


Policy Issues and Updates

<i>Pages</i>	<i>Issue Number</i>	<i>Date</i>
Whole Document – New	1	September 2023
3 – updates to professionals	2	September 2024

This Policy has been approved by the Senior leaders and Director.

The policy will be reviewed annually unless circumstances arise requiring an early review.

Approved: September 2024

Signature: 

Planned Review Date: August 2026

Visits and School Trips Policy

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Statement of intent

Chances Mentoring understands that visits and trips can be an effective ways of motivating Students, and they can offer unique experiences. The school aims to ensure that Students are engaged in their learning and are given opportunities to explore this in a more.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Health and Safety Policy
- Physical Restraint Policy

2. Definitions

'In loco parents' means that the group leader of any school trip or educational visit has a duty of care over the students in place of a parent.

'School trip' means any educational visit, away-day or residential holiday organised by the school which takes Students and staff members off-site. **'Residential'** means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

3. Roles and responsibilities

The Proprietor Body is responsible for:

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

The Head of Service is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator for each trip.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the Proprietor Body regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off- site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The educational visits coordinator is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up to date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the head, by organising training for staff and volunteers.

The designated trip leader selected to be in charge on an individual trip is ‘in loco parents’ and has a duty of care to all Students on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the head.
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved.
- Conducting a risk assessment prior to school trips and educational visits to ensure Student and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to Students, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

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

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the Students is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

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

4. Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) ‘Health and safety on educational visits’
- HSE (2011) ‘School trips and outdoor learning activities’

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

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all Students 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 Students. Where there is a maximum capacity of Students for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents.

5. Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are fully experienced. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

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

6. Vetting providers

When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable origination 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 licenses.

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

7. Equal opportunities

The school promotes values of equality and does not discriminate against any individual or group of Students when organising a trip. The extra-curricular trips and activities offered to Students will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Student Equality, Equity, Diversity and Inclusion Policy.

Due to the popularity of some extra-curricular trips and activities the school offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one Student or a group of Students will be subject to formal disciplinary action.

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

8. Parental consent

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

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 all activities, both on and off-site, that take place at any time, including the school holidays. Separate consent will be sought for trips which require payment. Parents will be informed of activities by leader and will have the opportunity to withdraw their child from taking part.

9. Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to Student ratios are as follows unless stipulated in the child's EHCP.

- Other residential: **Ratio 3-1**
- Day trip visits: **Ratio 3-1**

10. Insurance and licensing

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

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

11. Accidents and incidents

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. 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 Student 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 head who will contact the family of the injured person.
- Students 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.

The headteacher will keep written records of any incidents, accidents and near misses. Media enquiries will be referred to the head.

12. Missing person procedure

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

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

When travelling with a Student 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 Student's needs in accordance with this policy.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members and Students will be required to carry mobile phones with them at all times. If a Student doesn't own a mobile phone, they will be paired up with a Student who has a mobile phone.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where Students and adults should go if they become separated from the rest of the group. Students and staff will wear school branded clothing, in order to make them easily identifiable.

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

In the event someone goes missing whilst on a school trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining Students and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least **one** adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within **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 head of Center, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin this will also include any relevant professionals as part of Multi-Agency Support.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

13. Students with SEND

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

Where this is not possible, an alternative activity of equal educational value will be arranged for all Students. Students with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

14. Finance

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 school curriculum.
- Part of a syllabus for an examination that the Student is being prepared for at the school.
- Part of religious education.

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

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a Student cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the heads discretion as to whether a refund is given to parents. The headteacher will consult the Proprietor Body on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a Student cancels their place on a trip, it is at the heads discretion as to whether a refund is given to parents. The head will consult the Proprietor Body on the matter (Callum Siddall), taking into account the Student's reasons for cancelling their place, whether the school will be reimbursed for the Student's place on the trip, and whether the space on the trip can be offered to someone else. Where a Student has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the Student to attend future trips and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all Students are treated equally. Any charge made in respect of Students will not exceed the actual cost of providing the trip divided equally by the number of Students participating. 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 Student. Any excess of expenditure will be subsidised by the school fund.

15. Trips abroad

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.

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.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Students and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, Students will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

At the start of the trip, all Students 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.

16. Evaluating trips and visits

Following an educational trip and/or visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

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

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 outside 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 take pictures and vidoe’s for the school social media, website and blog.
- You can, if you wish, tell the school that you do not want your child to take part in any 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:

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

