



School Visits and Trips Policy and Procedures

Leehurst Swan School



Approved by:	 Headteacher  Chair of Governors	Date: 29/09/2022
Last reviewed on:	29/09/2022	
Next review due by:	29/09/2025	

This policy applies to the whole school including EYFS and is available on the school website for parents to access.

1. Introduction

Leehurst Swan School believes 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 are essential.

Under the Health and Safety at Work etc. Act 1974, the School 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).

2. Training on Health and Safety Implications of School Visits

Leehurst Swan School 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 Co-ordinator

The Educational Visits Co-ordinator has oversight of all trips and responsibility for:

- liaising with the Headteacher to approve all trips;
- checking all trips have been budgeted for correctly;
- the management of risks associated with educational trips and visits;
- ensuring that the planning of all trips complies with the requirements of this policy

4. Procedures for Organising Trips and Visits

Approval

Details of **all** proposed trips and visits must be submitted first to the Headteacher for approval. It will then be forwarded to the Educational Visits Co-Ordinator (the Bursar) before detailed planning begins and before they are shared with other staff, parents and pupils. This is to ensure that:

- there is appropriate overall co-ordination;
- aims and objectives are stated;
- there is significant educational or enrichment value (particularly if the activity is to take place in 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.

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 Co-ordinator, 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 dispatching 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 Leehurst Swan School 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.

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 will 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 Headteacher's approval for the trip which will then be forwarded to the Educational Visits Co-ordinator;
- Risk assessments specific to the 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 a member of 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;
- A check that external providers have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the LOtC Quality Badge to organisations which meet nationally recognised standards. Where the organisation does not hold the badge, the organiser should check they are an appropriate organisation to use;
- 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;
- Regard to child safeguarding procedures (taking into account the additional risks involved in residential and overseas 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 are 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 where possible 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 or force majeure;
- 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 Reception (the School Secretary) to be informed of the trip so that school lunches can be cancelled.
- 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;
- Expectations regarding mobile phone use must be made clear to all members of the group;
- For residential trips expectations regarding downtime, curfew times, bedtimes, alcohol, smoking and vaping and use and access to mobile phones must be made clear to all members of the party;
- An evaluation of the trip afterwards to aid others who might be considering a similar project in the future.

5. Timescales for Planning

All visits and trips must be booked in consultation with the Educational Visits Co-ordinator (the Bursar) and when setting up an application it can be held in draft form before final approval from the Headteacher is given. The booking should not be confirmed before you receive final 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:

- A trip risk assessment tailored for the trip;
- The invite letter/instructions to parents/guardians/pupils with the arrangements for the event, trip or fixture being attended. 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 with significant other needs (medical, SEND or behaviour)

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 the normal procedure.

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The trip leader must take the school trips mobile phone and a first aid kit (to include emergency EpiPen and asthma inhalers).

7. Adventure Activities Using Licensed Providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports (excluding rowing), Leehurst Swan School will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

8. Allocation of Pupil Places on Over-subscribed Trips

Where places on a trip are restricted, inevitably some will be over-subscribed and to allocate places we will:

- look to see what other enrichment trips a pupil has already attended so that those who have previously been unsuccessful in an application are given priority over their next application;
- look at attendance and punctuality patterns for applicants. Where attendance and/or punctuality is a concern, we may not permit the application, particularly if the trip is taking place in school time;
- look at behaviour records. We must be assured that pupils are meeting our expectations in school before we consider taking them on an enrichment trip (taking into account any SEND needs). If there are concerns regarding behaviour these must be raised with the Senior Leadership Team and must not be raised by other staff with pupils or parents/carers directly.

If, despite all of these factors being applied, the trip remains over-subscribed, we will rely on drawing names from a hat. This will be undertaken by the Headteacher.

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 or 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 that SEND pupils or those with medical conditions are included on trips and will consult with parents and pupils and take advice from relevant healthcare professional 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

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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.

10. Charges and Refunds

Charges for all trips and visits will be added to the next term's fee invoice or billed for separately.

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.

In the event of a child needing to be accompanied by a named individual over and above the staff allocation provided, the parent may be required to bear the full cost of the additional adult.

11. Insurance

Pupils and staff participating in domestic visits and activities are covered by the school's insurance policy. Separate insurance will be taken out for domestic trips which include adventurous activities and for overseas trips. The school will not accept 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 as detailed in the Volunteers and Contractors 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 the School Behaviour Policy which sets out the expectations of pupils, and the use of mobile phones and sanctions which may be invoked should these be breached (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, bedtimes, alcohol, smoking and vaping will be made clear. Reference should also be made to the Behaviour Policy (a copy is published in the policies section of 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

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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 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. Leehurst Swan School is responsible for this, but staff may be asked to prepare the report.

Leehurst Swan 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.

17. Staff Conduct

Staff accompanying any off-site visit must have read and understood the Staff Behaviour Policy and Code of Conduct. In addition, where out of school activities include overnight stays, careful consideration will be given to sleeping arrangements as part of the planning process. Children, staff and parents will be informed of these arrangements prior to the start of the trip and any proposed changes to the plans will be agreed with senior staff in the school in advance. Staff will not smoke or vape on any school trip. It is important that one member of staff does not consume alcohol; however, others may drink alcohol in moderation e.g. a glass of wine with a meal. It is recommended that no more than two regular glasses of wine or two single measures of spirits are consumed during any 24-hour period.

Ideally, staff should not accompany a trip where their own children are participants. However, we recognise that in some cases this is unavoidable. Staff must understand that their duty of care is to all children on the trip equally. In the case of an emergency it is human nature that a parent will focus on their own child first. Staff must be aware of this and act accordingly to ensure the safety of the whole party.

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

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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 Headteacher and Educational Visits Co-Ordinator (the Bursar).

This Policy will be reviewed at least every three years by the Headteacher and the Educational Visits Co-ordinator (the Bursar).

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