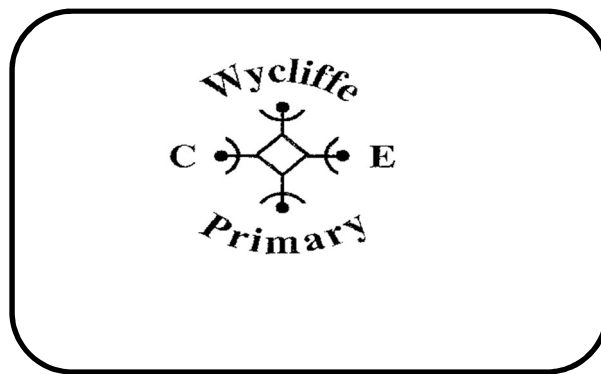


Wycliffe C E Primary School



Educational Visits and School Trips Policy

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Statement of intent

Wycliffe C E Primary School 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.

Signed by

_____ Headteacher

Date: _____

_____ Chair of Governors

Date: _____

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 Wycliffe C E Primary 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
 - 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 Wycliffe C E Primary School.

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.

The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 2.2. The headteacher will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.
- 2.3. The educational trip organiser has overall responsibility for educational visits and school trips.
- 2.4. 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.
- 2.5. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all members of the party.
- 2.6. Pupils are responsible for following instructions from teachers while on educational visits and school trips.
- 2.7. Pupils are responsible for behaving in a manner which matches the ethos of Wycliffe C E Primary 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. Risk assessment process

- 3.1. Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full.
- 3.2. 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

4. Parental consent

- 4.1. Parental consent is not generally required for Local activities that take place during school hours.
- 4.2. Written consent is required for:
 - Activities of an adventurous nature.
 - Residential trips.
 - Foreign trips.
 - Trips outside of school hours.
- 4.3. 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.
- 4.4. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

5. Staffing ratios

- 5.1. There will be sufficient staff to cope in an emergency. Our staffing ratios are constantly reviewed according to individual group/class circumstances.

6. Insurance and licensing

- 6.1. When planning activities of an adventurous nature in the UK, the educational trip organiser will check that the provider of the activity holds a current licence.
- 6.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.
- 6.3. Parents will be informed of the limits of any insurance cover.
- 6.4. For European trips, a valid European Health Insurance Card (EHIC) will be obtained for every participant.
- 6.5. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

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

7. If things go wrong

- 7.1. 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.
- 7.2. 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.
 - The insurer will be notified.
 - Written records of the incident will be kept.
 - Media enquiries must be referred to the headteacher or, if they are not available, the deputy head or clerk to the governors.

8. SEN and disabilities

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

9. Finance

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

10. Foreign trips

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

11. Planning school trips

- 11.1. 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.
 - The DFEE Health and safety of Pupils on Educational Visits

EXAMPLE

Appendix 1 –Consent form for all educational visits and school trips

Please sign and date the form below if you are happy to give consent for your child,

- _____
- a) To take part in school trips and other activities that take place off school premises; and
 - b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

Please note the following important information before signing this form:

- The trips and activities covered by this consent form include:
 - All visits, including residential trips, which take place during the holidays or over a weekend.
 - Adventure activities at any time.
 - Off-site sporting fixtures outside the school day.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form.

Medical information

Details of any medical condition that my child _____ suffers from and any medication my child should take during off-site visits:

.....
.....
.....

Signed..... **Date**.....

EXAMPLE

Appendix 2 – Consent form for specific educational visits and school trips

Consent form

Educational visits

Pupil details	Visit details
Name:	Destination:
Form:	Date:
Date of birth:	Time:
Home telephone number:	I acknowledge the need for my child to behave responsibly <input type="checkbox"/>

Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting, or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. **All information will be treated in confidence.**

When did your child last have a tetanus injection?

If your child is taking medication, please give details, including whether it can be self-administered.

Is your child allergic to any medication? YES/NO. If yes please specify:

Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:

Family doctor:		Telephone number:	
Address:			

I am happy to let my son/daughter make their own way home ☐
I will collect my son/daughter atfrom ☐

I give permission for my child to participate in the above school visit, and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by the school's liability insurance), and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above.

Signed: _____ Date: _____

Parent name in BLOCK capitals: _____	Please give an alternative contact name and telephone number in case we cannot reach you in an
Address: _____	

<hr/> <hr/> <hr/> <p>Telephone number: _____</p>	<p>emergency:</p> <p>Name: _____</p> <p>_____</p> <p>Telephone</p> <p>number: _____</p> <p>Relationship to</p> <p>pupil: _____</p>
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Appendix 3 – Risk assessment template

Wycliffe C E Primary
School

Educational visit or school trip risk assessment

Assessment conducted by:	Job title:	Covered by this assessment: all staff and pupils
Date of assessment:	Review interval : when needed	Date of next review:

Related documents

Health and Safety Policy, School Emergency Procedure, Personal Emergency Evacuation Plans (PEEPs) Incident Procedure, Code of Conduct

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major injury, disability or ill-health.	High (H)	High	Medium (M)
	Severe Causes injury requiring medical treatment.	High	Medium	Low (L)
	Minor Causes injury requiring first aid treatment.	Medium	Low	Low

Risk/issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
Policy and procedures		<ul style="list-style-type: none"> Written procedures for ensuring the health and safety of pupils and staff members are in place. They are agreed by the governing body and reviewed annually. Existing risk assessments are in place based on knowledge, experience and training. 		<ul style="list-style-type: none"> Review Health and Safety Policy in light of any updated guidance. 			
Inadequate leadership		<ul style="list-style-type: none"> Leaders are trained, experienced and competent. All adults in the group have clearly defined roles and responsibilities. Group leader is experienced in class visits. Group leader visits the venue prior to the class visit to identify potential dangers. 					
Hazards specific to venue		<ul style="list-style-type: none"> All leaders are familiar with any guidance offered by the venue's management including first aid and emergency procedures. Pupils are briefed regarding: <ul style="list-style-type: none"> Expected behaviour. 'No-go' areas. Meeting points. Meeting times. Contacting staff in an emergency. Emergency procedures. Emergency contact details. 					

Risk/issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
Lost group members		<ul style="list-style-type: none"> Large groups are divided into smaller groups with adequate supervision. Name checks conducted at each rendezvous. Established contingency plan in place for dealing with a lost group member. 					
Confrontation with public		<ul style="list-style-type: none"> All pupils briefed on expected code of conduct. 'Buddy' system used to ensure pupils are responsible for each other and that pupils are never alone. Pupils told what to do if approached inappropriately by a stranger. When travelling on public transport, seats are booked in advance and group seating secured. Adult leaders will sit at both ends of the block of pupils. 					
Transport		<ul style="list-style-type: none"> A reputable coach company, preferably one the school has experience working with, is used. If public transport is utilised, a separate risk assessment is created to ensure all risks are identified regarding the mode of transport. 					
Car parks		<ul style="list-style-type: none"> Adult leaders are first off and on the coach/minibus. Children are led quickly and safely in a line to an area free from vehicles. 					

Risk/issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
Emergency away from school		<ul style="list-style-type: none"> • All emergency contacts are up-to-date. • Allocation of leaders takes into account all known medical conditions, special educational needs, disabilities, and behavioural conditions. 					