



Educational Visits and School Trips Policy

Description	By Whom	Date
Established	TM	9/11/15
Approved Board of Trustees		23/11/15
Reviewed / Revised	TM	30/6/16

Contents:

Statement of intent

1. Definitions
2. Key roles and responsibilities
3. Training of staff
4. Risk assessment process
5. Safe use of minibuses and seatbelts
6. Parental consent
7. Staffing ratios
8. Insurance and licensing
9. If things go wrong
10. SEN and disabilities
11. Finance
12. Planning school trips
13. Appendices
 1. One-off consent form for educational visits and school trips
 2. Annual Consent form for educational visits and school trips

Statement of intent

The Harmony Trust and its academies take the health and wellbeing of their staff and pupils very seriously. We take reasonable steps as stated in the Health and Safety at Work Act 1974.

This policy has been designed in line with the DfE and Health and Safety Executive (HSE) guidance and details our responsibilities for pupils while out on educational visits and school trips.

1. Definitions

- 1.1. 'In loco parentis' means that all staff employed by the Trust of any school trip or educational visit has a duty of care over the pupils in place of a parent/carer. The Group Leader has seniority in all aspects of the trip.
- 1.2. 'School trip' means any educational visit, away-day or residential holiday organised by the academy which takes pupils off-site.
- 1.3. 'Residential' means any school trip which includes an overnight stay.
- 1.4. 'Activities of an adventurous nature' include, but are not limited to:
 - Trekking
 - Water sports
 - Climbing

2. Key roles and responsibilities

- 2.1. The Board of Trustees has overall responsibility for the implementation of the Educational Visits and School Trips Policy of each academy.
- 2.2. The Board of Trustees has overall responsibility for ensuring that the Educational Visits and School Trips Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 2.3. The Principal and Board of Trustees have responsibility for handling complaints regarding this policy as outlined in the Complaints Policy.
- 2.4. The Principal will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.
- 2.5. The Educational Visits Coordinator has overall responsibility for educational visits and school trips, and must ensure all aspects of the planning process are comprehensive and adhered to.
- 2.6. Staff will be responsible for following the Educational Visits and School Trips Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 2.7. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all members of the party. If at any time the designated leader feels for whatever reason the safety of pupils and staff is at risk, they are entitled to stop the activity / trip.
- 2.8. Pupils are responsible for following instructions from teachers while on educational visits and school trips.
- 2.9. Pupils are responsible for behaving in a manner which matches the ethos of the academy, and for following the behaviour rules set out in the Trust's

Behaviour Policy as they relate to the Educational Visits and School Trips Policy.

3. Training of staff

- 3.1. Teachers and support staff will receive training on the Educational Visits and School Trips Policy as part of their induction, and this will be included in the Staff Handbook.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their continued professional development either by a senior / experienced member of staff, the EVC and the Local Authority (Dave Falconbridge).

4. Risk assessment process

- 4.1. Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full. Please refer to the Risk Assessment policy for further guidance. Identified risks should always include the reduction in staff to pupil ratio.
- 4.2. The process is as follows:
 - Identify the hazards
 - Decide who might be harmed and how
 - Evaluate the risks and decide on precautions
 - Record your findings and implement them
 - Review your assessment and update if necessary
- 4.3. Each academy must complete the LA maintained EVOLVE system to plan all trips / visits, this helps identify and minimise risk. If the Principal deems the trip to be high risk (i.e. a residential, abseiling etc) then a copy must be sent and signed off by the CEO before formal approval is given to proceed. Low to medium risk trips are the final approval of the Principal.

5. Safe use of minibuses and seatbelts

- 5.1. The School Business Manager is responsible for ensuring the services procured from transport companies meet Health & Safety, licencing and insurance requirements, and that the standard of the minibuses used is suitably high.
- 5.2. The minibus will carry strictly one person per seat and seat belts must be worn at all times.
- 5.3. Under no circumstances should staff use their own vehicles to transport pupils. Please refer to the Staff Handbook.

6. Parental consent

- 6.1. Parental consent forms are signed at the start of each academic year.

6.2. Written consent is required for :

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

Medical forms may also be required to be completed depending on the activity of the trip.

6.3. If preferable, parents may complete a 'one-off' 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.

6.4. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

7. Staffing ratios

7.1. There will be sufficient staff to cope in an emergency. Our guidance for staff to pupil ratios are as follows:

- Early Years 1:4
- KS1 1:6
- KS2 1:10
- Children with special educational needs will depend on need of the child and will be decided by the Principal.

If, during the trip these ratios are reduced (i.e. due to accident, illness etc.) then the Trip Lead must refer to the completed risk assessment and action the mitigation identified and also inform the Senior Leadership Team of the Academy.

8. Insurance and licensing

8.1. 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.

8.2. Insurance will be in place for every trip, no matter how short, to ensure adequate protection and medical cover.

8.3. Parents will be informed of the limits of any insurance cover.

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

8.5. Medical expenses will be recorded and stored in the school office.

9. If things go wrong

- 9.1. 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.
- 9.2. In the event of any other incidents, the leading member of staff will contact the Principal (or Senior Leadership Team) for advice and reference may need to be made to the Schools Critical Incident Plan.

10. SEN and disabilities

- 10.1. Where possible, activities and visits will be adapted to enable pupils with SEN and/or disabilities to take part.
- 10.2. Where this is not possible, an alternative activity of equal educational value will be arranged for the pupil/s.

11. Finance

- 11.1. The academy's financial procedures must be followed when arranging trips.
- 11.2. Under no circumstances should school trip money be processed through personal accounts.

12. Planning school trips

- 12.1. Prior to planning a school trip, the following guidance should be read by organisers:

Pre-trip fact finding and research

The DfE's [Health and Safety: Advice on Legal Duties and Powers.](#)

The HSE's [School Trips and Outdoor Learning Activities.](#)

Appendix 1 –Consent form for specific educational visits and school trips

(On letter headed paper)

Dear Parents

Our class will be visiting _____ on _____. We will be leaving school at _____ and returning at _____.

This will be an educational visit for your child, it reinforces the learning we have already done and is also essential as learning for the rest of the term will be based upon it.

The total cost of the trip is £ _____. We are only asking parents for a contribution of £ _____ and on this occasion the rest of the cost will be subsidised by school.

On the day children will need to wear sensible clothing and flat shoes. Every child will need to bring a coat even if the weather is fine.

Children who usually have school dinner will be provided with a packed lunch, children who usually have packed lunch will need to bring their own in a plastic bag rather than a lunchbox. Children who receive a free school meal will receive a packed lunch from school.

Please return the consent form and contribution below as soon as possible.

Many Thanks

I give Permission for my child _____ to attend the visit to _____ on _____.

I enclose a contribution of £ _____ towards the cost of the trip.

Signed _____ Relationship to child _____

Appendix 2 –Annual consent form for educational visits and school trips

General Permission Letter

I allow my child to occasionally go out on visits to the local area- Alexandra Park, shops, Gallery Oldham, Oldham Coliseum, local places of worship, Oldham College

I give permission for the school to photograph my child at school and display the photographs around the school building

I give permission for the school to use photographs of my child on the school website and in press releases in the local paper

I give permission for my child to be filmed in school during performances and activities

I give permission for my child to use the internet in the presence of a member of staff in a controlled way

I am aware that the school keeps records of pupil's progress and other relevant data

Signed _____

On behalf of _____ (pupil) in Class _____

Date _____