numbers for future calls (do not rely on mobile telephones as they can be subject to technical difficulty).
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- Complete an accident report form as soon as possible
- **No-one in the group should speak to the media.** Media enquiries should be referred to a designated media contact within the Crisis Management Team.
- On return to school a full written report of the emergency should be made and given to the Headteacher and Chair of Trustees within 24 hours if practicable

12.0 TRANSPORT

- The group leader should give careful thought to planning transport and the type of vehicle required.
- Coaches should be booked through the school office.
- If a school minibus is to be used, **TWO** adults should be present (one being the driver) on each bus.
- The driver is responsible for the vehicle during the visit.
- The driver of the minibus must be a SPSP employee with the relevant driving permit/driving licence/driver vehicle training.
- The group leader should consider the level of supervision on the bus as part of the risk assessment.
- If children are required to travel in a member of staff's car, parental permission must be sought beforehand and a child must not travel on their own with an adult member of staff.
- Children must only be transported by a member of staff to a school visit, unless for special circumstances where a parent transports their own child.

12.1 Mechanical Problems

- If the problem is mechanical, and in the case of the minibus breaking down, call the breakdown contact number displayed in the minibus. The Business Manager should be informed immediately.



- If the problem is with a hired bus, the company will have its own procedures, and this should be part of the planning of a trip. The group leader should understand what happens when a mechanical fault is detected and affects the trip. The Business Manager should be informed immediately.

13.0 RESIDENTIAL OR AWAY DAY ADVENTURE ACTIVITIES

- This area should heed all the above procedures and, in addition, the leader should check that the provider of the outdoor activity or residential activity has a current licence from the Adventure Activities Licensing Regulations (2004) if the activity involves caving, climbing, trekking, skiing or water sports, plus all relevant DBS checks for staff are in place.
- An inspection trip should be made by staff before the trip is undertaken.
- The leader must inform the Activity instructors of any medical and behavioural problems before the trip commences. In the case of medical problems confidentiality must be maintained.
- The group leader should not permit any activity that has not been pre-arranged or any activity that he/she is unhappy with in respect to a possible unforeseen risk to health and safety.
- Careful plans must also be made for any “free time” and for overnight supervision. The free time element should be assessed in the overall Risk Assessment.
- Someone must be ‘on duty’ at all times and the pupils must be aware of who it is and how to contact them in case of an accident/emergency.
- Accommodation should be inspected, and attention paid to fire exits, alarm systems and **evacuation procedures** and the pupils must be made aware of these.
- Security of the building and site should also be a concern and inspected beforehand.
- Appropriate insurance cover is essential. The trip organiser should ensure that the company has the necessary cover and a copy of their insurance certificate is obtained in advance.

14.0 PREPARATION INFORMATION FOR ORGANISING A SCHOOL TRIP

(See Education Trips & Visits Pre-Planning Document)

It is impossible to overstate the significance to the success and safety of a school trip of careful preparation. Successful safety planning depends largely on the group leader being able to foresee all the dangers and difficulties which could arise and making plans to avoid them. Planning will also enhance the educational value of the trip and ensure its aims are achieved. The ability to identify potential dangers requires knowledge of the area that is to be visited and of each of the children being taken there. The group leader needs to know not only which children require special attention but also which of them can be given responsibility or trusted to use initiative. Part of the planning should deal with what happens when things go wrong. An emergency procedure is vital and is just as important in activities not so readily identified as being hazardous. Repeat visits each year require a full review of any existing risk assessments even when the group leader stays the same. Preparation is not just a chore; the safety and success of the whole trip depends on it. Advance planning could reveal that to allow a particular activity on the trip could expose the children to an unacceptable level of risk. To have to alter the itinerary is sometimes the only proper and responsible decision.



15.0 FARM VISITS

Group leaders should check the provision at the farm to ensure that:

- Eating areas are separate from those where there is any contact with animals
- There are adequate clean and well-maintained washing facilities
- There is clear information for visitors on the risks and the precautions to take.

Ensure that:

- There is adequately trained adult supervision whenever children can come into contact with animals and need to wash their hands
- All children wash their hands thoroughly immediately after touching animals and before eating or drinking
- Footwear is cleaned (if required) and hands are washed on leaving the farm.

Never let pupils:

- Place their faces against the animals
- Put their hands in their own mouth after touching or feeding the animals
- Eat or drink while going around the farm
- Eat or drink until they have washed their hands
- Sample any animal foodstuffs
- Drink from farm taps (other than in designated public facilities)
- Touch animal droppings
- Play in any areas that are out of bounds.

16.0 FIRST AID

- First aid provision should always form part of the risk assessment of any visit.
- There must be at least one suitably qualified first aid person. If a trip involves Early Years children, a member of staff must have a Paediatric First Aid qualification. All members of the party, including children, should be aware of who this is.
- A suitably stocked first aid kit must be taken and the member of staff responsible should be aware of any children who have specific needs.
- All asthma inhalers / epi-pens and other prescribed medicines should be clearly labelled with the child's name, year group, dosage requirements, instructions for use. All staff administering any medicines must complete an 'administering of medicines' form and return to the allocated administrator of medicines file (located securely in the kitchen area) upon return to school. All administering of medicines must be witnessed and signed accordingly.

17.0 VISITS ABROAD

All of the advice within this policy applies to visits abroad, but there are additional factors which also need to be considered.

- Before using a tour operator, the group leader should ensure that they are reputable. Ascertaining this should form part of the risk assessment.
- If possible, an exploratory visit to the location should always be made. If this is not possible then the group leader must gather as much information as possible on the area and facilities to be visited and carry out a virtual tour if possible.
- A minimum ratio of 1:8 should be observed, but there must always be enough adults in the group to cover an emergency.
- The group leader should ensure that all members of the group have valid passports and visas in the early stages of planning the trip.
- Photocopies of the group's passports should be taken for emergency use.



- Pupils other than EU nationals may need to use separate passport control channels from the rest of the group. This should always be checked in advance.
- For travel in European countries a 'UK Global Health Insurance Card - GHIC' must be obtained by the child's parents and is the certificate of entitlement to free or reduced cost medical treatment.
- One of the adults within the group should be able to speak and read the language of the visited country, or at least know enough to hold a basic conversation and know what to say in an emergency.
- Many health problems of pupils on longer visits are caused by lack of food, liquid or sleep. The group leader should take this into account at the planning stage and take measures for preventing these risks.
- A nominated member of staff should be the 'UK contact.' They will have a valid passport and be on call to go to the area being visited in order to provide support to the group in the event of an emergency.
- When travelling by air, the group leader should resist any attempt by the airline to split the group between different aircraft.
- A check list of relevant paperwork which should be taken by the group leader and a copy of the information should be retained at school.

18.0 STORAGE OF DATA

For all trips, the trip organiser/group leader is to keep together in a folder all pupil personal information, such as emergency contacts and medical information. On return, the trip organiser/group leader is to ensure that all personal documentation is destroyed when the trip returns. The trip leader is responsible for ensuring the security of this data and should report any loss immediately to the Headteacher or School Business Manager.

For trips abroad, the staff accompanying the trip are responsible looking after the pupils' passports and other personal documentation. Photocopies of passports and other documentation are kept in school and destroyed when the trip returns.

19.0 INSURANCE COVER

Copies of the insurance documents can be obtained from the Business Manager and the group leader should be responsible for obtaining a copy before the trip.

Insurance group: The school has Public and Employee Liability Insurance together with Pupil Personal Accident insurance which covers pupils during both UK and Overseas trips. For travel overseas the school will take out additional travel insurance cover as required. Please see the Business Manager for information.



Education Trips / Visits Planning Form

Nature of / reason for Trip:

Name of Trip Organiser:

Venue Name & Address:

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Year Group(s) involved:

Proposed Date(s):

Departure Time (from School):

Return Time (to School):

Number of staff required:

Is transport required *(please tick)*?

1 x School Minibus (no driver)

1 x School Minibus + 1 Driver

2 x School Minibus + 2 Drivers

External transport *(Provide details below):*

.....

Costs *(Give full details of all costs e.g., entry tickets, transport, catering, fuel, sundries such as ice creams etc.)*

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Are all costs to be pre-paid? Yes No *(please tick)*

If NO, amount of pre-payment deposit required & date due:

Amount and date the remaining balance is due:

Has the School Calendar been updated? Yes No *(please tick)*

Have relevant parent comms been drafted? Yes No *(please tick)*

Have you completed a risk assessment? Yes No *(please tick)*

Have you obtained copies of relevant documentation e.g., insurance certificates, driver/staff DBS certificates, instructor qualifications, external risk assessments, external transport mechanical failure procedures, fire evacuation procedures for residential etc.

Yes No *(please tick)*

Have you written an emergency procedure? Yes No *(please tick)*

