



THE DEAN TRUST  
Forest Gate Academy

# Forest Gate Academy

## Educational Visits and School Trips Policy

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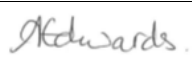

## Statement of intent

**Forest Gate 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.

This policy is a framework to build upon and your final policy should reflect your local policies and procedures. This model policy is not designed to replace any legal advice.

If your school is part of a **federation or MAT**, you should ensure all of the schools within the federation or MAT agree to the stipulations within the policy before implementing it across the board.

<b>Headteacher:</b>		<b>Date:</b>	06/09/2022
<b>Chair of Governing Body:</b>		<b>Date:</b>	06/09/2022

## 1.0 Legal framework

- 1.1. This policy has been created with regard to relevant legislation including, but not limited to:
  - The Health and Safety at Work etc. Act 1974
- 1.2. This policy has also been created with due regard to the following guidance:
  - 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'
- 1.3. This policy should be used in conjunction with the following school policies:
  - [Complaints Procedures Policy](#)
  - [Behavioural Policy](#)
  - [Critical Incident Policy](#)
  - [Health and Safety Policy](#)
  - [Charging and Remissions Policy](#)
  - [Equal Opportunities Policy](#)
  - [DBS Policy](#)

## 2. Definitions

- 2.1. **'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.
- 2.2. **'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.
- 2.3. **'Residential'** means any school trip which includes an overnight stay.
- 2.4. Activities of an **'adventurous nature'** include, but are not limited to, the following:
  - Trekking
  - Caving
  - Skiing
  - Water sports
  - Climbing

### 3. Key roles and responsibilities

3.1. 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/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.

3.2. The **Executive Head/Head of School** is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator (EVC)
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- 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 relevant paperwork, including risk assessments, for extra-curricular trips and activities are completed by the trip leader.
- 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.

3.3. The **educational visits coordinator** has overall responsibility for:

- Overseeing all issues and controls regarding 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.
  - Ensuring risk assessments are completed prior to school trips and educational visits to ensure pupil and staff safety.
  - Appointing an appropriate member of staff to be the designated leader of the trip.
- 3.4. The **designated leader** in charge of the 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 the Executive Head/Head of School.
  - Completing all essential documentation for the trip, including a risk assessment.
  - Informing parents of the proposed extra-curricular trip or activity **four weeks** in advance of the trip.
  - Distributing permission slips to parents **four 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 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 DBS Policy.
- 3.5. Staff are responsible for:
- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
  - 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.

3.6. 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 **Behavioural Policy** with regards to this policy.

#### 4. Training of staff

- 4.1. Staff will receive training on this policy as part of their induction.
- 4.2. Staff will receive regular and ongoing training as part of their CPD.

#### 5. Planning school trips

- 5.1. 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'
- 5.2. A thorough risk assessment will be conducted by the **lead member of staff** during the planning of the trip, to ensure pupil and staff safety.
- 5.3. Adventure activities will always be identified at the planning stage and never added during the trip.
- 5.4. 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.
- 5.5. The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips.

#### 6. Risk assessment process

- 6.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 6.2. 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.
- 6.3. 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
- 6.4. A generalised risk assessment form is available on the shared drives – it may be appropriate to use a trip specific risk assessment depending on the potential risks of the trip.

## 7. Vetting providers

- 7.1. 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.
- 7.2. 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
- 7.3. If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for.
- 7.4. If an organisation does not meet the school's standards, they will not be considered.

## 8. Equal opportunities

- 8.1. The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip.
- 8.2. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.
- 8.3. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's **Equal Opportunities Policy**.
- 8.4. 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.
- 8.5. 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.



## 9. Safe use of minibuses and seatbelts

- 9.1. The **health and safety officer** is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.
- 9.2. 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.
- 9.3. Category B PCVs may be acceptable in certain circumstances.
- 9.4. Drivers will complete the relevant form from the **school office** and supply a photocopy of their driving licence.
- 9.5. 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.
- 9.6. The minibus will carry strictly one person per seat and seatbelts must be worn at all times.
- 9.7. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.
- 9.8. Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.

## 10. Parental consent

- 10.1. Written consent is required for:
  - Activities of an adventurous nature.
  - Residential trips.
  - Foreign trips.
  - Trips outside of school hours.
  - Off-site activities
- 10.2. Separate consent will be sought for trips which require payment.
- 10.3. Parents will be informed of activities by school ping and will have the opportunity to withdraw their child from taking part.

## 11. Staffing ratios

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

- 11.3. Nursery 1 adult to 2 children
- 11.4. Reception 1 adult to 4 children
- 11.5. Yr1-3 1 adult to 6 children
- 11.6. Yr4-6 1 adult to 10 children.

## 12. Insurance and licensing

- 12.1. 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.
- 12.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place.
- 12.3. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

## 13. Accidents and incidents

- 13.1. 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**.
- 13.2. The **Executive Head/Head of School** will keep written records of any incidents, accidents and near misses.
- 13.3. Media enquiries will be referred to the **Executive Head** or, if they are not available, the **Head of School or the clerk to governors**.
- 13.4. Staff will use guidance as set out in the **Critical Incident Policy**, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.
- 13.5. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- 13.6. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels.
- 13.7. 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.
- 13.8. To ensure pupils are easily identifiable, they must wear **the school jumper**.

## 14. Missing person procedure

- 14.1. The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

- 14.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with [section six](#) of this policy.
- 14.3. The **educational visits coordinator** will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.
- 14.4. 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 15](#) of this policy.
- 14.5. 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.
- 14.6. All staff members will be required to carry mobile phones with them at all times.
- 14.7. Upon arriving at every venue, the trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group.
- 14.8. Pupils and staff will wear school branded clothing, in accordance with point [13.9](#), in order to make them easily identifiable.
- 14.9. Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.
- 14.10. In the event someone goes missing whilst on a school trip domestically or abroad:
  - The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
  - The 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, e.g. the British Embassy, will be contacted.
  - If the police are called, the trip leader will contact the **Executive Head/Head of School**, or other available person, back at the school and inform them of what has happened.
- 14.11. 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.
- 14.12. If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the **educational visits coordinator** will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

- 14.13. 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.

## 15. Pupils with SEND

- 15.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part.
- 15.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.
- 15.3. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

## 16. Finance

- 16.1. The financial procedures outlined in the school's **Charging and Remissions Policy** will always be followed when arranging trips.
- 16.2. 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.
- 16.3. Money for school trips will always be paid directly via my child at school. Under no circumstances should school trip money be processed through personal accounts.
- 16.4. 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.
- 16.5. In the event that the trip is cancelled due to unforeseeable circumstances, it is at the **Executive Head/Head of School's** discretion as to whether a refund is given to parents. The **Executive Head/Head of School** will consult the **governing board** on the matter, taking into account the cost to the school, including alternative provision costs.

- 16.6. In the event that a pupil cancels their place on a trip, it is at the **Executive Head/Head of School's** discretion as to whether a refund is given to parents. The **Executive Head/Head of School** will consult the **governing board** 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.
- 16.7. The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 16.8. 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.
- 16.9. Any excess of expenditure will be subsidised by the school fund or pupil premium.

## 17. Evaluating trips and visits

- 17.1. Following an educational trip/visit, the lead member of staff will complete the evaluation form on evolve to assess the success of the trip in respect of both educational value and safeguarding effectiveness.
- 17.2. Based on this assessment, recommendations will be made to improve future trips and visits.

## 18. Monitoring and review

- 18.1. The effectiveness of this policy will be monitored by the **Executive Head/Head of School**.
- 18.2. The **governing board** will review this policy **every two years**.
- 18.3. The scheduled review date for this policy is **October 2024**.

