

Churchfield C.E. Primary Academy



Educational Visits and School Trips Policy 2025

Signed by:

G. Lloyd _____ Head of School

Date: 02/04/2025

Walking together in the light of the Lord, we aim to create a supportive and safe environment where we encourage each other to be the best we can be. At Churchfield we learn to take pride in our successes and aspire to make a positive difference for ourselves, the local community, and the wider world.

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Statement of intent

Churchfield C of E Primary Academy 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.

Churchfield C of E Primary Academy, 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.

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'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Health and Safety Policy
- Charging and Remissions Policy
- Equal Opportunities Policy
- Safeguarding and Child Protection Policy

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 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

Key roles and responsibilities

The Local Academy Committee 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 the 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 Executive Principal is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the Local Academy Committee regarding the organisation of extracurricular 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 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 by organising training for staff and volunteers.
- Ensuring that any problems are raised in a meeting with the Local Academy Committee.

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 the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to SLT.
- 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 in advance.

- Distributing permission slips to parents prior to the trip and chasing up any permission slips that have not been returned one week 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 the 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 Safeguarding and Child Protection 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, 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 extracurricular 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 the 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 extracurricular trips and activities.
- Participating in any relevant checks before the trip in line with the Whole School Safeguarding and Child Protection Policy.
- Reading and understanding relevant policies, such as the Positive Behavioural Policy, to enforce the Pupil Code of Conduct while on the 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 the 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 the school, and for following the behaviour rules set out in the school's Behaviour Policy with regards to this policy.

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.

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 in a letter home.

The planning and risk assessments for all trips will be collated on our Evolve portal which ensures all trips meet the necessary criteria before being authorised.

Permission from St Chads Academies Trust will be sought for any trip that would be classed as adventurous.

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

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 the school's standards, they will not be considered.

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 Equal Opportunities Statement.

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.

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.

Parental consent

Parental consent is not generally required for off-site activities that take place during school hours, though it will be sought for any trips other than those deemed to be local or regular visits.

Written consent is required for:

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

Parents are requested to complete a consent form at the point of joining the school which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time. 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.

Staffing ratios

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

- Other residential: 1:8 -10
- High risk: 1:6
- Day trip visits: 1:10 (higher ratios are necessary for younger children and trips for children in the Early Years must adhere to appropriate ratios).

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 Executive Principal/ Head of School will keep written records of any incidents, accidents and near misses.

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 school branded clothing. Failing this, pupils will be given a badge with the school logo and contact number on, which must be worn at all times.

Missing person procedure

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

Adults 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 will be required to carry a mobile phone with them at all times.

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 a pupil or member of staff 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 adult to start looking for the pupil or member of staff and another adult to contact the latter 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 Executive Headteacher or Head of School, 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 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.

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 extracurricular trip or visit.

Finance

The financial procedures outlined in the school's Charging and Remissions Policy and Debt 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 through Parent Pay.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Executive Principal's discretion as to whether a refund is given to parents. The Executive Principal will consult the Local Academy Committee 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, it is at the Executive Principal's discretion as to whether a refund is given to parents. The Executive Principal will consult the Local Academy

Committee on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

The 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 the school fund.

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.

Monitoring and review

The effectiveness of this policy will be monitored by the Executive Principal. The policy will be reviewed in April 2026.