



Park Road Community Primary School

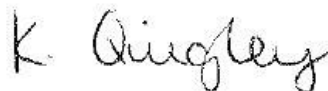
Educational Visits and School Trips Policy

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Review Date and Summary of Changes

Date of review	Summary of changes
March 2023	New policy

Signed by:



Headteacher

Date: 25/3/24



Chair of Governors

Date: 25/3/24

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Statement of Intent

Park Road CP 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 trust/school policies:

- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Equality Policy
- DBS Policy
- Complaints Procedures 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, 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/MAT 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
- ensuring that relevant paperwork, including risk assessments, for extra-curricular trips and activities is completed
- 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
- informing parents of the proposed extra-curricular trips or activities at the start of the school year with approximate costings
- sharing specific trip details with parents at least 4 weeks prior to a visit

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:

- 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 at least 4 weeks prior to the trip

- conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety
- working in consultation with the venue hosts to create 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
- 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 DBS Policy

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, eg 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, 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

Parents are responsible for:

- completing online permissions and payments on ParentPay
- completing and returning relevant forms to allow the trip to go ahead
- agreeing to and sharing with their child any code of conduct for a trip
- informing school if a child will not be attending a trip as soon as possible
- contacting school to discuss any help (financial or otherwise) needed for a trip

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. Where an external venue is used, a risk assessment is often provided. If this is the case, this will be quality assured by the designated trip leader and any further risks added and assessed.

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.

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, places will be allocated on a first come, first served basis. 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 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

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to 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
- any sub-contracting arrangements in place
- the presence of necessary licences

If it is deemed appropriate to engage with an external provider, the designated trip leader will agree with the provider 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 Policy.

Due to the popularity of some extra-curricular trips and activities, the 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.

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.

8. Transport

If required for the visit, transport will be arranged with MAT approved coach providers, who have been assessed and whose vehicles/policies meet both health and safety and safeguarding requirements.

Omega Multi Academy Trust is responsible for arranging the annual maintenance of the trust minibuses, including MOTs and road tax. Where possible, the use of minibuses will be booked internally via Great Sankey High School and the vehicle will be driven by a member of staff or school governor.

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 in order to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence. The minibus will carry strictly one person per seat and seatbelts must be worn at all times.

Any 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.

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.

9. Parental Consent

Parental consent is not generally required for local off-site activities (eg walks in the local area) that take place during school hours, as permission for this type of activity is gathered via the admissions booklet when a child starts school. The designated trip leader will inform

parents/carers of the trip before it takes place and the necessary staffing ratios will be followed.

Consent is required for:

- activities of an adventurous nature
- sporting activities
- residential trips
- trips outside of school hours
- trips requiring transportation such as minibus/coaches

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.

10. Staffing Ratios

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

- Reception Class = 1:4
- Years 1 – 3 = 1:6
- Years 4 – 6 = between 1:10 and 1:15
- children who are assessed to need 1:1 support will have a staff member with them.
This decision is made by the Headteacher and/or the SENDCo

11. Insurance and Licencing

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. Park Road is a member of the RPA Insurance Scheme and cover is provided through this. 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.

12. Accidents and Incidents

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.

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 Executive Team at the Trust.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of pupils and staff should anything happen, eg a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation 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.

To ensure pupils are easily identifiable, they must wear the school's orange hi vis vests.

13. Missing Person Procedure

The school places pupil and staff safety as its top priority when participating in school trips.

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 that require additional support, 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 this policy.

If the trip will involve groups working separately, an adult will be with every group, and everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate the main group or a pupil within their group. All staff members will be required to carry mobile phones with them at all times. Staff and volunteers will follow the acceptable mobile phone use in the Staff ICT and Electronic Devices Policy when accessing their phones on a trip.

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 uniform if appropriate and the school hi-vis, 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:

- 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 or relevant authorities 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, eg when a trip is taking place abroad, the educational visits coordinator will make arrangements to ensure the group's safety, eg 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 SENDCo 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 and 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'. 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

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

At the beginning of each academic year, parents will receive the approximate costs for the educational visits for that year to support them in planning ahead and making payments. For residential visits, they will be set up with flexible options so that payments can be made at a value and frequency chosen by the parent to suit their circumstances. Full payment must be made before the trip takes place, unless otherwise agreed with the headteacher.

In the event a 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 board on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, the following cancellation fee will be applicable:

- 90 days before: lose the money put down as a deposit
- 60 days before: lose 50% of the cost of the visit
- 30 days before: lose 75% of the cost of the visit
- 10 days before: lose 100% of the cost of the visit

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.

If a child is removed either before or during a trip for example as a result of poor behaviour or for their safety and/or the safety of others on the trip, the parent/carer will be required to pay the full amount of the trip.

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 the school budget.

16. Evaluating Trips and Visits

Following an educational trip and/or visit, a member of SLT 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. A review of the visit will be completed on Evolve, creating a written record of this conversation.

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

17. Monitoring and Review

This policy will be reviewed by the headteacher annually. The next review of this policy is shown on the front cover of this policy.