

Educational Visits and School Trips Policy

September 2018

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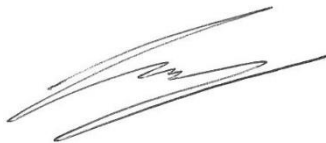
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- a) Annual Consent Form for All Educational Visits and School Trips
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Statement of intent

St. Joseph's Catholic Primary School takes the health and wellbeing of our staff and pupils very seriously. We take reasonable steps, as stated in the Health and Safety at Work Act 1974, to ensure the health and safety of our employees, as well as our pupils.

This policy has been designed in line with the DfE and Health and Safety Executive (HSE) guidance and details our responsibilities for pupils while out on educational visits and school trips.



Principal

Date:
03.09.18

Chair of Academy
Committee

Date:
TBA

1. Definitions

- 1.1. '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.
- 1.2. 'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by St. Joseph's Catholic Primary School which takes pupils off-site.
- 1.3. 'Residential' means any school trip which includes an overnight stay.
- 1.4. Activities of an 'adventurous nature' include, but are not limited to, the following:
 - Trekking
 - Caving
 - Skiing
 - Water sports
 - Climbing

2. Key roles and responsibilities

- 2.1. The Academy Committee has overall responsibility for the implementation of the Educational Visits and School Trips Policy.
- 2.2. The Academy Committee has overall responsibility for ensuring that the Educational Visits and School Trips Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 2.3. The Academy Committee has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Procedure Policy.
- 2.4. The principal will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.
- 2.5. The educational visits coordinator has overall responsibility for educational visits and school trips.
- 2.6. Staff will be responsible for following the Educational Visits and School Trips Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 2.7. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip.
- 2.8. Pupils are responsible for following instructions from teachers while on educational visits and school trips.
- 2.9. Pupils are responsible for behaving in a manner which matches the ethos of St. Joseph's Catholic Primary School, and for following the behaviour rules set

out in the school's Behaviour Policy as they relate to the Educational Visits and School Trips Policy.

3. Training of staff

- 3.1. Teachers and support staff will receive training on the Educational Visits and School Trips Policy as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their CPD.

4. Risk assessment process

- 4.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 4.2. All risk assessments for educational visits and trips are completed on EVOLVE, a cloud based service (evolve.edufocus.co.uk). Refer to the Education Visits Protocol (appendix 3) within St Joseph's Critical Incident Plan.
- 4.3. The process is as follows:
 - Identify the hazards
 - Decide who might be harmed and how
 - Evaluate the risks and decide on precautions
 - Record your findings and implement them
 - Review your assessment and update if necessary

5. Parental consent

- 5.1. Parental consent is not generally required for off-site activities that take place during school hours.
- 5.2. Written consent is required for:
 - Activities of an adventurous nature.
 - Residential trips.
 - Foreign trips.
 - Trips outside of school hours.
- 5.3. If preferable, parents may complete an ['annual'](#) consent form at the start of any academic year 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, including the school holidays.
- 5.4. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

6. Staffing ratios

- 6.1. There will be sufficient staff to cope in an emergency.
- 6.2. The school will consider increasing the general adult to pupil ratio depending upon the circumstances of the visit e.g.:
 - Residential visits;
 - Adventure activities;
 - Qualifications/experience of adults;
 - Special needs;
 - Visits abroad.
- 6.3. The number of adults should be determined by applying the relevant ratio and rounding up to the nearest whole number of adults
- 6.4. Mixed gender groups of children should normally have at least one male and one female adult
- 6.5. In normal circumstances at least 50% of the recommended adult numbers should be employees approved by the principal
- 6.6. Ratio of adult to pupils:
 - Reception: Ratio 1 adult to 3-5 pupils
 - Years 1 to 3: Ratio 1 adult to 6-10 pupils
 - Years 4 to 6: Ratio 1 adult to 10-15 pupils

7. Insurance and licensing

- 7.1. 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.
- 7.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.
- 7.3. Parents will be informed of the limits of any insurance cover.
- 7.4. For European trips, a valid European Health Insurance Card (EHIC) will be obtained for every participant.
- 7.5. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 7.6. Medical expenses will be recorded and stored in the school office.

8. If things go wrong

- 8.1. 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.
- 8.2. In the case of accidents and injuries while on a school trip abroad:
 - Organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or child 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 should be the principal 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.
- 8.3. Written records of any incident will be kept.
- 8.4. Media enquiries must be referred to the principal or, if they are not available, the vice principal or the clerk to academy committee..
- 8.5. Teachers will use guidance as set out in the Business Continuity Plan in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.
- 8.6. Teachers will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- 8.7. Relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments.
- 8.8. Pupils and teachers 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.
- 8.9. To ensure pupils are easily identifiable, they must wear their St. Joseph's Catholic Primary School polo shirts/jumpers; failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

9. Special education needs and disabilities (SEND)

- 9.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part.
- 9.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.

10. Finance

- 10.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.
- 10.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' 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.
- 10.3. Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.
- 10.4. 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.
- 10.5. In the event that the trip is cancelled due to unforeseeable circumstances, it is at the principal's discretion as to whether a refund is given to parents. The principal will consult the academy committee on the matter, taking into account the cost to the school, including alternative provision costs.
- 10.6. In the event that a pupil cancels their place on a trip, it is at the principal's discretion as to whether a refund is given to parents. The principal will consult the academy committee on the matter, taking into account the pupil's circumstances 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.
- 10.7. 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 admit the pupil to attend future trips and visits.
- 10.8. St. Joseph's Catholic Primary School will take a common sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 10.9. 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.
- 10.10. 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 child.
- 10.11. Any excess of expenditure will be subsidised by the school fund.

11. Foreign trips

- 11.1. Validity of passports and visa requirements will be dealt with within three months of the initial request to avoid problems when the trip is due to take place.
- 11.2. Teachers and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.
- 11.3. Before the trip, teachers are trained in spotting suspicious behaviour and remaining vigilant whilst abroad.
- 11.4. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, in particular about advances from strangers.
- 11.5. Registers will be taken at the start and end of each day, as well as before, during, after, events and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.
- 11.6. Teachers will check the town/city's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.
- 11.7. A minimum of two teachers attending the trip will have at least an intermediate understanding of the destination country's language.
- 11.8. At the start of the trip, all pupils and teachers are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

12. Planning school trips

- 12.1. Prior to planning a school trip, the following guidance should be read by organisers:
 - The DfE's [Health and Safety: Advice on Legal Duties and Powers](#)
 - The HSE's [School Trips and Outdoor Learning Activities](#)

13. Policy review

- 13.1. This policy is reviewed every two years by the principal.
- 13.2. The scheduled review date for this policy is September 2019.

Appendix A – Annual Consent Form for All Educational Visits and School Trips

Please sign and date the form below if you are happy to give consent for your child,

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
 - All visits, including residential trips, which take place during the holidays or over a weekend.
 - Adventure activities at any time.
 - Off-site sporting fixtures outside the school day.
 - All off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
- Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form.

Medical information

Details of any medical condition that my child _____ suffers from and any medication my child should take during off-site visits:

.....
.....
.....

Signed..... **Date**.....

Appendix B – Consent Form for Specific Educational Visits and School Trips

Educational visits consent form	
Pupil details	Visit details
Name:	Destination:
Form:	Date:
Date of birth:	Time:
Home telephone number:	I acknowledge the need for my child to behave responsibly <input type="checkbox"/>
Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting, or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. All information will be treated in confidence.	
When did your child last have a tetanus injection?	
If your child is taking medication, please give details, including whether it can be self-administered:	
Is your child allergic to any medication? YES/NO. If yes, please specify:	
Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:	
Family doctor:	Telephone number:
Address:	
I am happy to let my son/daughter make their own way home <input type="checkbox"/>	
I will collect my son/daughter at _____ from _____ <input type="checkbox"/>	

I give permission for my child to participate in the above school visit, and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by the school's liability insurance, and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above.

Signed: _____ Date: _____

Parent name in BLOCK capitals: _____ Address: _____ _____ _____ Telephone number: _____	Please give an alternative contact name and telephone number in case we cannot reach you in an emergency: Name: _____ Telephone number: _____ Relationship to pupil: _____
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