

# Hornsea Burton & Skipsea Federation



## Educational Visits and School Trips Policy

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<b>Date Created:</b>	November 2023	
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<b>Last Reviewed:</b>	<b>Date: November 2023</b>	<b>By:</b>
<b>Date of Next Review:</b>	November 2024	

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## **Statement of intent**

**The Hornsea Burton & Skipsea Federation** understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. We aim to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The school's headteacher (Victoria Hart) and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils. These visits are intended to develop the values underpinned by our key curriculum drivers of resilience and well-being, global awareness and diversity and developing high aspirations for the future.

The school takes the health and wellbeing of our staff and pupils very seriously. 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.

All offsite visits and activities (apart from work experience or college placements which are dealt with separately) that are organised and undertaken by the school are regarded as "educational visits". Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

## **Types of Visits Organised by the School**

Both schools offer a wide range of educational visits:

- Visiting places within the local communities such as the museum, church and leisure centre.
- Visiting places further afield such as Hull, Bridlington, Wawne, York etc.
- The schools have also previously organised residential visits for Y5/6 children

## 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'

The school's Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- ***Health and Safety policy***
- ***Charging policy***
- ***Equal Opportunities/Inclusion/SEN***

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed. The LA's "Guidance for the Management and Leadership of Offsite Visits" are accessible online via EVOLVE, an online system for recording and approving visits.

## 2. 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, foreign exchange trip, away-day or residential holiday organised by the 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

### 3. Roles and responsibilities

The governing board 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 pupils' lives, teaching them life skills and providing new experiences.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with Clare Johnson (the Local Authority Educational Visits Officer) as necessary.
- 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 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 visit's 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 Headteacher has overall responsibility for all the school's educational visits. If the Headteacher is absent or unavailable, **EVC** will act as the appointed deputy, and fulfil the same responsibilities regarding the management and approval of educational visits.

The School's Educational Visits Coordinator (EVC) for Hornsea Burton is Miss Laura Hatfield (LA training September 2022) and the School's Educational Visits Coordinator (EVC) for Skipsea is Mr Chris Tarrant (LA training March 2022).

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.

- EVCs should access training from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years.
- 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 headteacher, by organising training for staff and volunteers.
- Ensuring that the requirements of this policy are carried out across all schools.

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils 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 headteacher.
- 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 by the educational visits coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity **six weeks** 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 pupils 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 pupils by following the procedures outlined by the designated trip leader.

The EVC role has admin support provided by Mrs Inns at Hornsea Burton and by Miss Tomlinson at Skipsea – this role involves sending out parent letters/obtaining medical details and consent forms.

The Governing Body representative who is responsible for overseeing educational visits is Ms Morgan Muir.

The LA Educational Visits Officer is Miss Clare Johnson (tel 01482 392417 or 07773041609 and email [clare.johnson@eastriding.gov.uk](mailto:clare.johnson@eastriding.gov.uk)).

### **Training**

The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided is maintained by **EVC** and stored in the staff room. The school ensures the following training opportunities with regard to educational visits are made available:

- Training for Headteachers from LA (including update every 3 years)
- Training for EVC from LA (including update courses every 3 years)
- Training for Visit Organisers and Group Leaders is in-house every two years
- Training for ECTs and new staff is in-house as needed (before they organise a visit)

### **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 pupil and staff safety.

### **Advice and Guidance**

Staff should seek advice and guidance regarding educational visits from:

- the school EVC
- the Headteacher
- the LA Educational Visits Officer
- other experts with specialist/local knowledge (e.g. National Park ranger)

**The following should be read in conjunction with the corresponding chapters in the LA “Guidance for the Management and Leadership of Offsite Visits”, and provide additional information and policy statements that are specific to the school:**

## **Planning and approval procedures**

Visits should be recorded, checked, and approved in accordance with the following procedures:

### **Category 1 - DAY VISITS (ROUTINE)**

Local visits that take place frequently or regularly throughout the year, or over a specific period of time (e.g. a series of six weekly visits) e.g. visits to local library/swim pool/away sports matches.

Category 1 visits should be recorded using a **risk assessment specific to the activity**.

Category 1 visits should be checked and approved internally - by the Headteacher (with EVC support).

Category 1 visits should be submitted for approval:

- at the beginning of the academic year to obtain “blanket approval” for the year and/or
- at least 2 weeks in advance of the first of a series of visits.

### **Category 2 – DAY VISITS (NON-ROUTINE)**

One-off or occasional visits e.g., day visit to York Minster/Scarborough Sea Life Centre.

Category 2 visits should be recorded using **EVOLVE**. Category 2 visits should be checked and approved internally by the Headteacher (with EVC support). In addition, the Governing Body are informed each term of visits that have taken place. Category 2 visits should be submitted for approval at least 2 weeks in advance of the first of a series of visits.

### **- Category 3 – UK RESIDENTIAL VISITS**

Visits that involve one or more nights away from home in the UK or Overseas. Category 3 visits should be recorded using EVOLVE Online.

Category 3 visits should be checked and approved:

- Internally - by the Headteacher (with EVC support)
- Externally – by the LA Educational Visits Officer

Category 3 visits should be submitted for approval at least 6 weeks in advance of the first of the visit.

### **- Category 4 – OVERSEAS VISITS**

Residential or day visits to any place outside England/Scotland/Wales. Category 4 visits should be recorded using EVOLVE Online.

Category 4 visits should be checked and approved:

- Internally - by the Headteacher (with EVC support), and
- Externally – by the LA Educational Visits Officer

Category 4 visits should be submitted for approval at least 6 weeks in advance of the first of the visit. For visits with significant financial commitment, initial “Outline Approval” should be obtained before firm bookings are made.

If any of the above 4 types of visit involve what may be regarded as “High risk activities or environments” they MUST be given an additional subcategory “A” classification:



- **Sub Category “A” – HIGH RISK ACTIVITIES and ENVIRONMENTS**

All day visits, or residential or overseas visits that involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school life e.g. a weekly climbing day visit = 1A, a day visit to dry ski slope = 2A, a residential stay at outdoor centre = 3A, an overseas trekking expedition = 4A. All Sub Category “A” visits should be recorded using EVOLVE Online. All Sub Category “A” visits should be checked and approved:

- Internally - by the Headteacher (with EVC support), and
- Externally – by the LA Educational Visits Officer

All Sub Category “A” visits should be submitted for approval at least 6 weeks in advance of the visit. For visits with significant financial commitment, initial “Outline Approval” should be obtained before firm bookings are made. All staff who lead visits are required to input their own information and assurances on EVOLVE Online. All staff who organise and lead visits are required to have their own EVOLVE username and password. Staff can request their own EVOLVE username/passwords by contacting the school office.

**Visit objectives**

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the insurers. For example, visits to local churches/places of worship, museums, education centres, forest school, beaches, animal centres, other schools and colleges, leisure centres, theatres, farms etc.

**The Overall Group Leader/Visit Organiser**

The Overall Group Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Headteacher.

- Deputy Leaders should preferably have been Assistant Leaders on several previous visits.
- Overall Group Leaders should preferably have been an Assistant on several previous visits, and ideally been a Deputy Leader on at least 1 of those visits

Headteachers might require Overall Group Leaders of more complex and demanding visits (e.g. ski visits or overseas expeditions) to have much broader leadership experience such as Ski Leader training.

**Deputy, Assistant and Volunteer Leaders**

Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the Overall Group Leader, if necessary. Assistant Leaders should be chosen carefully, and must be assessed and approved as suitable and competent to fulfil their roles and responsibilities by the Headteacher, EVC and Overall Group Leader. Leaders should consider carefully the implications of family members being present, and the possible complications that might arise.

HBSFED has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care. Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately. Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the group’s leaders to have an appropriate and current first aid qualification (6-8 hours of emergency aid training is the minimum training recommended for leaders on educational visits).

*Records of first aid training can be accessed in the school office as well as current DBS records.*

### **Briefing and Preparation of Young People**

Providing relevant information and guidance to pupils is an important part of preparing for all school visits. Pupils should be briefed about safety arrangements and what clothing/equipment should be brought. Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance. Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group. It is good practice to teach pupils how to recognise dangers and manage risks sensibly. Before a school trip, parents must inform the school of what medication their child requires, the amount needed to be administered and how often it should be taken. This information should be logged on a register. Medication should be signed for on the day of the trip and signed out when collected by a parent/carer at the end of a trip. Staff members should give children the medication to administer themselves if possible at the correct time, log this and sign as the person who administered the medication. On a school visit, inhalers are carried by the group leaders of the children who require them. If a child has consistently poor/dangerous behaviour that compromises their own or the group's safety; the Group Leader should contact the school to make arrangements for that child to be escorted safely back to school.

### **Visit Approval**

- Low-risk day visits (Cat 1 and 2) are approved in-house by the Headteacher (with EVC guidance and support) using EVOLVE Online.
- Day visits involving high-risk activities or environments (Cat 1A or 2A) are approved by EVC/ the Headteacher/LA using EVOLVE online. UK and overseas residentials (Cat 3 and 4) including those involving high risk activities or environments (Cat 3A and 4A) are approved by EVC/Headteacher/school governors/LA using EVOLVE Online.
- The Visit Organiser must carefully check all visit forms before submitting for approval.

### **Amendments to Visits**

If there are significant late changes to visit plans that have already been approved or submitted for approval, the Visit Organiser must notify all relevant approving authorities (EVC/Headteacher/ Governors/ Local Authority) of these changes, and ensure that their additional consent is given.

There should be a clear system for the notification and approval of amendments to visit plans, so that there can be no misunderstanding or confusion by any parties involved.

- For low risk day visits (Cat 1 and 2) – school procedures/ by email to EVC/Headteacher
- For all Cat 3/4/A visits recorded on EVOLVE, there is a clear procedure for recording amendments.
- For significant amendments that require further consideration and approval, the EVOLVE system requires visit organisers to request a return of the visit by managers. They can then amend the form and resubmit it after the amendments have been completed.

## 5. Risk Assessment Process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. 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 identify hazards and control measures specific to the trip.

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability. All Category 1 and 2 (Day), Category 3 (UK Residential) and Category 4 (Overseas) visits that involve high risk activities and environments are classified as subcategory “A” and must be recorded on EVOLVE, and approved by the EVC, Headteacher, and Local Authority. Leaders and other supervisors must be sufficiently competent to supervise pupils in the activity/environment. Competence derives from knowledge, experience, training and personal qualities and may be evidenced by holding the relevant National Governing Body (NGB) award where appropriate. The school keeps a record of staff qualifications, training and leadership experience. This is stored on the EVOLVE online database.

Visit Organisers should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The EVC will sometimes ask to see and check these plans.

It is good practice for Visit Organisers to seek technical or local guidance, especially if the leaders are relatively inexperienced, or if they are undertaking activities or visiting places which they are less familiar with, or which are prone to sudden change (e.g. coastal or river locations – it is important to be aware of tidal conditions, or the behaviour of local streams rivers in response to heavy rain).

Recent tragic accidents have underlined the importance of having a previously risk assessed “plan B” to provide alternative activities if the original planned activity becomes unsuitable or cannot be delivered for some reason.

Visit leaders should be familiar with the relevant generic risk assessment(s) for any high-risk activity/environment, and should also carry out their own specific visit risk assessment for the venue, activity and group members.

It is important that leaders are aware of all the potential dangers of bathing in open waters – especially of cold, deep, or moving water. Leaders who are planning activities in or near water should have relevant experience and competence. Swimming or bathing in the sea or other natural waters is a potentially dangerous activity, and should only be undertaken at appropriate locations, and when organised and supervised by staff who are suitably experienced and competent.

Visits to farms can provide valuable educational experiences for young people, but most should be classed as category “A” (involving high risk environments), especially if they involve working farms. This is due to the nature of activities, vehicles, chemicals, and machinery on many farms, and also to the possible risk of infection from farm animals.

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit. Staff should be aware of their expected roles and responsibilities before, during and after a visit. Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required. Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit. The Visit Organiser must ensure that group leaders have immediate access to the emergency contact details of the school managers and the parents of those on the visit. A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kits are stored in each classroom. All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use. The school’s designated first aider is responsible for the upkeep of all first aid kits in the school to ensure that they are fully stocked and in date.

## **6. Vetting providers**

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe. Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom “Quality Badge”. When planning a visit, the Visit Organiser (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited. 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

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.

Evidence of the standard and safety of services provided can be obtained by using one or more of the following means:

- Check the provider's website for relevant information and assurances
- Check any literature that has been provided by the organisation for visiting groups
- Check if the provider has a Learning Outside the Classroom (LOtC) Quality Badge. It is not usually necessary to ask for further assurances regarding safety standards if the provider has already been inspected and awarded an LOtC Badge, but it might still be useful to visit the venue or request other information.
- Email/write to the manager of the organisation to request information and assurances
- Ask the manager of the company/organisation to complete a Provider Statement Form (EV2)
- Carry out a pre-visit inspection; carry out an on-site visual inspection on arrival, and ongoing checks during the visit.
- Use experience from previous visits by the same leader; use experience from previous visits by other groups or other leaders from the same school/establishment.

## **7. Equal opportunities**

Following the guidance of the Equal Opportunity Act (2010), every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion. HBSFED 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 the school's Pupil 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 pupil or a group of pupils will be subject to formal disciplinary action.

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.

School trips will be a reasonable cost and will not exceed the budget allocated to each school within the federation. Where possible, pupils within each school will have the opportunity to partake in each school trip or activity. Schools within the federation will avoid planning educational trips or activities that are unfeasible for other schools within the federation, to prevent pupils missing out on certain opportunities.

A decision to exclude a young person from a visit should never be taken lightly, and only after extensive consultation with all those who have responsibility for the young person. It may be reasonable to exclude a young person where their behaviour presents a significant, unmanageable

and unacceptable risk to the health, safety and welfare of either themselves, or other members of the group, or the leaders. Careful consideration should be given to the inclusion of young people who are related to the Visit Leaders or who are not members of the school/establishment. It is important that leadership responsibilities are not compromised.

Visit leaders should obtain up-to-date details of all group members' medical/special needs (including any medication taken), and ensure that all leaders are informed of relevant information that might affect the safety and welfare of group members. Visit leaders should be aware of, and comply with, the latest national guidance on administering medicines.

Visit leaders should carry with them a full up-to-date list of all group members (including Leaders) together with their parent/guardian/emergency contact details. This list should also be left with the designated Emergency Home Contact(s) and other relevant managers (such as the Educational Visits Coordinator, if applicable) before departure.

## **8. Transport**

As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met. Leaders should be familiar with, and comply with the Local Authority's "Driving at Work policy", Visits Guidance, and generic risk assessments that give detailed recommendations for all standard forms of transport.

Visit leaders should ensure that group members comply with safety requirements and expected standards of behaviour, especially when getting on or off transport. Visit leaders should carry out frequent head counts whilst travelling to check that everyone is present, especially before departing any venue. Buddy groups can help group members to keep a check on each other's whereabouts and welfare during travel.

Leaders should be briefed how to supervise groups whilst walking on pavements, or along roads with no pavements, and how road crossings will be managed. Where available, pedestrian crossings, traffic lights, underpasses and footbridges should be used to cross roads.

For school visits that occur outside school hours (e.g. sports fixtures), it might be simpler for parents/guardians to make their own arrangements for the transport of children to and from an event, but it should be made clear (in writing) that the parents carry full responsibility for making these arrangements, and signed consent should be given to this effect.

Where seat belts are fitted in coaches/buses, leaders should take all reasonable steps to ensure that all group members use seat belts throughout the journey, and that the belts are fitted correctly to give maximum security.

The school hires coaches/buses from companies whose safety management systems and operating procedures have been checked and assessed as suitable using the "Coach/minibus hire company enquiry EV3 form".

For the safe supervision of pupils on coaches/buses, group leaders are required to:

- Sit in various locations, spread throughout the coach
- Sit near emergency exits
- Carry a first aid kit and a mobile phone.

The Headteacher must ensure the safety of pupils travelling by private car, and should:

- Risk assess and decide if the driver is suitably qualified, experienced and competent, and carry out suitable child protection/safeguarding checks, if appropriate;
- Inform parents and obtain their written consent (this may not be possible in emergencies);
- Gain assurance on main points of reference – insurance, licence, roadworthy, seatbelts
- Ensure that drivers are aware of any specific requirements
- Ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, keeping to speed limits etc).
- Drivers have appropriate insurance – inc business cover for employees

For visits that require the use of staff cars, drivers must:

- have business insurance
- be assessed as competent and suitable by the headteacher

For visits involving the use of minibuses (if applicable):

The school follows National and Local Authority regulations and guidance, and all minibus drivers have been assessed and approved by the LA Transport Services (from Sept 2008, all new minibus drivers are required to successfully complete the MiDAS courses, and existing minibus drivers will be required to complete the MiDAS course at least once every 4 years). Drivers should not drive if they are feeling tired or unwell. They should not drive for more than the recommended periods, and they must stop for adequate breaks during the journey.

## **9. Parental consent**

The Group Leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved. Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual “rolling” consent for routine visits, or specific consent for a particular visit/activity. There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.

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 any and 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 letter and will have the opportunity to withdraw their child from taking part.

Any special/medical needs of pupils are collated by name and supervising staff are briefed and trained accordingly. Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary as part of the school admission forms. Medical information and consent forms can be obtained from EVC. Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit. The Visit Organiser/EVC must obtain parent contact details for all pupils on the visit. Parents will be contacted if the transport will arrive earlier/later than expected.

### **10. Staffing ratios**

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The LA's "Guidance for the Management and Leadership of Offsite Visits" provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the EVC and Overall Group Leader (and LA Ed Visits Officer, if necessary), as part of the risk assessment and management process. It is generally good practice to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong. Particular consideration should be given to staffing levels and qualifications required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision.

#### Category 1 and 2 (Day) Visits

The Early Years Foundation Stage Framework states that staff ratios on offsite visits should be determined by a risk assessment of each outing. The ratio normally needs to be higher than the legal limit applicable within the school/nursery setting (1:8 or 1:13 in early years settings and 1:30 in infants classes in maintained schools) and in some cases, groups may need a much higher ratio (sometimes even 1:1). The following are recommended minimum staffing levels:

A minimum of 2 adults (EYFS requires at least one teacher and one with a paediatric first aid certificate):

- Early Years/Infants:

Children aged <2	1 adult for every 3 children
Children aged 2	1 adult for every 4 children
Children aged 3 - 4	1 adult for every 5 children

- Other age groups:

School years 1 to 3 (approx age 5 – 7)	1 adult for every 6 young people
School years 4 to 6 (approx age 8 – 10)	1 adult for every 15 young people
School years 7 to 11 (approx age 11 – 15)	1 adult for every 20 young people
School years 12 to 13 (age 16+)	may be able to use a lower ratio, according to the risk assessment

- Category 3 (UK Residential) Visits:



A minimum of 2 adults

1 adult for every 10 young people.

Mixed gender groups should preferably have at least 1 male and 1 female leader.

- Category 4 (Overseas) Visits

A minimum of 3 adults

1 adult for every 10 young people.

Mixed gender groups should preferably have at least 1 male and 1 female leader.

For hazardous activities that are led by external providers (e.g. instructors from a residential outdoor activity centre), it is good practice, wherever possible, to ensure that a Group Leader is available to accompany each activity group. Regular head counts of young people should take place throughout a visit, especially before leaving a venue.

In some circumstances (e.g. visits to cities) group members may be asked to carry some form of contact card/bracelet with the name of their school/organisation, the accommodation base, and an emergency contact number in case they get lost or separated from the group.

Particular consideration should be given to the supervision of “downtime” or recreation time.

All adventurous activities and expeditions must be supervised by suitably trained and qualified leaders. When supervision is remote, group members should be sufficiently trained and assessed as competent for the level of activity to be undertaken, including first aid and emergency procedures. The visit/activity leader should be satisfied that the group members have acquired the necessary skills, experience, confidence, physical ability and judgement to operate safely without direct supervision. All leaders should be fully briefed regarding their roles and responsibilities.

Due to a lack of male staff, it may not be possible for a balance of male and female adults to accompany visits. Staff will take this into account when planning visits and make necessary arrangements re toilets which will be included on Evolve form etc.

### **11. 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 licence. 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. Medical expenses will be recorded and stored in the school office.

The Headteacher/EVC/Overall Group Leader must ensure that adequate insurance arrangements are in place for all educational visits, and Group Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Visit Organisers should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

The Visit Organiser and school EVC should ensure that:

- Each visit is accurately costed and budgeted for;

- Adequate allowances are made for additional unforeseen costs and changes in circumstances;
- Financial plans – especially for more complex and committing visits – are checked over and agreed first by the EVC/Headteacher before financial commitments are made;
- For visits that involve substantial commitment financially (e.g. overseas expeditions), no firm bookings or financial commitments are made until the visit has been agreed and received “Outline Approval” by the relevant authorities;
- The costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent will be charged or asked to contribute;
- Money collected for visits is kept in a separate school account, and secure systems are in place to ensure that money is accessed and accounted for correctly.

## **12. 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 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. 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 must wear the school uniform.

## **13. Missing person procedure**

The 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 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 setting.

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 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 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.

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 and staff will wear school branded clothing, 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 domestically or abroad:

- 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 or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the trip leader will contact the headteacher, 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.

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.

#### **14. Pupils with SEND**

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCO will liaise with the pupil'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 pupils. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

## **15. 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 national curriculum.
- Part of a syllabus for an examination that the pupil 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 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 the 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 can 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. 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 allow the pupil to attend future trips and visits.

The 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.

Where it is not permissible to charge parents, any subsidy may come from: school funds, voluntary fund raising or voluntary parental contributions. The school may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras but any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. The costs of the visit should be clear to all concerned, stating how much will be given from other school funds and how much parents are expected to contribute. The school will normally charge for board and lodging on residential trips, and ask for a voluntary contribution towards transport and specialist instruction for certain activities.

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

Following an educational trip and/or visit, Visit Organisers to review the visit with the EVC and/or Headteacher and, where appropriate, to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits.

In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't). It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts. Accidents, incidents, or dangerous occurrences must be recorded and reported in accordance with the Council's accident and incident reporting procedures information can be obtained from the office / from the EVC/ from the Headteacher/ from the LA Safety Services.

After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body. Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Officer and Safety Services.

### **17. 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 **November 2024**.

To assure quality of standards on educational visits:

- The school's Headteacher and/or the EVC will accompany at least one visit per year to monitor real practice, and to assist with the review of policies and procedures.
- Any records of these monitoring visits will be noted on Evolve.

The school's Headteacher/EVC will complete the Manager Review (an audit of the school's educational visits policies and procedures that is accessible online via ([www.eriding.net/educationalvisits](http://www.eriding.net/educationalvisits)) and share the findings with the Governors and the LA Educational Visits Officer. This will normally be completed at least every 3 years or whenever a new Headteacher is appointed. Proposed actions in response to the review will be carried out in accordance with the target completion dates stated on the Review form, and will be reviewed annually by the EVC (Mr Tarrant/Miss Hatfield), Headteacher (Mrs Hart) and the Chair of Governors (Ms Morgan Muir).

## Appendices

Annual Consent Form for all Educational Visits and School Trips