



EVOLVE

Educational Visits and School Trips Policy

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Approved By	Holly Davis, Co-Opted Governor at Finance and Premises Committee on 16th March 2023
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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.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school

Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

[Equality Act 2010](#)

[SEND Code of Practice](#)

[Keeping Children Safe in Education 2022](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

Key roles and responsibilities

The educational visits co-ordinators (EVC's) are the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance

Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party

- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part.

Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Planning and preparation

The decision on whether or not a visit will take place will be made by the headteacher, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

Staff are required to fill in a copy of the trip request form. This will then need to be authorised by the headteacher before any trip can be confirmed. The headteacher also has the final responsibility for signing off trips through EVOLVE.

Risk assessment

We will carry out a full risk assessment at least 1 week before the start of all trips.

This will be completed using a risk assessment template (**appendix 1**), and approved by the EVC, for final approval from the Headteacher.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher and stored digitally on the EVOLVE platform.

Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- In line with first aid guidance, any trips involving pupils in Nursery and Reception, will be accompanied by at least 1 qualified paediatric first aider.
- Appropriate first aid equipment will be taken on all trips
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or roll calls

Transport

We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

Safe use of minibuses and seatbelts

- The site manager is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.
- 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.
- Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.
- 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.
- The minibus will carry strictly one person per seat and seat belts must be worn at all times.
- Starting and closing mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.
- The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus

Mark Lee	Dave Honour
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Tracey Chamberlain	Lauren Forrest
Anne Manuschka	

Parent/Carer consent

Parental consent is sought for off-site activities that take place during and after school hours, including:

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

Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part. Written parental consent will not be requested from parents/carers for regular, local off-site activities offered by the school, for example, visits to our local forest school. These activities are part of the school's curriculum and usually take place during the normal school day.

We will always get written consent for nursery-age children for any off-site activities.

Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

Charging and insurance

We will follow our school's charging and remissions policy at all times. This can be found on our [school website](#)

We 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

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.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

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.

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.

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

Residential visits

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks
- A first-aider is present, who holds at least a First Aid at Work certificate or equivalent (18 hours)

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves

- Public health requirements, including any required vaccinations
- Accommodation options and arrangements

Appendix 1 – Example 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
<u>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</u>

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	M	L	L

	Causes physical or emotional discomfort.			
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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	<ul style="list-style-type: none"> 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.X X	M
Inadequate leadership		<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> All trip leaders are familiar with any guidance offered by the venue's management, including first aid and emergency procedures. Pupils are briefed regarding: <ul style="list-style-type: none"> Expected behaviour. 'No-go' areas. Meeting points. 				

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
		<ul style="list-style-type: none"> - Meeting times. - Contacting staff in an emergency. - Emergency procedures. - Emergency contact details. 				
Lost group members		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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. 				

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
		<ul style="list-style-type: none"> 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		<ul style="list-style-type: none"> 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. 				
Emergency away from school		<ul style="list-style-type: none"> 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. 				