



1.0 Purpose and scope

- The school strives to provide a varied and stimulating education for all children, and well directed educational visits that enrich the learning experience, illustrate subjects in a different setting, or provide new educational experiences.
- The experiences offered by the school will have clear objectives, whether these are directly related to learning in the curriculum or to wider aims of enrichment and breadth of experience.
- Cost is a key consideration to ensure school visits offer good value for money.
- This policy sets out for staff the process for proposing, organising and running a school trip that must be followed.

2.0 Related policies and documents

This policy should be read in conjunction with the following policies:

- ICT User Policy.
- Data Handling and Protection Policy.
- Complaints Policy.
- Staff Conduct policy.
- The DfE Education Staff Wellbeing Charter.
- Data Handling and protection Policy.
- Social Media Policy

3.0 Guidance for staff

1. All proposals for trips should be submitted to the Headteacher using the proforma pack available from the finance office. Relevant forms are also available via the copies of the folder in the 'Staffshare' drive ([EVC forms](#)). **A minimum of six weeks' notice applies for trips in the UK, and up to eighteen months for overseas residential visits to allow consultation with Governors.** New residential trips need to be included in the three-year trip overview. Therefore, a new residential trip will not normally be **able to take place until this process has been completed.**
2. To participate in a trip or activity, both consent and payment must be made to the deadline given. Late payments or consent forms will not be accepted, unless in extenuating circumstances which will be at



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the discretion of the Headteacher. In the case of oversubscription for school trips and activities, the names of pupils who have applied to participate will be included in a draw to determine those that can be allocated places. Once a pupil has successfully been drawn for inclusion in an oversubscribed trip, other pupils will be given priority over that pupil if further instances of oversubscription arise. **See Appendix 2** for a flow chart of the decision process for oversubscription. If a student voluntarily withdraws from a trip any non-returnable monies will be forfeited unless a replacement for the place can be found. The flow chart below provides an overview of the process for any trip that involves any form of booked transport. For local trips around the school environment, please see the 'specific guidance' at the end of this policy document.

- 3. Any trip involving year 11 students will be reviewed by the SMT and will only be permitted at the discretion of the headteacher. This includes both day and residential trips.**
4. Please also note: No pupil may leave the site on a school trip without parental permission. It is the responsibility of the trip leader to ensure that parents have given permission for their children to participate, and if there is any doubt the child must remain in school.
5. For any off-site visit where the return time is outside normal school hours and cannot be predicted with reasonable accuracy, parents must be informed via the Schoolcomms text message system.
6. If any pupils have to wait for parents to collect them after a visit, staff should remain in a supervisory capacity, until the last pupil is collected unless written consent has been received by parents/carers allowing the pupil to walk. No child should be allowed to walk home late at night.
7. School uniform must always be worn for all off-site visits/special events unless the Headteacher has given specific permission otherwise.



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8. The highest standards of behaviour are always expected from students. If the visit organiser has serious professional doubts about the capacity of any student to meet this expectation, then they should inform the EV coordinator and Headteacher with their reasons and a risk assessment will be made regarding that child. (Any student on Discipline code 3 or above will not be able to go on school visits). Under no circumstances can any student on a foreign visit be permitted to act in a manner which is unacceptable in school – for example with regard to alcohol, smoking or the purchase of items illegal in the U.K.
9. Any member of staff accompanying an educational visit has clear legal responsibilities and roles as set out in law (see specific guidance). Volunteer helpers must have clear guidance as to their role.
10. Pupils with Special Educational Needs including special medical needs demand a specific risk assessment based on the arrangements established between the school, parents, and the pupil's G.P. If the visit organiser has concerns regarding such matters, they must consult with their SMT line manager, with the maximum possible notice. No pupil can be denied access to a school visit without a specific risk assessment being made and consultation with parents achieved unless they are on stage 3 or higher of the school's discipline code.
11. **It must be clear what strategies are in place when dealing with first aid and medicines. See Managing medicines on school premises policy ([Thomas Keble School - SharePoint - Managing Medicines and First Aid Policy.pdf - All Documents](#)).** In the case of trips and residential trips the designated first aider will be able to distribute medicines with the written approval of the parent/guardian. All medicines that have been issued will be logged as per SHE guidance **e.g., staff trained in Epipen use. If Ritalin is administered the group leader must have the dose and agreement of parent in writing, and a double-signing procedure must be in place.**
12. In the event of any emergency the visit organiser is expected to take immediate actions to safeguard pupils' welfare and to inform the emergency contact person immediately. For this reason, no off-site visit should take place without establishing means of communication – in particular, a school mobile phone, plus the 'Schoolcomms' system. Any foreign residential visits



require a member of SMT to be contactable in the event of any emergency that may require co-ordination from the UK.

13. All residential visits should be evaluated within seven days of their conclusion with a written report submitted to the EV coordinator and Headteacher. This report should include a brief log of any incidents as they arose, and the decisions taken. For example, any student discipline incidents should be recorded. This will serve as a reference point in the event of any queries following the trip's return.

4.0 Specific guidance

4.1 Types of trip or visit

Group 1: Day Visit in Local Area, e.g., church, village, local survey.

If the local area is to be used during lesson time, the Headteacher or Deputy Head must be informed. Teaching groups using the local area in lesson time are the responsibility of the subject teacher. A register and destination must be left in the office, and on return the office informed.

Group 2: Non-residential visits to places of educational interest, e.g., theatres, concerts, museums, etc.

Group 3: Residential visits within and outside the UK not involving any potentially hazardous activity.

Group 4: All visits/journeys involving potentially hazardous activities.

Groups 2, 3 and 4 visits must be organised as described on the main policy flowchart.

The County Handbook outlining procedures and requirements and detailed guidance, plus specimens of letters and forms is available from the Finance Office. Any queries or uncertainty regarding what is required should be clarified with the EVC (Scott Thomas).

4.2 Types of trip or visit



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- The visit must be staffed according to the appropriate staff-pupil ratio. The DfE guidance, adopted by the school as a minimum level of supervision is:
 1. Group 1 and 2 trips: One adult for every 15-20 pupils in Year 7 – 11. **N.B. There must always be at least one teacher in charge.**
 2. Group 3 and 4 trips: One adult per 10 participants. **N.B. There must always be at least two teachers.**
- Mixed parties must be accompanied by at least one staff member of each gender.
- The organising teacher must be satisfied that the venue is suitable, and a risk assessment must have been undertaken.
- The letter being sent to parents must be approved before it is sent out, as described in the main checklist (appendix 3). The letter must provide information regarding the nature and purpose of the visit, an outline of the programme/itinerary, equipment and uniform required; whether at any time the pupils will be unsupervised or working near possible hazards; the appropriate paragraph regarding the charging for such activities; a sentence such as “There has been no change in medical information already given to the school” (details of insurance, if required; although a letter giving details of automatic insurance is sent to all pupils at the beginning of the academic year.
- Staff must check that a signature has been received by the school). There must be a tear-off consent form that is returned with the appropriate enhanced consent form (where appropriate.)
- The Finance Office will collect money and keep appropriate records.
- Online cover sheets must be given to the Headteacher with a minimum of 10 days’ notice.
- Before leaving, an accurate register of pupils involved must be given to the office.
- The register should be used to carry out regular registration checks of students as detailed under ‘Supervision’ below.
- Would include any transport stops, regular headcounts during unsupervised or unstructured activity and headcounts into rooms as the end of each day on residential visits. Any anomalies should be recorded in the daily log maintained by a named member of staff.
- A copy of the emergency procedures must be taken by the visit leader.



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- Pupils must have a copy of the checklist for pupils going on a visit if appropriate.
- A first aid kit must be taken for all except Group 1 visits.

4.3 Supervision

All teachers and other adults responsible for supervising pupils taking part in any educational visit have a duty of care in common law. If the person in their care is under 18 this is often described as to be “in loco parentis”. In essence they are expected to exercise the same degree of care which a reasonable, prudent, and careful parent would exercise. **Because teachers are trained, professional people, courts have tended to expect them to exercise a higher standard of care than that which might be expected from an ordinary parent. In the case of residential visits this extends to the entire duration of the visit.**

Teachers should consider the full implications of this before planning a visit. **For example, registration of the group should be rigorous and thorough and take place every time the group “moves off”, at mealtimes and each night/morning. A head count is not sufficient. Room checks to ensure all students are where they should be once the room curfew takes effect is also a necessary check. This is particularly prudent where residential accommodation is in a town or area with access to tourist / busy areas.**

4.4 Links to the behaviour policy

The highest standards of behaviour are always expected from students. If the visit organiser has serious professional doubts about the capacity of any student to meet this expectation, then they should inform the EVC and Headteacher with their reasons and a risk assessment will be made regarding that child (Any student on Discipline code 3 or above will not be able to go on school visits). Under no circumstances can any student on a foreign visit be permitted to act in a manner which is unacceptable in school – for example with regard to alcohol, smoking or the purchase of items illegal in the U.K. In order to preserve the highest expectations in terms of behaviour, the following should be made clear in letters to parents and reinforced at parent information evenings:



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- Any student who is on the discipline code, **Stages 1–2** at the time of signing up for a trip, will need to be made aware that if they are placed at Stage 3 before the trip departs, they will be excluded from taking part and any monies that are not returnable will be forfeited by parents.
- A paragraph will need to be inserted into residential trip letters that states that by paying the deposits, parents are accepting responsibility that if a student’s behaviour gives serious cause for concern, as indicated by being placed at **Stage 3**, or above, on the discipline code, then that student’s place on the trip will be withdrawn and any non-returnable monies will be forfeited unless a replacement for the place can be found.

4.5 Behaviour on the coach or other transport

- Pupils must sit with seat belts fastened throughout the journey.
- They must not stand or move around on the coach.
- Pupils must not bring chewing gum.
- Food and drink must not be consumed on the coach (without the permission of driver/teacher in charge).
- The floor of the coach must be checked on return to school.
- Members of staff are expected to sit where they can achieve maximum supervision of pupils.

4.6 Minibus guidance

If pupils are being taken by minibus the following guidelines must be adhered to:

- The minibus must be booked properly via the Finance Office. (In the event of a clash this should be referred to the Headteacher, or in his absence, Deputy Head as soon as possible. For this reason, “block booking”, especially if booking far in advance, can be unhelpful to other colleagues).
- The minibus logbook must be filled in at the end of the journey.
- The keys are kept in the office.
- The minibus must be left clean and parked in the space by the caretaker’s house.
- If it is necessary to buy diesel the school account at Fourways Garage should be used.
- RAC Recovery Service is included in our insurance, which also covers community use.



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- Any member of staff who is convicted of a driving offence must report this to the Headteacher, if intending to use the minibus (depending on the offence, authority to drive will be reviewed or withdrawn).
- Drivers who gained a driving licence before the 1st of January 1997 can drive the minibus with a current County Council driving assessment. For those who gained their driving licence after this date they must have a P.S.V. driver's licence as well. Under no circumstances can a driver consume any alcohol during the journey or for a lengthy period beforehand.
- It is illegal to smoke while driving a minibus. It is County Policy not to permit smoking on vehicles at any time.
- Other detail guidance is included in the LA handbook (Section 6).

Supervision on the minibus needs to be carefully considered when making a plan. For long journeys, or if a high level of supervision is anticipated, it would be reasonable that another adult should accompany the party. Whether a visit can take place, given this request, will be a matter for the Headteacher.

4.7 Use of private cars

Extreme caution should be exercised over the use of private cars, both belonging to parents and staff. Where such transport is to be used the Headteacher must be assured that the driver and car are legal. Volunteer drivers will be asked to sign a declaration indicating that this is the case. This form must be requested from the Business Manager.

Where teachers offer their services, they must ensure that they have an appropriate insurance cover for conveying pupils during the course of their professional duties.

Parents must be informed that transport to an event will be by private transport and informed that the matters above are all in order.

4.8 Communicating with parents and parental consent

The importance of informed consent by parents cannot be over-stressed. Written information presented to parents must be a full and fair description of the venture. Teachers are entitled to an



expectation of obedience to discipline, self-discipline, common-sense and responsible behaviour from the pupils in their care.

Parents should be clearly informed of the school's expectation on these matters and insist on the parents' full support and co-operation to achieve this end.

4.9 Insurance

The school holds a School Journey Insurance Policy that automatically covers all persons participating in educational trips and pupils/students on work experience placements irrespective of location, duration and activities included. In order to make a claim on the Policy:

- Any loss of or damage to personal property including money **MUST** be reported immediately to the SMT trip contact.
- Any loss of money or personal property **MUST** be reported to the police in order to obtain a crime reference number which will be needed to support an insurance claim.
- The Business Manager **MUST** be informed on the return of the trip about any losses so an insurance claim can be started.

As a result of COVID restrictions, any planned residential trip will require confirmation that insurance will cover the costs associated with any need to cancel, because of Government restrictions. The school cannot assume liability for any such costs.

4.10 Travel documents

Any child travelling abroad with a school party must be in possession of a full passport. If it is a non-UK passport, it is the parents; responsibility to provide appropriate documentation (e.g., visas.) Parents should be advised of this clearly in any letters and consent documentation.

4.11 Charging

It is illegal to levy a charge of any activity that takes part during the school day, or for any activity which is an essential part of the national curriculum or religious education.



Voluntary contributions can be requested. No pupil can be denied access to a visit through lack of voluntary contribution. However, if insufficient funds are collected the Headteacher may decide to cancel the visit.

Contingency money can be included in calculations of cost. Where, after the visit has been concluded, there is a financial surplus, the money should be shared evenly between contributors. In the event of any difficulty with this, see the Headteacher. Cover for absent colleagues will also be applied to the overall cost of the trip at a rate of 3% of the overall trip cost. This was agreed by Governors.

4.12 Role and responsibility of the trip leader

The group leader has overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety, and welfare. The group leader may not have a group of pupils so is able to problem-solve. This will depend on staffing levels. If parents are involved, the ratio of pupils they are responsible for should be 1:6 and the group leader should be free.

The group leader must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the school's policies and procedures.
- Plan and prepare for the visit and assess the risks.
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do. This may involve allocating pupils to staff who then report to the group leader. The role of SMT on the trip needs to be clarified.

4.13 Risk assessments good practice

A simplified and modified proforma for Group/Site Specific Educational Visits (EV) risk assessments has been developed and the following notes are provided for guidance in its use.

Key Principles:

Risk Assessments should be:

- Simple
- Proportional
- Suitable and Sufficient



- Manageable.

Only “Significant” Hazards need to be recorded and assessed. On educational visits it would be impossible to assess all potential hazards, and to then determine which are significant enough to control. The group leader’s professional judgement determines the level of risk considered “significant”; calculations/formulae are not always helpful in this process.

Key areas to consider are Group, Activity, Transport & the Site/Environment:

1. Who may be harmed? These are identified and listed on the generic assessment; this therefore removes the need for the list to be repeated on the site-specific assessment. Consideration must be given to individuals with specific needs who may require additional controls measures to be in place.
2. Control Measures. These must be practical, understandable, and deliverable. This list forms the briefing notes for staff, helpers, and young people on the visit. Where the control measures are standard operating procedures or policies, they only need to be referenced and not repeated. All relevant participants must know and adhere to them.
3. Who needs to be informed? Identify the means of communicating the key safety measures to staff, helpers, and young people.
4. Group leader to share and sign. The assessment should be produced by the Group leader and after discussion, signed and dated.

Increasingly Generic Risk assessment (of established and regularly undertaken activities) can be accessed from a bank of commonly undertaken activities produced by the LA, National Governing Bodies (NGBs), Providers or Establishments (Schools or Youth Groups).



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Event Specific Assessments only need to refer to these Generic Assessments as long as the control measures are understood and adhered to. It is often unhelpful to reproduce them as part of the events assessment of briefing notes.

The Event Specific Risk Assessment form should not only act as the key safety briefing notes for the visit, but they should contain:

- Educational objectives
- Alternative plans
- Emergency packs/procedures.

The group leader must constantly monitor all activities that are being undertaken noting any unplanned changes. Any changes in condition, or to planned activities, require an on-going or dynamic risk assessment.

Event Specific Risk Assessments should form the bases when reviewing the event on return. If any changes are made to the control measures during a visit they should be discussed during the review. All such changes if significant should be included in any future site-specific assessment.

For visits which are RESIDENTIAL, ABROAD or ADVENTUROUS, the following sections of the Educational Visits County folder are essential documentation:

- I. Pupil Code of Conduct (section 4, page 3 – choice of 2, depending on decision re: mobile phones)
- II. Preparing pupils (Section 4 pp. 1 & 2)
- III. Information to Parents (Section 5 p.2)
- IV. Health Advice (Section 9 p.1-6)



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The county handbook can be obtained at any time by asking the Finance Office / Headteacher. Any doubt over activities demand advice be sought from the EVC. The Headteacher maintains the authority to veto any activity that gives cause for concern.

Finally, the responsibility and work involved in organising any educational visit/event is very great, but the potential benefits enormous. The policy is intended to give all colleagues core advice. All detailed enquiries should be answered by consulting the LA Handbook, which is exhaustive and the SHE unit for any potential risk assessments that may be required.

For improvement and future training purposes we ask that after a trip the trip leader provides the EVC and Headteacher with a review of the trip, setting out if the visit met its original aims and to note any difficulties with the trip and overall trip process (no later than 1 week after the trip/visit). **See Appendix 1.**



Appendix 1



Educational Visit Evaluation

Date of Visit

Location:

Pupils Involved

.....

Brief Comment (did the visit achieve its aims?)

Were there any problems encountered?
(Organisational, Transport, Venue, Pupils etc.)

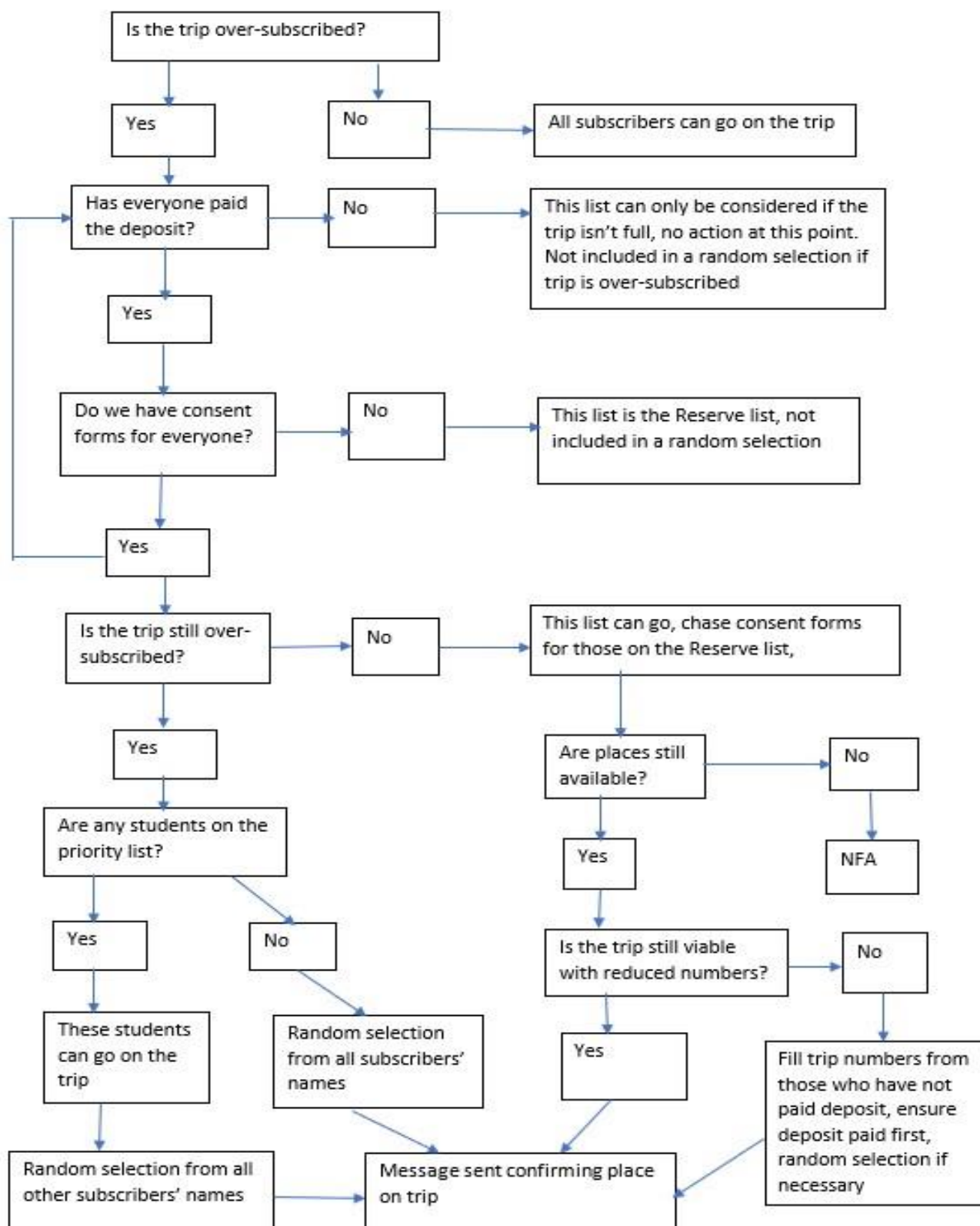
Would you recommend that a similar visit be organised again? Yes No



Signed Visit Organiser

This form should be sent to the EVC and Headteacher asap after the visit and certainly within one week of your return.

Appendix 2



Appendix 3



Educational Visits: Checklist of Actions Required

Please note: It is the responsibility of the trip leader to carry out all actions. Contact column indicates who can support with the actions specified.

	Action	Contact
Phase 1	6 WEEKS BEFORE TRIP DATE – 18 MONTHS FOR FOREIGN RESIDENTIALS	
	Collect EVC pack from reprographics office.	Reprographics (JBU)
	GREEN proposal form is filled in along with PINK Cost breakdown. JBU can support with PINK form if needed.	Reprographics (JBU)
	PINK costing to be double checked by JBU	Reprographics (JBU)
	Pass pack of forms to STH for approval of trip.	EVC (STH)
	ONLY GREEN and PINK need to be completed at this time.	
End of Phase 1	DECISION GIVEN ON TRIP BY STH AS SOON AS POSSIBLE - STH TO ADVISE ON ANY ISSUES RE: ITINERARY	
Phase 2	5 SCHOOL WEEKS BEFORE TRIP LEAVES – ACTIONED AS SOON AS AUTHORISATION GIVEN. unless a foreign visit which will require 8 weeks.	
	Risk assessments downloaded & completed (if required)	Trip leader
	Specific staff roles to be agreed with accompanying adults. E.g. Health & Safety lead; First aider; Student head counts, and room checks (residential trips)	Trip leader
	Student lists passed to DSL for safeguarding check	JBU to JMH
	Pass staffing information to KW so cover can be organised	KW
	BLUE 'Initial Letter to Parents Form' submitted to JBU, who will then produce a standard EVC (STH) letter for you to check - to include financial / medical details.	
	Letter passed to trip leader for checking	Reprographics (JBU)
	Letter submitted to STH / AO for proof reading and final production / distribution to students on target list.	STH / AO
	Letters to be distributed along with WHITE medical forms.	Reprographics (JBU)
End of Phase 2	REPLY SLIPS AND MONIES GATHERED FROM PARENTS ALONG WITH MEDICAL FORMS.	
Phase 3	FOUR SCHOOL WEEKS BEFORE TRIP LEAVES	
	Medical forms and student list passed to Reprographics office for student lists and medical forms to be checked against SIMs	Reprographics (JBU)
	DSL to provide a briefing on students to trip leader.	JMH
	Remainder of EVC forms can now be completed and submitted to STH	EVC (STH)
	Final trip Itinerary for residential submitted to STH for final agreement.	EVC (STH)
	Risk assessments submitted to LA e. visit.co.uk	Reprographics (JBU)
	Final passport checks and travel documentation checks to be completed. Copies of all passports and documents to be taken	Reprographics (JBU)
	Payment update – non payees to be chased – list available from JBU	Reprographics (JBU)
End of Phase 3	ALL FORMS SUBMITTED AND STUDENT INFORMATION OBTAINED. FINAL GO-AHEAD FOR TRIP TO TAKE PLACE. UNTIL THIS POINT, ALL TRIPS ARE SUBJECT TO CONFIRMATION	



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Phase 4 TWO WEEKS BEFORE TRIP LEAVES (LONGER LEAD TIMES FOR RESIDENTIALS – ADVISED ON AN INDIVIDUAL BASIS)

Deadline for all payments by students where payment required.	Reprographics (JBU)
Voluntary contribution visits finalised – decisions regarding departmental subsidy taken with SMT link and EVC notified	EVC (STH)
Final list of names agreed with JBU. Medical information and contact list produced by JBU along with schoolcomms group.	Reprographics (JBU)
Mobile number assigned to group leader and number added to EV forms.	Reprographics (JBU)
Medical lists and contacts to be collected by trip organizer. Copied by JBU	Reprographic (JBU)
Emergency contacts confirmed and listed. Trip leaders’ responsibility to brief emergency contacts.	Reprographics (JBU) Emergency contact
Trip details including staff involved and student lists to be passed to AO for Friday notices.	Admin. (AO)
Let kitchen manager know numbers of pupils out of school as this impacts on the meals needed to be prepared	Kitchen Manager
Trip organizer to consult with JBU re FSM who will require packed lunches.	Reprographics (JBU)
FSM numbers and names to be passed to the kitchen manager or a packed lunch if necessary	Reprographics (JBU)

End of Phase 4 ALL APPROPRIATE STAFF HAVE UP TO DATE STUDENT LISTS. ALL PAPERWORK WITH RELEVANT COLLEAGUES INCLUDING EMERGENCY CONTACTS.

Phase 5 IMMEDIATELY BEFORE TRIP TAKES PLACE

Briefing with the trip team to run through risk assessments with emergency contact.	Reprographics (JBU)
Reminder of contact throughout a visit e.g., whatsapp message at regular intervals.	
Phones and charger* collected from Reprographics	Reprographics (JBU)
First aid kit to be collected from medical room	(JBU)
Packed lunches to be collected	Kitchen
Register of participating students left with reception and emergency contacts – school comms updated at that time.	Reception
In the case of residentials, all emergency contact packs should be given to the named emergency contacts at least 48 hours before departure to enable queries to be raised.	Reprographics (JBU)

Phase 6 Return from Trip

All sensitive information e.g., care plans and student lists to be brought back to reprographics for shredding.	Reprographics (JBU)
School mobiles returned to reprographics.	

Phase 6 Return from Foreign trip

All medication is to be returned to parents or carers only. If parents or carers are not available, it is instead stored securely in our medical room pending collection.	Trip leader
All passports are to be returned and signed for by students as they leave the coach.	Trip leader