



## **Trips and Educational Visits Policy**

Approving Body	Trust Principal / Head Teacher or delegate
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Further Information/Guidance	Supporting Pupils at School with Medical Conditions

## Trips Procedure

The following procedures policy applies to all approved educational visits, journeys, theatre trips, exchange visits, leisure excursions, field trips and any accompanied group of students which leave the school premises and travels in the name of the school.

### 1. General principles

- All school visits must be approved by SLT. Further information and support will then be provided by Ann Booth (Trips Supervisor) or Fiona Collier (Finance).
- Taking students out of school during the day will almost always cause a level of disruption; this must be kept to a minimum and adequate cover organised where necessary.
- It is the prime responsibility of the member of staff organising the trip to ensure the safety of all students at all times. Comprehensive guidelines are contained in the resource section of Evolve (or on the Staff network), and all leaders should read this before planning their trip particularly the section on Roles and Responsibilities of a trip leader.
- Trips must NOT be offered on a 'first come, first served' basis. A fair random selection will need to be employed where interested numbers are too high.

### 2. Supervision

- The level of supervision must be in line with school and County guidelines. There should normally be a minimum of two members of staff accompanying any visit in the ratio of not less than one adult to sixteen children. Residential trips with mixed groups must always be accompanied by a male and a female member of staff.
- Should the trip or visit involve any form of hazardous activity, the trip leader must be fully qualified to lead such an activity or alternatively to supervise the selection of qualified instructors.
- Teacher-student ratios for students aged 18 and under are as follows:-
  - 1:15-20 'Low risk'
  - 1:10 Trips abroad
  - 1:10 **High risk**, if the trip is assessed as being soFinal decisions on supervision should be based on suitable risk assessment. Support is available in making supervision decisions from the EVC co-ordinator or AHT responsible for Trips and Visits.

### 3. Evolve online system

- **The Evolve online system is used to collate full information about any trip and must be completed in full before approval can be given. Without approval, payments cannot be collected from parents or bookings made.**
- Complete a school specific risk assessment form which can be found in the staff resources general folder. This should then be attached to the relevant trip open in EVOLVE. The visit leader should risk assess all activities that the school staff are responsible for delivering. For example: on a basic residential, this would be transport, group management off site and accommodation. The visit leader does not need to risk assess the delivery of activities by external providers, but they do need to check their competence (External Provider Check Form (OV2) or LOTC Quality Badge) and monitor delivery.
- Please ensure that parental consent forms are fully completed). This merely identifies that hazardous activities may be undertaken and states that parent's consent to the risks involved. However, such disclaimers do not absolve any responsible adult of his/her statutory responsibilities when supervising students in loco parentis. Ensure that students and staff participating in the visit

are recorded on Evolve along with an attachment giving student names and emergency contact numbers. **An additional copy of parental consent forms must be included in the group leader's information pack.**

#### 4. Financial Arrangements

- Costing of the visit is handled by Fiona Collier in the Finance office (in conjunction with the trip leader) and will also send out any letters to parents.
- A register of interest letter is sent out by Finance using ParentPay. Finance will then compile a list of students who have registered an interest.
- Once the trip is approved, a further letter will then be sent by Finance via ParentPay providing details needed for payment (or informing parents that they have been put on a waiting list). All payments received are recorded and receipted via the Finance office through ParentPay.  
**Payments from parents and booking of tickets will not happen until Evolve has been completed in full and the trip has been approved.**
- The organiser must secure a reasonable non-refundable deposit where necessary from each participant before making any payments to outside agencies.
- All payments for a trip must be paid in full by the student at least 2 weeks prior to the trip taking place. Some trips will require final payment sooner, this will be communicated to parents.
- If a parent does not make payments as per the agreed payment schedule, they may risk losing some or all of the payments they have made so far and their child's place on the trip being withdrawn.
- Please see Finance to obtain your list of students attending and ensure that the Attendance co-ordinator Mrs Croft has this list of students on the trip and that office staff are aware of the details, times of departure and expected return.
- The school is comprehensively insured through RPA for all school visits.
- Once the visit has taken place all expenditure incurred must be detailed and supported with receipts and given to the finance office for reconciliation.

#### 5. Transport

- Liaise with the main school office for transport bookings.
- **On coach and mini buses, including Academy mini bus**
  - *Where seat belts are fitted in coaches they will be worn at all times.*
  - *Mini bus drivers must hold a relevant driving licence.*
  - *Mini buses must have seat belts which are to be worn at all times, and there must be another supervising adult in addition to the driver.*
  - *Drivers are to take at least 45 minutes break for every 4 hours driving (this is a legal requirement)*
  - *Academy mini bus use is subject to the production of a relevant driving licence, the declaration of any points on licence and must be manned by 2 members of staff.*
- **Private cars.** When using private cars the following key points should be adhered to:-
  - *Written consent is obtained from parents that the transport is a private car*
  - *The car will be covered by Academy insurance on production of a driving licence and must be also be taxed and roadworthy (MOT, etc)*
  - *Driver must have relevant licence and declare any points on licence, volunteers must be DBS checked if in sole charge of students.*
  - *Seat belts must be fitted and worn at all times.*
- **Parents need to be informed of an expected late return.**

#### 6. Residential and trips abroad

- Parents must be given all relevant information prior to departure. Procedures will vary according to the nature of the trip but for trips which involve travel abroad or nights spent away from home there will be a meeting of parents beforehand at which the requirements of the organiser can be explained in detail. A booklet may be distributed online through ParentPay to each family outlining the itinerary, a checklist of the items the students will need to take with them, destination addresses and telephone numbers, emergency contacts, pocket money, insurance arrangements, code of conduct and arrangements for meeting the students on their return. Parents will be required to inform the organiser of any particular health problems or dietary requirements.
- For journeys to Europe the organiser must ensure that all students are at least in possession of form E.H.I.C (European Health Insurance Card)
- If passports are required the organiser must ensure that all students have their own current passport or that they are covered by a group passport.
- It is the parents responsibility to ensure their child's passport is valid for the country they are travelling to / through.

## 7. Behaviour and unsupervised time

- Expectations should be the same as though students were at school, directly in line with the school's code of conduct.
- **School uniform will be worn by all students** (unless in exceptional circumstances when it has been decided otherwise by SLT)
- Unsupervised time should be kept to an absolute minimum and only be allowed when it is safe and reasonable to do so.
- Students must be in groups of no less than three and report to staff at regular intervals.
- Students should have a copy of the meeting point or the venue at which they are staying and if possible, the mobile phone number of the group leader.
- The academy reserves the right to withdraw individual students from a trip before it is due to depart if a student's behaviour, conduct or attendance is a cause for concern, or if they feel a child's safety may be at risk if they were to attend the trip. Parents may be liable for any costs incurred for withdrawing them from the trip.

## 8. Post visit procedure

- As soon as possible, immediately after the arrival back at school from the trip or visit, you must let the emergency contact know that the students are back. Out of hours, a text message to confirm this is usually acceptable. We will then know that the staff and students have arrived back safely.
- **On return to school:**
  - Review the visit with students and collect their comments.
  - Complete an evaluation through EVOLVE covering the successes/issues/value of the trip or visit.
  - Ensure financial documents/receipts and the mobile phone (if applicable) are returned to Finance Office.
  - Deal with any insurance claims, complaints and accident reports.

## **ACTIONS IN THE EVENT OF AN EMERGENCY ON A SCHOOL TRIP**

### **Immediate action in an emergency**

The person in charge of a group to which an accident or incident happens must take control of the situation and immediately follow this procedure:

- Assess the situation. Take charge, use other staff and ensure everyone's safety
- Establish who is injured and how
- Provide first aid and call emergency services if necessary
- Continue to care for injured and the entire group.
- Ensure students taken to hospital are accompanied by an adult
- Be aware you and others may be suffering from shock.
- Record outline of events and actions whilst fresh in mind

### **Next steps**

To ensure relatives of those involved are informed correctly, the following procedure should be followed:

The leader at the incident should:

- Control communications. Avoid speaking to media or group members spreading news through mobile phones etc.
- Contact Head of School or other SLT member on: school tel. no: 0115 9261481 or emergency contact.
- Give clear details of what has happened and who is involved
- Your Senior Leader should inform parents.
- You must do this if a Senior Leader is unavailable. Plan what you will say before calling, only mention facts
- Make notes of what has happened and your actions
- Keep in contact with SLT.
- Liaise with relevant persons to complete accident report/RIDDOR

### **A Senior Leader will:**

- Refer to the School Emergency Plan and or Coping with a School Emergency document
- Contact parents and next-of-kin of adults (although it may be agreed that the group leader should do this directly). In any event, the parents of any injured student must be informed as soon as possible. Parents of other students on the visit should then be informed as appropriate
- Assist as necessary parents of an injured child who may wish to travel to be with their son or daughter. Arrange a means of keeping in contact with these parents
- Avoid making any comments to the media until you are sure of the facts and all relatives have been informed.
- Investigate the incident with relevant stakeholders, bring in external competent support if required

**A COPY OF THIS PAGE MUST BE KEPT AT ALL TIMES  
BY THE GROUP LEADER WHILST ON THE VISIT.**

## Trips checklist

Off Site visits will only be allowed to go ahead when all of these have been completed within the correct time frames.

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### Previous academic year:

In the summer term, SLT will request trip details for the next academic year. Trips with confirmed dates will be added to the calendar for the following year. Visits after the calendar has been published will have to be agreed by SLT.

Research location and providers, satisfying yourself that they are reputable and have the necessary registrations in place for the trip. Use External Provider Check form (OV2) to document and consider value for money.

### FINANCE – Fiona Collier (Finance Office)

Longer residential trips will need to consult with Finance about the processes involved well in advance to allow for the greater payments required.

### At least 2 months before visit (3 months for residential trips)

#### EVOLVE - Ann Booth (Trips Support – Exams office)

Get help & advice with EVOLVE completion from Ann Booth

Read the guidelines in this Educational Trips Policy, particularly the responsibilities of the group leader

Identify generic risk assessments and complete school specific risk assessments

Be aware of any students with special needs (include in risk assessments) or looked after children

**Complete and submit EVOLVE for approval at least a month in advance (2 months for residential)**

**Submitting on Evolve also informs Cover and Finance about your trip. We will not be able to make bookings or collect payments from parents until this happens and any issues have been resolved.**

#### FINANCE – Fiona Collier (Finance Office)

Research the costs involved with guidance from Finance (all trips must break even financially).

Sufficient advanced planning can give parent's time to plan payments.

Finance will send out a letter to gauge the level of interest (for more accurate costing)

**This process should happen alongside your completion of Evolve**

### At least 1 month before the visit (2 months for residential trips)

#### FINANCE – Fiona Collier (Finance Office)

Finance send letters electronically to parents with full trip information and gain their consent online through ParentPay. All payments from parents must be made **2 weeks in advance** of the trip date.

**This process will not begin until your trip has been approved on Evolve (see above).**

#### Other tasks

Arrange any travel requirements (buses etc.) with the main school office

**During the visit**

Communicate with pupils and visit team	
Dynamically risk assess- don't be afraid to change to Plan B if you feel it's necessary	

**After the visit**

Immediately upon your return send message to emergency contact to confirm dismissal of students	
Complete an accident report form for any incidents or near misses	
Ensure financial documents/receipts are returned to Finance (including any trip mobile phones taken)	
Arrange accommodation (if residential)	
Collect dietary information and share with relevant parties	
Collect medical information for pupils and plan for taking/administering medication	
Confirm arrangements for cover with Cover Manager	
Plan supervision arrangements with other staff (see p3,7)	
Review emergency procedures (see p8)	
Prepare 3 copies of lists of students attending and emergency contact numbers. Leave sets at school with both Mike Walsh (Assistant Headteacher) and Jean Croft (Student Reception) and take one set on the visit together with emergency contact information.	

## ACCIDENT REPORT FORM

**Trip:**

**Leader:**

Please complete this form if a student has an accident or injury requiring treatment from a member of staff, and if you administer medication.

NAME	DATE	ACCIDENT/INJURY TREATMENT/ MEDICATION GIVEN	FOLLOW-UP REQD	STAFF SIGNATURE

**If used, this sheet must be handed in to Ann Booth upon return of the trip.**