



# Education and Other Trips Policy

*"Then you will walk on your way securely, and your foot will not stumble. If you lie down, you will not be afraid; when you lie down, your sleep will be sweet".*

Proverbs 3:23-24

## **Rationale**

Trips and excursions provide pupils and students with an experience and educational benefit that is not possible to gain in the classroom. Pupils can enhance their understanding of the curriculum, develop social skills and improve relationships between themselves and staff members. Out of school activities range from sports fixtures, visits to places of interest in and around London, field trips, residential trips and foreign tours. These opportunities are undertaken to support and enhance the learning that happens in the classroom and develop rounded individuals. Educational trips and visits form a valuable part of the pupils' education at Saint Cecilia's, so that we provide an abundance of opportunities.

Despite the educational benefits of such trips for the relevant subject, they can also be detrimental to the education received by the pupils in other subjects as they miss vital learning opportunities when missing lessons. Too many trips for a particular cohort of pupils may have a significant impact on the attainment and progress of the cohort. Members of staff must be aware of the positive and negative aspects of their trip and plan accordingly. The School Business Manager and a member of the school's Leadership Team will oversee the programme of trips.

The purpose of this policy is to ensure that all staff are aware of the procedures that need to be followed when planning a trip and the expectations when accompanying a group of children on one of the trips. All members of staff planning any trip must adhere to this policy.

## **Roles**

### **Staff members on the trip**

It is the duty of the staff members on the trip to be fully aware of the needs of the pupils in their group, to know the arrangements for the trip (transport, risk assessment, timings etc.), to have emergency contact details for all pupils and members of staff. Every staff member is responsible for the welfare of the pupils on the trip. Staff members should report any concerns to the Trip Leader.

### **Trip Leader**

The member of staff leading the group is responsible for the safe running of the trip, and ensuring all risk assessments are followed. The staff leader is responsible for the planning, paperwork and practicalities for the trip, including communicating with parents, briefing pupils prior to the trip and ensuring all pupil medical needs are considered. The Trip Leader should complete a full review of the trip after it has taken place.

### **Education Visits Co-ordinator**

A member of the Leadership Team will be assigned the role of Education Visits Co-ordinator (EVC). It is the job of the EVC to ensure there is a suitable programme of visits for all pupils, to run training for staff on how to run and plan education visits and to update school policies and procedures. The EVC

will support staff where issues arise with a trip (either before, during or after), and liaise with the Headteacher.

### **Headteacher**

The Headteacher will check all paperwork for trips and approve/reject trip requests. The Headteacher will approve the staffing for the trip, including whether the Trip Leader is suitably well qualified and whether other staff attending the trip have the necessary skills to attend.

### **Governors**

Governors discuss and approve/reject all high risk and residential trips. A named member of the Governing Body is responsible for liaising with the member of the Leadership Team in charge of trips, to ensure trips are thoroughly planned, a thorough risk assessment has taken place, and that staff members leading the trip are appropriately experienced or qualified.

### **Staffing and staff ratios**

The Trip Leader should be adequately experienced or qualified to lead an educational visit. Where the Trip Leader is not experienced, it is recommended that a more experienced member of staff accompanies the trip to support the Trip Leader.

Staff accompanying the trip should be linked to the activity or group, such as department staff or linked to the year group.

There is no set rule for staff ratios, as each trip will have its own requirements, based on the nature and duration of the trip, the location and environment, the nature of the group in terms of age, ability, and needs. Here are some guidelines to help you determine how many staff to assign to the trip:

- For any trip, ensure you have two members of staff as a minimum (except in exceptional circumstances)
- Aim for a ratio of 1:20 for local trips, 1:12 for day trips or residential visits.

Final staffing for the trip will be decided by the EVC or Headteacher.

### **External providers, site visits and risk assessments**

You should ensure that the venue you are visiting is suitable for a school visit, are experienced at working with school groups and have liability insurance. Ask if the venue holds an LotC Quality Badge. If the venue does not, further checks will need to be conducted to ensure they are a suitable organisation.

If possible, it is recommended that you conduct a preliminary visit to the venue, to support the writing of the risk assessment.

A thorough risk assessment must be completed and submitted with the trip approval paperwork, so that an informed decision on whether the trip can go ahead can be made. The risk assessment must be specific to the visit taking place, and should be on the correct template, based on the level of risk. If the venue has their own risk assessment, this can be included alongside the Trip Leader's risk assessment.

Alternative arrangements should be considered during planning, where appropriate, for example where poor weather would make the activity too dangerous to complete.

### **Health and Safety considerations**

The Trip Leader and staff members are responsible for the health and safety of the pupils on the trip, regardless of whether an activity is run by a third party. It is therefore imperative that staff members are always vigilant, and continually assess the risks involved in the activity.

All staff members on the trip should be aware of the medical needs of pupils, including any dietary requirements. Staff members should have read the Individual Healthcare Plans of all pupils attending the trip and liaise with parents if necessary. Medication for pupils should be collected from the Medical Room prior to departure and given to the group leader.

The Trip Leader should take a school mobile phone and provide the number to pupils, in case they get lost. The pupils should also be given the school number in case they need to make contact in an emergency.

No alcohol should be consumed by staff on day trips. For residential trips, staff may drink alcohol in the evening with dinner or after the pupils have gone to bed, however one member of staff must be on call, and therefore must not consume any alcohol. Staff drinking of alcohol must not compromise the duty of care to the pupils or call into question the professionalism of the staff members.

### **Inclusion**

All pupils should be given the opportunity to experience a range of educational visits, and so particular care should be taken to ensure visits are inclusive, in terms of finances, SEND, medical, behaviour etc.

Where there are concerns regarding a particular pupil attending the trip, a discussion must take place between the Headteacher, EVC, Year Leader and Trip Leader to look at what additional support can be put in place to include the pupil. Measures put in place could include an additional member of staff on the trip, the drafting of an individual code of conduct or writing a separate risk assessment. Where a pupil has medical needs, consultation with health professionals is recommended. A discussion with the parent/carer of the pupil should take place after discussion with the Headteacher.

The school reserves the right to withdraw a pupil from a trip where it is considered that their attendance on the trip would pose a serious health and safety risk, even with additional measures put in place. The Headteacher will make the final decision in these circumstances.

### **Parent/Carer Consent**

Parents are asked to sign a general consent form when their child enrolls at the school. This covers participation in off-site sporting fixtures inside/outside of the school day, whole year group/house/school visits that take place during the school day and are in the local area, including local field trip visits and Worship in the Community.

Parents must be informed of the details of the activity in advance and given the opportunity to withdraw their child. Parents must be informed if the activity is cancelled.

Parents/carers must provide consent for individual activities where there is a higher level of risk, e.g., adventure activities and residential trips, or where the activity takes place outside of school hours.

### **Finance**

Payment for trips during school time, or education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education cannot be demanded, however voluntary contributions can be sought from parents. If a parent is unable to provide voluntary contributions, the pupil must still be allowed to participate on the visit.

Visits that take place outside of school hours and are not part of the National Curriculum, syllabus or religious education are counted as an optional extra, and so payment can be sought from parents for the child to take part.

Due consideration must be made for pupils in receipt of Free School Meals, Pupil Premium pupils or those who are considered disadvantaged. Financial support can be made for these pupils to ensure they can attend.

### **Day Trips**

There must be a clear curriculum benefit to any day trips that take place; this must be clearly stated on the trip form. Curriculum benefits may include a link to the Scheme of Work currently being studied or an experience that enhances the learning that has taken place in lessons. If the trip is essential to the learning of pupils, arrangements should be made to ensure all pupils can attend the trip, either in one visit or over a series of days/times.

All visits and trips must be planned well in advance to allow enough time for authorisation, letters to be sent to parents, permission slips returned and money collected. It is expected that trips are submitted to the EVC at least 4 weeks prior to the trip taking place. Last minute submissions may not be approved due to lack of time or a clash with other trips taking place. More hazardous trips will require a longer lead in time to ensure proper planning and risk assessment have taken place. Approval from Governors may be required.

Line Management approval must be sought for all staff members who are taking the trip. The final staffing for trips will be approved by the EVC or Headteacher.

Day trips in school time cannot be charged for. Schools may ask for voluntary contributions and state in their letters to parents that the trip may be cancelled if insufficient contributions are received. School must not discriminate against any pupil whose parents choose not to contribute. Pupil Premium funding from department capitation may be used to fund such trips for those eligible for the funding.

Pupils should not be expected to pay for travel costs in London. Staff must apply for free travel under the Transport for London scheme. This must be applied for at least 14 days in advance.

### **Residential Trips**

Residential trips will require the approval of the Governing Body. For these, approval needs to be sought at least six months ahead of the proposed date.

Residential trips for Years 7-10 will be organised and co-ordinated so that they take place in the same week to minimise disruption to teaching.

Other residential trips that can take place within term time include:

- Geography and Science field trips
- French and Spanish exchanges
- Music tour
- Duke of Edinburgh expeditions

To minimise disruption to learning, any other planned residential trip should take place at weekends or in school holidays, although one day off school may be granted for arrival or departure.

Line management approval must be gained for all members of staff who are provisionally accompanying the trip. Final staffing of the residential trips will be approved by the Headteacher and EVC. Where a change is necessary, this will be discussed with the Trip Leader to find a suitable solution.

## **Procedures**

### **Planning**

1. Complete the Off-Site Activity Request Form and submit via the Staff Intranet. For all hazardous activities and residential activities, the forms must be completed at least six months in advance of the trip. Staff must ensure they use the most up-to-date paperwork when submitting their documentation to ensure current guidelines are taken into account. Trip documentation on out-of-date forms will be rejected, and teachers asked to transfer the information to the current format.
2. Complete a full risk assessment, noting ways to reduce risks to an acceptable or tolerable level. Ensure the risk assessment is written for the specific trip, considering the needs of the group (including special and medical needs) and the experience/competency of the staff team.
3. The EVC will arrange a brief meeting with the Trip Leader, if necessary, to discuss the proposed trip in further detail, including the financial aspect of the trip.
4. If there is a cost involved in the trip, the finance must be planned well in advance. All costs need to be taken into account including transport, the number of pupils required to make the trip viable, and staff costs. To cover administration costs, you should include an increase in the per pupil cost. The trip should not proceed if there is a planned deficit.
5. Parents need to be informed of any deposits required and timescales for further balances to be paid as well as the policy for refunds.
6. The Trip Leader must send a letter home, informing parents of the trip. Consent must be obtained from parents/carers for trips outside of school time, with a higher level of risk and for residential trips via ParentPay. If parents do not wish their child to return to school after the trip, they must also approve these travel arrangements via ParentPay. Pupils may only be allowed to leave the group if the return time to school is after 3.10pm and permission is obtained. If the return time to school is after 7pm, permission must be obtained from parents for pupils who are not collected from school and wish to travel home alone. It is advisable to give an earlier return time to parents rather than a later one so that the parents are waiting for you, rather than the other way around.
7. For overseas trips you must have a formal briefing meeting with parents to discuss the Pupil Code of Conduct whilst on the trip, health and safety procedures, requirements for inoculations, visas, equipment and clothes required and to confirm the insurance arrangements with parents.
8. Permission will be collected via ParentPay and will be passed to the Trip Leader. Please liaise with the office staff as to the information requested from parents on ParentPay. Please note: it is the responsibility of the Trip Leader to make sure they have permission for all pupils going on the trip.
9. For residential trips, the Finance and Admin Assistant will email a list of confirmed pupils to the Trip Leader, two weeks prior to departure, with all details collated from ParentPay. This form must be checked and completed in full with all confirmed details, and returned via email.
10. Book a school mobile telephone for the trip with the School Business Manager.
11. Check SIMS for allergies, dietary and medical needs and/or any medication that needs to be taken on the trip and liaise with Reception staff regarding pupil medication
12. Check for care plans for pupils and adjust trip where necessary.
13. Compile a list of all staff and pupils going on the trip along with parents' emergency contact numbers.

### **On the day of the trip and before departing from the school**

- Remind pupils that there will be no re-admittance back into school if the trip returns after 6pm
- Take a register
- Leave at Reception: a correct list of all staff and pupils going on the trip with parents' emergency contact details. Write the appropriate school mobile contact number on the top of this list. The list should be amended for last minute cancellations and sickness.

### **Take on the trip**

- the list of pupils with parents' emergency contact numbers
- a list of any travel arrangements for pupils returning home and not back to school
- the school emergency contact number for after 4pm when Reception is closed
- the school mobile phone
- pupils' medication
- list of dietary and medical needs
- care plans for pupils, if applicable
- a first aid box

### **On arrival back to school**

- If you are returning to school after 6pm there will be no re-admittance for pupils into the school building. If you are returning later than 7pm, the Trip Leader must stay with the pupils until they are collected. The school gates will be locked.
- Raise any concerns, accidents, incidents from the visit to the EVC, School Business Manager or Headteacher for follow-up. This must be done as soon as possible.
- Conduct a full review of the trip.

### **Volunteers**

There may be times where additional adult members are required to ensure adequate supervision ratios, and it is not possible to take more teaching staff. Trip Leaders may use volunteers from an approved list held by the HR manager to support their trip. The volunteers on the approved list will hold a DBS and therefore be allowed to supervise small groups of pupils. When designing pupil groups, trip leaders should ensure that pupils with severe SEND or medical needs are placed with members of staff. Trip leaders must discuss the details of the trip with the volunteers prior to departure, and ensure volunteers are fully aware their responsibilities.

### **Public Transport Travel Advice**

If your group is travelling after 9.30am and starting the final leg of the return journey before 4.30pm you must apply for Free Public Transport via the School Party Travel Scheme. You will need to apply at least 14 days in advance in order to qualify. If you are travelling outside of these hours you can still obtain a Group Ticket at a reduced rate up to three days in advance. Please note that the Group Ticket only allows pupils to enter and leave Public Transport at the point of entry and return as stated on the application form.

### **Emergency procedures**

Whilst it is not possible to prepare for every eventuality, Trip Leaders should be prepared for an emergency on the trip. Here are some basic principles that should be followed in an emergency:

### **Immediate Action**

1. Ensure your own safety.
2. REMAIN CALM - assess the situation.
3. If possible, delegate actions to other leaders and participants
4. Ensure the safety of the group. Make sure everyone is accounted for and adequately supervised.
5. Call relevant emergency services if necessary.
6. Carry out first aid to the best of your abilities.

### **Urgent Action**

1. Take stock and plan, delegating where possible.
2. Call school if any of the following apply
  - You need support
  - The emergency services are involved
  - The incident is serious
  - The press/media are involved
3. Liaise with, and take advice from, the emergency services if they are involved.
4. Address the urgent needs of the group:
  - Ensure adequate supervision
  - Ensure they understand what to do to remain safe
  - Physical needs, e.g. shelter, food and drink, transport
  - Emotional needs, e.g. remove them from the scene, provide reassurance and emotional support (they can often do this for each other), give them useful things to do, protect them from intrusion
5. Control communications - prevent group members from using phones or social media unsupervised or until approval is given.
6. Start a written log of actions taken and conversations held, with times.

### **Further Actions and Follow-Up**

1. Take stock again and re-plan the next phase.
2. Deal with any casualties who are in the care of the emergency services:
  - Accompany them to hospital
  - Keep track of who is where
3. Consider the needs of yourself and fellow leaders – are you/they coping?
4. Liaise with school – hand over what you can to them, to reduce the stress on you.
5. Continue the written log with all details of the incident of the actions taken, including names and contact details of any witnesses.
6. Address the further needs of the group, for example:
  - Toilets, washing facilities, clean/dry clothes
  - Transport
  - Accommodation
  - Contact with home
7. Refer all media, parental or other enquiries to the school or Wandsworth.
8. Contact relevant agencies as necessary, for example:



- Tour operator/travel company/activity provider/accommodation provider
- Travel insurance emergency assistance
- Social services
- Consular Assistance Team (if overseas)

### **Extraordinary circumstances**

Where extraordinary circumstances arise that may affect school trips (such as a terrorist attack or a pandemic), the Headteacher, school Business Manager and EVC will meet to discuss the school’s approach and any alterations to the process that need to be made. Alterations will not change the substance of this policy but will change the approval process. National guidance regarding the situation/incident will be considered when deciding if the trip can go ahead. This will include alterations to the Risk Assessment template to reflect the national situation.

Staff will be provided with appropriate guidance to ensure current national guidance is considered in the planning and running of the trip.

<b>Action</b>	<b>Committee</b>	<b>Date</b>
Review and Approval	Curriculum and Standards Committee	28 <sup>th</sup> April 2023
Next Review	Curriculum and Standards Committee	April 2024

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