

Educational Visits Policy



- *Grangetown Primary School understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences that support learning in the classroom.*
- *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.*

Updated October 2022

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Statement of intent

Grangetown Primary School understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences that support learning in the classroom. 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

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'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Health and Safety Policy
- Charging and Remissions Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Recruitment Policy

2. Definitions

'**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.

'**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.

'**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

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them life skills and providing new experiences.

The headteacher (LMc) 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 communicating information regarding any planned trips 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.
- 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 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.

The educational visits coordinators (LMc, LR) are responsible 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.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- 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.
- 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, in consultation with the headteacher, by organising training for staff and volunteers.

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:

- 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.
- Conducting a risk assessment 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 pupils, parents and staff to ensure the day is well organised and safe.
- Ensuring parents are informed of the proposed extra-curricular trip or activity well in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- 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.

The designated deputy leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

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, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
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Volunteers on the trip (if any) are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

4. Planning school trips

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'

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

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 taken into account, particularly when using facilities which may not have a trained lifeguard present.

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. 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.

When planning an educational trip or activity, the governing board will ensure the trip does not discriminate against a particular individual, group of pupils or single school. School trips will be agreed upon at board level before any formal plans have been implemented. Each school will have an equal opportunity to participate in a pre-planned trip or activity. Any disputes relating to pre-planned educational trips or activities will be discussed and resolved at board level.

NAHT Guidance – the school endorses the following and will build this into our own planning:

- *Employers should always take a common sense and proportionate approach,*
- *remembering that, in schools, risk assessment and risk management are tools to*
- *enable children to undertake activities safely; they are not there to prevent activities from taking place.*
- *The head teacher must approve all school trips and the trip leaders*
- *Any school trip must have a trip leader who has the overall responsibility for the trip and the health and safety of everyone on the trip*
- *The trip leader must appoint a deputy and a sufficient ratio of adult supervisors to pupils. They must also conduct a risk assessment for the trip*
- *You should tell pupils to behave responsibly and follow the instructions of their designated supervisors*
- *If a pupil is a potential risk to themselves or others, you must withdrawal them from the trip and make alternative arrangements for learning for them*
- *You should make every effort for school journeys to be accessible to all those who wish to participate, and you should make reasonable adjustments to enable the participation of disabled pupils*
- *It may also be prudent to include pupils in the planning of a trip.*

5. Risk assessment process

From NAHT Guidance document:

A risk assessment for any trip doesn't need to be complex or include what are, arguably, insignificant risks; staff can exercise professional judgement for these. You should minimise paperwork to avoid an overly-bureaucratic process. Certain trips or activities can involve higher levels of risk. If there is a pre-existing risk assessment, a review of that assessment may be all that is needed. If, however, it is a new trip, you must carry out a specific assessment of significant risks and make a record of the identified significant findings.

A risk assessment amounts to a straightforward document, usually drawn up by the trip leader and head teacher. The principal elements include the following:

- 1. What is the risk?*
- 2. Who's at risk?*
- 3. A judgement of the likelihood and impact of the identified risk*
- 4. A control measure for the identified risk.*

All accompanying school staff and volunteers with a copy of the risk assessment.

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.

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

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

We have a standard Risk Assessment template, and this is used for every trip. See Appendices.

Depending on the destination or venue, we would enquire as to whether separate Risk Assessment is available, and we would secure a copy of that in advance – staff would then become familiar with that RA, amend our own RA if necessary, and attach the venue RA to our own RA in advance of the visit.

6. Vetting providers

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.

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

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 school's standards, they will not be considered.

7. Equal opportunities

The school 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. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Pupil Equality, Equity, Diversity and Inclusion Policy.

Due to the popularity of some extra-curricular trips and activities, the school offers 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.

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

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.

8. Parental consent

We have decided that written consent is required for all off-site visits.

This goes beyond the DfE guidance, which says that blanket consent obtained at the start of the school year would suffice in most cases

<https://www.gov.uk/government/publications/consent-for-school-trips-and-other-off-site-activities> .

However, as a letter is required for every trip, with a signed response slip, we see no issuers with linking this to 'consent/permission'.

We have decided not to operate a 'blanket consent' arrangement for short visits (close to school). We took the decision that every visit, whether to the local park, or further afield, would require signed consent, in advance. We do however ask parents to complete an annual Medical & Contact Form,, and the information gathered at that point is used to inform school visits, but is not considered 'consent' to such visits.

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

9. Staffing ratios / Adult Volunteers

In accordance with guidance from HSE, *"Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of a risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils."* This also applies to the levels of supervision required – these should be determined by an appropriate risk assessment.

NAHT guidance suggests the following ratios for school trips:

- One adult for every six pupils in Years 1-3
- One adult for every 10-15 pupils in Years 4-6

Early years and foundation stage (EYFS)

The EYFS statutory framework sets out specific legal requirements for minimum ratios in this age group, which apply in and outside of the school. The requirements School trips are for a minimum of two adults with each group, including at least one person who has a current paediatric first-aid certificate, with the minimum ratios as follows:

- Younger than two years of age: 1:3
- Two years of age: 1:4
- Three years of age and older: 1:8 or 1:13 depending on the setting, time of day and staff qualifications.

The above ratios should be regarded as the minimum appropriate staffing ratios for school journeys and are by no means statutory – ratios are determined at the discretion of the school once an appropriate risk assessment has been carried out, and proportionate to the factors outlined above. Note that staffing will take any specific pupil needs into account, and ratios adjusted accordingly.

Volunteers: if the head teacher and trip leader decide to invite adult volunteers to accompany school staff and pupils, then appropriate DBS checks will be required.

10. Insurance and licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

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

Medical expenses will be recorded and stored in the school office.

11. Staff & Pupils health / First Aid / Medical / Accidents and incidents

We give special consideration to those with known disabilities and medication needs, especially if such needs are to be met throughout the school trip.

A fully stocked first-aid box must be available throughout the school trip, and a designated first-aider must be identifiable to everyone on the trip.

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.

The headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.

To ensure pupils are easily identifiable, they must wear school uniform.

We do not operate trips abroad – if ever we choose to run such a visit, this section will be updated in terms of procedures.

12. Missing person procedure

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

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The educational visits coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the educational visits coordinator 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 this policy.

Everyone 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. 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.

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. Pupils and staff will wear school branded clothing, in order to make them easily identifiable.

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

In the event someone goes missing whilst on a school 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 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.

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.

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.

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.

13. Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCO will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

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.

14. Finance

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

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.

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

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.

Given the high cost of transport and – often – of the venue, we do ask for a voluntary contribution to each school trip.

Every trip is subsidised. We raise funds via our weekly Clubs for this.

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.

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 board 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. 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.

The school 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.

15. Evaluating trips and visits

Following an educational trip and/or 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.

Based on this assessment, recommendations will be made to improve future trips and visits.

16. Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy annually. The scheduled review date for this policy is September 2023.

Policy Updated in October 2022, by L McAnaney (HT) and L Russell (DHT), following the attendance of both of those staff on an EVC training course run by

There are 3 items to be added to the Appendix, on 31st Oct.

Policy to be finalised and considered by Governors in our SBS Committee, November 2022.

APPENDICIES

1. Annual Medical & Contact Form

We issue an Annual Medical and Contact form. The medical and contact information gathered is important as a contribution to the details we need when organising off-site visits.

We also seek consent for each off-site visit.

Copy of form to be inserted here, in printed version of Policy

2. Consent form for specific educational visits and school trips

Our Policy is that each visit will be communicated to parents/carers by letter, and that the letter will include a tear-off permission/consent slip.

The letter should include:

- Destination
- Date
- Timings for the day
- Any equipment needed
- Lunch arrangements / Dietary requirements
- A request that the parent update school if there are any additional or new medical conditions, including allergies, current medication etc (in addition to those reported on the Annual Medical & Contact Form)
- A request for a mobile number, if the number has changed since the Annual Medical & Contact Form) was completed.

We are now including this clause:

I acknowledge the need for my child to behave responsibly

Clearly, letters are geared to the type of trip. For example, the letter for a walk to Backhouse Park will be very different to the communication that goes out in advance of our residential visit to the Lake District.

Copies of all visit letters are checked by the HT, prior to issue to parents. All letters are held on our Staff Server.

3. Sample Risk Assessment

Copy of form to be inserted here, in printed version of Policy.