

Educational visits and school trips policy

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Statement of intent

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

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.

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 'Charging for school activities'
- DfE 'Health and safety on educational visits'
- HSE 'School trips and outdoor learning activities'
- DfE 'Driving school minibuses'

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
- SEND Policy

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 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.

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 on 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.
- Liaising with the trip organiser 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.
- Supporting the trip organiser to complete relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity within a risk assessment and signing off risk assessments once complete.
- Ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- 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.
- Ensuring the trip leader creates an itinerary prior to an educational visit or school trip and distributes it to pupils, parents and staff to ensure the day is well organised and safe.
- 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.

4. Planning school trips

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety. CST will be informed of all trips via the CST portal. Any additional risks around the fact that we are a Jewish school will be taken into account.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents.

5. Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are 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.

6. Vetting providers

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

If a provider does not hold the badge, the headteacher 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.

7. Equal opportunities

The 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 the school's Pupil Equality, Equity, Diversity and Inclusion Policy.

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.

8. Parental consent

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

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips. (see appendix a)
- Trips outside of school hours.

On joining the school, parents are asked to consent for any trips which take place in school hours. (see appendix b) Parents will be informed regarding any trips which require payment.

9. Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff (including parent volunteers) to pupil ratios are as follows:

- Nursery 1:4
- Reception 1:5
- Years 1-3 1:6
- Years 4-6 1:10

10. Insurance and licensing

Insurance for trips is in place.

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.

11. Accidents and incidents

In the case of accidents and injuries while on a school trip, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.

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

Media enquiries will be referred to the CEO of JCAT.

Staff are fully briefed on how to 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 wear school caps.

School security guards are always present on trips and the CST emergency card (detailing what to do in an emergency) is taken with on every trip.

Everyone on the trip will be provided with a contact sheet for all members of staff.

12. Missing person procedure

The school places pupil and staff safety as its top priority when participating in school trips.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The trip leader 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.

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.
- 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, police will be called.
- 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 a member of the party has gone missing and is subsequently found, the trip leader will:

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

13. Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The class teacher or SENCO will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit if this is deemed necessary after completing the risk assessment.

14. Finance

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

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.

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. Refunds will be given for any unspent costs. 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. 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.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. Any excess of expenditure will be subsidised by the school fund.

15. Evaluating trips and visits

Following an educational trip and/or visit, the trip leader 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.

18. Monitoring and review

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

Appendix a

TRIPS AND OTHER OFF-SITE ACTIVITIES



It is school policy to take children off-site where this may enhance their learning.

The trips and activities covered by this consent include;

- all visits (including residential trips) which take place during the school day, the holidays or a weekend
- adventure activities at any time
- off-site sporting fixtures outside the school day as well as during the school day
- all off-site activities for nursery schools.

The school will send you information about each trip or activity before it takes place. We also notify CST of all trips in advance beyond the locality.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Consent *

I consent for my child to:

- To take part in school trips and other activities that take place off school premises; and
- To be given first aid or urgent medical treatment, if required, during any school trip or activity.

Appendix b

Name of School	Wolfson Hillel Primary School	
Pupil's name		
Class		
Date of birth		
Pupil's address		
Dietary Requirements: e.g. vegetarian; coeliac; lactose; nuts		
Medical diagnosis, condition or allergies (Please provide details of any condition which affects your child during the course of a school day)		
Do you give consent for your child to be administered calpol/neurofen in the event that this is not an emergency (i.e. Headache/tummy ache)	Please circle below Yes No	
Emergency Contact Information		
Mother		
Contact number (home / work)		
Contact number (mobile)		
Email address		
Father		
Contact number (home / work)		
Contact number (mobile)		
Email address		
Other contact if parent unavailable		
Contact number (home / work)		
Contact number (mobile)		
Email address		
GP contact details: Name and address and phone no's		

Last reviewed on: 10.3.26

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