



Trips Policy

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Author	Estates Manager	Date:	01/11/2025
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1. Statement of Intent

The Trust understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The Trust aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The Trust takes the health and wellbeing of our staff and pupils seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

2. Definitions

'In loco parentis' means that the visit 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

3. Key roles and responsibilities

The **Estates Manager** is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Ensuring educational trips and visits 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 partaking in extra-curricular trips and activities.

The **headteacher** is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing the visits coordinator
- Liaising with the visit's coordinator (Estates Manager, or delegated person) and communicating information regarding any planned trips to parents.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination 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.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visit's coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The **visits coordinator (Estates manager, or delegated person)** has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Support the development of risk assessments prior to school trips and educational visits to ensure pupil and staff safety.
- Ensuring that any problems are raised in a meeting with the governing board.

The **designated leader** in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Liaising between all appropriate parties
- Working with the external providers to help staff assess and manage risks.
- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Completing all essential documentation for the trip, including an EV1 / School Visit Information form, with the headteacher.
- Informing parents of the proposed extra-curricular trip or activity **two weeks** in advance of the trip.
- Distributing permission slips to parents **two weeks** prior to the trip and chasing up any permission slips that have not been returned **one week** prior to the trip.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members on the school trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.

- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

4. Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

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

A thorough risk assessment will be conducted by the **designated leader or organiser** during the planning of the trip, to ensure pupil and staff safety.

Complete an **EV1 form** and send to the visit's coordinator at least 2 weeks before the departure date for low risk, Medium Risk at least 4 weeks' notice and all high-risk trips should be 3 months notice.

5. Risk assessment process

Completion of the Evolve process will formulate part of the school's risk assessment for any trip.

Additional risk assessments may be required and will be requested by the **visit's coordinator (Estates manager, or delegated person)** before the trip takes place. The visit leader may be required to liaise with the venue or activity itself to obtain required documentation, i.e. venue risk assessment etc, and satisfy themselves the venue or activity is safe and suitable.

6. Vetting providers

When considering external providers for activities, the **visit leader** will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the **visit leader** with support of **educational visits coordinator** will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- 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 deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for.
- If an organisation does not meet the Trust standards, they will not be considered.

7. Equal opportunities

The Trust promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip.

The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable, and help will be provided where possible for pupils who cannot afford the initial fee.

8. Parental consent

All parents will be informed of trips and consent will be gained. Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours or outside of the local Derby area
- Specific trips that require consent by the visiting company, such as activity parks

If preferable and appropriate, parents may complete an **annual** 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.

Separate consent will be sought for trips which require payment.

Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

9. Insurance and licensing

When planning activities of an adventurous nature in the UK, the **visit leader** will check that the provider of the activity holds a current licence.

Insurance will be organised for every 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.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

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

10. Accidents and incidents

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 **visit leader** will collate and keep written records of any incidents, accidents and near misses until they can be handed over to the **educational visit's coordinator** or **headteacher**.

Media enquiries will be referred to the **headteacher** or, if they are not available, the **deputy headteacher or the clerk to governors**.

Relevant risk assessments will be undertaken before the trip, including for points of interest such as museums and hotels.

11. Missing person procedure

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

All children have individual risk assessments that should be continually updated with regard to off- site activities and travel the **visit leader** will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the **visit leader** will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs

The visit leader will provide all staff on the trip with a contact sheet for all members of staff, in the event they are unable to locate their group. Students will be given a designated meeting point where staff will be stationed

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.

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 school or local police should be contacted
 - If the police are called, the visit leader will contact the **headteacher**, or other available person, 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.

If the missing person cannot be found, the visit leader will remain at the site and other staff will lead the return to school. The **most senior member of staff on site** will coordinate this.

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 educational visits coordinator to ensure similar incidents can be avoided in the future.

12. Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.

Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

13. Evaluating trips and visits

Following an educational trip/visit, the visit organiser or any staff members present on the trip should contact the educational visit coordinator 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.

14. GDPR

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.

Appendix 1 Guidance

Is a guide to help all staff taking a trip out of school, this is not exhaustive guidance, it is a quick help or reference point. The latest version of this can be obtained from the visit's coordinator (Estates Manager).

For any school trips questions or clarification, guidance should be taken from the **visit's coordinator (Estates Manager)**.