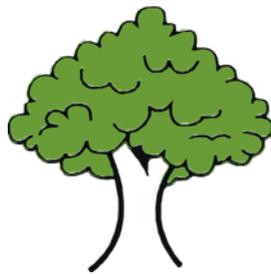


The Ruskington Chestnut Street CofE Primary Academy



CARE, BELIEVE, GROW

Educational Visits and School Trips Policy.

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Checked by		
Review frequency	Every 2 years	
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Statement of intent

The Ruskington Chestnut Street CofE Primary takes the health and wellbeing of our staff and pupils very seriously. We take reasonable steps, as stated in the Health and Safety at Work Act 1974, to ensure the health and safety of our employees, as well as our pupils.

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 the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.
- 1.2. 'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by The Ruskington Chestnut Street CofE Primary 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, the following:
 - Trekking
 - Caving
 - Skiing
 - Water sports
 - Climbing
 - Trampoline Parks

2. Key roles and responsibilities

- 2.1. The governing board has overall responsibility for the implementation of the Educational Visits and School Trips Policy.
- 2.2. The governing board 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 governing board has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Procedure Policy.
- 2.4. The Headteacher and Head of School 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.
- 2.6. Staff will be responsible for following the Educational Visits and School Trips Policy, and for ensuring pupils do so to. 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 pupils on the 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 Ruskington Chestnut Street CofE Primary, and for following the behaviour rules set out in the school's Behavioural Policy as they relate to the Educational Visits and School Trips Policy.

3. Training of staff

- 3.1. Teachers and support staff will receive ongoing training on the Educational Visits and School Trips Policy.
- 3.2. The Educational Visits Coordinator will attend training and refresher training as per legal requirements.

4. Risk assessment process

- 4.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 4.2. When a member of staff proposes an off-site activity then they must seek and obtain the approval of the Headteacher or Head of School before any commitment is made on behalf of the school.
- 4.3. When an activity involves a period of time of more than 24 hours, an overnight stay, or a journey by sea, air or Eurostar, the headteacher will seek the approval of the governing body and the LA before permitting the activity to take place.
- 4.4. The process is as follows:
 - Seek approval for a visit to be booked via the Headteacher or Head of School
 - Preliminary visit to the venue – where possible
 - Identify the hazards
 - Decide who might be harmed and how
 - Evaluate the risks and decide on precautions
 - Record your findings and implement them
 - Upload all information and documentation to the Evolve website for approval
 - Submit, via Evolve, for EVC and Headteacher approval
 - Review your assessment and update if necessary
 - Evaluate the visit upon return
 - Record any near misses
 - Ensure risk assessment is ongoing throughout the visit
- 4.5. A risk assessment form is completed for all trips using the LA EVOLVE system.
- 4.6. A risk assessment must also cover transport to and from the venue.
- 4.7. The group leader will ensure that all adults helping to supervise the trip have been subject to DBS checks.

- 4.8. A copy of the completed and approved risk assessment will be given to the headteacher, the governing body, the LA, our educational visits coordinator, and all adults supervising the trip.

Transport

- 4.9. The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments that the school has opted to pay for.

- 4.10. Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

- 4.11. Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal DBs checks (see 5.2).

5. Parental consent

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

- 5.2. Written consent is required for:

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

- 5.3. Parents are asked to complete a consent form on entry to the school which gives consent for their child to be involved in any and all local activities, both on and off-site, for example walking to the local schools, churches, parks etc.

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

6. Staffing ratios

- 6.1. There will be sufficient staff to cope in an emergency. Our minimum staff to pupil ratios are as follows:

Two adults for every ten for the first group then:

- One adult for every 10 children in Key Stage 2
- One adult for every 6 children in Key Stage 1 and Reception.

Insurance and licensing

- 6.2. 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.
- 6.3. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.
- 6.4. Parents will be informed of the limits of any insurance cover.
- 6.5. For European trips, a valid European Health Insurance Card (EHIC) will be obtained for every participant.
- 6.6. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 6.7. Medical expenses will be recorded and stored in the school office.

7. If things go wrong

- 7.1. 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.
- 7.2. In the case of accidents and injuries while on a school trip abroad:
- Organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or child 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 should be the headteacher who will contact the family of the injured person and notify the LAAT.
 - 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.
- 7.3. Written records of any incident will be kept.

- 7.4. Media enquiries must be referred to the headteacher or, if they are not available, the Senior Teacher or Chair of governors.
- 7.5. Teachers will use guidance as set out in the Critical Incidents Policy, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.
- 7.6. Teachers will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- 7.7. Relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments.
- 7.8. Pupils and teachers 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.

8. Special education needs and disabilities (SEND)

- 8.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part.
- 8.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.

9. Finance

- 9.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.
- 9.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' 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.
- 9.3. Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.
- 9.4. 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.
- 9.5. 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 body on the matter, taking into account the cost to the school, including alternative provision costs.
- 9.6. 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 body on the matter, taking into account the pupil's circumstances 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.

- 9.7. 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 admit the pupil to attend future trips and visits.
- 9.8. The Ruskington Chestnut Street CofE Primary will take a common sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 9.9. 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.
- 9.10. 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 child.
- 9.11. Any excess of expenditure will be subsidised by the school fund.

10. Foreign trips

- 10.1. Validity of passports and visa requirements will be dealt with within three months of the initial request to avoid problems when the trip is due to take place.
- 10.2. Teachers and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.
- 10.3. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, in particular about advances from strangers.
- 10.4. Registers will be taken at the start and end of each day, as well as before, during, after, events and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.
- 10.5. Teachers will check the town/city's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.
- 10.6. At the start of the trip, all pupils and teachers are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

11. Planning school trips

- 11.1. Prior to planning a school trip, the following guidance should be read by organisers:
 - The DfE's [Health and Safety: Advice on Legal Duties and Powers](#)
 - The HSE's [School Trips and Outdoor Learning Activities](#)

12. Policy review

- 12.1. This policy is reviewed every two years by the headteacher.
- 12.2. The scheduled review date for this policy is September 2019.

