




Educational Visits and School Trips Policy

December 2022

Lead author/initiator(s):	Maria Higgins
Next Review Date:	October 2023
Version No:	
Ratified by:	Spring Meadow Infant and Nursery School Local Governing Body
Date Ratified:	
Signed:	
Review Timetable:	Annually

Spring Meadow Educational Visits and School Trips Policy

Contents:

Statement of Intent

1. Legal framework
2. Definitions
3. Key roles and responsibilities
4. Planning school trips
5. Risk assessment process
6. Vetting providers
7. Equal opportunities
8. Parental consent
9. Staffing ratios
10. Insurance and licensing
11. Accidents and incidents
12. Missing person procedure
13. Pupils with SEND
14. Finance
15. Evaluating trips and visits
16. Monitoring and review
- 17.

Statement of intent

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

Spring Meadow Infant and Nursery 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.

Spring Meadow Infant and Nursery School, as the employer, is responsible for the health and safety of pupils, members of staff and volunteers and aims to protect them from getting hurt while out on educational visits or 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 Procedures Policy
- Behavioural Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Equal Opportunities Policy
- DBS 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, foreign exchange trip, away-day or residential holiday organised by Spring Meadow Infant and Nursery 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. Key roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.

- Handling complaints regarding this policy as outlined in Spring Meadow Infant and Nursery School's Complaints Procedures Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the **LA** as necessary to ensure the correct appointment is made.
- 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.
- Supporting the educational visits coordinator in appointing designated trip leaders for each trip.
- 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 (**Anthea Jones**) has overall responsibility 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.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Organising any relevant trip training so staff and volunteers can feel confident in conducting their duties.

- 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.
- Approving all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe.
- 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 designated 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:

- Checking the schedule is free on Spring Meadow Infant and Nursery School calendar prior to planning an educational visit.
- 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 **six weeks** in advance.
- Distributing permission slips to parents **six weeks** prior to the trip and chasing up any permission slips that have not been returned **two weeks** prior to the trip.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members, including the designated deputy leader, on Spring Meadow Infant and Nursery School trip.
- 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.
- Informing parents of trips/activities taking place walking distance of the school, within the local area that **do not need permission** as this has been collected at the beginning of the year on each child's 'Permissions Form'. These activities are

referred to as 'Zone 1' activities ie. They take place within school grounds or within the locality. Parents do not need to be informed of these activities 6 weeks prior to the date as no permissions are required unless there is a cost involved (see Section 7).

The designated deputy leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for:

- Supporting the designated 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 by undertaking training.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of Spring Meadow Infant and Nursery School trip or activity.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

Volunteers and/or carers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Participating in any relevant checks before the trip in line with the DBS Policy.
- Reading and understanding relevant policies, such as the Behavioural Policy, to enforce the Pupil Code of Conduct while on Spring Meadow Infant and Nursery School trip.
- Ensuring they are competent and comfortable with their delegated responsibilities by partaking in relevant training.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.
- Assisting pupils with needs during activities, e.g., escorting them to the toilets.
- Attending any relevant meetings or induction evenings before the trip.

Pupils are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing Spring Meadow Infant and Nursery School whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of Spring Meadow Infant and Nursery School, and for following the behaviour rules set out in Spring Meadow Infant and Nursery School's Behavioural Policy with regards to this policy.

4. Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated 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 taken into account, particularly when using facilities which may not have a trained lifeguard present.

Spring Meadow Infant and Nursery 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.

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

Use the trip-specific risk assessment provided – see appendices below

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
- 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 Spring Meadow Infant and Nursery School's standards, they will not be considered.

7. Equal opportunities

Spring Meadow Infant and Nursery 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 Spring Meadow Infant and Nursery School's Equal Opportunities Policy.

Due to the popularity of some extra-curricular trips and activities, Spring Meadow Infant and Nursery School offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

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 initial fee.

We do not have our own school mini bus so do not need to consider any aspects of staffs capability and safety on this aspect.

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.
- Foreign trips.
- Trips outside of school hours.

If preferable and appropriate, parents complete a consent form at the start of their time with us. E.g. when they first register. This 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 Spring Meadow Infant and Nursery School holidays. Separate consent will be sought for trips which require payment. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

9. Staffing ratios

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

- Day trip visits: ratios for these are assessed on a class by class basis as well as dependent on the event and the needs of individuals and groups. For example, some children will need a ratio of 1:1 whilst others will work well in a group of 1:6.
- The leader of the event will support all teachers to complete a risk assessment which includes what the ratio is for the event based on pupil need.

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

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 **Spring Meadow Infant and Nursery School office**.

11. Accidents and incidents

In the case of accidents and injuries while on a school trip in the UK, Spring Meadow Infant and Nursery School's accident 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 headteacher 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 Critical Incident 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 situation occur, e.g. a terrorist attack. 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 must wear **Spring Meadow Infant and Nursery School uniform or reflective jackets**. Failing this, pupils will be given a badge with Spring Meadow Infant and Nursery School logo on, which must be worn at all times.

12. Missing person procedure

Spring Meadow Infant and Nursery 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 **section 5** of this policy. The educational visits coordinator will communicate with the venues of Spring Meadow Infant and Nursery 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 **section 14** of 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 carry mobile phones with them at all times. If a pupil doesn't own a mobile phone, they will be paired up with a pupil who has a mobile phone.

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. Pupils and staff will wear school branded clothing, in order to make them easily identifiable.

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 domestically or abroad:

- 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 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 within **10 minutes**, the local police will be contacted.
- If the police are called, the trip leader will contact the headteacher, or other available person, back at Spring Meadow Infant and Nursery 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 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.

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. Parents or carers of a child with a SEND may be asked to support the visit if appropriate.

14. Finance

The financial procedures outlined in Spring Meadow Infant and Nursery School's Charging and Remissions Policy will always be followed when arranging trips.

Spring Meadow Infant and Nursery 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 Spring Meadow Infant and Nursery School.
- Part of religious education.

Money for school trips will always be paid directly to Spring Meadow Infant and Nursery School. Under no circumstances should school trip money be processed through personal accounts.

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.

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 Spring Meadow Infant and Nursery 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. The headteacher will consult the governing board on the matter, taking into account the pupil's reasons for cancelling their place, whether Spring Meadow Infant and Nursery 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. Where a pupil has previously cancelled a space on a school trip and received a full refund, Spring Meadow Infant and Nursery School has the right to refuse to allow the pupil to attend future trips and visits.

Spring Meadow Infant and Nursery 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 Spring Meadow Infant and Nursery School fund.

15. 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.

16. Monitoring and review

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

The scheduled review date for this policy is **October 2024**

Appendix 1

Planning and conducting educational visits and school trips during the coronavirus (COVID-19) pandemic

This appendix has been created to help schools outline the procedures in place when organising and conducting a school trip during the coronavirus (COVID-19) pandemic. We have created this appendix in accordance with the latest government guidance. Please amend this appendix as necessary to ensure it suits your school's circumstances.

Statement of intent

Spring Meadow Infant and Nursery School aims to act in accordance with the Educational Visits and School Trips Policy set out above as much as possible; however, we understand the necessity for additional considerations and protocols during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions Spring Meadow Infant and Nursery School will take during this time to ensure school trips are conducted in line with compulsory health and safety regulations. The appendix covers pre-trip planning procedures as well as actions to carry out when off Spring Meadow Infant and Nursery School site during Spring Meadow Infant and Nursery School trip.

1. Planning a school trip with control measures

School trips will be planned in relation to the most up-to-date government guidance, and continuously reviewed to ensure the proposed school trip is compliant with all relevant restrictions. Spring Meadow Infant and Nursery School will also have a contingency plan in place to mitigate the disruption caused to planned trips by any possible changes to government guidance. Any changes to proposed plans for school trips will be communicated to parents, pupils and staff as soon as possible.

The designated trip leader will conduct a comprehensive Coronavirus (COVID-19): School Trip Risk Assessment that considers specific coronavirus-related control measures to ensure the trip is safe to proceed. An individual risk assessment will be conducted for each individual school trip to account for the necessary covid-secure measures which may differ from trip to trip. The educational visits coordinator will approve each specific individual risk assessment to ensure the proposed trip is safe to conduct.

The number of attendees and size of the group travelling off site will be considered by the educational visits coordinator to ensure it is appropriate and compliant with health and safety measures.

Spring Meadow Infant and Nursery School ensures that the trip destination's infection control measures and social distancing rules are communicated to pupils who are attending the trip in advanced. Staff will be informed of the control measures before the pupils so they can enforce the rules at all times. All participants on the trip will adhere to the Coronavirus (COVID-19): School Trip Risk Assessment in order to enforce adequate and practical measures to protect the health and safety of both staff, pupils and the general public.

Pupils are expected to participate in any infection control and social distancing measures deemed necessary, e.g. wearing a mask off Spring Meadow Infant and Nursery School site. Pupils whose behaviour

is purposefully contrary to the outline infection control measures will be disciplined in line with the Behavioural Policy.

Parents will be informed of arrival and departure procedures for Spring Meadow Infant and Nursery School trip in advance to avoid congestion when dropping off and collecting their children from school. Parents will be made aware of safety control measures and assured that the trip is safe to go ahead.

2. Vetting providers

The designated trip leader will ensure that Spring Meadow Infant and Nursery School trip provider and/or destination is compliant with the relevant government guidance regarding social distancing measures and procedures.

The designated trip leader will ensure the travel company providing transportation for Spring Meadow Infant and Nursery School trip is compliant with the relevant government guidance. Spring Meadow Infant and Nursery School will maintain ongoing contact with Spring Meadow Infant and Nursery School trip provider and/or destination to keep up to date with any additional information.

Spring Meadow Infant and Nursery School will also ensure Spring Meadow Infant and Nursery School trip provider has conducted a risk assessment which makes specific consideration for coronavirus restrictions. When considering external providers for activities, the educational visits coordinator will check whether the destination is able to host pupils adequately and safely.

3. Insurance and refunds

Before booking any trips, Spring Meadow Infant and Nursery School will enquire as to what the trip provider's refund policy is.

Before booking any trips, Spring Meadow Infant and Nursery School will ensure the booking has been checked with the insurance company to check it is covered in the event of a cancellation.

Parents will be notified of any refund procedures before payments are made and in the event of a cancellation will be refunded as per the outlined agreement.

4. Monitoring and review

The headteacher is responsible for continually monitoring PHE and DfE updates and updating this appendix in line with any changes to government guidance. Any changes to this appendix will be communicated to all staff, parents and relevant stakeholder

