

MANAGEMENT OF SCHOOL TRIPS AND VISITS POLICY

Issue 11

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Approved by:



Head Teacher
Bailey's Court Primary School

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Authorised by:



Chair of Full Governing Body
Bailey's Court Primary School

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Management of School Trips and Visits Policy

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CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	October 2005	Original policy document.	W Davey
2	October 2007	Document reviewed and updated.	M Telfer
3	August 2011	Document reviewed; changes are highlighted in the left hand margin.	D Hickson
4	October 2013	Document reviewed; changes are highlighted in the left hand margin.	M Telfer
5	October 2015	Document reviewed – no changes made	A Lynham
6	February 2017	Conclusion & Appendices removed	A Lynham
7	September 2017	Reviewed	A Lynham
8	September 2019	Reviewed	A Lynham

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Issue No.	Date	Summary of Change	Amended by
9	September 2021	Reviewed	A Lynham
10	September 2023	Reviewed	A Lynham
11	September 2025	Reviewed	A Lynham

SUMMARY

This policy should be read in conjunction with all school policies, especially the Health and Safety Policy, the SEN Policy and the Equality Policy.

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Head Teacher or Deputy Head Teacher.

This policy will be reviewed every three years.

REFERENCE DOCUMENTS

None.

MAIN DOCUMENT

1 INTRODUCTION

This policy is to be read alongside the school's Health and Safety Policy.

2 RATIONALE

The school regards trips as a valuable part of a pupil's education and acknowledges the voluntary contribution that teachers and other adults make in enabling pupils to experience a rich variety of visits off the school site. Such visits do, however, involve a degree of risk, which is inherent when pupils are placed in unfamiliar places or are undertaking new activities. Some risk is inevitable, but by following the procedures included within this policy, the degree of risk will be reduced to an acceptable level.

3 DEFINITION OF SCHOOL TRIP

3.1 School Trip

These are activities which involve pupils leaving the site.

3.2 Outdoor Pursuit Activities

These are activities either covered by the list of outdoor pursuits, contained in the local authority H & S Manual, or by the Adventurous Activity Licensing requirements.

3.3 Residential Visit

This is a trip whereby pupils will be away from their homes for at least one night. This will include any stay in a hotel or similar and also includes camping.

Parents who can prove they are in receipt of the following benefits will be exempt for paying the cost of **board and lodging only**:

- Income Support.
- Income-based Jobseekers Allowance.

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- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190).
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
- Universal Credit.

4 TYPE OF SCHOOL TRIPS TO BE UNDERTAKEN AND CHARGING POLICY

The school will undertake:

- 4.1 A range of school trips relating to the curriculum which will be funded from the school budget, but parents will be asked for contributions.
- 4.2 Residential visits, curriculum elements of which may be funded by the school, but for other elements, e.g. travel and accommodation, parents will need to pay towards the trip. In cases where parents are unable to send their child owing to finances, the school will do all it can to help the parent meet their needs so that no child is excluded on the grounds of finance. Each case will be judged on an individual basis.

5 RISK ASSESSMENT PROCESS

For any proposed school visit, a risk assessment will be completed. This will involve the following steps:

5.1 Initial Proposal and Hazard Rating

The person proposes a trip or, in the case of inter school activities and regular school trips e.g. swimming, the person appointed by senior management (the proposer) will complete the initial school trip proposal form (see Appendix A). This form is designed to provide sufficient information to enable the Head Teacher to decide whether it should proceed to the formal planning stage.

5.2 Initial Approval

The Head Teacher will assess the information provided and decide whether the trip:

- (a) Conforms to the type of school trip the school will undertake.
- (b) Is able to be organised effectively in order to minimise/control the risks associated with it.

If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then either additional information will be required or the suggested trip will be indicated to have been disapproved. If additional information is requested then the proposal will need to resubmit the Initial School Trip Proposal Form with the additional information.

If approval is given then an individual will be appointed as the school trip organiser for the trip.

5.3 Specific Risk Assessment

The School Trip Risk Assessment Proforma/Checklist (see Appendix B) is to be completed in full by the school trip organiser. This will include, or have attached, all relevant information about the trip and may involve the school trip organiser in a preliminary visit to the venue.

This is the key element to the process and it is important that all relevant aspects are considered. These will vary considerably, depending on the trip but the higher the risk rating the more complex the arrangements are likely to be. If an activity is being led by an external provider then details of their qualifications must be obtained.

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5.3.1 Supervision

There is no “right” level of supervision, but the following should be viewed as a minimum. The levels may need to be supplemented where pupils have special medical or educational needs, if the trip involves adventurous activities, if the trip is abroad or if any aspect of the trip may require it.

The minimum levels of supervision are to be worked out by the following:

- If the group is of mixed sex at least one competent adult of each sex should accompany the group.
- A competent leader must be in charge of the trip.
- For Reception there must be a minimum of 1 competent adult for every 4 pupils.
- For Years 1 to 3 there must be a minimum of 1 competent adult for every 6 pupils.
- For Years 4 to 6 there must be a minimum of 1 competent adult for every 15 pupils.
- For trips abroad there must be a minimum of 1 competent adult for every 15 pupils.

A competent leader is someone who has been assessed as having the necessary skills, training and/or experience to lead the trip. A competent adult is either a teacher or someone who the school/group leader feels to be competent to take on the supervisory role. The competent adult is to have authority with the pupils and preferably be known to them.

NB: Any parent/volunteer acting as a competent adult must have undergone a DBS check whether or not they would be considered to have unobserved access to pupils.

5.4 Formal Approval of Trip

Once completed, the Risk Assessment Form will be submitted to the Chair of Governors (residential trips) or the Head Teacher (non-residential trips), together with any supporting paperwork. The Chair of Governors or Head Teacher will then decide whether the trip should proceed to the next stage, whether additional information is required or if the trip is no longer felt to be appropriate. If the Head Teacher has any concerns over signing off the risk assessment, they will discuss this with the Chair of Governors before final approval is given, if appropriate.

5.5 Parental Interest

If the trip is residential, a letter is to be sent to parents/guardians explaining in detail what the trip aims to do and asking them to indicate whether they would be prepared for their child/ward to attend. It must also indicate what level of funding they will be expected to contribute.

Provided sufficient interest is indicated, then the process will move to the next step.

5.6 Confirmation of Venues etc

This is where the relevant provisions will be finalised. In particular the venue and transport will be booked and both the numbers of pupils to attend and adult supervisors confirmed.

5.7 Transport

All transport used on school trips will be booked through a reputable coach company which will ensure that appropriate safety precautions are in place (e.g. seatbelts for all children) and advise the school on the appropriate size and capacity of the coach required. For local transport to sports meetings etc, where school transport has not been organised, the school must refer any arrangements for transport to an attending parent/adult. In this situation, parents who plan to attend the meeting might make their own arrangements for transporting their children.

5.8 School Kitchen

Contact should be made with the school kitchen to confirm the date and time of the trip so that arrangements can be made in good time to supply packed lunches for children who are on free school meals, and so that the kitchen may adjust their supplies.

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5.9 Letters to Parents

Parents will be notified of the aims of the trip, a brief itinerary, suggested clothing, and what they will need to provide, e.g. pocket money, packed lunch etc. Parents will also be asked to notify school of any particular needs of pupils. This covers diet, medication, plus use of non-prescribed medicine (see Appendix C).

5.10 Briefing of Pupils

This is essential so that pupils know what to expect and what is expected of them.

5.11 Emergency

Details relating to emergency provision will be finalised.

5.12 Completion of the Notification Form

If the trip is to involve a residential stay then the Residential School Trips Notification Form must be sent in to the Health and Safety Unit of the Personnel Section in advance of the trip.

5.13 Briefing of Accompanying Adults/Staff

A briefing of all accompanying adults/staff regarding safety, expectations of behaviour and what to do in emergencies will be undertaken.

5.14 The Trip

The trip takes place!

5.15 Debrief and Evaluation

Staff and pupils involved will be asked to comment on the trip and identify any concerns and also to highlight where things worked out positively.