



St Mary Redcliffe  
and Temple School

# Educational trips and visits Policy

<b>Approved by:</b>	FGB	<b>Date:</b> 28 November 2022
<b>Last reviewed on:</b>	New Policy	
<b>Next review due by:</b>	January 2023	

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\*It is likely that the school will move towards an electronic process for receiving consent.

### 1. Aims and scope

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

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

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

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

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

### 2. Legislation and guidance

This Policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2022](#)

### **3. Roles and responsibilities**

#### **3.1 Headteacher**

The Headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the Governing Body to approve residential trips of more than 24 hours

#### **1.2 The Educational Visits Co-Ordinator (EVC)**

School Business Manager is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the Headteacher and Governing Body when they are approving trips
- Access the necessary training, advice and guidance
- Quality check the trip paperwork is correct and completed
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements
- Make sure they have up-to-date and accurate emergency contact information for all students (and staff/volunteers) who will be on the trip, in case anyone needs to be contact out of school hours

#### **3.2 Trip Lead**

Every educational visit will have 1 member of staff designated as the Trip Lead. The Trip Lead will:

- Plan the proposed visit, taking into account the school calendar (liaising with the Assistant Headteacher, Community Engagement, Personal Development and Faith), health and safety risks to students, staff and volunteers and any safeguarding or behaviour issues/risks
  - Assign staff and volunteer roles, as needed including a Deputy Trip Leader
  - Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
  - Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
  - Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
  - Communicate key details about the visit and all locations to staff, students and parents/carers, including roles and responsibilities and expected behaviour
  - Make sure staff are capable and able to fulfil their roles at all times while responsible for students and others
- 3.3 Staff

Staff have a responsibility to make sure all students and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Headteacher via the EVC using the Proposed trip information form (Appendix 1)
- Carry out any required risk assessments and work with the Trip Lead
- Communicate with parents and carers and make sure trips are inclusive of all students' needs
- Look out for the health and safety of themselves and those around them
- Be aware of any safeguarding or behaviour issues
- Help manage student behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

#### **3.4 Parents and carers**

By agreeing that students can take part in educational visits, parents/carers agree that they will:

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

### 3.5 Volunteers

Volunteers attending school trips, including parent/carer volunteers, agree to:

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

Our school behaviour Policy also applies to all educational visits. This includes the expectation that students will:

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

Students will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to uphold the school's Behaviour Policy and Alive Accord at all times.

Behaviour and Good Relationships [DFEE Normal Template \(smrt.bristol.sch.uk\)](https://www.smrt.bristol.sch.uk/DFEE-Normal-Template)

ALIVE Accord [DFEE Normal Template \(smrt.bristol.sch.uk\)](https://www.smrt.bristol.sch.uk/DFEE-Normal-Template)

## 4. Planning and preparation

The decision on whether or not a visit will take place will be made by EVC in conjunction with the Headteacher, and based on factors including:

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

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

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the EVC will inform the Headteacher and the EVC will seek guidance from the Link Health

and Safety Governor (as required). The EVC also has access to guidance from the Local Authority Trip Advisor which will inform the EVC's recommendation to the Headteacher.

Once the risk assessment has been approved by the Headteacher, and the Governing Body where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

#### **4.1. Inclusion**

All students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a student with a disability or an Education Health Care Plan (EHCP), or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and students.

### **5. Risk assessment**

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template (see appendix 2). The EVC is responsible for approving the risk assessment. Electronic copies of trip related documents can be found on our shared drive.

The risk assessment will include any specific medical issues and allergies (for staff and students), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip Leads will raise any concerns or questions about potential risks and safety measures with the Headteacher and, where appropriate, third-party vendors.

#### **5.1 Staff ratios and first aid**

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed student groups)
- Our aim for all trips is for at least 1 supervising adult to be able to administer first aid. This will always be the case when students on the trip have medical needs. In the event of no first aider, this will be reflected in the risk assessment.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These are issued by the Designated First Aider.

- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with students at any time
- The Trip Lead will take regular headcounts and/or rollcalls

The following resources are available to Trip Leaders and staff to help inform risk assessment and build confidence in leading or supporting a trip:

- [Certificate in Organising and Managing School Trips](#) (National College)
- [How To Do a School Trip Risk Assessment](#) (True Education Partnerships)

## 5.2 Transport

Transportation for trips will be organised by the school, in line Government guidance on high-risk countries and Covid alongside our safety procedures outlined in the following procedures and protocols:

[Safeguarding and Child Protection Policy](#)  
[Supporting Students with Medical Conditions Policy](#)

First Aid Policy (this is currently being written and will be in place by November 2022).

In the interim and as a matter of good practice, Trip Leader will seek guidance regarding from the EVC and The School First Aider.

We will make sure students, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents/carers, transport for visits will leave from, and return to, the school site.

## 5.3 Use of external organisations

As part of the risk assessment process, the EVC will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## 6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise students alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

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

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour.

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

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

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

## **7. Communication and consent**

We will contact the parents and carers of students invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter or email, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Student-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of students' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## **8. Emergency procedures and incident reporting**

Generally, emergency planning will be defined as planning for:

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

The Trip Leader will be familiar with these plans for each visit.

In the case of an emergency, the Trip Leader or other supervising adult will contact the Visitor Reception during normal school hours. Outside of normal school hours, contact will be with the EVC, who will co-ordinate any emergency action liaising with school leaders as required. During normal school hours the Visitor Reception will then contact parents/carers as required and inform them of

changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a student seeking medical treatment.

In a case of a student being unaccounted for, the Trip Leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found within 30 minutes, the Trip Leader will contact Visitor Reception who will notify the parents/carers. The Trip Leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the student when found. The remaining staff and adults will return to the school with the rest of the students.

All incidents and accidents will be reported in line with our health and safety Policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

## 9. Charging and insurance

We will follow our school's [Charging and Remissions Policy](#) at all times.

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

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect students' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

## 10. Residential visits

The Headteacher together with the Governing Body, will approve all residential trips longer than 24 hours. This will be informed by the risk assessments and guidance provided by the EVC and Local Authority Trip Adviser.

The planning and preparation laid out in this Policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions including the medical forms are obtained at least 6 weeks before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with students – this will include relevant DBS checks



Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents/carers will include:

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

For visits abroad, we will make sure that any organisation providing activities hold the LOfC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

## 11. Review

This Policy will be reviewed initially after 3 months and then every 2 years by the Headteacher and EVC. At every review, the Policy will be shared with the SAS Committee.

## 12. Links with other policies

This Policy links with the following policies and procedures:

- Health and Safety Policy [Health Safety Arrangements at SMRT - updated Oct 2022.pdf](#)
- Charging and remissions Policy [CHARGING & REMISSIONS POLICY \(smrt.bristol.sch.uk\)](#)
- Behaviour and Good Relationships Policy [DFEE Normal Template \(smrt.bristol.sch.uk\)](#)
- Safeguarding and Child protection Policy [Safeguarding and Child Protection Policy - September 2022.pdf \(smrt.bristol.sch.uk\)](#)
- First aid Policy
- Supporting students with medical conditions [Supporting Students with Medical Conditions Policy - Sept 2022.pdf \(smrt.bristol.sch.uk\)](#)
- Special educational needs (SEN) Policy SEN Information Report Feb 2022 and Policy.pdf (smrt.bristol.sch.uk)
- Equality information and objectives [Principles \(smrt.bristol.sch.uk\)](#)
- Accessibility Plan [Accessibility Plan 2022-2025 - June 2022.pdf](#)

## Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit and submitted to the EVC.

**Name of staff member proposing the visit:**

**Trip Leader**

**Deputy Trip Leader**

**Date of request:**

**Response required by (date):**

**Proposed trip information**

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of students		
Proposed staff /student ratio		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none"><li>• Staffing</li><li>• Volunteers</li><li>• Physical supplies</li><li>• Transportation</li></ul>		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
Any additional information		

## Appendix 2: Risk Assessment Template

Date of assessment		Trip Leaders are clear of the First Aid requirements	Yes / No
Date(s) of trip		Risk Assessor	
Trip destination		Checked by	
Trip Leader		LA Adviser advice received	Yes / No
Deputy Trip Leader		H&S Link Governor advice received	Yes / No

<b>Risk Rating Grades</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Likelihood of Risk</b>	Improbable	Remote	Occasional	Probable	Frequent
<b>Severity of Risk</b>	Negligible	Marginal	Critical	Catastrophic	
<b>Overall Risk</b>	Low	Moderate	Medium	High	

HAZARD	WHO MIGHT BE HARMED AND HOW?	RISK RATING		CONTROL MEASURES		ACTION: WHO?	ACTION: WHEN?	DONE
		LIKELIHOOD OF RISK = LIKELIHOOD OF OCCURANCE	SEVERITY OF RISK	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?			
Physical health and Safety i.e., slips and falls caused by wet floor	Students and staff			Appropriate footwear to be worn, first aid kit to be carried at all times	Follow additional instructions from destination staff as appropriate	Trip Leader	Duration of trip	

HAZARD	WHO MIGHT BE HARMED AND HOW?	RISK RATING		CONTROL MEASURES		ACTION: WHO?	ACTION: WHEN?	DONE
		LIKELIHOOD OF RISK = LIKELIHOOD OF OCCURANCE	SEVERITY OF RISK	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?			
Specific medical needs								
Safeguarding and Mental Health								
SEN (including SEMH)								
Behaviour								
Transport								
Other								

Who	Assessment of Overall Risk	Recommended Staff/Student Ratio
Trip Leader(s) Assessment		
EVC Assessment		
LA Adviser Assessment (if sought)		
EVC		

Approval 1 by the EVC: Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approval 2 by the Headteacher: Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approval 3 by the Chair of Governors/Health & Safety Link Governor: Signature \_\_\_\_\_ Date: \_\_\_\_\_

**NB: Approval 3 is required for all residential trips and trips with an overall risk of 3 and above (this will be reviewed in September 2023)**

### **Appendix 3: volunteer behaviour and code of conduct**

This code of conduct sets out the expected behaviour for volunteers attending school trips.

Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the Trip Leader at the earliest opportunity and withdraw from the trip. Trip Leaders should raise any concerns with the EVC.

A copy of this form will be kept in Visitor Reception, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the following policies and protocols:

- [Safeguarding and Child Protection Policy](#)
- [Supporting Students with Medical Conditions Policy](#)
- First Aid Policy (this is currently being written and will be in place by November 2022)

Volunteers agree to:

- Remain professional and respectful with staff and students at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to students
- Report any concerns about the safety or wellbeing of a student to staff as soon as possible
- 
- Volunteers agree not to:
  - Exchange contact details with students unless told to by a member of staff
  - Engage in physical contact with students unless appropriate or required
  - Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
  - Use demeaning, offensive, abusive or insensitive language
  - Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
  - Allow themselves to be left alone with a student unless previously agreed with staff
  - Take photographs or record students without the permission of students and staff

As a volunteer, I have read and agree to this code of conduct and will follow the rules set out above.

**Signed:**

**Date:**

## Appendix 4: template letter for parents/carers and consent form

This form is based on the Department for Education's [consent form for school trips and other off-site activities](#).

Parents and Carers should sign and date the form and return it to [their child's teacher/the Headteacher/Trip Leader as appropriate].

**Trip destination:**

**Trip date(s):**

Behaviour Policy [DFEE Normal Template \(smrt.bristol.sch.uk\)](#)

I, \_\_\_\_\_, confirm that I am happy for my child, \_\_\_\_\_, to take part in the school trip to [insert destination].

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them. Students are expected to adhere to the school's [Behaviour Policy](#) and the [Alive Accord](#).

### Contact information

I can be contacted using the following details:

Work telephone:

Home telephone:

Email address:

Alternatively, please contact \_\_\_\_\_. Their relationship with the student is \_\_\_\_\_

Work telephone:

Home telephone:

E-mail address:

The name and contact details of our family doctor are:

### Medical information

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them.

I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_