



KALEIDOSCOPE
Multi Academy Trust

Educational Visits and School Trips Policy

Approved by: Kaleidoscope Trust Board

Date: June 2024

Next Review: June 2026

Contents:

Statement of intent

1. [Legal framework](#)
2. [Definitions](#)
3. [Roles and responsibilities](#)
4. [Planning school trips](#)
5. [Risk assessment process](#)
6. [Vetting providers](#)
7. [Equal opportunities](#)
8. [Transport](#)
9. [Parental consent](#)
10. [Staffing ratios](#)
11. [Insurance and licensing](#)
12. [Accidents and incidents](#)
13. [Missing person procedure](#)
14. [Pupils with SEND](#)
15. [Finance](#)
16. [Trips abroad](#)
17. [Evaluating trips and visits](#)
18. [Monitoring and review](#)

Appendix A: Day Visits Procedure

Appendix B: Adventurous/Residential Trips

Appendix C: Example Residential Checklist

Appendix D: Proposed Trip Form

Statement of intent

Kaleidoscope Multi-Academy Trust (KMAT) and its schools understand that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. We aim to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

KMAT and its schools take 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.

Benefits of educational visits include:

- Being able to apply a different range of skills than those used in the classroom
- Enabling, supporting and complementing the work of the National Curriculum, experimental (first hand) and memorable learning
- Assessing and managing risks (safety)
- Developing latent talents, abilities and interests, which can be motivational and have lifelong relevance.

Each Kaleidoscope school has an Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet DfES requirements and National guidelines.

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
- 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'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Risk Assessment Policy
- Charging and Remissions Policy
- Minibus Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- DBS 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, 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

3. Roles and responsibilities

The Trust Board are responsible for:

- Reviewing and 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.
- High quality training is available.

- Ensuring that systems and procedures are in place to support this policy.

The Local Governing Body are responsible for:

- Ensuring that this policy and associated procedures are followed at their school.
- Know what trips/visits are taking place.
- Monitor the success of trips and any issues.
- Check that specific training has taken place.
- Check that risk assessments and visit documents (including Accident Reports) have been completed – spot checking as part of the Governor Health and Safety Audit

The Headteacher/Executive Headteacher/Head of Schools are responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an Educational Visits Coordinator, and liaising with the LA where necessary.
- Liaising with the EVC and communicating information regarding any planned trips to parents.
- Liaising with the Local Governing Board regarding the organisation of extra-curricular trips and activities (notifying them of all trips taking place), including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the EVC is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Final checking of relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Final check that staffing ratios are correct.
- Ensuring that SEND pupils or pupils with high needs including medical needs are supported appropriately and have Individual Risk Assessments where needed.
- Check that the trip has a qualified first aider and that first aid equipment has been checked.
- Ensuring that the Administering medication procedures have been followed and that if needed, there is a responsible adult to do this (this may be the first aider).
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the EVC, 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 EVC/School Leaders are responsible 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.
- 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 assessments, 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.
- Checking relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Checking staffing ratios are correct.
- Ensuring that SEND pupils or pupils with high needs including medical needs are supported appropriately and have Individual Risk Assessments where needed.
- Check that the trip has a qualified first aider and that first aid equipment has been checked.
- Ensuring that the Administering medication procedures have been followed and that if needed, there is a responsible adult to do this (this may be the first aider).
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.
- 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 extra-curricular trip or activity and presenting its benefits to the headteacher.
- Undertaking any relevant training or courses which are arranged by the educational visits' coordinator or School Leaders.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits' coordinator or School Leaders.
- Conducting risk assessments prior to school trips and educational visits to ensure pupil and staff safety.
- Ensuring that SEND pupils or pupils with high needs including medical needs are supported appropriately and have Individual Risk Assessments where needed.
- Ensure that the trip has a qualified first aider and that first aid equipment has been checked.
- Ensuring that the Administering medication procedures have been followed and that if needed, there is a responsible adult to do this (this may be the first aider).
- Ensure that staffing ratios are correct.
- 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 six weeks in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- 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.

- Ensure that all staff/volunteers have read and signed risk assessments and are clear about the trip arrangements.

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 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.

Pupils on the trip must be informed that they must:

- Not take unnecessary risks.
- Follow the instructions of the leader and other helpers including those at the venue.
- Follow their school rules/expectations
- Dress and behave sensibly and responsibly.
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it.

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

If the group leader feels that such action may be necessary, they should contact the EVC and/or the Headteacher/Executive Headteacher/Head of School.

4. 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.

When planning an educational trip or activity, the Local Governing Body (LGB) will ensure the trip does not discriminate against a particular individual, group of pupils or single school. School trips will be agreed upon at LGB level before any formal plans have been implemented. Each school will have an equal opportunity to participate in a pre-planned trip or activity. Any disputes relating to pre-planned educational trips or activities will be discussed and resolved at board level.

If a child's behaviour is such that it may cause a risk to themselves or others, then that child may not be able to attend the trip.

5. 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

Risk assessments will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip. All hazards must be assessed and this might mean that more than one risk assessment is needed. Where applicable, external providers must provide their own risk assessments. These will be in addition to the school ones. **If a risk assessment has been conducted for the same trip before, then it must be fully reviewed and updated.**

Risk assessments must be shared with all staff and volunteers attending/supporting the trip. Risk assessment forms must be signed to confirm they have been read by all adults attending the trip.

6. 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, training and that the relevant DBS and employment checks have been conducted
- 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.

7. 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 Pupil Equality, Equity, Diversity and Inclusion Policy.

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 support will be provided where possible for pupils who cannot afford the initial fee.

8. Transport

When organising transport, the group leader should consider

- Passenger safety
- Type of journey

- Traffic conditions
- Insurance cover
- Weather
- Journey time and distance
- Stopping points on longer journey
- Supervision

If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

The use of cars should generally be discouraged but if used, the following should be adhered to:

- The car should be roadworthy (valid MOT).
- The driver has the appropriate licence.
- The driver has the appropriate insurance.
- Drivers ensure pupils wear seat belts and sit in booster seats if necessary.

Where applicable, the school is responsible for arranging the annual maintenance of its own minibus, including MOTs and road tax. The use of minibuses will be organised in accordance with the Minibus Policy.

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. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy. Before driving abroad, the educational visits coordinator will contact the LA for guidance on which licence is required. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle. 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. The minibus will carry strictly one person per seat and seatbelts must be worn at all times. Fines incurred will be paid by whoever was driving the minibus 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. The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus.

In the case of a Coach Evacuation:

- In case of the coach breaking down:
- Driver will phone or radio head office to inform of breakdown, the police will be notified at this time by the coach company
- Children to remain on the coach and seated at all times
- A replacement coach will be sent as soon as possible
- Once replacement coach has arrived, children to be escorted in small groups to the new coach when it is safe to do so.

In the event of an accident or fire:

- Driver will phone or radio head office to inform of accident/fire, the police will be notified at this time by the coach company
- Children to be escorted promptly but safely to a safe area away from the coach – ideally behind a barrier
- A replacement coach will be sent as soon as possible.

Once a replacement coach has arrived, children to be escorted in small groups to the new coach when it is safe to do so.

In the event of any of the above the trip leader or trip deputy **MUST** inform the school as soon as possible of the incident stating clearly what has happened and if any injuries have been sustained.

First Aid

There must be a qualified first aider on every visit.

A first aid kit should be taken on every visit and are available from the school office.

Medication

All medication should be given to staff before the children leave for the trip. A medication form must be completed by the parent/carer which states how and how often the medication should be given. Medication given by school staff should be recorded - this will include the date and time it was given. Children must not bring their own medication and administer it themselves. Inhalers should be given to the group leader and be accessible by the pupil throughout the trip.

9. Parental consent

Although, parental consent is not generally required for off-site activities that take place during school hours, KMAT schools will ensure that details of any planned trips during the day are communicated to parents.

Written consent will only be required for:

- Trips that need a higher level of risk assessment.
- Trips that are outside of normal school hours.

The school may ask parents to sign a consent form when their child enrolls. This consent form will cover them for their whole time at the school.

10. Staffing ratios

There will be sufficient staff to cope in an emergency and generally.

To determine appropriate staff/pupil ratios per trip the group leader must undertake a risk assessment taking account of:

- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.

- The age and gender (including developmental age) of the young people to be supervised.
- The ability of the young people (including their behavioural, medical, emotional and educational needs).
- Staff competence.
- Competence of any adult volunteers.
- Any other factors that the Group Leader identifies which could have an impact on pupil supervision.

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult. This is referred to as 'remote supervision'. The decision to allow remote supervision should be based on advance risk assessment and must take into account such things as:

- prior experience of pupils
- age of pupils
- responsibility of pupils
- competence/experience of staff
- environment/venue

Our minimum staff to pupil ratios are as follows:

- Abroad: 1:10
- Other residential: 1:10
- High risk: 1:10
- Day trip visits: 1:4 (Reception), 1:6 (Years 1-3), 1:10 (Years 4-6)

If a child with a Statement of Special Educational Needs or an Education Health Care Plan (EHP) is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

Pupils should be easily identifiable (e.g. wearing school uniform if appropriate) when on a trip and regular headcounts undertaken throughout the day and particularly before leaving a venue.

The group leader should identify a rendezvous point and advise pupils of what to do if they get separated from the group.

11. Insurance and licensing

When planning activities of an adventurous nature in the UK, the EVC will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

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

Medical expenses will be recorded and stored in the school office.

Kaleidoscope schools are covered by RPA Insurance Services.

12. 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. In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil 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 will be the Headteacher/Executive Headteacher/Head of School or Deputy (if not on the trip) who will contact the family of the injured person.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

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

Media enquiries will be referred to the Headteacher/Executive Headteacher or, if they are not available, the Head of School/Deputy/Assistant 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 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.

13. Missing person procedure

KMAT and its schools place pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The EVC will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the EVC 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 this policy.

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 and pupils will be required to carry mobile phones with them at all times. This can only be used for emergency contacts and not for taking photographs etc. as outlined in our safeguarding arrangements.**

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 someone goes missing whilst on a school trip domestically or abroad:

- 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 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 Headteacher/Executive Headteacher/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 this is not possible, e.g. when a trip is taking place abroad, the EVC will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

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.

14. Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCO will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

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 extra-curricular trip or visit.

15. Finance

The financial procedures outlined in the Trust's Charging and Remissions 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.

In reality, schools will need to ask parents for a 'voluntary contribution' to cover the cost of the trip. If there are not enough 'voluntary contributions' to cover the cost of the trip, then it may not go ahead.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

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.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The Headteacher/Executive Headteacher/Head of School will consult the Trust Finance Team 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, a refund will only be given if there is no cost incurred due to the cancellation. If there is no cost, or a partial cost, then the school will refund all, or the remaining money to the parent. The school will if possible offer the space on the trip to someone else.

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.

16. Trips abroad

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff 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.

Before the trip the educational visit coordinator will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all pupils and staff 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.

When using external providers abroad, the school will check whether the provider the relevant training, accreditation and professional memberships.

17. 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.

18. Monitoring and review

The effectiveness of this policy will be monitored by the Trust and the policy will be reviewed by the Trust Board every 2 years.

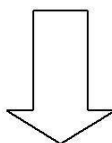
Appendix A: Day Visits Procedure

Plan your visit, undertaking a pre-visit if possible.

Liaise with office regarding any trip arrangements e.g. coach hire

Check with budget holder funds are available once all costings have been received.

Complete add the visit onto the EECLIVE system to apply for approval and submit to EVC along with the necessary risk assessments.

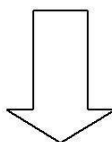


If trip is approved by EVC:

Confirm visit with provider and make booking firm

All trip and risk assessments need to be entered onto EECLIVE. The office will then confirm the transport with the trip leader.

Send letter home via the school office (this should be done at least four weeks before the planned date of the visit to give time for payments to be made and collate and chase consent forms).



Day before or on the day of the visit

Collect first aid kit(s), sick bucket and accident forms.

Collect copies of Health Care plans.

Collect or send pupils for asthma inhalers. Brief supervising adults (this **MUST** be done at least the day before the trip).

Discuss the key elements of the trip, specific instructions and risk assessments with supervising adults.

Remind supervising adults of safeguarding procedures and expectations

Give supervising adults their group list (if not previously done).

Collect the school trip mobile phone and ensure it is switched on throughout the trip. Office to make sure that phones are fully charged before trip.

Appendix B: Adventurous/Residential (and other Cat B) Trips

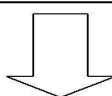
Plan your visit undertaking a pre-visit if possible (this is essential if a residential site has not been visited before).

Complete a comprehensive risk assessment; residential providers will normally be able to provide risk assessments for planned activities.

Team Leader enter the trip and risk assessments onto EECLIVE

(3 to 4 months before the residential visit)

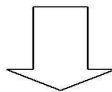
The EVC will then check the documentation through and forward it to Educating Safely Health and Safety Services to be checked.



Prior to the visit:

The Group Leader should hold a parents' meeting to inform them of the trip itinerary and emergency procedures and to issue medical consent forms for medication etc. read and sign risk assessments. All other accompanying adults and the EVC should be present if possible. (see appendix C)

The Group Leader should ensure they have all the necessary emergency contact lists.

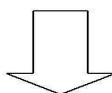


If trip is approved by EVC and Educating Safely Health and Safety Services:

Book Visit and complete necessary forms

All event forms and risk assessments to be copied and made available to adults helping on the trip. The office will then confirm/book transport.

Send letter home via the school office (this should be done *at least* six months before the planned date of the visit to allow for a payment plan).



During the visit

Continually refer to the risk assessments and carry out dynamic, on-the-spot, risk assessments for all activities.

Contact the Headteacher/Executive Headteacher/Head of School or nominated at least daily to provide updates (this would be as soon as possible if an incident occurs).

Appendix C: Example Residential Checklist Template

Residential Checklist – School Name:			
Trip Venue:			
Trip Date:			
Trip Lead:			
Instruction	Date / When?	Notes	Who?
Secure booking for following year	September		
Risk Assessment from venue	September		
Numbers for insurance			
Provider qualification checks	September		
Safeguarding arrangements	September		
Information meeting with Parents/Carers	October		Y6 Team
Letter sent home to gauge numbers	October		School Office
Kit list sent home			
Payment letters sent	October		School Office
Deposits requested	October		School Office
Payment reminders			
Risk Assessment(s) reviewed	Adapted depending on pupils		Trip Lead
Risk Assessments read and signed by all adults			
Medical forms sent home	1 month before travel		
Medical detail sent to venue			



Appendix D: Proposed School Trip Form

School Name:	
Section A: Trip Outline & Details (to be completed by Trip Organiser)	
Trip destination:	
Trip date:	
Responsible person:	
Estimated number of pupils:	
Free places: 1. Please name teachers who are not paying due to being in charge of the trip 2. Is anyone else taking part without charge or making a part-payment (please specify)	
EECLive Risk Assessment completed by & date:	
Section B: Transport & Costings (to be completed by School Office)	
Quotes obtained & details:	
Transport confirmed by & date: (attach copy of quote where applicable)	
Guidance Notes:	

Please attach a copy of the letter (to be) sent home explaining the trip and details.

Insurance is automatic – you do not need to arrange it.

Coaches – must be cancelled with 14 days' notice prior to the trip to avoid a cancellation charge.

Residential trips – complete a North Somerset notification form and ask each pupil to complete a medical form.

Section C: Confirmation of costs (to be completed by School Office/Bursar)

Proposed charge of venue/destination:

Proposed charge of transport:

**ParentPay payment service fee
(1.275%)**

Total cost:

Cost / number of pupils (individual charge):

Minus any FSM allowance etc.:

Section D: Finance/Budget Authorisation

Finance outline agreed and checked by:

Signed:

Date:

Section E: Executive Head/Headteacher/Head of School Authorisation

Trip proposal authorisation by:			
Signed:		Date:	