


Educational Visits and School Trips Policy



PHILIP MORANT SCHOOL & COLLEGE

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Statement of intent

Philip Morant School & College 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 is mindful that all students, regardless of parents/carers' financial circumstances, should be able to benefit from such opportunities and will make decisions regarding the provision of visits and trips with this stipulation in mind.

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

- 1.1. This policy has been created with regard to relevant legislation including, but not limited to:
 - The Health and Safety at Work etc. Act 1974
- 1.2. This policy has also been created with due regard to the following guidance:
 - 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'
 - OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom.
- 1.3. This policy should be used in conjunction with the following school policies:
 - **Complaints Procedures Policy**
 - **Behaviour for Learning Policy**
 - **Critical Incident Policy**
 - **Health and Safety Policy**
 - **Charging and Remissions Policy**
 - **Minibus Policy** (when published)

2. Definitions

- 2.1. '**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.
- 2.2. '**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.
- 2.3. '**Residential**' means any school trip which includes an overnight stay.
- 2.4. Activities of an '**adventurous nature**' include, but are not limited to, the following:
 - Trekking
 - Caving
 - Skiing
 - Water sports
 - Climbing

3. Key roles and responsibilities

- 3.1. The governing board 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/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.

3.2. The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator.
- Liaising with the educational visits coordinator and ensuring that information regarding any planned trips is communicated to parents.
- 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 educational visits coordinator is competent to oversee the coordination of off-site education, and arranging for training to be undertaken as necessary.
- Ensuring that relevant paperwork is completed, 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 educational visits coordinator, 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.
- *DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 8)*

3.3. The educational visits coordinator (EVC) has overall responsibility 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.
- 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.
- Ensuring that risk assessments have been conducted prior to school trips and educational visits to ensure pupil and staff safety.
- Ensuring that an itinerary has been created prior to an educational visit or school trip and that it has been distributed to parents and staff to ensure the day is well organised and safe.
- Ensuring that an appropriate member of staff has been appointed to be the designated leader of the trip.
- Ensuring that any problems are raised in a meeting with the governing board.
- *DfE guidance* : [Health & Safety on Educational Visits](#) (Nov 2018 Section 8)

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

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher and EVC.
- Completing all essential documentation for the trip, including a risk assessment, with the EVC/headteacher. (www.oeapng.info 4.3g Risk management - what to record and how)
- Informing parents of the proposed extra-curricular trip or activity **six weeks** in advance of the trip. *DfE guidance* : [Health & Safety on Educational Visits](#) (Nov 2018 Section 2)
- Distributing permission slips to parents **six weeks** prior to the trip and chasing up any permission slips that have not been returned **two weeks** prior to the trip. (www.oeapng.info 4.3d Parental Consent)
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members on the school trip.
- 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.
- OEAP national guidance: www.oeapng.info 4.4k Visit or Activity Leader

3.5. Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

- Liaising with the designated 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.

3.6. 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 for Learning Policy with regards to this policy.

4. Training of staff

- 4.1. Staff who are leading or accompanying a trip or visit will receive 'Trip Training' based on the contents of this policy.
- 4.2. Trip leaders will be required to complete the Handsam 'Planning Safe Visits' eTraining module.
- 4.3. Staff will receive regular and ongoing training as part of their CPD.

5. Planning school trips

- 5.1. 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'
- 5.2. A thorough risk assessment will be conducted by the designated trip leader and must be approved by the educational visits coordinator, during the planning of the trip, to ensure pupil and staff safety.
- 5.3. Adventure activities will always be identified at the planning stage and never added during the trip.
- 5.4. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.
- 5.5. Criteria for eligibility for places on trips will be clearly communicated to students and parents. For example, sporting trips will give priority to students who belong to the relevant school team, House trips will give priority to students who belong to the given House.

- 5.6. If there are more applications than places available and all discussions have taken place on the viability of increase capacity, places will be allocated by ballot (“names out of a hat”) to be drawn in the trip closing day. A record will be kept of all students who are unsuccessful in this ballot and the school will ensure that they get preferential treatment in the next similar activity where this occurs.

6. Risk assessment process

- 6.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 6.2. The individuals (usually trip leader and EVC) carrying out the risk assessment process will collectively have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.
- 6.3. 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
- 6.4. A generalised risk assessment form is available via the Sigma Handsam portal (to which relevant staff have access) – it may be appropriate to use a trip specific risk assessments depending on the potential risks of the trip, eg. for adventurous activities (see Section 18).
- 6.5. Risk assessments (whatever their source) must be up-to-date, tailored to the needs of the given trip and reviewed by the Trip Leader in light of current circumstances.

7. Vetting providers

- 7.1. When considering external providers for activities, the educational visits coordinator will check whether they hold the ‘Learning Outside the Classroom Quality Badge’ to indicate they meet nationally recognised standards.
- 7.2. If a provider does not hold the badge, the educational visits 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

7.3. If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for.

7.4. If an organisation does not meet the school's standards, they will not be considered.

OEAP national guidance: www.oeapng.info 4.4h Using External Providers and Facilities

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 3)

8. Equal opportunities

8.1. The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip.

8.2. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.

8.3. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's approach to equal opportunities.

8.4. Due to the popularity of some extra-curricular trips and activities, the school offers places based on criteria relevant to given trip, with places allocated by ballot ("names out of a hat") where oversubscribed..

8.5. 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.

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

8.7. For school trips that require additional payment, the fee will be reasonable and help may be provided in line with the Trust's Charging and Remissions Policy.

9. Safe use of minibuses and seatbelts

9.1. If the school's own minibus is used, the Minibus Policy must be followed as well as the points below. (At the time of writing, the school has no minibus, and the guidance below therefore stands alone.)

9.2. Before driving abroad, the educational visits coordinator will contact the LA for guidance on which licence is required.

9.3. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.

9.4. The minibus will carry strictly one person per seat and seatbelts must be worn at all times.

9.5. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

- 9.6. Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.
- 9.7. The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus:

Clare Bramwell*	Gareth Howard
Claire Calvert*	Louise Machin
Mick Garwood*	Ray McGuinness
Vanessa Merrall*	Paul Norman
Lorna Rowbottom*	Jayne Sheeran
Mark Dean	Denise Stretch

* support staff

10. Parental consent

- 10.1. Parental consent is not generally required for off-site activities that take place during school hours.
- 10.2. Written consent is required for:
- Activities of an adventurous nature.
 - Residential trips.
 - Foreign trips.
 - Trips outside of school hours.
- 10.3. Separate consent will be sought for trips which require payment.
- 10.4. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

11. Staffing ratios

- 11.1. There will be sufficient staff to cope in an emergency and generally. Our default staff to pupil ratios is : 2 members of staff for the first 20 students, plus 1 additional member of staff for each additional 15 students (or part thereof).
- 11.2. The appropriate staffing ratio will be agreed by the EVC/Headteacher with the Trip Leader, taking into consideration the nature of the activity/activities and the students involved and any additional pertinent factors.

12. Insurance and licensing

- 12.1. 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. The EVC will confirm that this has been done.
- 12.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place.
- 12.3. Parents will be informed of the limits of any insurance cover.
- 12.4. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 12.5. Medical expenses will be recorded and stored in the school office.

OEAP national guidance: www.oeapng.info 4.3d Parental Consent

13. Accidents and incidents

- 13.1. 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.
- 13.2. 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 headteacher 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.
- 13.3. The **headteacher** will keep written records of any incidents, accidents and near misses.
- 13.4. Media enquiries will be referred to the **headteacher** or, if they are not available, the **deputy headteacher or the clerk to governors**.
- 13.5. Staff will use guidance as set out in the **Critical Incident Policy**, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.

OEAP national guidance: www.oeapng.info 4.1a Off Site Visit Emergencies: The Employer's Role

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 6)

- 13.6. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- 13.7. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels.

- 13.8. 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.
- 13.9. To ensure pupils are easily identifiable, as appropriate to the trip/visit, students will be required to wear school uniform, a trip hoodie or T-shirt, a lanyard, badge or other identifying item.

14. Missing person procedure

- 14.1. The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.
- 14.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with [section six](#) of this policy.
- 14.3. The designated trip leader will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.
- 14.4. When travelling with a pupil with SEND, the educational visits coordinator (working with the trip leader) will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with [section 15](#) of this policy.
- 14.5. Everyone on the trip will be provided with a contact numbers for trip staff, in the event they are unable to locate their group.
- 14.6. All staff members and pupils will be required to carry mobile phones with them at all times. If a pupil doesn't own a mobile phone, they will be paired up with a pupil who has a mobile phone.
- 14.7. Upon arriving at every venue, the trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group.
- 14.8. Pupils (and staff) will wear school branded clothing, in accordance with point [13.9](#), in order to make them easily identifiable.
- 14.9. Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.
- 14.10. In the event someone goes missing whilst on a school trip domestically or abroad:
- The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
 - The 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 **headteacher**, or other available person, back at the school and inform them of what has happened.

- 14.11. 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.
- 14.12. 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 educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.
- 14.13. 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 educational visits coordinator to ensure similar incidents can be avoided in the future.

15. Pupils with SEND

- 15.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part.
- 15.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.
- 15.3. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.
- 15.4.

16. Finance

- 16.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.
- 16.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:
- Part of the national curriculum.
 - Part of a syllabus for an examination that the pupil is being prepared for at the school.
 - Part of religious education.
- 16.3. Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.
- 16.4. 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.

- 16.5. 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.
- 16.6. 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 will take 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.
- 16.7. 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.
- 16.8. The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 16.9. 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.
- 16.10. 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 £1 per pupil.
- 16.11. Any excess of expenditure will be subsidised by the school fund.

OEAP national guidance: www.oeapng.info 3.2c Charging for school activities

17. Foreign trips

- 17.1. 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.
- 17.2. 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.
- 17.3. 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.
- 17.4. Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad.
- 17.5. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.
- 17.6. 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.
- 17.7. Staff will endeavour to check the local situation at the start of each day of the trip (eg. via local news/operators/guides), to ensure their planned activities are safe to go ahead.
- 17.8. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

- 17.9. 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.
- 17.10. 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 in the same manner as [paragraph 7.2](#) prior to agreeing to use the provider.

18. Adventurous Activities

- 18.1. In addition to the provisions outlined above, where the activity is of an adventurous nature (as defined in section 2.4), specific risk assessment of those activities must be undertaken.
- 18.2. For some activities (eg. skiing), specific risk assessment templates are available on the Sigma Handsam portal and may be customised.
- 18.3. Before the trip itself and before taking part in activities while on the trip, students will be reminded of their own role in ensuring that their own actions do not elevate risk to themselves or others.

19. Evaluating trips and visits

- 19.1. Following an educational trip/visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.
- 19.2. Based on this assessment, recommendations will be made to improve future trips and visits.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 7)

20. Monitoring and review

- 20.1. The effectiveness of this policy will be monitored by the headteacher.
- 20.2. The governing board will review this policy annually.
- 20.3. The scheduled review date for this policy is December 2019.

