



**GLENMERE COMMUNITY  
PRIMARY SCHOOL**



**At Glenmere we are GREAT! Because**  
**we:**  
**Grow, Respect, Enjoy, Achieve**  
**Together**

# Educational Visits and School Trips Policy

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## Statement of intent

Glenmere understands that visits and trips can be effective ways of encouraging interest and motivation in pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school also takes the health and wellbeing of our staff and pupils very seriously. We take reasonable steps, as stated in the Health and Safety at Work etc. Act 1974, to ensure the health and safety of our employees, as well as our pupils. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

## 1. Legal framework

- 1.1. This policy has been created with regard to the following 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 (2014) 'Health and safety: advice on legal duties and powers'
  - 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
  - Behavioural Policy
  - Health and Safety Policy
  - Equal Opportunities
  - Policy DBS 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.
- 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 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, teaching them new life skills and experiences.

Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

3.2. The Head Teacher is responsible for:

The day-to-day implementation and management of this policy.

Appointing an educational visits coordinator, liaising with the LA as necessary to ensure the correct appointment is made.

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.

Completing relevant paper work, 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, where required, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.

Ensuring there are contingency plans 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.

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.

Working with the local outdoor education adviser to help staff assess and manage risks.

Creating an itinerary prior to an educational visit or school trip, 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 six weeks in advance of the trip.

Distributing permission slips to parents prior to the trip and chasing up any permission slips that have not been 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 in line with the DBS Policy.

- 3.5. Staff are responsible for:

Adhering to this policy at 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 visit to an outdoor space, e.g. parks and playing fields, are 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 Behavioural 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 organisers:
  - DfE (2014) 'Health and safety: advice on legal duties and powers'
  - 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, such as 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.
- 5.7 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.
- 5.8 School trips will be agreed upon at board level before any formal plans have been implemented.
  - 5.9 Each school will have an equal opportunity to participate in a pre-planned trip or activity.
  - 5.10 Any disputes relating to pre-planned educational trips or activities will be discussed and resolved at board level.

#### **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 in [Appendix 3](#) – 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 Equal Opportunities Policy.
- 8.4. Due 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. Parental consent**

- 9.1. Written consent is required for:
  - Activities of an adventurous nature.
  - Residential trips.
  - Foreign trips.
  - Trips outside of school hours.
  - Trips that involve a bus journey
- 9.2. 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.
- 9.3. Separate consent will be sought for trips which require payment.
- 9.4. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

## **10. Staffing ratios**

- 10.1. There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are a guide and maybe altered depending on the cohort.
  - Other residential: 1:10 (Glenmere would ensure that there were 2 female staff members for the female cabin and 2 male staff for the male cabin)
  - High risk: 1:6
  - Day trip visits: 1:6 (Reception) 1:8 (years 1 and 2) 1:10 (years 3,4,5 and 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.
- 11.3. Parents will be informed of the limits of any insurance cover if this is deemed necessary.
- 11.4. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 11.5. Medical expenses will be recorded and stored in the school office.

## **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 begin, 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 the emergency services at the location 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.
- 12.3. The Head Teacher will keep written records of any incident and near misses
- 12.4. Media enquiries will be referred to the Head Teacher or, if they are not available, the deputy headteacher or the clerk to governors.
- 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.
- 12.7. Relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments.
- 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 the school polo shirts; failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

### **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 communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.
- 13.4. 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 14](#) 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 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.
- 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.
- 13.8. Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.
- 13.9. 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 10 minutes, the local police or relevant authorities, e.g. British Embassy, should be contacted.
- If the police are called, the trip leader should contact the Head Teacher, or other available person, back at the school and inform them of what has happened.
- 13.10. 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 the educational visits coordinator to ensure similar incidents can be avoided in the future.

- 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 educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

## **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 with 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 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.
- 15.3. Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.
- 15.4. 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.
- 15.5. In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Head Teacher's discretion as to whether a refund is given to parents.

The Head Teacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.

- 15.6. In the event that a pupil cancels their place on a trip, it is at the Head Teacher's discretion as to whether a refund is given to parents. The Head Teacher 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.
- 15.7. 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 admit the pupil to attend future trips and visits.
- 15.8. The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 15.9. 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.
- 15.10. 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.
- 15.11. Any excess of expenditure will be subsidised by the school fund.

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

- 16.11. 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.
- 16.12. 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 Head Teacher.
- 17.2. The governing board will review this policy annually.
- 17.3. The scheduled review date for this policy is June 2021

The appendix below has possible forms that may be used.

## Annual consent form for all educational visits and school trips

Please sign and date the form below if you are happy to give consent for your child,

\_\_\_\_\_

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

### Please note the following important information before signing this form:

The trips and activities covered by this consent include:

- All visits, including residential trips, which take place during the holidays or over a weekend.
- Adventure activities at any time.
- Off-site sporting fixtures outside the school day.
- All off-site activities for nursery schools.

The school will send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form.

### Medical information

Details of any medical condition that my child \_\_\_\_\_ suffers from and any medication my child should take during off-site visits:

.....  
.....

**Signed**..... **Date**.....

## Consent form for specific educational visits and school trips

<b>Educational visits consent form</b>			
<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"/>		
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>			
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: \_\_\_\_\_



## Educational visits and school trips risk assessment

Assessment conducted by:	Job title:	Covered by this assessment: <u>Teachers, teaching assistants/volunteers/supervising adults</u> and <u>pupils</u> .
Date of assessment:	Review interval: <u>Annually</u>	Date of next review:

<b>Related documents</b>
<u>Health and Safety Policy, First Aid Policy, School Emergency Procedure, Personal Emergency Evacuation Plan, Educational Visits and School Trips Policy, Code of Conduct, Coach Travel Risk Assessment, Train Travel Risk Assessment</u>

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b>	M	L	L

	Causes physical or emotional discomfort.			
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Areas of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policy and procedures	<u>H</u>	<p>Written procedures for ensuring the health and safety of pupils and staff members are in place. They are agreed by the <u>governing board</u> and reviewed annually.</p> <p>Existing risk assessments are in place based on knowledge, experience and training.</p>	<u>Y</u>	<u>Headteacher</u>	<u>XX.XX.XXX</u> <u>X</u>	<u>M</u>
Inadequate leadership		<p>Trip leaders are trained, experienced and competent.</p> <p>All adults in the group have clearly defined roles and responsibilities.</p> <p>The trip leader is experienced in class visits.</p> <p>The trip leader visits the venue prior to the class visit to identify potential dangers.</p>				

Areas of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Hazards specific to venue		<p>All trip leaders are familiar with any guidance offered by the venue's management, including first aid and emergency procedures.</p> <p>Pupils are briefed regarding:</p> <ul style="list-style-type: none"> <li>Expected behaviour.</li> <li>'No-go' areas.</li> <li>Meeting points.</li> <li>Meeting times.</li> </ul> <p>Contacting staff in an emergency.</p> <ul style="list-style-type: none"> <li>Emergency procedures.</li> <li>Emergency contact details.</li> </ul>				
Lost group members		<p>Large groups are divided into smaller groups with adequate supervision.</p> <p>Registers are conducted at each rendezvous point.</p> <p>An established contingency plan is in place for dealing with a lost group member.</p> <p>Sufficient staff ratios are maintained throughout a trip without exception.</p>				

Areas of concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Transport		<p>A reputable coach company, preferably one the school has experience working with, is used.</p> <p>If public transport is utilised, a separate risk assessment is created to ensure all risks are identified regarding the mode of transport.</p>				
Confrontation with the public		<p>All pupils are briefed on expected code of conduct.</p> <p>A buddy system is used to ensure pupils are responsible for each other and that pupils are never alone.</p> <p>Pupils are told what to do if approached inappropriately by a stranger.</p> <p>When travelling on public transport, seats are booked in advance and group seating is secured.</p> <p>Adult leaders will sit at both ends of the block of pupils.</p>				
Car parks		<p>Adult leaders are first off and on the coach/minibus.</p> <p>Pupils are led quickly and safely in a line to an area free from vehicles.</p>				
Emergency away from school		<p>All emergency contacts are up-to-date.</p> <p>The allocation of leaders takes into account all known medical conditions, SEND, and behavioural conditions of pupils.</p>				

