

Educational Visits Policy

Reviewed by:	Resources Committee
Signed (Governing Board):	
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Produced by Turton School

Contents

Statement of Intent	3
1. Legal framework	4
2. Definitions	4
3. Roles and responsibilities	4
4. Planning school trips.....	6
5. Risk assessment process	6
6. Vetting providers.....	7
7. Equal opportunities	7
8. Transport	8
9. Parental consent.....	8
11. Insurance and licensing	9
12. Accidents and incidents	9
13. Missing person procedure.....	9
14. Pupils with SEND.....	10
16. Trips abroad.....	12
17. Information to Pupils & Participation	12
18. Evaluating trips and visits	13
19. Monitoring and review.....	13
20. Data Protection	13

Statement of Intent

Turton School has a strong belief in the value of learning beyond the school day and out of the school premises. We demonstrate this to our Governors and others by taking part in carefully planned educational visits.

We provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Turton 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 (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'

This policy operates in conjunction with the following school policies:

- Complaints Policy
- Behaviour Policy
- Emergency Plan
- Health and Safety Policy
- Charging & Remissions Policy
- Equality & Equal Opportunities Policy
- Safeguarding Disclosure & Barring 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, overseas 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 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.
- Appointing an Educational Visits Coordinator, liaising with the Local Authority 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 Visits Coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The 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.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- 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.

The 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
- 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 Safeguarding Disclosure & Barring Policy.

The Deputy Trip Leader supports the Trip Leader and will assume the Trip leader's responsibilities if they are no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for supporting the 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.

4. Planning school trips

Thorough risk assessments will be conducted by the Trip Leader during the planning of the trip, to ensure pupil and staff safety.

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be considered, particularly when using facilities which may not have a trained lifeguard present.

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, a random selector ballot will be carried out via the Finance Department. 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 fully experienced. 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.

On-going 'dynamic' risk assessment will be completed by the Trip Leader throughout the trip to ensure that hazards are monitored and appropriate safety measures are put in place.

It is the responsibility of the Trip Leader to ensure that all accompanying staff are familiar with the risk assessments and to continue to brief staff throughout the trip.

6. Vetting providers

When considering external providers for activities, the Educational Visits Coordinator 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 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
- 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 Equality & Equal Opportunities Policy.

Due to the popularity of some extra-curricular trips and activities, the school will perform a random selector ballot. Pupils may be removed from the ballot if there are any behavioural or attendance issues.

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

For school trips that require additional payment, the fee will be reasonable, and help will be provided where possible for pupils who cannot afford the full fee.

8. Transport

The school is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances. Before driving abroad, the educational visits coordinator will contact the LA for guidance on which licence is required.

If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs. The minibus will carry strictly one person per seat and seatbelts must be always worn. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school. The school will record a register of staff who hold the required licence and have completed specific training which allows them to drive the school minibus.

9. Parental consent

Parental consent via ParentPay is generally required for off-site activities that take place during school hours.

Consent will always be required via ParentPay for:

- Trips that need a higher level of risk assessment.
- Trips that are outside of normal school hours.

10. Staffing ratios & Volunteers

There will be sufficient staff to cope in an emergency and generally. The Local Authority has mandated our minimum staff to pupil ratios as follows:

- Day Trips 1 adult: 15/20 children
- Residential Trips 1 adults: 10/15 children
- Overseas Trips 1 adult: 10 children

The use of volunteers for any visits will be discussed with the EVC before any recruitment takes place. Careful consideration will be given to the following points:

- Induction and training procedures for volunteers.
- How volunteers are assessed as competent to carry out their assigned role.
- Requirements for supervision of volunteers.

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.

12. Accidents and incidents

In the case of accidents, injuries and incidents while on a school trip in the UK, the school's emergency procedures and incident 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 school 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 school's Emergency 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 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.

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 always with them 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 always carry mobile phones with them.

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.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are always present.

In the event someone goes missing whilst on a school trip in the UK or abroad:

- The Trip Leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The 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, 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 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 financial procedures outlined in the school's Charging & 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'.

Money for school trips should be paid directly to the school via ParentPay.

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil. Payments already made will not be refunded unless the place can be filled, or money reimbursed from travel providers, and parents may also be liable for further committed costs or additional costs incurred.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the pupil to attend future trips and visits.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a school trip is postponed due to foreseen or unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

If a pupil is removed before or during the trip as a result of negative behaviour, no refund will be made and parents may be liable for further committed costs or additional costs incurred.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

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 the trip has been reconciled, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £25 per pupil. Any excess of expenditure will be subsidised by the school fund.

16. Trips abroad

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also refer to the British Standard for adventurous activities outside the UK.

Validity of passports, visa requirements and other entry requirements, e.g., vaccination status, will be researched and dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff 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.

Before the trip the Educational Visit Coordinator will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Staff are competent in spotting suspicious behaviour and in remaining vigilant whilst abroad. Before the trip, pupils will be advised how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are always known.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

17. Information to Pupils & Participation

The Trip Leader must decide what information should be provided to pupils and they must be satisfied that the pupils understand the following:

- the aims and objectives of the visit / activity;
- background information about the place to be visited;

- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- why special safety precautions are in place for anyone with disabilities;
- what standard of behavior is expected from pupils;
- who is responsible for the group;
- what to do if approached by a stranger;
- what to do if separated from the group;
- emergency procedures;
- rendezvous procedures

Pupils whose behavior is such that the Trip Leader is concerned for their, or others' safety, will be withdrawn from the activity. On residential visits the group leader will consider whether such pupils will return home early. This information will be communicated to Parents in writing and during briefing sessions (for longer trips/visits).

18. Evaluating trips and visits

Following an educational trip and/or visit, the Educational Visit Coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

Teaching staff must ensure that the educational benefits to the children are identified, maximised and recorded on EVOLVE.

19. Monitoring and review

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

20. Data Protection

Information about staff, volunteers and participants, including recognisable photographs, is subject to data protection law, however, it is vital for the health and safety of those involved in offsite visits that relevant information is available to visit leaders and external providers for planning activities, and in the event of an emergency. Processing of this personal data will comply with the Data Protection Act 2018 (DPA) which includes the General Data Protection Regulation (GDPR).