

Policy name: Educational Visits and School Trips Policy
Reviewer: Sue Pickles, Operations Manager
Date of last review: September 2024
Date of next review: September 2026

EDUCATIONAL VISITS AND SCHOOL TRIPS POLICY



Governing Body Approval:

Policy approved by:

Name: Ken Tyson

Signature:



Governor Position: Chair of Governors

Date: January 2025

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Statement of intent

Blessed Trinity RC College understands that educational visits and trips can be effective ways of motivating pupils and can often offer unique, rich educational experiences which many pupils will cherish for a long time. They:

- have great potential for enhancing pupils' educational and personal skills
- help them to understand the need for sustainable relationships between people and their environment
- enhance practical problem solving and team work skills
- promote a positive and knowledgeable response towards personal health and well-being.

The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school is responsible for and takes the health and wellbeing of our staff, pupils and volunteers very seriously and aims to protect and safeguard them while out on visits or trips.

This policy has been designed in line with policy and guidance from:

- the DfE
- the HSE
- Lancashire County Council (LCC) Educational Visits Team

and details our responsibilities for pupils and staff members while out on visits and trips.

Activities, especially when undertaken away from the familiar school environment, will almost inevitably pose some element of risk. Whilst it may not be possible to prevent all accidents, this policy attempts to maintain sensible controls over risks and is designed to ensure that all off-site activities are planned and organised so that pupils and staff stay safe on visits and trips.

All visits and trips will be available and accessible to all who wish to participate irrespective of their gender, ethnic origin, social background, medical need or physical ability.

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 Policy
- Behaviour Policy
- Health and Safety Policy
- Charging and Remissions Policy
- Equality Policy
- Safeguarding 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
- Theme parks

3. Key roles and responsibilities

There are a number of roles and responsibilities involved with educational visits and trips:

- The Headteacher and Governing Body have a responsibility for all visits and trips organised by staff at Blessed Trinity.
- The Educational Visits Co-ordinator (EVC) supports the Headteacher and Governing Body and ensures that all visits and trips are planned and organised in accordance with school policies and procedures and policy and guidance from LCC Educational Visits Team.
- The Trip Leader has overall responsibility for the supervision and conduct of the visit or trip and must be approved by the Headteacher.
- Additional members of staff must assist the Trip Leader to ensure the health and safety of all pupils on the visit or trip.
- Pupils have responsibilities (about which they must be made aware by the Trip Leader) for their own health and safety, and that of the group.
- Parents and carers have an important role in deciding whether any visit or trip is suitable for their child.

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Specific roles and responsibilities are as follows; school procedures and policy and guidance should also be referred to:

The Governing Body is responsible for:

The Governing Body shall determine, on an annual basis, the internal arrangements and procedures for the approval of Educational/Off Site Visits and have responsibility for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010 and does not discriminate on any grounds including, but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensuring educational visits and trips positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when participating in extra-curricular trips and activities.
- The adoption of procedures for the management of Educational/Off Site Visits, is consistent with:
 - LCC Educational Visits Policy and Guidelines requirements.
 - Insurance arrangements provided by the DfE Risk Protection Arrangement (RPA)
- Clear arrangements and procedures for the approval of Educational/Off Site Visits:
 - Type A visits: Approval by the Headteacher.
 - Type B visits: Initial approval by a designated Governor and the Headteacher, prior to submission to LCC Educational Visits Team for overall approval.
- Ensuring procedures for responding to a critical incident/ emergency, consistent with LCC requirements are in place. Further details can be found in the School Emergency Plan.
- Ensuring all Educational/Off Site Visits have specific stated objective which are appropriate for the participants, offering a varied programme of opportunities.
- A charging and remissions policy is in place.
- Under the school's duty of care, ensure the consumption of alcohol and smoking (including electronic cigarettes) does not take place by any person during the visit or trip.
- Ensuring there are arrangements for the monitoring and evaluation procedures of visits, trips or activities and compliance with LCC procedures.
- Ensuring that a suitably experienced Educational Visits Co-ordinator (EVC) is appointed. (Currently the Operations Manager acts as the EVC, supported by a Business Support Officer who acts as administration support EVC.)

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Ensuring the EVC is competent to oversee the co-ordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Liaising with the EVC and communicating information regarding any planned visits or trips to parents.
- Liaising with the Governing Body regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular visits and trips:
 - Type A visits: Approval by the Headteacher

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- Type B visits: Initial approval by a designated Governor and the Headteacher prior to first approval by the Headteacher followed by submission to LCC Educational Visits Team for overall approval.
- Ensuring the EVC will support the Headteacher and Governing Body with the management of all off-site visits/ trips.
- Overseeing the work of the Trip Leader and EVC, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular visits, trips and activities.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip, ensuring:
 - the Trip Leader has experience in supervising and controlling the age groups attending the visit/ trip and will organise the group effectively
 - the Trip Leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity
 - the Trip Leader is allowed sufficient time to organise the visit/ trip.
 - all supervisors on the visit are competent and suitable people to supervise children taking account of the planned arrangements for the visit and the number and nature of the group involved. The personal qualities of the individuals concerned are equally as important as any formal qualifications.
 - all staff and supervisors attending have appropriate DBS clearance
- Ensuring suitable safety measures and all necessary actions are in place prior to each visit/ trip; the risk assessment is complete and that it is safe to make the visit/trip.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the visit/trip.
- Under the school's duty of care, clear guidance is given in relation to:
 - the consumption of alcohol by any person during the visit/ trip not being permitted.
 - smoking does not take place (including electronic cigarettes)
- The Headteacher should undertake the EVC duties in their absence.

The Educational Visits Coordinator (EVC) is responsible for:

- Overseeing all issues and controls regarding extra-curricular visits/ trips.
- Liaising between all appropriate parties, ensuring adherence to the Educational/Off Site Visits Policy and Guidelines within school's operational procedures, during the planning and organising of extra-curricular visits/ trips to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Ensuring the correct approval process for extra-curricular visits/ trips is followed:
 - Type A visits: Approval by the Headteacher
 - Type B visits: Initial approval by a designated Governor and the Headteacher prior to first approval by the Headteacher followed by submission to LCC Educational Visits Team for overall approval.
- Ensuring the competency and appropriateness of the designated Trip Leader, in consultation with the head teacher, by organising training (if appropriate) for staff/ volunteers to enable them to feel confident in conducting their duties e.g.:
 - include opportunities for staff to develop competence in dynamic risk management by assisting more experienced colleagues on a range of educational visits/ trips.
 - ensure that proper support systems are in place to cope with incidents, emergencies and critical incidents.
- Undertaking relevant additional training to ensure they remain up-to-date with relevant educational visit/ trip information and health and safety guidance.

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- Overseeing the planning of the educational visits/ trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated Trip Leader.
- Reviewing all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe, prior to the approval by the Headteacher (Type A visits) and the Headteacher and Educational Visits Team (Type B visits).
- Ensuring that any problems are addressed, with the Trip Leader and Headteacher.
- Ensuring the relevant risk assessment documentation required by LCC Educational Visits Team is completed by the Trip Leader. The risk assessment should:
 - identify any children/young people with cultural requirements, disabilities, special educational or medical needs and, so far as possible, ensure these needs will be met. (Individual risk assessments completed where necessary.)
 - if there is any swimming and/or similar water based activity during the trip, this must be specifically addressed in the risk assessment and will require the presence of a qualified life-saver. (Details are included in the LCC Educational Visits Policy and Guidelines 22-24.)
- Ensuring that visits/ trips are planned in such a way as to provide adequate supervision at all times. Residential visits/ trips require 24-hour supervision.
- Verifying the competence and suitability of the Trip Leader and accompanying adults, taking account of the planned arrangements for the visit/ trip, the number and nature of the group involved. The personal qualities of the individuals concerned are equally as important as any formal qualifications.
- Appropriate Disclosure Barring Service (DBS) checks and safeguarding requirements are undertaken.
- Ensuring that transport arrangements are appropriate and that risk assessments also take account of traffic hazards where the visit/ trip involves crossing roads.
- Ensuring that Base Contact arrangements are made by the Trip Leader. **Note: The Base Contact must not accompany the Educational/Off Site Visit.**

The designated Trip Leader is responsible for:

- Taking charge of an individual trip the Trip Leader is 'in loco parentis' and has a duty of care to all pupils on the visit/ trip.
- The Trip Leader must be approved by the Headteacher and has overall responsibility for supervision and conduct of the visit/ trip or activity including direct responsibility for pupils' health, safety and welfare.
- The Trip Leader **must** recognise that whilst leading the visit trip s/he is in effect representing the Management.
- Obtaining approval for the visit/ trip according to LCC Policy and Guidelines and schools procedures. Initial stages when seeking approval include:
 - Checking the school calendar prior to planning an educational visit to ensure no clash with other planned activities
 - Checking the initial viability of the trip, completing the yellow trip application form and providing key information to enable initial approval to be given by the Headteacher/ Chair of Governors (if a Type B visit)
 - The yellow trip form should be fully completed; key information required for initial approval is:
 - Identifying the educational purpose/ benefits of the extra-curricular trip or activity and presenting the benefits to the Headteacher.
 - Staffing implications; the numbers of staff required and the specific staff identified to attend.

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- All quotes/costings should be submitted with the completed yellow trip detail form. (This is to enable any prices quoted to parents to be validated prior to communication.)
- Checking venue/provider is on LCC approved list
- Initial approval must be sought prior to progressing any bookings and/or communicating with pupils/parents
- Undertaking any relevant training and/or familiarising themselves with guidance as outlined in **4. Planning school trips**
- Conducting a risk assessment prior to approval to ensure pupil and staff safety. A pre-visit risk assessment should be arranged if possible, particularly if this is a new venue, location, type of trip or the trip will include pupils with special educational needs for example.
- Creating an itinerary prior to any visit/ trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Liaising with the EVC and communicating information regarding any planned visits/ trips to parents in advance.
- Distributing permission slips to parents prior to the visit/ trip and chasing up any permission slips that have not been returned prior to the visit/ trip.
- Completing all essential documentation for the trip and ensuring it has been approved by the EVC prior to approval.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the visit/ trip.
- Delegating responsibilities to other staff members, including the designated Deputy Trip Leader. Ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them.
- Ensuring all adults on the visit/ trip are fully briefed and aware of their roles and responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.
- Completing all essential documentation for the trip and ensuring it has been approved by the EVC and Headteacher.
- Ensure that that the ratio of staff to pupils is appropriate for the visit/ trip with consideration for the environment, activities and needs of the group.
- Ensure that adequate arrangements are implemented for the safety and well-being of all participants, including accompanying adults, whilst on the visit/ trip. In respect of residential visits, adequate supervision **must** be provided 24 hours a day.
- Ensure the overall maintenance of good order, behaviour and discipline during the visit/ trip.
- Ensure compliance with the emergency procedures, as noted within the LCC Educational Trips Policy and Guidance, and ensure all accompanying staff are familiar with this procedure.
- Undertake thorough risk assessment, and complete required documentation. Specific consideration should be given to:
 - Identifying pupils with cultural requirements, disabilities, special educational or medical needs. (Individual risk assessments completed where necessary.)
 - Identifying and recording significant hazards and the safety measures required to reduce risk to tolerable level.
 - Making known to parents/carers, the Headteacher, and accompanying staff the level of residual risk that needs to be managed.
 - Identify risks from COVID-19 and any control measures required, taking into account the latest Government operational guidance.
 - If there is any swimming during the activity, this **must** be specifically addressed in the risk assessment and will require the presence of a qualified lifesaver.

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- Ensure that parents/carers are fully briefed about the arrangements for the visit/ trip. This includes Plan B. Communication should also include details of transport provision. It is recommended that they are invited to a briefing session(s) for longer / residential visits. Special arrangements may also be necessary for parents for whom English is a second language.
- Ensure that a signed parental/carer consent form has been obtained, together with all the relevant medical information for all pupils participating in the Educational/Off Site Visit.
- Seek appropriate assurances from the Provider/Centre and ensure that there is a clear contract/agreement in place about who is responsible for what.
- Completing the Post Visit Evaluation on EVOLVE.
- Monitor visits/ trips, including accident and near miss reporting, and review visit arrangements and outcomes. This evaluation will inform future visits/ trips.
- Considering stopping the visit/ trip or activity if they think the risk to the health or safety of pupils in their charge is unacceptable.

It is for the Trip Leader to decide how to provide information, but they should be satisfied that the pupils understand key safety information:

- the aims and objectives of the visit/ trip/ activity
- background information about the place to be visited
- how to avoid specific dangers and why they should follow rules
- why safety precautions are in place
- why special safety precautions are in place for anyone with disabilities
- what standard of behaviour is expected from pupils
- who is responsible for the group
- what to do if approached by a stranger
- what to do if separated from the group
- emergency procedures
- rendezvous points

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit/ trip they should not be coerced into activities they fear.

Pupils whose behaviour is such that the group leader is concerned for their, or others' safety, should be withdrawn from the activity. On residential visits the Trip Leader should consider whether such pupils will return home early.

The designated Deputy Trip Leader is responsible for:

- Supporting the Trip Leader in completing all their relevant responsibilities by assuming any delegated tasks.
- Supporting the Trip Leader and will assume their responsibilities if they are no longer fit to lead the visit/ trip e.g. is unwell at short notice.
- Considering stopping the visit/ trip or activity if they think the risk to the health or safety of pupils in their charge is unacceptable

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular visits/ trips/ activities.
- Ensuring they are competent and comfortable with their delegated responsibilities by undertaking training.

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- Ensuring the health and safety of the pupils is maximised throughout any educational visit/ trip/ activity.
- Liaising with the Trip Leader to understand personal responsibilities and ensuring the smooth running of the visit/ trip.
- Ensuring that any outdoor space visited e.g. a park and playing field, is kept clean and free from litter during the trip.
- Follow the instructions of the Trip Leader and help with control and discipline
- Considering stopping the visit/ trip or activity if they think the risk to the health or safety of pupils in their charge is unacceptable

Volunteers and/or carers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular visits/ trips/ activities.
- Participating in any relevant checks (DBS) before the trip in line with the Safeguarding Policy and safeguarding requirements.
- Reading and understanding relevant policies, such as the Behaviour Policy, to enforce the Pupil Code of Conduct while on the school trip.
- Follow the instructions of the Trip Leader and help with control and discipline
- Ensuring they are competent and comfortable with their delegated responsibilities by undertaking training.
- Ensuring the health and safety of the pupils is maximised throughout any educational visit/ trip/ activity.
- Assisting pupils with needs during activities e.g. escorting them to the toilets.
- Attending any relevant meetings or induction evenings before the trip.
- Considering stopping the visit/ trip or activity, with consultation with the Trip Leader/ designated Deputy Trip Leader if they think the risk to the health or safety of pupils in their charge is unacceptable

Pupils are responsible for:

- Following instructions from staff and other adults while on school trips, following the school code of conduct and not take unnecessary risks.
- Taking pride in their presentation and appearance, understanding that they are representing the school whilst on an educational visit/ trip. Dress and behave sensibly and responsibly.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, follow the school's code of conduct and Behaviour Policy.
- Look out for anything that might hurt or threaten anyone in the group and tell the group leader about any concerns.
- Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit/ trip. The curricular aims of the visit/ trip for these pupils would be fulfilled in other ways.

4. Planning school trips

Prior to planning a school trip, it is recommended that the trip leader familiarises themselves with the following guidance:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

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- In addition, they should familiarise themselves with the guidance, policies and documents accessible in the Resources section of LCC's EVOLVE website for Educational and Off Site Visits.

A thorough risk assessment will be conducted by the Trip Leader during the planning of the trip, to ensure pupil and staff safety, this includes considerations regarding First Aid provision. Trip Leaders are in charge of pupils during a visit/ trip and have a duty of care to ensure pupils are safe and healthy. It is a common law duty to act as a reasonably prudent parent would.

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, the allocation of places will be determined by the trip leader. This will be clearly communicated to parents in initial communications.

When planning an educational visit/ trip or activity, consideration must be given to ensure it does not discriminate against any pupil(s). Visits/ trips will be agreed upon by the Headteacher before any formal plans have been implemented. Any disputes relating to pre-planned visits/ trips or activities will be discussed and resolved by the Trip Leader and Headteacher if required.

The following information on matters that might affect pupil's health and safety is useful to parents, and will be included in a letter to parents / guardians prior to a visit/ trip:

- dates of the visit/ trip
- times of departure and return
- mode(s) of travel including the name of any travel company
- details of accommodation with security and supervisory arrangements on site
- names of leader, or other staff and of other accompanying adults
- visit/ trip objectives
- details of the activities planned and of how the assessed risks will be managed – this must include periods of remote supervision
- insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover
- clothing and equipment to be taken
- money to be taken
- the information reply slip to be given by parents and what they will be asked to consent to.
- Charges/Voluntary Contributions required.

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 Trip Leader will complete the risk assessment process and should 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:

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- 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

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

As part of the visit/ trip planning, completing the risk assessment process for any activity that will be led by school staff is the responsibility of the trip leader. Where an activity is led by staff from the establishment to be visited, it is their responsibility to assess any risks. It is the Trip Leader's responsibility to ensure that the risk management process has taken place by the establishment and to request copies of their risk assessment to supplement the risk assessment prepared by school. The Trip Leader should use the document to help determine the level of risk and control measures that need to be in place to reduce risks to an acceptable level

The Trip Leader should take the following factors into consideration when assessing the risks:

- the type of activity and the level at which it is being undertaken
- the location (relevant guidance such as the LCC anti-terrorism checklist should be referred to plus any information specific to the trip location)
- the competence, experience and qualifications of supervisory staff
- the group members' age, competence, fitness and temperament
- pupils with special educational or medical needs
- the quality and suitability of available equipment
- seasonal conditions, weather and timing.

It may be appropriate to use a trip-specific risk assessment depending on the potential risks of the trip or activity.

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit they should not be coerced into activities they fear.

Pupils whose behaviour is such that the group leader is concerned for their, or other's safety, should be withdrawn from the activity. On residential visits the Trip Leader should consider whether such pupils will return home early.

The Trip Leader and other supervisors should continually reassess the risks throughout the visit/ trip and should take appropriate action if pupils are in danger. If the Trip Leader does not feel the control measures are sufficient, the activity must not take place.

6. Vetting providers

When considering external providers for activities, the Trip Leader and EVC will check whether they are part of the LCC registered centres and providers of activities and/or hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the EVC will check the following to ensure they are a suitable organisation to work with:

- their insurance arrangements

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- 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 proposed to use a centre and/or provider not registered with LCC the school must contact the Educational Visits Team early in the planning stage so that the registration process can be initiated and/or additional advice sought.

7. Equal opportunities/ Pupils with SEND

The school promotes values of equality and diversity and does not discriminate against any individual or group of pupils when organising a trip. Educational visits/trips should fulfil the needs of all pupils; therefore, the Headteacher will not exclude pupils with special educational or medical needs from school visits/ trips. Every effort should be made to accommodate such pupils whilst maintaining the safety of everyone on the visit/ trip. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage; this may mean additional supervision or support whilst on a visit/ trip.

Where possible, visits/ trips and activities will be adapted to enable pupils with SEND and medical needs 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 should be arranged for all pupils. Pupils with SEND will be accompanied by a responsible adult during the extra curricular trip or visit.

8. Transport (Safe use of minibuses and seatbelts)

Parents will be informed as to the type of transport being provided for an educational visit/ trip.

School minibus:

- The site manager is responsible for arranging the annual maintenance of the minibuses, including MOTs. The Finance Manager is responsible for ensuring the renewal of the road tax. The Operations Manager is responsible for ensuring the renewal of the insurance.
- The driver will have a current driving licence, be aged 25 years or over and hold a full licence (including category D) in order to drive on a domestic school trip. Drivers will complete the annual declaration regarding legal driving status from the school office. Driver's licenses are checked during the vehicle familiarisation process, completed by the site manager.
- A list of staff authorised to drive the minibuses is held in the main school office.
- Drivers are required to complete the vehicle log book regarding start and finish mileage, along with any potential risks, defects or damage identified on return to the school.
- Note: the use of the school minibus is limited to Blessed Trinity staff and pupils and is not chargeable.
- A log book is carried in each minibus; mileage and defects or damage will be recorded by the trip leader/ minibus driver and reported upon return to school.

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Hired transport:

- The school will only use hired transport from operators holding a PSV licence. Seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a school visit/ trip. The Trip Leader is responsible for the conduct and behaviour of the children whilst they are travelling.
- The EVC/ administration support EVC will contact the operator and obtain copies of their Operators Licence, Motor Insurance and Public/ Employee Liability Insurance.

Private/staff cars:

- When private/staff cars are used, the school will ensure that each driver has a:
- Valid driving licence
- Vehicle insurance valid for carrying passengers on a school off-site visit/ trip (business insurance).
- Completed/signed Staff/Volunteer Driver's Declaration (Form 8A)
- Completed/signed Parental/Carer Consent Form (Form 8B) for their child to be transported in this way
- Vehicles must be fitted with seat belts which must be used.

9. Parental consent

Parental consent is not generally required for off-site activities that take place during school hours, however as a best practice Blessed Trinity do complete this process and seek consent for all Type A and B visits/ trips and activities, excluding PE activities to ensure pupil information is up to date and parents are aware of activities taking place.

Written consent is required for:

- Type A/non-adventurous trips/ activities
- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part. If parents withhold consent the pupil should not be taken on the visit/trip, but the curricular aims of the visit/ trip should be delivered to the pupil in some other way, wherever possible.

10. Staffing ratios (Supervision)

There must be sufficient staff to cope effectively in an emergency and generally. Minimum staff to pupil ratios follows the LCC Policy and Guidelines, and are typically:

- Day trip activities: 1:10 for the first 10 pupils, then 1:20 thereafter.
- Residential visit/ trip, adventurous activity and any visit/ trip abroad: It is strongly recommended that the ratio should never be less than 1:10
- Normal practice is that there are a minimum of two competent adults accompanying any visit/ trip or activity; one **must** be a teacher

Note: LCC policy and guidelines should be referred to when establishing ratios, due to the range of potential scenarios, however these are guidelines only. It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. Each trip/activity should consider a range of

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factors when arranging activities and determining supervision levels. Such considerations should include:

- gender, age and ability of group;
- special needs pupils; any disabilities, special educational or medical needs
- nature of activities to be undertaken;
- experience of adults in offsite supervision;
- duration and nature of the journey;
- type of any accommodation;
- competency of staff and volunteers, both general and on specific activities
- competence and behaviour of children/ young people
- ability to respond to emergencies, including first aid cover
- the requirements of the organisation/ location to be visited, and their staffing arrangements

When visits/ trips are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly.

Where possible it is recommended that the party leader is not in charge of a group of children, to ensure the safety and supervision of the whole group of children and adults.

Where a high adult:pupil ratio is required it is not always feasible to use school staff alone. Helpers with appropriate clearance may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and pupil group.

All adult supervisors, including school staff and helpers must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or behavioural difficulties. School staff will retain responsibility for the group at all times.

Whatever the length and nature of the visit/ trip, regular head counting of pupils should take place. The Trip leader should establish rendezvous points and tell pupils what to do if they become separated from the party.

11. Insurance and licensing

As an academy, Blessed Trinity are covered by the the Risk Protection Arrangement (RPA) for schools. (The RPA is not an insurance scheme but is a mechanism through which the cost of risks that materialise from 1 September 2014 will be covered by government funds.) The membership arrangements should be checked for each 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, and advised to arrange additional cover if required.

Current Registered Centres and providers of activities are held by Lancashire County Council. This includes all Lancashire Outdoor Education Centres. The list is posted in the Resources section on EVOLVE and all centres/providers are re-registered every two years. Activities at all registered centres/providers have been fully risk assessed by the centre.

When planning activities of an adventurous nature in the UK, the Trip Leader and EVC will check that the provider of the activity holds a current licence. All centres/ providers are required to have adequate insurance cover. This is checked annually by Lancashire County Council to ensure all registered centres/providers on our list have current valid insurance.

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Where schools use an outdoor activity provider with a current Adventurous Activities Licensing Service (AALS) licence, they can be assured that staff delivering activities will be appropriately managed and qualified.

If it is proposed to use a centre and/or provider not registered with Lancashire County Council, the school must contact the Educational Visits Team early in the planning stage so that the registration process can be initiated.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible. A record of the incident should be retained by school.

Medical expenses will be recorded and retained by school.

12. Accidents and incidents

Trip leaders and accompanying staff should not hesitate to act in an emergency and to take life-saving action in an extreme situation or to stop an activity they feel is unsafe or dangerous.

If an accident happens, the priorities are to:

- assess the situation
- safeguard the uninjured members of the group
- attend to the casualty
- inform emergency services and everyone who needs to know of the incident.

Serious incidents must be reported immediately to the school base contact by the Trip Leader. It is then the responsibility of the school to trigger the Emergency Plan if appropriate.

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 who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The Headteacher will keep written records of any incidents, accidents and near misses; these should also be recorded on EVOLVE by the Trip Leader.

Media enquiries will be referred to the Headteacher or, if they are not available, the Deputy Headteacher.

When planning a trip staff will consider the location/ environment of the trip and adapt risk assessments accordingly e.g. major cities or events/ points of interest which are of a higher risk.

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Pupils and staff will be 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.

To ensure pupils are easily identifiable, it may be appropriate for the party to wear a sweatshirt/ t-shirt or badge with the school name/ logo on it.

13. Missing person procedure

The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, risk assessments are completed by the trip leader and this must include communication with trip venues to ensure the correct group sizes are planned for each setting, as well as observing LCC ratios.

When travelling with a pupil with SEND, the Trip Leader will ensure an adult is with the pupil at all times and that the visit/ trip is adequately modified to suit the pupil's needs in accordance with this policy.

Everyone 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. In addition a school mobile phone will be taken by the Trip Leader and the mobile number circulated to all pupils and staff attending the trip. All staff members and pupils will be required to carry mobile phones with them at all times. If a pupil doesn't own a mobile phone, they will be paired up with a pupil who has a mobile phone.

Upon arriving at every venue, the Trip Leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. It may be appropriate for pupils and staff to wear specific clothing e.g. t-shirts with school logo and/or trip name, in order to make them easily identifiable. Consideration will be given on an individual trip basis.

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 Trip Leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The 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, or other available person (base contact), 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.

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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 Trip Leader will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits/trips.

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 EVC to ensure similar incidents can be avoided in the future.

14. Finance

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips. Voluntary contributions will be sought for trips undertaken during term time that support the curriculum.

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 will consult the governing board on the matter, taking into account the circumstances and the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the governing board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future visits/ trips.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given. Any excess of expenditure will be subsidised by the school budget.

15. Foreign trips

When planning school trips abroad, school will consult/ consider the following prior to agreeing to use a provider and progressing trip arrangements:

- LCC Educational Visits guidance and list of registered providers.
- The Foreign Commonwealth and Development Office guidance on 'Safer adventure travel and volunteering overseas' (2015)

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- School will check that the organisation/ external provider that is providing activities holds the 'Learning Outside the Classroom Quality Badge' (LoTC) or similar local accreditation. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider, and consult with the LCC Educational Visits Team.
- if the trip/ activity includes significant risks e.g. challenging terrain, going to remote places or extreme climates, school will also follow/ consult the British Standard for adventurous activities outside the United Kingdom as the basis for the planning and risk assessment.
- The Risk Protection Arrangement (RPA) for schools.

Prior to confirming any arrangements the Trip Leader and EVC 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 imposed.

- Passports and visa requirements will be detailed in initial communications to pupils/ parents/carers regarding the proposed trip, and there will be a requirement for parents/carers to sign/consent and confirm these requirements can be met to avoid problems when the trip is due to take place. There will be a requirement for the validity of passports and visa/ other applicable documents of all attending the trips (pupils and staff) to be checked by school shortly after the initial notification stage, and ideally prior to deposits being paid/further costs incurred.
- In addition, 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). (Existing EHIC cards can continue to be used until the expiry date on the card at which point a GHIC will need to be applied for.) The GHIC is to ensure they can access state-provided healthcare during a temporary stay in the EU. The EVC will check the advice/guidance relevant at the time the trip is being planned.
- Documents will not normally be retained after the initial check by school, in case they are required by pupil/ parents prior to the school trip taking place. Prior to the trip taking place documents will be collected in and collated by the trip leader and stored securely by school.
- Certain countries have restrictions relating to the amount of time having been spent in that country within a certain time frame prior to visiting. Restrictions should be checked and notified to parents at the initial communication stage.

Trips abroad can have extra risks and need a higher level of risk assessment. Although the HSE does not cover incidents overseas, it can investigate work done in Britain to support the trip e.g. risk assessments. (School staff could be liable under civil law for any injuries to the children due to negligence.)

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 visit/ trip:

- staff will review the itinerary, risk assessments, and review guidance relating to recognising suspicious behaviour and remaining vigilant whilst abroad. Relevant guidance such as the LCC anti-terrorism checklist will be covered plus any information specific to the trip location. Staff must be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack. 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.

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- pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

During the visit/ trip:

- 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 contact information and phrases for the country being visited.
- staff will check the location's local news at the start of each day of the trip, to ensure their planned trip or activities are safe to go ahead. Consideration should be given for a member of staff attending the trip to have at least an intermediate understanding of the destination country's language. (School should check with external providers as to the fluency of staff provided during the trip.)
- 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.

16. Monitoring and review

The effectiveness of this policy will be monitored by the Headteacher. The governing board will review this policy annually.

Following an educational trip and/or visit the EVC 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.