



## Educational Trips and Visits Policy

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An academy within:



“Learning together, to be the best we can be”

# 1. Rationale & Background

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- 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'

1.2. This policy operates in conjunction with the following policies:

- Complaints Procedures Policy
- Behaviour Policy
- Business Continuity Plan
- 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 the school which takes pupils and staff members off-site.

2.3. 'Residential' means any school trip which includes an overnight stay. Activities of an 'adventurous nature' include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

# 3. Roles And Responsibilities

3.1. The Trustees are 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 or national origin, culture, religion, gender, disability or sexual orientation.

- Handling complaints regarding this policy as outlined in the Trust'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 / trip leader who is competent to oversee the coordination of off-site education.
- Liaising with the above and communicating information regarding any planned trips to parents.
- Approving extra-curricular trips and activities.
- 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.
- 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 educational visits coordinator (where there is none, this is delegated to the Headteacher or other appropriate member of the Senior Leadership Team) 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 or equivalent, during the planning and organising of extra-curricular activities and trips. Working with the local outdoor education adviser or equivalent to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Organising any relevant trip training so staff and volunteers can feel confident in conducting their duties.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Approving all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe.

- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader by organising training for staff and volunteers.
- Ensuring that any problems are raised in a meeting with the Trustees.

3.4. The designated trip leader selected to be in charge on an individual 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.
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits coordinator or appropriate member of the Senior Leadership Team.
- Conducting a risk assessment prior to 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 pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity six weeks in advance or as soon as practicably possible.
- 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 or as soon as practicably possible.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members, including the designated deputy leader, 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 any volunteers in line with the DBS Policy.
- Ensuring that at least two members of staff are present for every offsite trip.
- Ensuring that each pupil on the trip is accompanied by a member of staff with a current and relevant first aid qualification.

3.5. Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities by undertaking training.

- 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 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. Volunteers and/or carers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Participating in any relevant checks before the trip in line with the DBS Policy.
- Reading and understanding relevant policies, such as the Behavioural Policy, to enforce the Pupil Code of Conduct while on the school trip.
- Ensuring they are competent and comfortable with their delegated responsibilities by partaking in relevant training.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.
- Assisting pupils with needs during activities, e.g., escorting them to the toilets.
- Attending any relevant meetings or induction evenings before the trip.

### 3.7. Pupils are responsible for:

- Following instructions from staff while on trips.
- Keeping pride in their presentation, understanding that they are representing the Trust 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 Trust, and for following the behaviour rules set out in the school's Behaviour Policy with regards to this policy.

## 4. Planning Trips

### 4.1. Prior to planning a 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'

### 4.2. A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

### 4.3. When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be considered, particularly when using facilities which may not have a trained lifeguard present.

- 4.4. The Trust will do everything in its power to ensure that all pupils are given an opportunity to participate in trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. 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.
- 4.5. When planning an educational trip or activity, the Trust will ensure the trip does not discriminate against a particular individual, group of pupils or single academy. Any disputes relating to pre-planned educational trips or activities will be discussed and resolved at board level.

### Risk assessment process

- 4.6. The 'Evolve' system must be used for all risk assessments. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. 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.

#### 4.6.1. 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

### Vetting providers

- 4.7. When considering external providers for activities, we should check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards

#### 4.7.1. If a provider does not hold the badge, we must 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 any necessary licence(s)

- 4.7.2. If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the Trust's standards, they will not be considered.

### Equal opportunities

- 4.8. The Trust promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.
- 4.8.1. Due to the popularity of some extra-curricular trips and activities, the Trust may offer places on a first come, first served basis. 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.
- 4.8.2. Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.
- 4.8.3. For 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.

### Safe use of minibuses and seatbelts

- 4.9. The Trust Facilities and Estates Manager is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax. The use of minibuses will be organised in accordance with the Minibus Policy.
- 4.9.1. The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic trip. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy. Before driving abroad, the academy will consider guidance on which licence is required.
- 4.9.2. If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The Trust will decide who is responsible for covering the cost of any repairs. The minibus will carry strictly one person per seat and seatbelts must be worn at all times. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.
- 4.9.3. Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return.

4.9.4. The Trust Facilities and Estates Manager holds the list of individuals who are permitted to drive the minibus.

#### 4.10. Parental consent

4.10.1. Parental consent is not generally required for off-site activities that take place during school hours.

4.10.2. Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

4.10.3. If preferable and appropriate, parents may complete an annual consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays. Separate consent will be sought for trips which require payment. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

#### Staffing ratio

4.11. The academy must ensure that there are sufficient staff to cope in an emergency and generally.

#### Insurance and licensing

4.12. When planning activities of an adventurous nature in the UK, the academy must check that the provider of the activity holds a current licence.

4.12.1. The Trust pays into the Risk Protection Arrangement (RPA) through the Department for Education. However, it should be noted that for all trips, insurance is considered to ensure there is adequate protection and medical cover in place. Parents must be informed of the limits of any insurance cover.

4.12.2. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

## 5. Accidents And Incidents

5.1. In the case of accidents and injuries while on a trip in the UK, the Trust's normal



reporting process should be followed as set out in the Health and Safety Policy.

**5.2.** In the case of accidents and injuries while on a 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 country where the accident occurred.
- The first point of contact within the UK will be the Principal who will contact the family of the injured person and the CEO.
- 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 via support from the CFO.
- Media enquiries will be dealt with in line with our Communication Policy.

**5.3.** Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.

**5.4.** Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. 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.

**5.5.** Where practicable, pupils can wear school uniform so that they are easily identifiable.

**5.6.** The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school that may be needed as a link between the party, the parents, Beech Academy and Nexus MAT in the event of an emergency.

**5.7.** In the event of any delay (including beyond 3p.m. Monday – Thursday and beyond 1p.m on a Friday) or of an incident resulting in harm to any attending participant: pupil, staff member or volunteer, then the school must be contacted as soon as possible to inform the EVC or Headteacher; so that they can decide:

A. If the incident is of a less serious nature then the next of kin or parents/carers of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate

circumstances the Group Leader will be designated to undertake this task. B. However, if the incident is very serious (e.g. involves a disabling or life threatening accident or a fatality) then the EVC, Headteacher or the home contact must inform the Trust Chief Executive Officer. C. In the event of a party being overdue and without contact by more than 30 minutes, the EVC, Headteacher or the home contact, must investigate the reason and may, where appropriate, need to involve the Trust Chief Executive Officer and the police.

## 6. Missing Person Procedure

- 6.1. The Trust places pupil and staff safety as its top priority when participating in trips, either domestically or abroad.
- 6.2. Before embarking on the trip, extensive risk assessments must be undertaken in accordance with this policy. The academy must communicate with the venues of the trips to ensure the correct group sizes are planned for each setting.
- 6.3. When travelling with a pupil with SEND, the academy must ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs.
- 6.4. Everyone on the trip will be provided with a contact information for all members of staff, in the event they are unable to locate their group.
- 6.5. Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group.
- 6.6. Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.
- 6.7. In the event someone goes missing whilst on a trip domestically or abroad:
  - The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
  - The designated 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 Principal, or another appropriate available person, back at the academy and inform them of what has happened.
- 6.8. 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 parents / carers.
- 6.9. If the missing person cannot be found, the group will return to the academy. If this is not possible, e.g. when a trip is taking place abroad, the academy will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.
- 6.10. 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 ensure similar incidents can be avoided in the future.

## 7. Pupils with SEND

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

## 8. Finance

- 8.1. The financial procedures outlined in the Charging and Remissions Policy will always be followed when arranging trips.
- 8.2. The Trust 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 academy.
- Part of religious education.

- 8.3. Money for trips will always be paid directly to the school. Under no circumstances should trip money be processed through personal accounts.
- 8.4. 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.
- 8.5. In the event that the trip is cancelled due to unforeseeable circumstances, it is at the CFO/CEO's discretion as to whether a refund is given to parents.
- 8.6. In the event that a pupil cancels their place on a trip, it is at the CFO/CEO's discretion as to whether a refund is given to parents. The matter will be considered, taking into account the pupil's reasons for cancelling their place, whether the Trust will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a trip and received a full refund, the Trust has the right to refuse to allow the pupil to attend future trips and visits.
- 8.7. The Trust will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. 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.
- 8.8. Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.

## 9. Foreign Trips

- 9.1. When planning school trips abroad, the academy must consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the academy will also consult the British Standard for adventurous activities outside the UK.
- 9.2. 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.

- 9.3. 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.
- 9.4. Before the trip, the academy must check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.
- 9.5. Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.
- 9.6. Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.
- 9.7. Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.
- 9.8. Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.
- 9.9. 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.
- 9.10. Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.
- 9.11. At the start of the trip, all pupils and staff must be provided with emergency contact information, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.
- 9.12. When using external providers abroad, the academy must check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the academy must make checks prior to agreeing to use the provider.