



SCHOOL VISITS AND TRIPS POLICY AND PROCEDURES

Robert Wilkinson Academy

OCTOBER 2021

School Visits and Trips Policy and Procedures

1. Introduction

We believe that every young person should experience the world beyond the classroom as an important part of learning and personal development, whatever their age, ability or circumstances. Educational visits, residential trips and other off-site activities make an important contribution to the curriculum and are an essential way in which we enrich our pupils' social, cultural and academic development.

The safety of pupils and staff during all trips and visits is paramount and for this and other reasons, meticulous planning and organisation is essential.

Under the Health and Safety at Work Act 1974, the Academy must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety, both on or off school premises. We understand that teachers organising and taking part in school visits off-site accept responsibility for the care and welfare of pupils, and they act in loco parentis. They will also have duties as employees and/or managers under Health and Safety at Work legislation.

As a responsible employer we understand our obligations to:

- Assess the risks to pupils, staff and others affected by school activities in order to identify the health and safety measures that are necessary and keep a record of the significant findings of that assessment;
- Introduce measures to manage those risks (risk management);
- Tell our employees about the risks and measures to be taken to manage the risks;
- Ensure that adequate training is given to employees on health and safety matters.

Full details of our health and safety arrangements are available in the School's Health and Safety Policy (which is published on the Policy page of our website).

Robert Wilkinson Community Primary Academy subscribe to Evolve, a service that supports the planning, risk assessment and evaluation of all school visits.

2. Training on Health and Safety Implications of School Visits

Robert Wilkinson Community Primary Academy will ensure that staff are given the health and safety training they need for their job, including taking pupils off-site on school visits.

3. Role of the Educational Visits Coordinator

The Educational Visits Coordinator has oversight of all trips and responsibility for:

- Liaising with the Local Authority's outdoor education adviser;
- The management of risks associated with educational visits and the maintenance of Evolve
- Ensuring that the planning of all trips complies with the requirements of this policy

The Educational Visits Co-ordinator is Ed Carrigan (Teacher)

4. **Procedures for Organising Trips and Visits**

Approval

Details of **all** proposed trips must be submitted first to the Educational Visits Co-ordinator and then to the Head Teacher for approval before detailed planning begins and before they are shared with other staff, parents and pupils. This is to ensure that:

- There is appropriate overall coordination;
- Aims and objectives are stated;
- There is significant educational or enrichment value (particularly if the activity is to take place during term time) and it is consistent with the ethos and values of the school;
- Where appropriate it will be linked to work within school by preparation and follow-up activities;
- It is suitable for the pupils involved having regard to their ages, abilities, needs and aptitudes;
- Regard is had to inclusivity; and
- Regard is had to the impact on in-school teaching and learning and cover implications.

Details of all residentials and trips involving adventurous activities (whether led by external staff or school staff) must then be approved by the Local Authority Outdoor Education Advisor.

Pupil to Staff Ratios

Pupil to staff ratios for school trips are not prescribed in law, those planning trips, should decide the ratios on the basis of risk assessment and consultation with the Education Visits Coordinator, taking into account the activity to be undertaken and the age and maturity of the pupils. Consideration will also be given to the practicalities of despatching a substitute member of staff during the visit should they be required to cover an incident, emergency or to replace a member of staff.

Risk Management

The procedures for planning school trips seek to ensure that pupils and staff experience the most benefits and achieve the best possible outcomes, whilst minimising the risks to their health, safety and welfare.

Children learn to understand and manage the risks that are a normal part of life by experiencing a wide range of activities. Health and safety measures can help them to do this, but should be proportionate to the risks of the activity. Common sense should be used in assessing and managing the risks of any activity. Staff should be given the training they need so that they can manage risks effectively and keep themselves and their pupils safe.

The main legislation covering school trips is the Health and Safety at Work Act 1974 and regulations made under that Act. As the employer Robert Wilkinson Community Primary Academy has overall responsibility for health and safety, though tasks may be delegated to staff, but all staff also have a duty to look after their own and others' health and safety and school staff and others have a duty to take care of pupils in the same way that any prudent parent would. Some activities, especially those happening away from school, can involve higher levels of risk.

If activities are annual or infrequent, a review and update of an existing risk assessment may be all that is needed. If it is a new activity, a specific risk assessment must be carried out by a competent

person and significant findings recorded. Risk assessments will be undertaken by the lead member of staff in consultation with the Educational Visits Coordinator and ratified by EVOLVE.

However, a specific risk assessment is not needed every time an activity forming part of the school day (e.g. regularly taking pupils to a local swimming pool, park or place of worship) takes place. Risks from such routine activities have been considered and a generic risk assessment will be implemented by the lead member of staff. A regular check to make sure the precautions remain suitable will be undertaken annually (or sooner should circumstances change) by the lead member of staff for that activity.

When planning and organising a school trip the following are required:

- The Head Teacher's and Educational Visits Coordinator's approval for the trip.
- Risk assessments specific to the trip and completion of an EVOLVE application (other than in respect of activities forming part of the school day, as referred to above, generic risk assessments must not be used as the trip leader needs to consider specific risks for that trip).
- Review of the list of participating pupils, if the SEND needs of a pupil may require reasonable adjustments to facilitate full or safe participation or the behaviour of a pupil may put the health and safety of that pupil or others at risk then this must be raised with the Pupil Support Team/and or the Senior Leadership Team at an early stage, so that a risk assessment process can be commenced and where required suitable adjustments planned. Any necessary communication with parents/carers regarding the ability of a pupil to participate in a trip will be made by a member of the Senior Leadership Team and other staff should not discuss this directly with pupils or parents/carers.
- Financial viability of the trip.
- Regard to the School's Health and Safety Policy and health and safety advice from the DfE and the HSE.
- Insurance cover
- Completion of parental consent forms for the trip (including informed consent for activities and for the administration of medicines and medical treatment where required)/making parents aware of the activity and giving the opportunity to withdraw. Parental consent will normally be taken using our ParentPay system
- Regard to child safeguarding procedures (taking into account the additional risks involved in residential trips).
- All staff to be aware of the medical needs of any of the pupils (including medical emergency procedures).
- Consideration of the ratio of staff to pupils needed.
- First aid training has been completed by sufficient members of staff for the number of pupils involved. First aid kits available at all times.

- Training needs of the staff on the trip considered and met.
- Staff and supervisors are appropriate and responsible people and have the relevant clearance – enhanced DBS.
- A preliminary visit to the venue to establish the adequacy of the facilities, equipment and staff at the venue.
- Consideration given to the method of travel and its safety, the length of the journey, travel times, pick up points on the way and drop off points on the return.
- A contingency plan for returning home late, abandonment of the trip at an early stage, or cancellation of the trip altogether.
- A contingency plan for a major incident, including terrorist attack.
- Details of the liaison contact at school in case of emergencies.
- Emergency contact details for all parents and staff for the duration of the visit.
- Consideration given to the details of the school emergency procedures when off-site (taking into account compatibility with the emergency procedures of any third party providers) and that these are made known to staff, pupils and parents/carers.
- A list of all participants with details of pupil's dietary needs and significant other needs (and that these needs are made known to all staff and are capable of being met).
- Parents/carers are to be made aware of the food and drink arrangements for the trip and the Catering Team informed of the trip so that school lunches can be cancelled and packed lunches ordered for free school meal pupils.
- Staff and any volunteers must be asked to make the Trip Leader aware of any medical conditions which are pertinent to the trip and they must consent in writing for that information to be shared in a medical emergency.
- An evaluation of the trip afterwards to aid others who might be considering a similar project in the future.

5. Timescales and Planning

All visits and trips must be booked onto the EVOLVE system:

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=visits.northyorks.gov.uk

At least four school weeks in advance of the event (for late applications due to third parties last minute offers or sporting competitions, consultation must be sought with the Educational Visits Coordinator). The EVOLVE system is accessible by all staff and when setting up an application it can be held in draft form before submission to the Educational Visits Coordinator and Head Teacher for approval. All applications must be accompanied by at least three key documents in order for them to be progressed. Applications made without these attachments will be returned to the Trip Leader.

These key documents are:

- The Risk Assessment Template tailored for the trip (pro forma attached at Appendix 1)
- The invite letter/instructions to parents/carers with the arrangements for the event, trip or fixture being attended (pro forma attached at Appendix 2). This could also include multiple key documents from the provider, including internal risk assessments, public liability documentation or activity schedules.
- A nominal roll with a list of pupils attending the trip, including an indication of those significant other needs (medical/SEND or behaviour) (pro forma in Appendix 3).

6. **Arrangements for day of Departure and Return**

A member of the Senior Leadership Team must be assigned as the home contact.

On the day of departure an updated nominal roll is to be left with reception and staff members accompanying the trip should sign-out using Inventory.

The Trip Leader must take a mobile phone and a first aid kit (to include emergency epipen and asthma inhaler).

7. **Adventure Activities Using Licensed Providers**

When planning an activity that will involve caving, climbing, trekking, or water sports, Robert Wilkinson Community Primary Academy will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

8. **Parental Consent for Off-Site Activities**

Parents/carers will be asked to sign a consent form when their child joins the school (see template at Appendix 5). This will cover the child's participation during the year in any off-site activities organised by the school which take place during school hours and sporting fixtures taking place during or outside school hours. Parents will be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form, sufficient information will be provided to enable an informed decision to be made.

Separate written consent will always be requested for activities that need a higher level of risk management or those that take place outside school hours. These include adventurous activities, residential visits and all trips that take place outside the school day (except for sporting fixtures).

9. **Inclusion**

Schools are required to ensure that pupils with SEND and medical conditions have full access to education, including school trips. We actively support SEND pupils and those with medical conditions to participate fully and safely in school trips and visits, making any reasonable adjustments required.

We acknowledge that it is unlawful to treat a pupil with a protected equality characteristic (such as disability, sex, religion and belief) less favourably or fail to take reasonable steps to ensure that pupils with protected characteristics are not placed at a substantial disadvantage without justification.

We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure SEND pupils or those with medical conditions are included on trips and will consult with parents and pupils and take advice from relevant healthcare professionals to ensure that pupils can participate safely.

If the outcome of a risk assessment is that the residual risk to the health and safety of the pupil or to others is unacceptably high as a result of the pupil's SEND needs, taking into account all reasonable adjustments, then the decision not to include the pupil on that occasion will be communicated to the parents/carers of the pupil by a member of the Senior Leadership Team. The deposit and other monies paid will be refunded.

Reference should also be made to our SEND, Supporting Children with Medical Conditions Policies (these are published on the [policy page](#) of the Ebor Academy Trust website).

10. Charges and Refunds

Charges for all trips and visits are made in accordance with our Charging and Remissions Policy. A copy is published on the [policy page](#) of the Ebor Academy Trust website).

If a parent/carer withdraws a pupil from a trip or if at any point a pupil's behaviour prohibits them from participating in a trip, the cost will not be refunded unless another pupil can be found to take the place at short notice.

11. Insurance

Pupils and staff participating in domestic visits and activities are covered by the school's membership of the Risk Protection Arrangement for Academy Trusts. The school will not accept any responsibility for loss or damage to personal items brought on trips.

12. Volunteers

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities detailed in the Volunteer Policy. A copy is published on the policy page of the school website.

13. Information for Parents/Carers and Pupils regarding Behaviour

Appropriate behaviour is essential for all trips and visits and ensures that effective, memorable learning and enrichment can take place. Pupils and parents/carers will be given a full programme of the visit (including any specialist activities) and arrangements for the use of any remote supervision will be explained (for example shopping during a visit without direct supervision). Pupils and parents/carers will be made aware of and must accept the Trips Code of Conduct attached at Appendix 4, which sets out the expectations of pupils (including exclusion from activities and being sent home early and responsibilities for collecting pupils in prescribed circumstances). For residential trips, expectations regarding downtime, curfew times and bedtimes will be made clear. Reference should also be made to the Behaviour Policy (a copy is published in the [policies section](#) on the school website).

Pupils may be excluded from any visit or trip where their behaviour presents an unacceptable level of danger to their own safety and/or others, the decision will be based on a written risk assessment (copy to be retained) and will be communicated to parents/carers by a member of the Senior Leadership Team.

14. Accidents, Incidents and Emergency Procedures

A member of the Senior Leadership Team will be assigned as the home contact for the duration of all off-site visits and activities, providing 24/7 cover. They will have secure access to all the details of the visit including medical and next-of-kin information for all pupils, accompanying staff and other adults. They will follow the procedures set out in the School Emergency Plan.

15. **Reporting Injuries and Accidents**

Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. Robert Wilkinson Community Primary Academy is responsible for this, but staff may be asked to prepare the report.

Robert Wilkinson Community Primary Academy will always report accidents reportable under RIDDOR including those which result in:

- Deaths;
- Specified injuries (under RIDDOR);
- Over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;

Or where there is an accident connected to the work/school activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute 'treatment' in such circumstances); and specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

16. **Evaluation**

Following all residential visits and new trips there will be a process of feedback, review and evaluation. For residential trips this should involve pupils, parents/carers, the leaders and partner organisations. This can be used to assess the effectiveness of arrangements and outcomes for pupils and can help the celebration of success as well as feeding into the planning of future visits. Any significant issues should be shared with the Head Teacher and Educational Visits Coordinator.

This Policy will be reviewed at least every three years by the Head Teacher and the Educational Visits Coordinator.

Next due for review: October 2024

Signed:

Donna Bedford
Headteacher

APPENDIX 1

Trip/Visit Risk Assessment Template

Event Name:	
Event Date:	
Event Location:	
Event Contact:	
Number of Pupils:	
Number of Staff:	
SLT Contact Name and Number:	
Activity:	

ACTIVITY (outline the activity pupils/staff will be participating in:

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control the risk	Action by who?	Action by when?	Done
Injury to a pupil	Pupils					
Pupil(s) become lost during the event.	Pupils					
Pupil's clothing is inappropriate for the activity	Pupils					
Parent/carer does not know the whereabouts of their child	Pupils/Parent/Carer					
Pupil has an asthma attack or an allergic reaction	Pupils					

TRAVEL (outline the travel arrangements to and from the event venue)

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control the risk	Action by who?	Action by when?	Done
Pupil(s) become separated from the group while travelling	Pupils					
Pupils may be injured on public transport	Pupils					
The vehicle being used for transportation is involved in an accident.	Pupils/Staff/Volunteers					
Pupils may be injured on public roads	Pupils					

SPORTING/ADVENTUROUS ACTIVITY (detail the specific nature of the sporting/adventurous event:

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control the risk	Action by who?	Action by when?	Done
Pupils may sustain a sporting injury	Pupils					
Pupils may be injured in adventurous pursuit	Pupils					

EMERGENCY PROCEDURE (please consult the grid below in the event of an emergency)

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control the risk	Action by who?	Action by when?	Done
The fire bell/evacuation signal is used during the event.	Pupils/Staff/Volunteers					
The venue is placed in lockdown	Pupils/Staff/Volunteers					
Act of terrorism while using public transport	Pupils/Staff/Volunteers					
Act of terrorism at a public venue	Pupils/Staff/Volunteers					

School Phone Number: 01904 806414

Emergency Services: 999

Educational Visits Coordinator: Ed Carrigan 01904 806414

Headteacher Donna Bedford 0904 806414

Designated Safeguarding Lead: Jo Sutton (Deputy Headteacher) 01904 806414

If you have a concern about a pupil or you receive information that leads you to be concerned that a pupil has been harmed or is at risk of harm or their welfare is being compromised you are required to act to ensure action can be taken to protect the pupil concerned. If the information you have indicates that the pupil has suffered harm or there is a high level of risk of potential harm (either from others or from themselves (for example self-harm), **immediately** speak to the Designated Safeguarding Lead to report this and then as soon as possible make a written record on CPOMS (if you do not have access to CPOMS because you are not a member of staff or for any other reason email slt.shs@ebor.academy In all other instances, complete a report on CPOMS (if you do not have access to CPOMS because you are not a member of staff or for any other reason, email slt.shs@ebor.academy reporting your concern as soon as possible. Again, do not delay.

APPENDIX 3

Trip/Visit Permission Letter Template

[DATE]

Dear Parent/Carer

Your son/daughter has been selected to attend a visit at [LOCATION]. This will take place on [DATE] between [TIME] of [TIMES]. The purpose of the visit is learning outcomes [].

Event:

Date:

Time:

Venue details:

Transport details:

Items they will need to bring:

[Details of any adventurous other activities for which informed consent required]

For pupils attending this event we do request that they attend the visit in full school uniform. Please complete the Google form confirming acceptance of the Trips Code of Conduct (attached).

[GOOGLE FORM]

I give permission for [CHILD'S NAME] to attend the above event/trip

I am aware of and accept the terms of the School's Trips Code of Conduct and agree that my child will follow this whilst on this school trip.

In case of emergency please contact:

[LIST 3 EMERGENCY CONTACTS]

Medical Information

Please give full details of any medical condition that your child suffers from and any medication your child should take during off-site visits:

Name of Parent

Relationship to Child

APPENDIX 3**Trip/Visit – Nominal Roll Template**

Event Name:	
Event Date:	
Event Location:	

Pupil Name	M/F	Additional Needs (SEND, medical, behaviour)
Staff Name	M/F	Additional Notes

School Phone Number: **01757 616428**

EVC Phone Number: **(DB)**

APPENDIX 4

TRIPS CODE OF CONDUCT

In order to ensure a safe and successful trip for all, we expect pupils to behave in an acceptable and responsible manner. Pupils are representing themselves and the school and expectations in relation to behaviour are the same as if they were in school.

Pupils will:

- Abide by the Pupil Code of Conduct and Behaviour Policy, as if they were in school;
- Listen to and obey instructions and rules from members of staff and centre personnel;
- Behave in a sensible, courteous and respectable manner;
- Remain always in groups of no less than three and adhere to times given for return to a meeting point;
- Be responsible for their personal possessions and respect each other's belongings;
- Respect the rights of others to enjoy their trip;

[include for residential trips as appropriate]

- Listen to all guidance given in relation to fire drills and emergency exits at the place of accommodation, and for all modes of transport;
- Be punctual at all times;
- Attend all activities, unless medically excused;
- Remain in their allocated room or tent after curfew each evening
- Be encouraged to speak to the staff present regarding any difficulties they experience on a trip

Pupils will not:

- Behave in such a way as to endanger others

Appropriate consequences for failing to meet the requirements as to conduct will be decided by the party leader. These could be exclusion from activities, loss of evening activities, earlier curfew, constant supervision or in extreme cases the pupil may be returned home either accompanied by an adult or to be collected by a parent/carers (in each case at the cost of the parents/carers).

In addition, the school may take further action following the trip, including removing pupils from forthcoming trips (with the loss of any money that has already been paid for the forthcoming trips).

Parents/Carers may also be required to meet the cost of any loss or damage caused by a pupil which is not covered by the school's insurance.