

School Trips and Visits Policy

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FYI: Version control should be used for all formal documents and managed as:-

- 0.1 (1st draft version)
- 0.2 (2nd draft and so on..... 0.3. 0.4 etc)
- 1.0 (Once document has been approved)
- 1.2 (during review/approval of a lifecycle document i.e. policies)
- 2.0 (2nd approved document) and so on.

Amendment History

Version	Amendment Date	Author	Amendment Summary
0.1	24/11/22	PB	Added top sheet and updated trip advice as well as added Michelle as Jo's cover for EVC role whilst on maternity leave.
1.2	11/02/25	PB	Date changes and checked all links work
1.3	28/02/25	Michelle S	Made a few amendments
2.1	03/03/25	PB	Approved at Foundation Govs

St Michael's CE VC Primary School
Let Your Light Shine

POLICY FOR SCHOOL TRIPS AND VISITS
February 2025

Introduction

The Department for Education has published a policy statement regarding educational visits.

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits> The statement **replaces** all previous government guidance i.e. Health and Safety of pupils on Educational Visits (HASPEV) and any accompanying supplements. The statement clarifies how health and safety law applies to educational visits and reassures establishments that **where sensible and proportionate precautions are taken in planning and running visits and trips, then staff should not fear prosecution** by the HSE. Our policy reflects this guidance and advice from Delegated Services as a school, we will strike the right balance between protecting children and young people from risk and ensuring that they can learn from the stimulating challenges and valuable experiences that educational visits provide.

At St Michael's we have adopted the employer's policy and guidance produced by the Outdoor Education Advisers panel and use it as part of our own policy and guidance approach. This guidance can be found at:

<http://oeapng.info>

Aims

Well-organised trips and educational visits form a valuable part of our children's learning. We aim:

- To extend and enrich the curriculum in all its aspects.
- To provide children with stimulating experiences which provoke memorable learning experiences.
- To ensure that trips are well-organised and safe.

Definitions

School Trip *Any activity involving children leaving the school site.*

Outdoor Pursuit Activities *Activities requiring Adventurous Activities Licensing and those in Category B and C (see appendix 3)*

Residential Visit *Any trip where pupils are away from their homes for at least one night.*

Type of School Trips & Charging Policy

The school will undertake:

- A range of school trips relating to the curriculum, wholly funded from the school budget or other fund.
- A range of school trips relating to the curriculum, funded/supported from the school budget or other fund. Parents will be asked for voluntary contributions.
- A range of school trips relating to the curriculum and extra-curricular activities. Those trips relating to the curriculum will be funded from the school budget but where they are held outside normal school hours parents will need to pay towards the trip.
- A wide range of school trips including outdoor activities and residential visits in KS2. Those elements relating to the curriculum will be funded by the school, but parents are expected to pay for board and lodging and transport costs.

For further details, see **Charging Policy**. Where a voluntary contribution is requested, this should normally cover entrance fees and travel costs. The letter should specify whether **spending money** is allowed. This depends on the nature of the visit, including time available to visit a shop: a ceiling should always be advised for parents.

Educational Visit Co-ordinator

The school will appoint an EVC and will ensure they are trained and accredited by a competent specialist. This training will be refreshed every three years by a representative from the LEA Delegated Services. They will cascade

their training to Visit or Party Leaders. We currently have two trained EVCs and they are Jo Prendergast and Michelle Stephens. Michelle Stephens was recently trained on 6th November 2024. Jo Prendergast is on maternity leave and will be retrained when she returns in 2026.

Consent Forms

The school uses a general trip consent form at the start of the year for local day visits (Appendix 1). This is on Arbor. Teachers will then notify parents by Class Dojo/email via Arbor of any visits but will not request specific consent for these. For residential and higher risk activities, written consent for that specific trip will be obtained as this is required by the LEA for all Category C visits.

Risk Assessment Process

For any proposed school trip, a risk assessment will be completed. This will involve the following steps:

1. **Initial Proposal and Hazard Rating:** The person proposing the trip or, in the case of inter-school or regular activities, a person appointed by senior management (the proposer) will request permission for the trip. For all new trips, the **INITIAL SCHOOL TRIP PROPOSAL FORM** should be completed. (Appendix 2)
2. **Initial Approval:** The Educational Visit Co-ordinator/Head will assess the information provided. It must conform to the type of trip the school has agreed to undertake and can be organised effectively to minimise/control the risks associated with it

If the assessment indicates that the requirements have not been met, or that there is insufficient information on which to make a decision, then two options can be made: a) either additional information will be requested b) the trip will not be approved. In the former case, the proposer will need to resubmit the first form.

If approval is given, a school trip leader and a deputy leader will be designated, and the trip given a risk assessment classification:

- Low risk (Category A) Short duration trips in the local vicinity e.g St Michael's Church
- Medium risk (Category B) Visits to trips outside the local area e.g Caerleon Roman Museum
- High Risk (Category C) Trips involving residential or adventurous activities e.g Dean Field Study Centre

This is a rough indicator to help to make adequate arrangements for the safe management of the trip. A definition of these categories with further examples can be found in Appendix 3.

3. **Specific Risk Assessment:** The trip risk assessment proforma (Appendix 4) is to be completed by the organiser. This should include a preliminary site visit where possible. This is the key element in the process and it is important that all relevant aspects are considered. The higher the risk rating, the more complex and detailed these arrangements are likely to be. If the provider does not hold the Learning Outside the Classroom Quality Badge, then a Provider's Statement **MUST** be completed. This is a requirement of the LEA for the submission of Category C residential and outdoor/adventurous activities.

Organisations can be checked at www.lotcqualitybadge.org.uk. The form is Appendix 5.

4. **Formal Approval:** The Educational Visit Co-ordinator or Head decides whether the trip should proceed to the next stage.
5. **Confirmation of Venue/transport:** This is completed by the SBM and a member of the office team may assist with this process.
6. **Letter to parents:** A letter should be sent to parents/carers explaining the purpose of the trip and asking for voluntary contributions as necessary. The letter should also ask for identification of dietary needs/medication etc. A sample letter is attached (Appendix 6). It will be sent via Arbor to all parents/carers.
7. **Briefing Pupils/helpers:** On the day, pupils need to be briefed so that they know the order of events and expectations. The same is true of parent helpers who will be given a briefing. Parents will be expected to sign a code of conduct whilst on the trip.
8. **Emergency:** Details relating to emergency provision will be finalised. Teachers should carry a copy of 'Emergency Numbers and Emergency Procedures' produced by Delegated Services (see Appendix 7)
9. **Completion of Notification form:** If the trip is a residential visit, then the appropriate form needs to be sent to Delegated Services via the EVC for approval. This should be sent four weeks prior to the residential visit.(Appendix 8)

10. **Trip takes place.**
11. **Debrief/Feedback/Evaluation:** Any implications for future visits should be noted.

Specific Information

Accommodation: Where a trip involves an overnight stay, it is important to ensure that sleeping arrangements are suitable and that the accommodation is secure: this is to cover both unauthorised access and egress. Staff should ideally be accommodated close to the pupils and all rooms should be single sex. Staff should be familiar with the layout and security arrangements and will be debriefed by the venue. For all residential visits, a notification form must be sent to the Local Education Authority.

Medication: Parents must fill in a form to authorise the administration of medicines on camps. Any medication taken from the school office must be signed out and then returned immediately after the trip.

Activities: All activities and potential activities, both formal and informal, must be identified.

Disability: Pupils with disabilities should be offered the same opportunities as other pupils and all reasonable steps should be taken to accommodate requests.

Insurance: Where school trips are undertaken as part of school activity, the school is covered by normal insurance arrangements, with teachers and volunteers indemnified under the Council's Public Liability Policy. Residential visits should have additional insurance cover.

Use of staff vehicles: Where pupils are transported by staff in own cars, the carrier should ensure that this is covered by their own insurance.

Uniform: Children should wear school uniform on most trips with the exception being if an activity specifically calls for 'old' or outdoor clothing. Uniform ensures that children can be easily seen; promotes a sense of representing the school and discourages inappropriate clothing.

Supervision

A sensible number of adults must be included in the costing of trips. However, no adult is charged.

The following are recommended ratios (children: adults):

Reception: 4:1 Years 1-3: 6:1 Years 4 – 6: 8:1

These ratios may be adjusted depending on the nature of the visit and the risk assessment. There are no specific rules on ratios by law. Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the minimum. Children on the SEN register or with an EHCP (Education Health Care Plan) have adequate provision and adult support to access the trip. Venues will be informed if the children have significant needs and additional adult support and extra requirements need to be put in place.

If possible, there should be both male and female adults accompanying the children on trips. The number of adults may need to be greater depending on the nature of the visit and which risk category it falls in to. The teacher in charge must ensure that all helpers have copies of the day's itinerary and the children in their group. If it is an outdoor visit, all teachers must have a whistle.

All children must wear either sticky labels, bands or badges with the school name, address and telephone number. Regular checks on numbers should be made during the day. This is important when boarding and departing from coaches.

DBS Checks: All parents in charge of groups should have DBS checks. At the beginning of the year, parents should be asked to submit a DBS form if they think they will be going on a trip. Helpers will also be asked to sign the school Code of Conduct before the visit. (Appendix 8). Under exceptional circumstances, the Head or Deputy may allow a non-DBS checked adult to accompany a trip. They must form part of a larger teacher-led group and must not take children off alone.

Pupil Premium/Free School Meals: For children who have free meals, a free packed lunch can be provided. The school office is to be informed of numbers well in advance so that the kitchen can be notified. Pupil Premium children will be given a subsidy for school trips.

Valuables: Children may be able to bring cameras on trips but the school shall not be liable for loss or damage to these or any other valuables. School will take ipads to take general photos of the trips. Children are not permitted to bring mobile phones on any school trips including residential visits.

Emergency Arrangements:

The teacher in charge must ensure that a list of children and adults going on the trip is left with the SBM and the school office. Staff must ensure that a medical kit and emergency resources such as a sick bucket and plastic gloves etc are available for the trip. Additionally, staff should also carry a whistle in case of emergency and ensure that they emergency safety procedures is discussed with all children and accompanying adults. The teacher in charge should ensure that there is at least one mobile phone for each coach to ensure that emergency information can be passed to the members of staff. The lead teacher is responsible for ensuring all helpers know what to do in an emergency and should also carry a copy of the 'Emergency Numbers and Emergency Procedures' produced by Delegated Services (see Appendix 5):

The following guidelines will be discussed with the children before and during the trip:

- Any potential dangers identified on the risk assessment
- Children will always stay with their group and adult helper
- What to do if they get lost e.g. ask a member of staff in the venue, police officer etc.
- Walk sensibly and quietly with a partner/ as part of class
- Be polite to all staff and members of the public as children are representing the school
- Remain seated with a seat belt on the coach when travelling to and from journeys
- Do not talk to strangers
- If you hear a whistle, stop immediately and go to the teacher or adult helper.

In the event of an accident or illness, the school must be informed immediately and the parents contacted as quickly as possible. If a child sustains an injury, the LA's Accident Report Form must be completed and a full report including statements from eyewitnesses submitted to the LA.

This policy is monitored by the Educational Visit Co-ordinator (Deputy Headteacher or a delegated and qualified colleague in their absence)

Review Date: February 2028

Agreed by governors: March 2025