

# TRENT CE PRIMARY SCHOOL



## Educational Visits and School Trips Policy

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## Statement of intent

Trent takes the health and wellbeing of our staff and students very seriously. We take reasonable steps as stated in the Health and Safety at Work Act 1974.

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

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Signed by

Louise Yarwood

Headteacher

Date:

June 2017

Ruth Taylor

Chair of Governors

Date:

June 2017

## **1. Definitions**

- 1.1. 'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent/carer.
- 1.2. 'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by Trent School which takes students off-site.
- 1.3. 'Residential' means any school trip which includes an overnight stay.
- 1.4. 'Activities of an adventurous nature' include, but are not limited to:
  - Trekking
  - Caving
  - Skiing
  - Water sports
  - Climbing

## **2. Key roles and responsibilities**

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

## **3. Training of staff**

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

- 3.2. Teachers and support staff will receive regular and ongoing training as part of their continued professional development.

## **4. Risk assessment process**

- 4.1. Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full.
- 4.2. The process is as follows:
- Identify the hazards
  - Decide who might be harmed and how
  - Evaluate the risks and decide on precautions
  - Record your findings and implement them
  - Review your assessment and update if necessary

## **5. Parental consent**

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

## **6. Staffing ratios**

- 6.1. There will be sufficient staff to cope in an emergency. Our minimum staff to pupil ratios are as follows:
- Abroad: four adults to accompany one class
  - Other residential: four adults to accompany one class
  - High risk: Year 1: one adult to every two children, Year 6: four adults to a class (travel on the underground - ratio increases for younger children)
  - Other visits: Travel on coach three adults to one class.

## **7. Insurance and licensing**

- 7.1. When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence.
- 7.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.

- 7.3. Parents will be informed of the limits of any insurance cover.
- 7.4. For European trips, a valid European Health Insurance Card (EHIC) will be obtained for every participant.
- 7.5. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

## **8. If things go wrong**

- 8.1. In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin as detailed in the Health and Safety Policy.
- 8.2. In the case of accidents and injuries while on a school trip abroad:
  - Organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or child outside of Great Britain may be subject to the law of the land where the accident occurred.
  - The first point of contact with the UK should be the headteacher who will contact the family of the injured person.
  - Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
  - The British Embassy/Consulate will be informed should the nature of the injury be significant.
  - The insurer will be notified under these circumstances.
  - Written records of all incidents will be made by the lead teacher of the visit and kept by the Headteacher.
  - Media enquiries must be referred to the headteacher or, if they are not available, the deputy head or clerk to the Local Authority.

## **9. SEN and disabilities**

- 9.1. Where possible, activities and visits will be adapted to enable pupils with SEN and/or disabilities to take part.
- 9.2. Where this is not possible, an alternative activity of equal educational value will be arranged for the pupil/s.

## **10. Finance**

- 10.1. The school's financial procedures must be followed when arranging trips.
- 10.2. Under no circumstances should school trip money be processed through personal accounts.

## **11. Foreign trips**

- 11.1. Validity of passports and visa requirements will be dealt with within 3 months of the initial request to avoid problems when the trip is due to take place.

## **12. Planning school trips**

- 12.1. Prior to planning a school trip, the following guidance should be read by organisers:

- The DfE's [Health and Safety: Advice on Legal Duties and Powers.](#)
- The HSE's [School Trips and Outdoor Learning Activities.](#)