

# Crossflatts Primary School



**Crossflatts**  
PRIMARY SCHOOL

## Educational Visits and School Trips Policy

Signed by:

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Headteacher

Date: 01/07/2024

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Chair of governors

Date: 01/07/2024

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## Statement of intent

**Crossflatts Primary School** understands that visits and trips can be effective ways of motivating pupils, and can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning; educational visits afford pupils an opportunity to learn 'off site' in a more practical setting.

Our 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 during educational visits and school trips.

## 1. Legal framework

- 1.1. This policy has been created with regard to relevant legislation including, but not limited to:
  - The Health and Safety at Work etc. Act 1974
- 1.2. This policy has also been created with due regard to the following guidance:
  - DfE (2018) 'Charging for school activities'
  - DfE (2018) 'Health and safety on educational visits'
  - HSE (2011) 'School trips and outdoor learning activities'
  - DfE (2013) 'Driving school minibuses'
- 1.3. This policy should be used in conjunction with the following school policies:
  - **Complaints Procedures Policy**
  - **Behaviour Policy**
  - **Critical Incident Policy**
  - **Health and Safety Policy**
  - **Charging and Remissions Policy**
  - **Equal Opportunities Policy**
  - **DBS Policy**

## 2. Definitions

- 2.1. **'In loco parentis'** - 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'** - 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'** - any school trip which includes an overnight stay.
- 2.4. Activities of an **'adventurous nature'** – examples could 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 Procedures Policy**.
- Ensuring educational trips and visits positively impact on pupils' lives, providing opportunities for new life skills and new experiences.
- Promoting sound safeguarding practices with the aim of protecting pupils participating in educational visits and trips.

3.2. The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator. The Educational Visits Coordinator (EVC) will undertake regular training organised by the EVOLVE team.
- Liaising with the Educational Visits Coordinator/ Visit Leader(s) and ensuring that information regarding any planned trips to parents has been communicated to parents/carers.
- Liaising with the governing board regarding the organisation of educational visits and trips, including settling any disputes.
- Being part of the approval process for educational visits and trips.
- Ensuring the Educational Visits Coordinator is competent to oversee the coordination and planning of off-site education and arranging for regular training to be undertaken as necessary.
- Overseeing that relevant paperwork, including risk assessments, for educational visits and trips has been undertaken and completed.
- Reviewing risk assessments and visit planning to ensure suitable safety measures are in place prior to each visit or trip.
- Overseeing the work of the Educational Visits Coordinator and ensuring a consistent whole-school approach is adopted with regard to the planning and coordinating of educational visits and trips.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the visit or trip.

- 3.3. The Educational Visits Coordinator has overall responsibility for:
- Overseeing all issues and controls regarding educational visits and trips
  - Liaising between all appropriate parties, including the local outdoor education adviser (EVOLVE) during the planning and organising of educational visits and trips and seeking additional advice as required.
  - Working with the local outdoor education adviser (EVOLVE) to help staff assess and manage risks.
  - Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
  - Reviewing risk assessments prior to educational visits and trips to ensure pupil and staff safety.
  - Ensuring that the Visit Leader has compiled an itinerary prior to an educational visit or trip and has communicated this to participating staff to ensure the day is well organised and safe. In addition, the Educational Visits Coordinator will check that parents/carers have received a summary letter of the visit's purpose and activities planned.
  - Checking that an appropriate member(s) of staff has been selected to be the designated leader(s) of the trip.
  - Ensuring that any problems are raised in a meeting with the governing body.
- 3.4. The **designated leader(s)** in charge of the trip are considered to be 'in loco parentis' and have 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 educational visit or trip and presenting its benefits to the headteacher.
  - Completing all essential documentation for the trip, including risk assessments, staffing and itineraries and conveying these to the headteacher and EVC.
  - Informing parents of the proposed educational visit or trip, where possible, **six weeks** in advance of the trip.
  - Ensuring the visit is uploaded to Evolve at least 2 weeks, where possible, before the visit/trip date.
  - Ensuring that the trip letter including payment details are in place on the school Parent Pay system (where possible) **six weeks** prior to the trip. They will be responsible for making parents/carers aware that in using the Parent Pay system to pay for the visit they are giving permission for their child (child in their care) to take part in the trip. The designated leader will issue payment/permission reminders where necessary and will liaise with office staff in this regard.

- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the educational visit or trip.
- Delegating responsibilities to other staff members on the visit or trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on any non-staff volunteers in line with the DBS Policy.

3.5. Staff are responsible for:

- Adhering to this policy and applying its principles when participating in educational visits and trips.
- Ensuring the safety of the pupils is paramount throughout the educational visit or trip.
- Liaising with the designated leader to understand any personal responsibilities and ensuring they contribute to the smooth running of the educational visit or trip.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

3.6. Pupils are responsible for:

- Following instructions from staff while on school trips.
- Understanding that they are representing the school whilst on an educational visit or trip and be aware of behaviour expectations and adhere to them.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner consistent with the ethos of the school, and following the behaviour expectations set out in the school's **Behaviour Policy** with regards to this policy.

## 4. Training of staff

- 4.1. Staff will receive training on this policy as part of their induction.
- 4.2. Staff will receive regular and ongoing training as part of their CPD.

## 5. Planning school trips

- 5.1. Prior to planning an educational visit or 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'
- 5.2. A thorough risk assessment will be conducted by the visit leader(s) during the planning of the trip with the aim to ensure pupil and staff safety.

- 5.3. Adventurous activities will always be clearly identified at the planning stage and NEVER added during the trip on an ad hoc basis.
- 5.4. When planning water sport activities, the need for trained instructors and lifeguards will be taken into account.
- 5.5. The school will do everything in its power to ensure that all pupils are included and afforded the opportunity to participate in school trips, for example, by organising two trips with a smaller group size or selecting a venue capable of catering for all pupils.

## **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 individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.
- 6.3. The process is as follows:
  - Identify the hazards
  - Decide who might be harmed and how
  - Evaluate the risks and decide on precautions
  - Record findings and implement them
  - Review assessment and update if necessary
- 6.4. A generalised risk assessment form is available – it may be appropriate to use a trip specific risk assessment depending on the potential risks of the trip.

## **7. Vetting providers**

- 7.1. When considering external providers for activities, the Educational Visits Coordinator and EVOLVE will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.
- 7.2. If a provider does not hold the badge, the Educational Visits Coordinator will check via EVOLVE the following to ensure they are a suitable organisation to work with:
  - Their insurance arrangements
  - Their adherence to legal requirements
  - Their control measures
  - Their use of vehicles
  - Staff competency levels
  - Safeguarding policies
  - The suitability of their accommodation
  - Any sub-contracting arrangements in place
  - The presence of necessary licences

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

## **8. Equal opportunities**

- 8.1. The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip.
- 8.2. The educational visits and trips offered to pupils will provide new experiences and develop life skills.
- 8.3. Educational visits and trips are organised, managed and conducted in accordance with the school's **Equal Opportunities Policy**.
- 8.4. Due to the popularity of some educational visits and trips where numbers are restricted, the school offers some places on a first come, first served basis.
- 8.5. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.
- 8.6. Where possible, pupils will be given the opportunity to contribute to the planning and organisation of educational visits and trips. It is recommended that pupils are made aware of the proposed activities appertaining to the visit.
- 8.7. For school trips that require additional payment, the fee will be reasonable and help will be provided, where possible, for those pupils who cannot afford the initial fee.

## **9. Parental consent**

- 9.1. For all pupils, parental consent is gathered for local visits at the beginning of the academic year.
- 9.2. Specific consent for other visits will be requested.
- 9.3. By using Parent Pay it is made clear to parents/carers that in paying for the visit they are giving permission for their child to participate.
- 9.4. Written consent is required for:
  - Activities of an adventurous nature.
  - Any visit which is not considered to be in the local area / walking distance.
  - Residential trips.
  - Trips outside of school hours.
- 9.5. Separate consent will be sought for trips which require payment.
- 9.6. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

## 10. Staffing ratios

There is no law that lays down accepted staff: pupil ratios on educational visits; the responsibility for staffing rests with the Head Teacher / EVC. Crossflatts Primary School will examine each visit separately and ratios for each visit will be based on the risk assessment taking into account the nature of the visit and the pupils participating.

At Crossflatts Primary School we have agreed the following ratios for educational visits, however, the risk level for each trip is assessed on an individual basis and will be amended appropriately to reflect risk levels.

Wherever possible the minimum ratios should be increased. Supervision is improved when more adults are available to carry it out.

- 10.1. There will be sufficient staff to cope generally and in an emergency. Our minimum staff to pupil ratios are as follows:

### Ratios - Local Area

Foundation Stage – 1:4 (under 5) / 1:6

Key Stage 1 - 1:6

Key Stage 2 -1:8

### Ratios - Wider Area / Residentials

Foundation Stage – 1:4 (under 5) / 1:6

Key Stage 1 – 1:6

Key Stage 2 - 1:6

## 11. Insurance and licensing

- 11.1. 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.
- 11.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place.
- 11.3. Parents will be informed of the limits of any insurance cover.
- 11.4. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

## 12. Accidents and incidents

- 12.1. In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will be followed, as detailed in the Health and Safety Policy.

- 12.2. In the case of accidents and injuries while on a school 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 land where the accident occurred.
  - The first point of contact within the UK will be the headteacher who will contact the family of the injured person.
  - 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.
  - All staff will carry an orange card which provides the number for the authority should there be a serious incident or death.
- 12.3. The headteacher will keep written records of any incidents, accidents and near misses.
- 12.4. Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher.
- 12.5. Staff will use guidance as set out in the **Critical Incident Policy**, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.
- 12.6. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack. There will always be an emergency plan in place for adventurous visits and residentials.
- 12.7. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels.
- 12.8. 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.
- 12.9. To ensure pupils are easily identifiable, they must wear **school uniform**, unless the risk assessment explains why this may not be necessary e.g. closed site with no other visitors.

### **13. Missing person procedure**

- 13.1. The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.
- 13.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with section six of this policy.

- 13.3. The Educational Visits Coordinator will liaise with the Visit leader(s) to ensure that they have communicated with the visit venues to ensure the correct group sizes are planned for each setting.
- 13.4. When travelling with a pupil with SEND (needing 1:1 support, the Educational Visits Coordinator will ensure that the Visit Leader(s) have made provision for an adult to be with the pupil at all times and that the visit is adequately modified to suit the pupil's needs in accordance with section 15 of this policy.
- 13.5. 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.
- 13.6. All staff members will be required to carry mobile phones with them at all times.
- 13.7. Upon arriving at every venue, the trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. This will be communicated to the groups.
- 13.8. Pupils and staff will wear school branded clothing, in accordance with point 12.9, in order to make them easily identifiable.
- 13.9. Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.
- 13.10. In the event someone goes missing whilst on a school trip:
- The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
  - The trip leader will immediately identify 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, at the school and inform them of what has happened.
- 13.11. 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.
- 13.12. 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 Headteacher/Educational Visits Coordinator and School Governing Body will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.
- 13.13. If a member of the party has gone missing and is subsequently found, the trip leader(s) 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 Headteacher/ Governing Body/Educational Visits Coordinator to ensure similar incidents can be avoided in the future.

## **14. Pupils with SEND**

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

## **15. Finance**

- 15.1. The financial procedures outlined in the school's **Charging and Remissions Policy** will always be followed when arranging trips.
- 15.2. The school will subsidise trips wherever possible and significant adjustments to payment will be made for children entitled to PP funding. Request for payment will be made where necessary with clarity being made that without sufficient contributions, the trip may not be able to go ahead.
- 15.3. Where necessary the school will support staggered payment plans, giving parents the opportunity to break payments down over an extended period of time.
- 15.4. Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.
- 15.5. 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.
- 15.6. 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.
- 15.7. 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.
- 15.8. 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.

- 15.9. The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 15.10. 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.
- 15.11. 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.
- 15.12. Any excess of expenditure will be subsidised by the school fund at the discretion of the headteacher

## **16. Evaluating trips and visits**

- 16.1. Following an educational trip/visit, the Educational Visit Coordinator will make contact with any staff members (pupils included) present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.
- 16.2. Based on this assessment, recommendations will be made to improve future trips and visits.

## **17. Monitoring and review**

- 17.1. The effectiveness of this policy will be monitored by the headteacher.
- 17.2. The governing board will review this policy on a regular basis.
- 17.3. The scheduled review date for this policy is July 2026