



# **Educational Visits Policy**

April 2023

**EDUCATIONAL VISITS POLICY  
QUEENSGATE FOUNDATION PRIMARY SCHOOL**

**Policy Review**

This policy was adopted from The School Bus and will be reviewed by the Governing Board on a two-yearly basis.


The policy was last reviewed and agreed by the Governing Board on 25<sup>th</sup> April 2023. It will be reviewed again April 2025.

**Approved**

Signature: 

Head Teacher

Date: 25<sup>th</sup> April 2023

Signature: 

Chair of the Governing Board

Date: 25<sup>th</sup> April 2023

**Policy control**

Date	Amendments / additions	Reason
April 2023	15.1 updated	SB update
	17.2 updated	SB update

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## **Statement of intent**

Queensgate Foundation Primary School understands that visits and trips can be effective ways of motivating 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 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

- 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
  - Pupil Behaviour Policy
  - Health and Safety Policy
  - Charging and Remissions Policy
  - Minibus Policy
  - Equality information and objectives Policy
  - First Aid 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, Out & About 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.
- 2.4. Activities of an **'adventurous nature'** include, but are not limited to, the following:
  - Trekking
  - Caving
  - Skiing
  - Water sports
  - Climbing

## 3. Key roles and responsibilities

- 3.1. The **governing board** 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, 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.
- 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.

3.3. The **educational visits coordinator** 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, during the planning and organising of extra-curricular activities and trips.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Conducting risk assessments prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to parents and staff to ensure the day is well organised and safe.
- Appointing an appropriate member of staff to be the designated leader of the trip.
- Ensuring that any problems are raised in a meeting with the governing board.

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

- Completing all essential documentation for the trip, including a risk assessment, with the headteacher.
- Informing parents of the proposed extra-curricular trip or activity ideally six weeks in advance of the trip.
- Distributing permission slips to parents, ideally six weeks prior to the trip and chasing up any permission slips that have not been returned two weeks prior to the trip.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members 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 volunteers.

3.5. **Staff** are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- 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 school 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. **Pupils** are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school 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 school, and for following the behaviour rules set out in the school's Pupil 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 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'
- 5.2. A thorough risk assessment will be conducted by the **educational visits coordinator** during the planning of the trip, to ensure pupil and staff safety.
- 5.3. Adventure activities will always be identified at the planning stage and never added during the trip.
- 5.4. 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.

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

## 6. Risk assessment process

- 6.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 6.2. The 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 on the Staff Only Share under Risk Assessments. However, 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** 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 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 extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.
- 8.3. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equality Information and Objectives Policy.
- 8.4. Due to the popularity of some extra-curricular trips and activities, the school offers 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 extra-curricular trips and activities.
- 8.7. 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.

## **9. Safe use of minibuses and seatbelts**

- 9.1. The educational visits coordinator along with the site manager are responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.
- 9.2. The use of minibuses will be organised in accordance with the Minibus Policy.
- 9.3. 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 school trip.
- 9.4. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy.
- 9.5. If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.
- 9.6. 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.
- 9.7. The minibus will carry strictly one person per seat and seatbelts must be worn at all times.
- 9.8. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.
- 9.9. Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.

## **10. Parental consent**

- 10.1. Parental consent is not generally required for off-site activities that take place during school hours.
- 10.2. Written consent is required for:
  - Activities of an adventurous nature.
  - Residential trips.
  - Foreign trips.
  - Trips outside of school hours.
- 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.
- 10.4. Separate consent will be sought for trips which require payment.

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

## 11. Staffing ratios

- 11.1. There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:
- Abroad: 1:6
  - Other residential: 1: 8-10
  - High risk: 1:8
  - Day trip visits: 1: 8 - 10

## 12. Insurance and licensing

- 12.1. 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.
- 12.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place.
- 12.3. Parents will be informed of the limits of any insurance cover.
- 12.4. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 12.5. Medical expenses will be recorded and stored in the school office.

## 13. Accidents and incidents

- 13.1. In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.
- 13.2. 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.
- 13.3. The headteacher will keep written records of any incidents, accidents and near misses.
- 13.4. Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.
- 13.5. Staff will use guidance as set out in the **Critical Incident Policy (coming soon)**, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.
- 13.6. Staff will be briefed on how to react and respond should an emergency situation occur e.g. a terrorist attack.

- 13.7. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels.
- 13.8. 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.

## 14. Missing person procedure

- 14.1. The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.
- 14.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with section six of this policy.
- 14.3. The **educational visits coordinator** will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.
- 14.4. 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 section 15 of this policy.
- 14.5. 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.
- 14.6. All staff members and other adults will be required to carry mobile phones with them at all times.
- 14.7. 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.
- 14.8. Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.
- 14.9. In the event someone goes missing whilst on a school trip domestically or abroad:
  - The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
  - The trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
  - Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
  - If the person cannot be contacted or located within **15 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 headteacher or other available person, back at the school and inform them of what has happened.
- 14.10. 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.
- 14.11. 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.
- 14.12. 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.

## 15. Pupils with SEND

- 15.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The Inclusion Manager will liaise with pupil's parents where appropriate, to consider what reasonable adjustments may be necessary.
- 15.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.
- 15.3. Pupils with SEND, where appropriate and deemed necessary, will be accompanied by a responsible adult during the extra-curricular trip or visit.

## 16. Finance

- 16.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.
- 16.2. 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.
- 16.3. Money for school trips will always be paid directly to the school via Scopay accounts. Under no circumstances should school trip money be processed through personal accounts.
- 16.4. 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.
- 16.5. 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.
- 16.6. 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.
- 16.7. The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 16.8. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.
- 16.9. Any excess of expenditure will be subsidised by the school fund.

## 17. Foreign trips

- 17.1. When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.
- 17.2. Validity of passports, visa requirements and other entry requirements e.g. vaccination status, will be researched and dealt with within three months of the initial notification of the trip to avoid problems when the trip is due to take place.
- 17.3. 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.
- 17.4. Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad.
- 17.5. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.
- 17.6. 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.
- 17.7. Staff will check the town/city's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.
- 17.8. At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.
- 17.9. When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks in the same manner as [paragraph 7.2](#) prior to agreeing to use the provider.

## 18. Evaluating trips and visits

- 18.1. Following an educational trip/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.
- 18.2. Based on this assessment, recommendations will be made to improve future trips and visits.

## Consent form for specific educational visits and school trips

Educational visits consent form			
<b>Pupil details</b>	<b>Visit details</b>		
Name:	Destination:		
Year group:	Date:		
Date of birth:	Time:		
Home telephone number:	I acknowledge the need for my child to behave responsibly <input type="checkbox"/>		
<p>Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. <b>All information will be treated in confidence.</b></p>			
When did your child last have a tetanus injection?			
If your child is taking medication, please give details, including whether it can be self-administered:			
Is your child allergic to any medication? YES/NO. If yes, please specify:			
Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:			
Family doctor:		Telephone number:	
Address:			
I am happy to let my son/daughter make their own way home <input type="checkbox"/>			
I will collect my son/daughter at <b>4.30 pm</b> from _____ <input type="checkbox"/>			

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's name in BLOCK capitals:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Please give an alternative contact name and telephone number in case we cannot reach you in an emergency:

**Emergency contact one**

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_

**Emergency contact two**

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relationship to pupil: \_\_\_\_\_



## SCHOOL TRIP PROCEDURES CHECK LIST

<b>Trip to:</b>		<b>Organiser:</b>	
<b>Date:</b>	<b>Cost:</b>	<b>Adults accompanying:</b>	
<b>** In advance of Trip **</b>			
1	Give adequate notice of trip to parents and enter details in diary		
2	Inform kitchen of date of trip and confirm number of packed lunches required one week before trip		
3	If packed lunch is requested send home menu slip in adequate time		
4	Inform parents whether school uniform should be worn or additional clothes are required		
5	Send EV1 forms to parents if needed/check category risk in Trips file		
6	Inform any outside agencies/personnel who may be due to visit your class on day of trip		
7	Ensure Risk Assessment/s are in place, up to date and signed (medical details of pupils removed for non-employees)		
8	Check accompanying adults have had DBS check and T.A.'s have First Aid cover (2 required for Diabetics)		
9	Make arrangements for transport – ensure mini-bus drivers have in date CVDA - pupils must not travel in private cars		
10	NO staff to travel in own car unless relevant driver documents have been submitted (Business insurance)		
11	Have all permission slips/payment been returned?		
12	Will children need coats, sun hats, wellies, back-pack or spending money in named envelope or purse?		
<b>** On day of trip – check **</b>			
1	Have you given copy of Risk Assessment to <u>ALL</u> adults accompanying you? (Minus medical details for non-staff)		
2	If travelling by mini-bus does the driver have appropriate license?		
3	Check whether driver has filled in mini-bus check form		
4	Do you have First Aid kit / Mobile phone (2) / Camera (spare batteries!)		
5	Do you have pupil medicines? Have appropriate forms been completed for administering?		
6	Do all parents know if there is a change of pick-up place/time?		
7	Are fluorescent jackets required?		
8	Group Leader's sealed envelope should contain: Contact details/medical details for pupils, personnel/Risk Assessment/s. Do not ask the office for data on the day of the trip. Please give some notice!		
9	Collect packed lunches from kitchen and store in Cooler Bag. Do all pupils have a lunch?		
10	Do you have/need: black sack for rubbish, tissues, J. cloth, sick bag, plastic spoons, spare clothes?		
11	Are you aware of the medical needs of <u>ALL</u> accompanying adults?		
12	Ensure you CLOSE classroom door on leaving – sign adults and pupils out		
<b>** On return **</b>			
1	Sign adults and pupils back in		
2	Contact lists/confidential details to be shredded		