

Ashcroft school

Educational Visits, School Trips, and Offsite Activities Policy

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Signed by:

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Interim Head of school

13.02.24

Date: _____

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Chair of governors

7.3.24

Date: _____

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Statement of intent

Ashcroft School understands that visits, trips, and offsite activities can be effective ways of motivating pupils, and they can often offer unique educational experiences that can support and enhance personal development. The school aims to ensure that pupils are engaged in their learning and given opportunities to explore and develop skills in more practical settings and activities.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with Trust wide policy and 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
- Management of Health and Safety at Work Regulations 1999 as amended.
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'.
- DfE (2018) 'Charging for school activities'.

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Child protection and safeguarding policy
- Behaviour for Learning 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 or residential stay 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
- 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.
- Ensuring appropriate child protection procedures are in place.
- Appointing an educational visits coordinator and ensuring they are given sufficient time to organise visits properly.

- 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.
- Completing relevant paperwork, including suitable and sufficient risk assessments, for 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 trips and activities.
- Ensuring there are contingency plans in place with clear lines of responsibility, which will cover incidents such as adverse weather, travel delays, staff absence etc.
- Ensuring arrangements have been made for the medical needs and any additional support needs for all the participants.
- The mode of travel and travel arrangements are appropriate.
- There is adequate and relevant insurance cover in place.
- Emergency arrangements are in place and have been communicated to those who need to know.

The educational visits coordinator is responsible for:

- Overseeing all issues and controls regarding activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of 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 assessment, 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.
- Ensuring that the requirements of this policy are carried out across all schools.

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 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 or head teacher.

- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating a clear plan/risk assessment prior to any educational visit, offsite activity or school trip and distributing it to relevant staff and where necessary parents and pupils to ensure the day is well organised and safe.
- Informing parents of proposed trips that may require permission slips to be completed at least 2 weeks in advance.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on any volunteers/supply staff in line with the DBS Policy.
- Ensuring that all staff have read and understood medical emergency plans for pupils with conditions such as asthma/epilepsy/allergies and to follow guidance as specified in these plans.

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 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/supply staff 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' Responsibilities

Parents must make an informed decision on whether their child should participate in any visit and will need to:

- Provide the Visit Leader with emergency contact number(s)
- Give consent or inform the establishment if they decide to opt out.
- If necessary, give the Visit Leader additional up to date information about their child's emotional, mental/psychological and physical health.
- Prepare their child for the visit, especially when the establishment has.
- identified the need for different clothing, rules and eating arrangements.

Participant's Responsibilities

In agreement with parents, the Visit Leader and the group, participants will:

- Not take unnecessary risks

- Follow the instructions of the Visit Leader, Visit Assistants and other supervisors including those at the venue.
- Dress and behave sensibly and responsibly.
- Be sensitive to local codes and customs.
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the Visit Leader, Visit Assistant or venue supervisor about it.
- Any participants whose behaviour may be considered to be inappropriate or a danger to themselves or to the group will be stopped from going on the visit.

4. Planning school trips, visits, and offsite activities

Prior to planning a school trip, the following guidance will be read by the organisers:

- Health and safety policy
- Child protection and Safeguarding policy
- 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 leader during the planning of the trip/activity, to ensure pupil and staff safety. Information relating to individual health needs/medical conditions such as asthma, epilepsy, allergies will need to be detailed in the risk assessment referring to care plans/emergency plans such as Asthma/Epilepsy plan. All staff must be aware of protocols to follow in relation to a pupils care/emergency/safety plan.

When partaking in adventurous 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 considered, particularly when using facilities which may not have a trained lifeguard present. School staff leading on adventurous activities must be adequately trained and must be able to present certification of the relevant training qualification.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips/activities 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.

When planning an educational trip or activity, the designated leader will ensure the trip does not discriminate against a particular individual, group of pupils.

Risk assessment

Our risk assessment process is designed to manage risks when planning trips/activities, while ensuring that learning opportunities/progress towards EHCP targets and increased personal development is 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/including individual health conditions/medical needs.
- 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. The risk assessment must take into account:

- The aims and benefits of the visit
- The participants (including leaders and helpers)
- The venue
- The activity
- Getting there

5. Vetting providers

When considering external providers for activities, the educational visits coordinator will check whether they meet nationally recognised standards and relevant insurance details.

The educational visits coordinator will check the following to ensure that providers 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 (Known as a Service Level Agreement). If an organisation does not meet the school's standards, they will not be considered.

6. 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 that will develop life skills and focus on elements specified in a pupils EHCP. Trips and activities are organised, managed and conducted in accordance with the school's Equality Diversity and Inclusion Policy.

Preparing Participants

Consideration will be given to ensuring that participants understand:

- The nature and demands of the visit
- The supervision arrangements, including which adult is responsible for them
- The standards of behaviour expected at all times and not just during activities
- What to do in the event of an accident/incident

- Their role in ensuring the safety of all participants

Transport

Drivers of school vehicles have their licence checked regularly. Is this done using the DVLA website where endorsements are listed.

The health and safety officer is responsible for arranging the annual maintenance of the school vehicles, including MOTs and road tax.

The driver will have a current driving licence and will need to be aged 25 years or over if driving a minibus. Drivers must 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. Drivers will complete the relevant form/checks specified by the Trust and will supply a photocopy of their driving licence and any other required documentation such as Motor insurance if required.

Any fines incurred i.e. speeding, parking fines, bus lane fines will be paid by whoever was driving the vehicle 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 the school minibus is being used, then prior to any trip a basic visual inspection of the minibus will be carried out by the designated driver, this will include ensuring sufficient windscreen wash, correct tyre pressure and the presence of a suitable spare tyre, seatbelt are functioning.

Parental consent

Parental consent is not generally required for off-site activities that take place during school hours since this information should have been agreed when admission papers were completed.

Written consent is required for:

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

It would be prudent for parents to 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 offsite activities. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

7. Staffing ratios

Supervision ratios must be appropriate for the nature and aims of the visit, for the age and stage of the participants, and be agreed in the context within the risk assessment.

The establishment of ratios will be determined through discussion between the Head of Establishment and Visit Leaders.

The Head of Establishment is ultimately responsible for ensuring and approving an appropriate ratio of adults, including Visit Leaders and Visit Assistants, to children and young people taking part.

There must be sufficient staff to cope in an emergency when taking pupils offsite. Minimum staff to pupil ratios must be agreed in advance of activities taking in to account the needs/risks that pupils may pose.

8. Insurance and licensing

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. Insurance for every trip, no matter how short, should be covered by the Together Trust/Ashcroft school insurance to ensure adequate protection and medical cover for all parties.

Where a crime is committed against a member of the party or public, it will be reported to local police as soon as possible.

9. 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:

- Organisers will cooperate fully with local emergency services in the event of an accident/incident.
- The first point of contact will be the headteacher who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents until the family of the injured person can be contacted.
- The relevant documents will be completed by the relevant parties in the event of an accident/injury.

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 clerk to governors.

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, e.g. 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 any activity specifying emergency protocols for staff/pupils i.e. what to do if separated/lost. Pupils and staff must consider and agree evacuation/emergency plans before entering venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

Emergency Procedures

In the event of an emergency the immediate priorities of the Visit Leader and/or deputy, are to:

- Assess the situation.
- Safeguard the uninjured members of the party including the leaders.
- Ensure the use of electronic devices is managed and controlled.
- Attend to the casualties.
- Inform the Emergency Services
- Inform the Establishment-Based Contact
- Continue to manage the situation to the best of their ability.
- What to do after a serious incident

10. Missing person procedure

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

Before embarking on the trip or engaging in an activity extensive risk assessments are undertaken in accordance with this policy. The educational visits coordinator will communicate with the venues of the school trips/activities to ensure that they are compliant in all areas and that visits/activities can be adequately modified to suit the pupil's SEMH needs.

Everyone on the trip will be provided with contact details for all members of staff, in the event they are unable to locate their group. All staff members will be required to carry mobile phones with them at all times. Pupils must be supervised at all times and must be provided with contact details i.e. school number/party leader school mobile number.

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.

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/activity:

- 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 pupil, this individual 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 located within 20 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 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.

11. Pupils with SEND/SEMH

Where necessary, activities and visits will be adapted to enable all pupils to take part. The party leader will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be required. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.

12. 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.

13. Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy annually. The scheduled review date for this policy is January 2025.

Annual consent form for all educational visits and school trips/offsite activities.

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 outside school premises.
- 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.
 - Adventure activities at any time.
 - Off-site sporting fixtures/physical activities.
 - All off-site/community activities.
 - All activities linked to an Alternative Provision
- 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 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.....

Consent form for specific educational visits and school trips

Educational visits consent form			
Pupil details		Visit details	
Name:		Destination:	
Year group:		Date:	
Date of birth:		Time:	
Home telephone number:		I acknowledge the need for my child to behave responsibly <input type="checkbox"/>	
<p>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.</p>			
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:			
<p>I give permission for my child to participate in the above school visit/activity 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.</p>			
Signed: _____ Date: _____			

Parent's 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:

Emergency contact one

Name: _____

Telephone number: _____

Relationship to pupil: _____

Emergency contact two

Name: _____

Telephone number: _____

Relationship to pupil: _____