



# Glenmead Primary School



## Educational Visits and School Trips Policy

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**Appendix 1 – Glenmead Procedures for Educational Visits and Trips**

## Statement of intent

Glenmead Primary School understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. Glenmead Primary School aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

This document is the policy for **Glenmead Primary School** and aligns with Birmingham City Council Policy and Guidance for Educational Visits and Learning Outside the Classroom. All of the guidance with regards to visits off site can be should be accessed via the web links in the policy.

The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom - within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives.

This policy covers all offsite visits and some on site learning outside the classroom. The Head Teacher and Educational Visit Coordinators manage this policy. It provides a local framework for staff planning of educational visits and learning outside the classroom activities. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website ([www.oeapng.info](http://www.oeapng.info))

## Appendix 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'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Equal Opportunities Policy

### Definitions

**'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.

**'School trip'** means any educational visit, away-day or residential holiday organised by Glenmead Primary School which takes pupils 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

### Key roles and responsibilities

All roles are clearly defined on the NG website:

<https://oeapng.info/about-national-guidance/#1630498524064-6b6df7ce-4513>

Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer.

There is specific Guidance and information for each role and relevant supporting documents.

Within the school all roles are covered and managed by staff and the Governing Body.

Glenmead Primary School has 2 Trained EVCs who are:

**Mrs Louise Spencer and Mrs Michelle Stokes.**

**Mrs Nicki Gabbitas and Miss Hannah Davis** has also received training for EVC previously.

All visits have a named visit leader and assistant/deputy leader who are aware of their role and responsibilities contained within the NG website.

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 or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in Glenmead Primary 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.

The **Head teacher-Ms Hilary Allan** 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.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- 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 **Lead Educational Visits Coordinator-Mrs Louise Spencer** oversees the **organisation of all Educational Visits and Extra-Curricular Provision.**

**Mrs Stokes** 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.

- Organising any relevant trip training so staff and volunteers can feel confident in conducting their duties.
- 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.
- Approving all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe.
- 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 headteacher, by organising training for staff and volunteers.

**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 by undertaking training.
- 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.

**Volunteers** and/or carers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Participating in any relevant checks before the trip in line with the DBS Policy.
- Reading and understanding relevant policies, such as the Behavioural Policy, to enforce the Pupil Code of Conduct while on Glenmead Primary School trip.
- Ensuring they are competent and comfortable with their delegated responsibilities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.
- Assisting pupils with needs during activities, e.g., escorting them to the toilets.
- Attending any relevant meetings or induction evenings before the trip.

**Pupils** are responsible for:

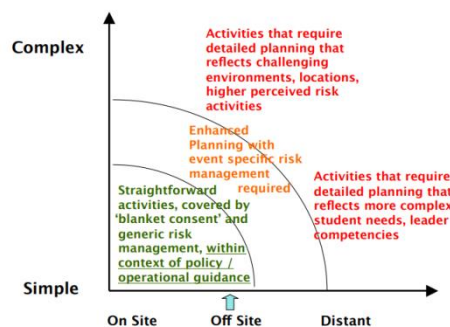
- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing Glenmead Primary School whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.

- Behaving in a manner which matches the ethos of Glenmead Primary School, and for following the behaviour rules set out in Glenmead Primary School’s Behavioural Policy with regards to this policy.
- **Competence of Staff**
- Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are standards national standards for staff that want to lead adventure activities and the adviser will give advice in that area.
- <http://oeapng.info/downloads/download-info/3-2d-4-4a-assessment-of-competence/>
- **NG 3.2d, 4.4a Assessment of Competence**

## Planning school trips and Risk Assessment

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

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. These are explained in the guide from the menu bar and can be reached via First Time Visitor



### [1 – Basic Essentials | \(oeapng.info\)](http://oeapng.info)

This School has the Zones defined for staff. Visits fit into one of three Zones. If staff are unsure about a Zone – then the visit rises into the next Zone up for further guidance and planning. Staff should consult the EVC for support.

Reference to this document [1b-Foundations \(1\).pdf](#) is essential when planning a Visit. It outlines the ‘SAGED’ variables which should be considered in the planning, management and leadership of ALL visits:

**Staff, Activities, Group, Environment (s) Distance**

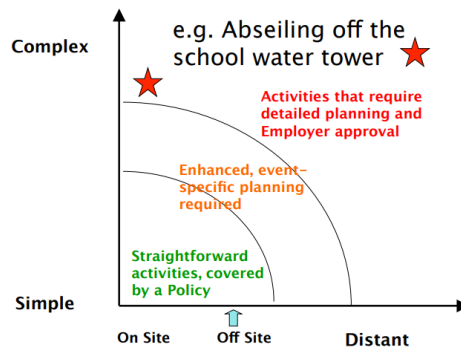
### **Zone 3**

#### **Adventure / Abroad and very complex visits**

These visits require specific approval at School level and the notification of the Education Visits and Outdoor Learning Adviser. These must be submitted to the Adviser **at least 4 weeks** before the departure date. The current notification for BCC is via evisits.

<https://www.e-visit.co.uk/NWEVOL/eVisit>

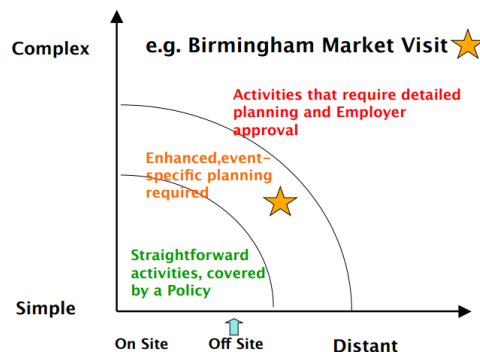
The adviser monitors these visits on behalf of the employer. **At Glenmead Primary School the Residential Visits to Woodlands/Beaudesert in Year 3 and Outward Bound-Aberdovey/Ullswater in Year 5.**



### **Zone 2**

#### **Enhanced Planning Visits**

These visits along with Zone 1 visits constitute the majority of schools visits. There will be aspects of complexity that require careful planning. Such visits include, visits to theme parks, visits to London, Birmingham City Centre, visits to farms etc. All visits are required to be planned and details sent to the EVC, these will then be approved by the EVC. The Education Visits Adviser can provide advice on these visits if required. Approval for visits of greater complexity may require pre-approval before undertaking detailed planning and the EVC should be consulted.



### **Zone 1**

#### **Local regular visits**

These are visits that straightforward to

#### **Examples of school includes in**

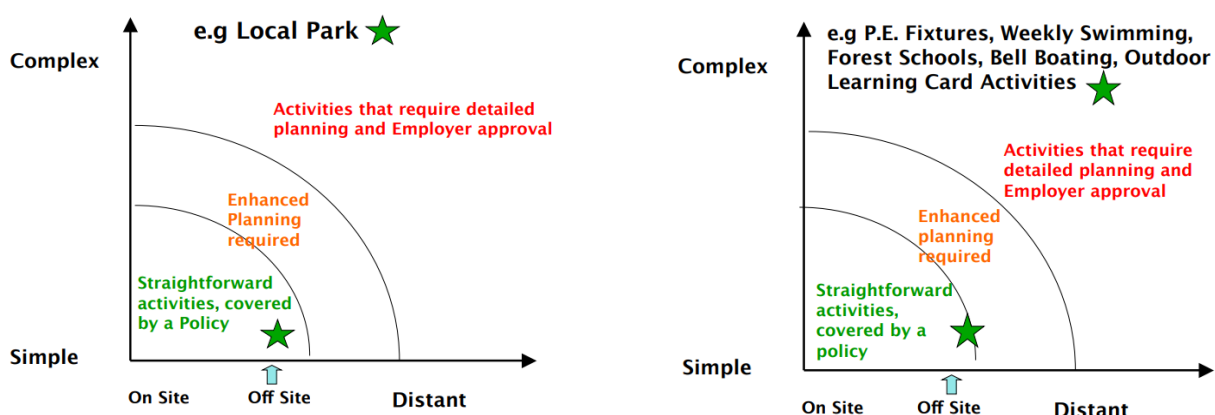
Visits to one venue, bus eg: Safari the theme park where pupils would go around in groups without an adult)

are regular, local and organise.

#### **activities that this Zone 1 are:**

travel by coach/private Park(unless including

Walks in the local area including Geography Fieldwork such as traffic surveys and following routes, Visits to St Matthews Church, swimming lessons at Beeches Pool, Visits to centres such as Cadbury World, Museums, and Libraries.



## Risk Management

This aspect is described in the guidance and forms are available for recording Risks.

[www.oepng.info/downloads/download-info/4-3c-risk-management/](http://www.oepng.info/downloads/download-info/4-3c-risk-management/) **NG 4.3c Risk**

## Management

[8 – Checklists, Model Forms, Mind Maps & Training Resources | \(oepng.info\)](http://www.oepng.info/downloads/download-info/4-3c-risk-management/)

## Parental Consent

The school takes into account the following points regarding consent.

- We obtain blanket parental consent for a range of regularly occurring activities including walks and visits within the local area. In the interests of good relations between school and the home, it is good practice to ensure that parents are fully informed prior to the visit via Class Dojo or text message.
- At Glenmead we gain consent for Zone 2 and Zone 3 visits. We gain consent through 'Parent Pay' online. It is the responsibility of the Class Teachers to chase up parents who have not consented. They will be directed to Parent Pay or provide a signature on the class record sheet. (from the office)
- <http://www.oepng.info/downloads/download-info/4-3d-consent/> **NG 4.3d Consent**

## Group Management

Full details about group management, ratios, supervision of group, medical conditions, are all found via the Leaders Role buttons on the National Guidance website. It is the Visit Leader in consultation with other staff members on the trip to decide on the ratio of adults to pupils. A number of factors need to be considered when making this decision including, the nature of the activity, the environment in which the activity is taking place and the age, gender and ability of the pupils. Experience of the staff Leading and assisting on the visit.

## External providers

### **Pre Checking Venues and Providers**

Staff should research the suitability of the venue and make a decision on whether the provision will meet the intended learning outcomes with groups needs being met.

**NG 4.4h Using external providers and facilities. Other documents in section 4.4 are also useful.**

### **External Providers**

Birmingham City Council endorse and support the Learning Outside the Classroom Quality Badge. Therefore any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB should therefore complete the attached form.

<http://oeapng.info/downloads/download-info/8p-provider-questionnaire/> **NG 8p Provider Questionnaire**

### **Adventure Providers Assurances**

Reference should be made to Nationally accredited provider schemes if in doubt consult your EVC. **Note: Notification is required for Adventurous Activity visits**

## **Equal opportunities**

Glenmead Primary School promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with Glenmead Primary School's Equal Opportunities Policy.

Due to the popularity of some extra-curricular trips and activities, Glenmead Primary School offers places on a first come, first served basis. 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.

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

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.

## **Transport**

**Guidance can be found:** [https://oeapng.info/search-results/?download\\_search=transport](https://oeapng.info/search-results/?download_search=transport)

**Private Car:** A record of staff who are willing to provide transport in their own cars will be kept by the EVC alongside the relevant information gathered as detailed in the link above: MOT, insurance and Driving licence.

Minibuses: 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. Category B PCVs may be acceptable in certain circumstances.

## **Accidents and incidents**

In the case of accidents and injuries while on a school trip in the UK, Glenmead Primary 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 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.

The headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. 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.

To ensure pupils are easily identifiable, they will wear uniform. Some pupils will wear high viz-jackets. Key staff will wear high viz-jackets when appropriate eg: busy places, when visibility is difficult.

## **Missing person procedure**

Glenmead Primary School places pupil 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.

When travelling with a pupil with SEND, the specific needs will be taken account of and measures put in place appropriate to the need. This will be detailed on the Risk Assessment.

Staff on the trip will all share contact numbers to stay in touch. All staff members will be required to carry mobile phones with them at all times.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Pupils, for most trips, will wear school uniform, in order to make them easily identifiable.

Regular head counts of all pupils 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:

- The designated trip leader will ensure the safety of the remaining pupils 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 10 minutes, the local police
- If the police are called, the trip leader will contact the headteacher, or other available person, back at Glenmead Primary 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.

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.

## **Pupils with SEND**

Where possible, activities and visits will be adapted to enable pupils with SEND to take part.

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

## **Finance**

The financial procedures outlined in Glenmead Primary School's Charging and Remissions Policy will always be followed when arranging trips.

Glenmead Primary 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 Glenmead Primary School.
- Part of religious education.

Money for school trips will always be paid directly to Glenmead Primary 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 pupil cancels their place on the trip.

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 Glenmead Primary School, including alternative provision costs.

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 Glenmead Primary 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. Where a pupil has previously cancelled a space on a school trip and received a full refund, Glenmead Primary School has the right to refuse to allow the pupil to attend future trips and visits.

Glenmead Primary School will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. 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.

## **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.

<https://forms.office.com/r/rUkYFgkT1B>

## **Monitoring and review**

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy annually.

The scheduled review date for this policy is July 2026

## Appendix 1

### Glenmead Procedures for Educational Visits and Trips

1. Decide on what trip you would like to organise and why? What are the benefits/learning outcomes for this visit? All of our Educational Visits are planned to meet the needs of our broad and balanced curriculum and are decided upon between Curriculum Leaders, Class Teachers and the EVC.

It is the responsibility of the Class Teachers/Visit Leader to find out as much information as possible so that the form can be completed in detail. At this point you need to consider:

**Staff, Activities, Group, Environment (s) Distance**

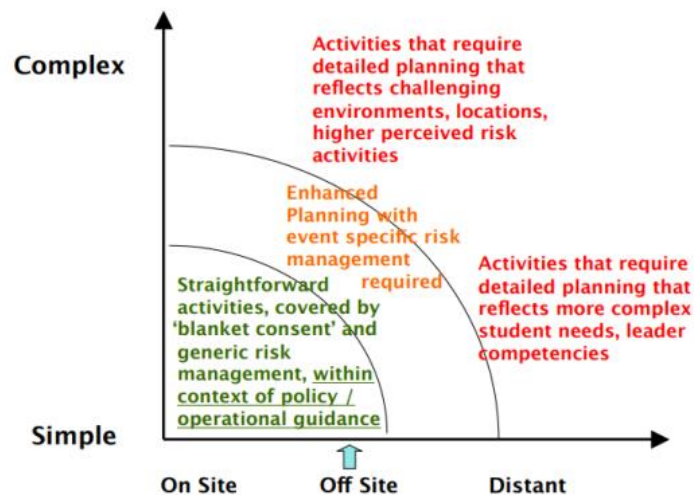
How many members of staff?

How many pupils?

Reasonable adjustments to ensure inclusivity for ALL.

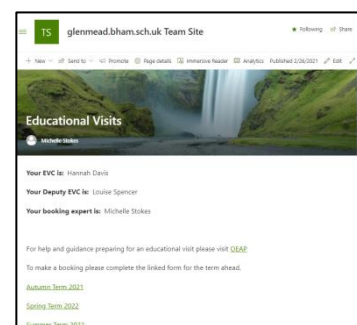
Activities that the pupils will do.....are they included in the price or additional?

Equipment required? Will pupils have the required clothing?



3. Mrs Stokes and Mrs Spencer meet to discuss the trips/visits requested.

4. Mrs Stokes requests quotes and checks availability of transport and venues.



**5.** Educational Visit is confirmed, letters are checked by DHT then sent out confirming dates, activities, transport and cost- Mrs Stokes/School Office via parentpay, Teaching staff are notified that the visit has been approved etc.

**6.** Visit Leader begins risk assessment process, activities, groupings and organising staffing with support from SLT. Visit Leader checklist to be completed. This can be found here:

<https://oeapng.info/downloads/model-forms-mind-maps-and-checklists/>

Signed Risk Assessments, Groupings and other planning documentation must be given to the EVC a minimum of **4 working days** before the trip is due to go ahead. Once signed, these will be scanned and saved on SHAREPOINT.

**7.** Class Teachers must liaise with the office staff, regarding consents and money received and chase parents for consent. We require all pupils to have consent for trips beyond the local area/within the local area but not regular activity. ~Payment for most trips is a 'Voluntary contribution' and no pupil can be omitted from a trip for non-payment. Any concerns regarding payment must be referred to DHT.

**8.** All staff and volunteers who are attending the trip must meet with the Visit Leader prior to the visit to discuss final arrangements, activities, responsibilities and emergency procedures. In the event of the Visit Leader being absent, the Deputy Visit Leader should complete this.

**9.** On the day of the trip a master copy of the paperwork must be left in the main office.

**10.** Within 5 working days of the trip, an evaluation must be completed.

<https://forms.office.com/r/rUkYFgkT1B>