



Love To Learn



EDUCATIONAL VISITS AND SCHOOL TRIPS POLICY

ADOPTED DATE: MARCH 2019

REVIEW DATE: MARCH 2021

Malcolm Sargent Primary School

Empingham Road

Stamford PE9 2SR

Engage & Inspire

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Nurture & Growth

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Pride & Joy

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Statement of intent

Malcolm Sargent Primary School (the 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

- 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'
 - **[New]** DfE (2018) 'Health and safety on educational visits'
 - HSE (2011) 'School trips and outdoor learning activities'
 - DfE (2013) 'Driving School minibuses'
- 1.3. This policy should be used in conjunction with the following School policies:
 - Complaints Policy
 - Behaviour Management & Exclusion of Pupils Policy
 - Emergency Management & Business Continuity Policy & Procedures
 - Health and Safety Policy
 - Charging and Remissions Policy
 - Equal Opportunities Policy

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 Body 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 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 Principal is responsible for:
 - The day-to-day implementation and management of this policy.
 - **[New]** Appointing an Educational Visits Coordinator (EVC).
 - Liaising with the EVC and communicating information regarding any planned trips to parents.
 - Liaising with the Governing Body 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.
 - **[Updated]** Ensuring the EVC 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.
 - Overseeing the work of the EVC, 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.
- 3.3. The EVC has overall responsibility for:
 - Overseeing all issues and controls regarding extra-curricular activities and trips.

- **[Updated]** Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
 - **[New]** Working with the local authority 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.
 - Conducting risk assessments 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 parents and staff to ensure the day is well organised and safe.
 - Appointing an appropriate member of staff to be the designated leader of the trip.
 - Ensuring that any problems are raised in a meeting with the Governing Body.
- 3.4. The Party 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 Principal.
 - Completing all essential documentation for the trip, including a risk assessment, with the Principal.
 - Informing parents of the proposed extra-curricular trip or activity six weeks in advance of the trip.
 - 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.
 - 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.
 - Ensuring the pastoral care for all pupils on the trip and ensuring that this not delegated to non-school staff members.
- 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 Management & Exclusion of Pupils Policy with regards to this policy.

4. Training of staff

- 4.1. Staff will receive training on this policy as part of their induction.
- 4.2. 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 Party Leader and the Deputy Party Leader:
 - **[New]** 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 EVC during the planning of the trip, to ensure pupil and staff safety.
- 5.3. **[New]** Adventure activities will always be identified at the planning stage and never added during the trip.
- 5.4. **[New]** 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. 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.

- 5.6. Where there is a maximum capacity of pupils for a trip, places will be allocated on a random basis. This will be clearly communicated to parents by letter.

6. Assessment process

- 6.1. The School's risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 6.2. **[New]** 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.
- 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 in in the Schools shared staff drive which should be used in the first instance. Depending on the potential risks of the trip, additional written paperwork may be required.

7. [New] Vetting providers

- 7.1. When considering external providers for activities, the Party Leader 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 EVC 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, a written agreement may be created with an external provider outlining what each party is responsible for.
- 7.4. If an organisation does not meet the School's standards, they will not be considered.

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. Due to the popularity of some extra-curricular trips and activities, the School offers places on a random basis.
- 8.4. 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.
- 8.5. Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.
- 8.6. 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.

9. Safe use of coaches, minibuses and seatbelts

- 9.1. The School does not have a minibus.
- 9.2. The School carries out annual checks with companies from which it hires coaches to ensure that the vehicles are suitable for hire including but not limited to tax and MOT requirements, insurance, emergency procedures, driver licence and DBS checks, fitted seatbelts etc. Coaches will not be hired from coach companies which do not meet the School's requirements.
- 9.3. The minibus will carry strictly one person per seat and seatbelts must be worn at all times.
- 9.4. Strict rules regarding the procedures and behaviours and staff and pupils whilst on coaches is contained in the School's Risk Assessment.
- 9.5. Staff who drive pupils on behalf of the School must provide evidence in advance of the trip of their current driving licence, tax, MOT and insurance documentation.
- 9.6. The School has a business use policy which overrides staff car insurance policies in the event of an accident, provided that the staff member has produced the documentation in advance of the trip as detailed in 9.5 above.

10. Parental consent

- 10.1. Parental consent for local trips is obtained on admission and not therefore required again. It is the School's practice however to notify parents in advance of local trips and obtain permission for non-local from parents.

- 10.2. Written consent is always required for:
 - Activities of an adventurous nature.
 - Residential trips.
 - Trips outside 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.
- 10.5. The School does not take pupils on trips abroad.

11. Staffing ratios

- 11.1. There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios for all trips are as follows:
 - FS – 1:5
 - KS1 – 1:8
 - KS2 – 1:10
- 11.2. If the trip is residential or involving water, additional adults may be required. Ratios are agreed individually on each trip.

12. Insurance and licensing

- 12.1. When planning activities of an adventurous nature in the UK, the EVC will check that the provider of the activity holds a current licence.
- 12.2. The School has permanent insurance for all pupils and staff on trips no matter how short, to ensure adequate protection and medical cover is in place.
- 12.3. The minimum public liability insurance cover for any provider used by the School for a trip will be £5m.
- 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.

13. Accidents and incidents

- 13.1. 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.
- 13.2. **[Updated]** The Business Manager will keep written records of any incidents, accidents and near misses.
- 13.3. Media enquiries will be referred to the relevant person under the Emergency Management & Business Continuity Policy.
- 13.4. Staff will use guidance as set out in the Emergency Management & Business Continuity 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.

- 13.5. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- 13.6. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels.
- 13.7. 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.
- 13.8. To ensure pupils are easily identifiable, they must wear school or PE uniform and/or hi-visibility vests and/or wristbands with the School's details printed on.

14. Missing person procedure

- 14.1. The School places pupil and staff safety as its top priority when participating in School trips.
- 14.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with section six of this policy.
- 14.3. The Party 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 Party Leader will consider the pupil's individual requirements and will make appropriate arrangements. Where a pupil has an EHCP with 1:1 care, that 1:1 will remain in place for the trip also. If necessary, the visit will be 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 the party leader's and deputy leader's contact number, 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. The School provides mobile phones to staff members for this purpose.
- 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:
 - 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 adults to start looking for the person and another adult to contact them via phone. These persons will look for the missing 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 ten 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 Principal or other emergency contact as stated on the risk assessment 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 EVC 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 EVC 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.

16. Finance

- 16.1. The financial procedures outlined in the School's Charging & Remissions Policy will always be followed when arranging trips.
- 16.2. Money for School trips will always be paid directly to the School. Under no circumstances should School trip money be processed through personal accounts.

- 16.3. 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.
- 16.4. In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Principal's discretion as to whether a refund is given to parents.
- 16.5. In the event that a pupil cancels their place on a trip, it is at the Principal's discretion as to whether a refund is given to parents.
- 16.6. The School will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 16.7. 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 plus an administration fee of 10% or 75p per pupil.
- 16.8. Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given.
- 16.9. Any excess of expenditure will be subsidised by the year group arranging the trip or School fund.

17. [New] Evaluating trips and visits

- 17.1. Following an educational trip/visit, the EVC 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.
- 17.2. Based on this assessment, recommendations will be made to improve future trips and visits.

18. Monitoring and review

- 18.1. The effectiveness of this policy will be monitored by the Principal.
- 18.2. The Governing Body will review this policy at least once every three years or more often if required.
- 18.3. The scheduled review date for this policy is March 2021.