Educational Visits and School Trips Policy

Formally adopted by the Governing Board/ Trust of:-	**Queen's Hill Primary School**
On:-	**November 2020**
Chair of Governors/Trustees:-	**Laura Cowan**
Last updated:-	**April 2020**

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Queen's Hill Primary & Nursery School

Educational Visits and School Trips Policy

Contents:

Statement of intent

1. Legal framework
2. Definitions
3. Key roles and responsibilities
4. Training of staff
5. Planning school trips
6. Risk assessment process
7. Safe use of minibuses and seatbelts
8. Parental consent
9. Staffing ratios
10. Insurance and licensing
11. Accidents and incidents
12. Missing person procedure
13. Pupils with SEND
14. Finance
15. Foreign trips
16. Monitoring and review

Appendices

1. Consent Form for Specific Educational Visits and School Trips
2. Educational Visits and School Trips Risk Assessment

Statement of intent

Queen's Hill Primary & Nursery School understands that visits and trips can be effective ways of encouraging interest and motivation in 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 also takes the health and wellbeing of our staff and pupils very seriously. We take reasonable steps, as stated in the Health and Safety at Work etc. Act 1974, to ensure the health and safety of our employees, as well as our pupils. 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.

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

1. Legal framework

1.1. This policy has been created with regard to the following 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 (2014) 'Charging for school activities'
- DfE (2014) 'Health and Safety: Advice on Legal Duties and Powers'
- 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 Procedure Policy
- Behavioural Policy
- Critical Incident Policy
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus 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 Queen's Hill Primary & Nursery 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 Procedure Policy.

3.2. The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.

3.3. The phase leader has overall responsibility for:

- Planning and preparing school trips.
- 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, distributing it to parents and staff so to ensure the day is organised and safe.
- Appointing an appropriate member of staff to be the designated leader of the trip.
- Completing EVOLVE
- Informing the school cook regarding impact on lunch orders

3.4. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip.

3.5. Staff are responsible for:

- Following this policy, and for ensuring pupils do so too.
- Ensuring the policy is implemented fairly and consistently.

3.6. Pupils are responsible for:

- Following instructions from staff while on school trips.

- Behaving in a manner which matches the ethos of Queen's Hill Primary & Nursery School, and for following the behaviour rules set out in the school's Behavioural Policy with regards to this policy.

4. Training of staff

4.1. Staff will receive 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 should be read by organisers:

- DfE (2014) Health and Safety: Advice on Legal Duties and Powers
- HSE (2011) School Trips and Outdoor Learning Activities

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

5.3. The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips.

5.4. Pupil Premium, Forces and LAC children **do not** have all trips paid for. However the Head Teacher may pay for disadvantaged children to participate in trips and visits if finance is a barrier for that family. This will only be for trips that are linked to their national curriculum – not reward trips.

5.5. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents in a letter home.

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 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

6.3. A risk assessment form is available in Appendix 3.

7. Safe use of minibuses and seatbelts

7.1. The site manager is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.

7.2. The use of minibuses will be in accordance with the Minibus Policy.

7.3. The driver will have a current driving licence, be aged 25 years or over, and hold a full licence in at least a Group D PCV in order to drive on a domestic school trip.

7.4. Group B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy.

7.5. Before driving abroad, the Head Teacher will contact the LA for guidance on whether above a Group D license is required.

7.6. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

7.7. If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.

7.8. 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.

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

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

7.11. Starting and closing mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.

7.12. The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus

Penny Sheppard	**David Honour**
Lauren Forrest	**Tracy Chamberlain**
Tracy Pomfret	**Rachel Diggines**
Andrew Sloos	

8. Parental consent

8.1. Parental consent is required for off-site activities that take place during and after school hours.

8.2. The following list is not exhaustive but written consent is required for:

- Activities of an adventurous nature.
- Activities that children participate in off-site.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

8.3. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

9. Staffing ratios

9.1. There will be sufficient staff to cope in an emergency always allowing an adult to be unattached to a group.

10. Insurance and licensing

10.1. When planning activities of an adventurous nature in the UK, the Phase Leader will check that the provider of the activity holds a current licence.

11. Accidents and incidents

11.1. 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.

11.2. To ensure pupils are easily identifiable, they must wear their Queen's Hill Primary & Nursery School jumpers.

12. Missing person procedure

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

12.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with section six of this policy.

12.3. The Phase Leader will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

12.4. When travelling with a pupil with SEND, the Inclusion 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 13 of this policy.

12.5. In accordance with point 15.8 of this policy, all people on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group.

12.6. 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.

12.7. Pupils and staff will wear Queen's Hill Primary & Nursery School branded clothing, in accordance with point 11.9, in order to make them easily identifiable.

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

12.9. 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. British Embassy, should be contacted.
- If the police are called, the trip leader should contact the **headteacher**, or other available person, back at the school and inform them of what has happened.

12.10. 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 Head Teacher to ensure similar incidents can be avoided in the future.

12.11. 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.

12.12. 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 Head Teacher will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

13. Pupils with SEND

13.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part. However, if a pupil may cause a potential risk to themselves or others a Risk Assessment will be carried out to determine whether the pupil is safe to participate in the visit.

13.2. Where the Risk Assessment indicated that the pupil is not safe to participate in the visit, an alternative activity of equal educational value will be arranged for all pupils.

14. Finance

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

14.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2014) 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.

If an educational visit during school hours incurs costs then parents/carers will be requested to make a voluntary contribution to the cost of the visit. If insufficient funds are received the visit may be cancelled.

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

14.3. 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.

14.4. 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 Body on the matter, taking into account the cost to the school, including alternative provision costs.

14.5. 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 consult the Governing Body 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.

14.6. 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 admit the pupil to attend future trips and visits.

14.7. Queen's Hill Primary & Nursery School will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.

14.8. 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.

14.9. 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.

14.10. Any excess of expenditure will be subsidised by the school fund.

15. Monitoring and review

15.1. The effectiveness of this policy will be monitored **continually** by the **headteacher**. Any necessary amendments may be made **immediately**.

15.2. The **Governing Body** will review this policy **annually**.

15.3. The scheduled review date for this policy is **April 2021**.

Appendix 1 – Consent Form for Specific Educational Visits and School Trips

Educational visits consent form	
Pupil details Name:	**Visit details** Destination:
Form:	Date:
Date of birth:	Time:
Home telephone number:	I acknowledge the need for my child to behave responsibly ❑

Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting, or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. **All information will be treated in confidence.**
When did your child last have a tetanus injection?
If your child is taking medication, please give details, including whether it can be self-administered:
Is your child allergic to any medication? YES/NO. If yes, please specify:
Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:

Family doctor:		Telephone number:	
Address:			

I am happy to let my son/daughter make their own way home ❑ I will collect my son/daughter at 4.30 pm from _____ ❑

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

Signed:_____ Date: _____

Parent name in BLOCK capitals: _____ Address: _____ _____ _____ Telephone number: _____	Please give an alternative contact name and telephone number in case we cannot reach you in an emergency: Name: _____ Telephone number: _____ Relationship to pupil: _____

Appendix 2 – Educational Visits and School Trips Risk Assessment

Assessment conducted by:	Job title:	Covered by this assessment: Teachers, teaching assistants/volunteers/supervising adults and pupils.
Date of assessment:	Review interval: Annually	Date of next review:

Related documents
Health and Safety Policy, First Aid Policy, School Emergency Procedure, Personal Emergency Evacuation Plan, Educational Visits and School Trips Policy, Code of Conduct, Coach Travel Risk Assessment, Train Travel Risk Assessment

Risk rating		Likelihood of occurrence		
		Probable	**Possible**	**Remote**
Likely impact	**Major** Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Areas of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policy and procedures	H	• Written procedures for ensuring the health and safety of pupils and staff members are in place. They are agreed by the Governing Body and reviewed annually. • Existing risk assessments are in place based on knowledge, experience and training.	Y	Headteacher	XX.XX.XX	M
Inadequate leadership		• Trip leaders are trained, experienced and competent. • All adults in the group have clearly defined roles and responsibilities. • The trip leader is experienced in class visits. • The trip leader visits the venue prior to the class visit to identify potential dangers.				
Hazards specific to venue		• All trip leaders are familiar with any guidance offered by the venue's management, including first aid and emergency procedures. • Pupils are briefed regarding: – Expected behaviour. – 'No-go' areas. – Meeting points. – Meeting times. – Contacting staff in an emergency. – Emergency procedures. – Emergency contact details.				

Areas of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Lost group members		• Large groups are divided into smaller groups with adequate supervision. • Name checks are conducted at each rendezvous point. • An established contingency plan is in place for dealing with a lost group member.				
Transport		• A reputable coach company, preferably one the school has experience working with, is used. • If public transport is utilised, a separate risk assessment is created to ensure all risks are identified regarding the mode of transport.				
Confrontation with the public		• All pupils are briefed on expected code of conduct. • A buddy system is used to ensure pupils are responsible for each other and that pupils are never alone. • Pupils are told what to do if approached inappropriately by a stranger. • When travelling on public transport, seats are booked in advance and group seating is secured. • Adult leaders will sit at both ends of the block of pupils.				
Car parks		• Adult leaders are first off and on the coach/minibus. • Pupils are led quickly and safely in a line to an area free from vehicles.				

Areas of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Emergency away from school		• All emergency contacts are up-to-date. • The allocation of leaders takes into account all known medical conditions, special educational needs, disabilities, and behavioural conditions of pupils.				