

# Educational Trips and Visits Policy

2024-26

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Consilium  
Academies

## Introduction

Consilium Academies are committed to providing a safe and healthy environment for its staff, students and people affected by its activities. The trust will have oversight of all educational visits.

Educational visits are a valuable way to supplement and enhance the curriculum, expanding pupils' education and providing enriching social and cultural experiences. Visits can teach life skills, promote independent learning, provide a foundation for lifelong learning. Visits form an integral part of furthering pupils' education and personal growth.

This policy sets out the approach to planning and operating educational visits, to ensure proper health and safety management and to make sure that visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

## Scope

Educational visits are activities arranged by, or on behalf of, our schools, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

## Legislation

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education

This policy also complies with our funding agreement and articles of association.

## Monitoring

The Head of Safeguarding will be responsible for monitoring and reviewing this policy.

## Responsible persons

The Headteacher retains overall responsibility for the health and safety of anyone affected by the activities of the school, whether staff, students or visitors, where there are activities involving external visits.



The hierarchy above shows the chain of responsibility relating to this policy.

### The Headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours.
- Ensuring staff, including the educational visits co-ordinator, have received the necessary training.
- Working with the trust to review and approve residential trips of more than 24 hours.

### **The educational visit coordinator (EVC) is responsible for:**

- Overseeing and guiding other staff to arrange and organise educational visits.
- Assessing the ability of other staff to lead visits and a designated suitable trip lead for each visit.
- Advising the headteacher when approving trips.
- Accessing the necessary training, advice and guidance.
- Carrying out any required risk assessments in coordination with the trip lead.

### **The trip lead is responsible for:**

- Planning the proposed visit.
- Assessing outside activity providers
- Assessing the health and safety risks to pupils, staff, volunteers and others affected by the visit.
- Assigning staff and volunteer roles.
- Submitting required information to the designated online planning and approval system (typically Evolve E-Visits).
- Making sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments.
- Making sure the needs of everyone taking part are considered, including co-ordinating any additional support needed.
- Making sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party.
- Communicating key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour.
- Ensuring staff are capable and able to fulfil their roles at all times while responsible for pupils and others.
- Ensuring all incidents and reportable issues are logged on the correct system and escalated where necessary to the EVC and headteacher.
- Evaluating all visits once complete, from planning to the visit itself to improve future arrangements.

Every educational visit must have one member of staff designated as the trip lead.

### **Staff are responsible for:**

- Making sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part.
- Obtaining approval for all educational visits from the headteacher and EVC.
- Communicating with parents and carers and make sure trips are inclusive of all pupils' needs.
- Complying with the Health and Safety Policy.
- Contributing to risk assessments with the trip lead as required.
- Managing pupil behaviour and discipline as required while on the visit.
- Sharing any concerns or worries with the trip lead and others, as appropriate.

### **Parents and Carers are required to:**

- Provide all information required, such as emergency contact details and health/medicine information if applicable.
- Sign and return consent forms and any other documentation required in a timely manner.
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip.

### **Volunteers must agree to:**

- Follow the directions of staff and act accordingly.
- Behave appropriately and model good behaviour for pupils.
- Report any concerns to the trip lead or other staff present as soon as possible.
- Make sure pupils under their supervision act safely and appropriately, raising any issues with staff as soon as possible.

### **Pupils are expected to:**

- Follow instructions given to them while on the trip.
- Dress and behave as expected for the length of the trip.
- Take responsibility for their own safety and the safety of others, reporting concerns to a staff member or trip supervisor.

**Pupils will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to uphold the school's behaviour policy at all times.**

## Person responsible for implementing this policy requirements

The EVC is responsible for implementation and ensuring this policy is complied with.

## Reference material

This Policy should be read in conjunction with:

- Charging and Remissions Policy
- Behaviour Policy
- Child Protection Policy
- SEN Policy
- Accessibility Plan
- Anaphylaxis/Allergens Policy
- Health & Safety Policy
- Individual Health Care Plans
- Supporting Children with Medical Needs Policy
- First Aid Policy

## Key principles of this policy

1. **Planning and Preparation**
2. **Risk Assessment**
3. **Volunteers**
4. **Communication and Consent**
5. **Emergency Procedures**
6. **Training and Supervision**
7. **Charging and Insurance**
8. **Residential Visits**

## Policy Guidance

### Planning and Preparations

The decision on whether or not a visit will take place **will be made by Headteacher**, and based on factors including:

- Cost (including any potential cost to parents/carers).
- Timing in the school year and any potential clashes.
- Educational purpose and value.
- Disruption to the normal running of the school.
- Health and safety considerations.
- Staff-to-pupil ratio.
- Any other factors deemed appropriate and relevant.

As part of the planning stage, information will be **gathered by staff proposing the visit**, including:

- Location and travel distance.
- Travel plans or options.
- Full cost breakdown, including multiple options where available.
- Resources, including staffing, volunteers, and physical supplies.
- Accommodation options, where needed.
- Insurance detailed, where needed.
- Risk assessment plans and first aid provision.
- What safety measures can be put in place in order to reduce any risks.
- Any additional minimum standards, depending on the age of the children.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Headteacher will inform the Head of Safeguarding.

Once risk assessments have been approved, staff will communicate with parents/carers and provide trip information. Written parental consent will be required for all trips (see communication and consent section).

## Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits. If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

The trip programme should be adjusted where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate. Additional risk assessments should be carried out where required to ensure the safety of all staff and pupils.

## **Risk Assessment**

The responsible persons will carry out the required risk assessment before receiving approval for the trip to take place. Risk Assessments can be obtained from the trust health and safety team or on the trust SharePoint.

Risk assessments owned and managed by provided by the destination or venue may be used to support this process but not as a replacement for school led risk management.

The risk assessment must (as a minimum) include:

- Any specific medical issues and allergies (for all involved in the visit).
- The role of additional support on the visit.
- Specified activities to be carried out.
- Risks associated with transport to and from the destination.

Where necessary, staff should make a preliminary visit to the trip destination as part of the planning and risk assessment process.

Trip leads must raise any concerns identified by the risk assessment with the headteacher and, where appropriate, the health and safety team.

Every risk assessment must be approved by the headteacher and EVC.

## Staff ratios

Risk assessments for each visit must identify the proper level of supervision required. On all educational visits staff ratios must ensure:

- At least one male and one female supervising adult is present (for mixed pupil groups).

## First aid and medical

The planning and risk assessment process must ensure:

- At least one supervising adult certified to administer first aid is present.
- Appropriate first aid equipment is present in accordance with the school's first aid and health and safety policies.
- The location of the equipment is clearly identified, and a responsible person assigned.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip.
- The trip lead will take regular headcounts and/or registers.

## Transport

Transportation for trips will be organised by the school, in line with safeguarding and vehicle management policies.

The planning and risk assessment process must ensure pupils, staff and volunteers are transported safely and efficiently.

Those responsible for transportation must be prechecked for relevant insurance and driver qualifications. Unless previously agreed by the headteacher and acknowledged by parents, transport for visits will leave from, and return to, the school site.

## Use of external organisations

As part of the risk assessment process, external organisations providing an activity must demonstrate appropriate safety standards, liability insurance and compliance with safeguarding policy. This includes ensuring organisations hold the Learning Outside the Classroom (LOtC) Quality Badge.

Where an organisation does not meet this criteria, additional checks must be performed as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use. A written agreement must be in place with each external organisation outlining responsibilities during the visit and activities.

## Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more volunteers are oversubscribed, those invited will be selected fairly and transparently taking into consideration:

- The needs of the pupils going on the trip.
- The setting and circumstances of the trip.
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience.

Parents/carers selected to volunteer will be informed at least two weeks ahead of the visit and must confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour and conduct standards.

Volunteers must receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

**At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.**

## Communication and Consent

Parents and carers **must be contacted at least one month before the proposed date of the trip**. Communication will be via letter, email or parent app and information provided will include:

- The event date.
- Destination.
- Purpose of the visit.
- Size of the group attending.
- Times and details of travel.
- Drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant.
- Clothing and equipment required, and whether this is provided by the school.
- Expected behaviour and consequences of pupils' failure to meet these standards.

Parents/carers must be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Parents/carers must be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached. In the case of overseas trips, they must provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## Emergency Procedures

The SEMP policy and school specific document covers management of emergency procedures and should be consulted as part of the planning and risk assessment process. Emergency preparedness must include but not be limited to:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations.

The trip leader and staff must be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office and if necessary, activate the SEMP response. This response will include how and when to contact parents and manage communications. If an emergency situation has arisen, the EVC and/or headteacher must immediately notify a member of the executive team.

### General guidance:

- One member of staff will always accompany a pupil seeking medical treatment.
- In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils.
- In the unlikely event that a pupil cannot be found within 15 minutes, the trip leader will contact the school office who will

notify the parents/carers.

- The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found.
- The remaining staff and adults will return to the school with the rest of the pupils.
- All incidents and accidents will be reported on the accident reporting system.
- Where an investigation is required, persons involved in the activity must cooperate fully with the investigating team.

## Charging and Insurance

The trust charging and remissions policy must be followed at all times.

Parents/carers should not be asked to pay for any educational visit that takes place during school hours. They should not be asked to pay for any educational visit that takes place outside of school hours if part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, a voluntary contribution to the costs of non-residential educational visits may be requested, but this will be entirely optional and will not affect pupil ability to take part fully in the trip. Adequate insurance must always be in place for all trips, including, but not limited to:

- Cancellation insurance for contracts with external providers.
- Travel insurance.
- Accident and medical cover.
- Loss of luggage and other personal items.

## Residential Visits

The headteacher, will approve all residential trips longer than 24 hours.

In addition to measures outlined above, the trip lead must also ensure:

- Staff have received any necessary training.
- All necessary permissions and medical forms are obtained at least **one month before** the start of the trip.
- All adults, including volunteers, have had adequate safeguarding checks.
- Parents and carers are given information about the visit and requested permission **at least two months before** the first day of the visit.

Information shared with parents must include:

- The dates and time of departure and return to school.
- The full address and contact details of the destination.
- Planned activities and options.
- Meal provisions.
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions).
- Clothing and equipment provided, and what pupils must bring themselves.
- Public health requirements, including any required vaccinations.
- Accommodation options and arrangements.
- The names of staff attending.

For visits overseas, the trip lead must ensure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. The visit must follow Foreign, Commonwealth and Development Office overseas travel guidance and foreign travel advice.