



# Marsh Green Primary School

## Educational Visits and School Trips Policy

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## Statement of intent

Marsh Green Primary School understands that visits and trips can be effective ways of encouraging interest and motivation in pupils, and they can often offer unique educational experiences. 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 also takes the health and wellbeing of our staff and pupils very seriously. We take reasonable steps, as stated in the Health and Safety at Work etc. Act 1974, to ensure the health and safety of our employees, as well as our pupils. 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.

Signed by:

\_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors

Date: \_\_\_\_\_

## 1. Legal framework

- 1.1. This policy has been created with regard to the following legislation, including, but not limited to:
  - The Health and Safety at Work etc. Act 1974
- 1.2. This policy has also been created with due regard to the following guidance:
  - DfE (2014) 'Charging for school activities'
  - DfE (2014) 'Health and Safety: Advice on Legal Duties and Powers'
  - HSE (2011) 'School Trips and Outdoor Learning Activities'
  - DfE (2013) 'Driving school minibuses'
- 1.3. This policy should be used in conjunction with the following school policies:
  - [Complaints Procedure Policy](#)
  - [Behavioural Policy](#)
  - [Critical Incident Policy](#)
  - [Health and Safety Policy](#)
  - [Charging and Remissions Policy](#)

## 2. Definitions

- 2.1. **'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.
- 2.2. **'School trip'** means any educational visit, foreign exchange trip, away-day or residential holiday organised by Marsh Green Primary School which takes pupils and staff members off-site.
- 2.3. **'Residential'** means any school trip which includes an overnight stay.
- 2.4. Activities of an **'adventurous nature'** include, but are not limited to, the following:
  - Trekking
  - Caving
  - Water sports
  - Climbing
  - Mountain Biking
  - Ghyll Scrambling
  - Orienteering
  - Making a campfire

## 3. Key roles and responsibilities

- 3.1. The governing body 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.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedure Policy.

3.2. The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.

3.3. The educational visits coordinator has overall responsibility for:

- Conducting risk assessments prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip, distributing it to parents and staff so to ensure the day is organised and safe.
- Appointing an appropriate member of staff to be the designated leader of the trip.

3.4. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip.

3.5. Staff are responsible for:

- Following this policy, and for ensuring pupils do so too.
- Ensuring the policy is implemented fairly and consistently.

3.6. Pupils are responsible for:

- Following instructions from staff while on school trips.
- Behaving in a manner which matches the ethos of Marsh Green Primary School, and for following the behaviour rules set out in the school's Behavioural Policy with regards to this policy.

## **4. Planning school trips**

4.1. Prior to planning a school trip, the following guidance should be read by organisers:

- DfE (2014) Health and Safety: Advice on Legal Duties and Powers
- HSE (2011) School Trips and Outdoor Learning Activities

- 4.2. A thorough risk assessment will be conducted by the visit leader during the planning of the trip, to ensure pupil and staff safety.
- 4.3. The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, such as organising two trips with a smaller group size, or finding a venue which can cater for all pupils.
- 4.4. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents in a letter home.

## **5. Risk assessment process**

- 5.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 5.2. The process is as follows:
  - 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

## **6. Safe use of minibuses and seatbelts**

- 6.1. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.
- 6.2. The minibus will carry strictly one person per seat and seatbelts must be worn at all times.

## **7. Parental consent**

- 7.1. Parental consent is not generally required for off-site activities that take place during school hours.
- 7.2. Written consent is required for:
  - Activities of an adventurous nature.
  - Residential trips.
  - Foreign trips.
  - Trips outside of school hours.
- 7.3. 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.

- 7.4. Separate consent will be sought for trips which require payment.
- 7.5. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

## **8. Staffing ratios**

- 8.1. There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:
  - Residential: 1:10
  - High risk: 1:10
  - Day trip visits:
    - Nursery/ Young Explorers – 1:2
    - Reception: 1:4
    - Years 1 – 3 1:6
    - Years 4 – 6 1:10

## **9. Accidents and incidents**

- 9.1. 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.
- 9.2. 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 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.
- 9.3. The headteacher will keep written records of any incident.
- 9.4. Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.
- 9.5. Staff will use guidance as set out in the Critical Incident Policy, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.
- 9.6. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- 9.7. Relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments.

- 9.8. 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.
- 9.9. To ensure pupils are easily identifiable, they must wear their Marsh Green Primary School polo shirts; pupils will be given an identity band with the school name and contact details, which must be worn at all times.

## **10. Missing person procedure**

- 10.1. The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.
- 10.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with [section 5](#) of this policy.
- 10.3. The visit leader will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.
- 10.4. 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 in accordance with [section 11](#) of this policy.
- 10.5. In accordance with this policy, all people 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.
- 10.6. All staff members will be required to carry mobile phones with them at all times.
- 10.7. 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.
- 10.8. Pupils and staff will wear Marsh Green Primary School branded clothing, in order to make them easily identifiable.
- 10.9. Regular head counts of all pupils and staff will take place sporadically throughout the day to ensure all persons are present at all times.
- 10.10. 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, this person 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. British Embassy, should be contacted.

If the police are called, the trip leader should contact the headteacher, or other available person, back at the school and inform them of what has happened.

- 10.11. 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.

- 10.12. 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.

- 10.13. 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 educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

## **11. Pupils with SEND**

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

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

## **12. Finance**

- 12.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

- 12.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2014) and, therefore, will only request payment for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

- 12.3. Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.
- 12.4. 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.
- 12.5. 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 cost to the school, including alternative provision costs.
- 12.6. 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.
- 12.7. 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 admit the pupil to attend future trips and visits.
- 12.8. Marsh Green Primary School will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 12.9. 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.
- 12.10. Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.
- 12.11. Any excess of expenditure will be subsidised by the school fund.

### **13. Monitoring and review**

- 13.1. The effectiveness of this policy will be monitored continually by the headteacher. Any necessary amendments may be made immediately.
- 13.2. The governing board will review this policy annually



