



Three Towers

An Alternative Provision Academy

Expanding Horizons

Educational Trips & Visits Policy

2023 – 2024

Adopted: September 2023

Review: September 2024

1. Aims and Scope

Educational trips/visits are activities arranged by, or on behalf of, our school, which require learners to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational trips/visits are a valuable way to:

- supplement and enhance the curriculum;
- develop learners' skills, knowledge and understanding;
- provide enriching social and cultural experiences;
- teach life skills;
- promote independent learning;
- provide a foundation for lifelong learning;
- and form an integral part of our approach to further our learners' personal growth and "expand their horizons".

This policy sets out our approach to planning and operating educational trips/visits, to ensure the health and safety of our learners and staff, and to make sure that our visits are available to all learners. It sets out the roles and responsibilities of staff, learners and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- visits to places of interest in the local area;
- day visits to places such as museums and other cultural and educational institutions;
- sporting activities;
- adventurous and recreational activities;
- residential trips organised by the school;
- trips abroad organised by the school.

2. Legislation & Guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The headteacher is responsible for:

- approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours;
- making sure staff, including the educational visits co-ordinator (EVC), have received any necessary training;
- working with the local governing committee (LGC) to approve residential trips of more than 24 hours.

3.2 The educational visits co-ordinator (EVC) role is to:

- oversee and guide other staff to arrange and organise educational visits;
- assess the ability of other staff to lead visits and a designate suitable trip lead for each visit;
- assess outside activity providers;
- advise the headteacher and LGC when they are approving trips;
- access the necessary training, advice and guidance;
- evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements.

Our EVC is Mr J Cook.

3.3 Trip leader

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- plan the proposed visit, taking into account the health and safety risks to learners, staff and volunteers;
- to appoint, where appropriate, any competent deputy or deputies in support of the trip/visit;
- assign staff and volunteer roles, as needed;
- make sure the school has accurate and up-to-date information about the trip destination to be used in risk assessments;
- make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed (staff cannot be responsible nor liable for a known historical medical condition if information is withheld from the trip leader prior to the trip/visit);
- make sure parents/carers are given accurate information about educational trips/visits, including any costs or necessary equipment not supplied by the school or a third party;
- where appropriate, invite parents/carers to any briefing sessions prior to the trip/visit;
- communicate key details about the visit and all locations to staff, learners and parents/carers, including roles and responsibilities and expected behaviour;
- make sure staff are capable and able to fulfil their roles at all times while responsible for learners and others.

To ensure that staff have capacity to lead at all times, it is appropriate that on trips/visits at staff remain alcohol free.

3.4 Staff

Staff have a responsibility to make sure all learners and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- seek and obtain approval for all educational visits from the headteacher;
- carry out any required risk assessments and work with the trip lead;
- support the trip leader and follow instructions;
- communicate with parents/carers and make sure trips are inclusive of all learners' needs;
- look out for the health and safety of themselves and those around them;
- help manage learner behaviour and discipline as required while on the visit;

- share any concerns or worries with the trip leader and others, as appropriate;
- not force learners or colleagues to partake in any activities during the trip/visit that they really do not want to do.

3.5 Parents and carers

By agreeing that learners can take part in educational visits, parents/carers agree that they will:

- provide emergency contact details of at least 2 people prior to the trip/visit;
- provide all relevant information known to them regarding the current health of their child and if applicable complete an Individual Healthcare Plan (IHP) and/or Administration of Medicine Form. Staff cannot be responsible for any history that is not disclosed;
- sign and return consent forms and any other documentation required in a timely manner;
- share any concerns or information about the learner that may affect or impact their ability to safely take part in the trip.

3.6 Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- follow the directions of staff and act accordingly;
- behave appropriately and model good behaviour for learners;
- report any concerns to the trip lead or other staff present as soon as possible;
- make sure learners under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible.

3.7 Learners

Our school behaviour policy also applies to all educational visits. This includes the expectation that learners will:

- follow instructions given to them while on the trip;
- dress and behave as expected for the length of the trip;
- take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor.

Learners will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to uphold all the school's policies including the Behaviour & Relationships Policy at all times.

3.8 Training

The following training will be undertaken by the organisation:

- all staff will be made fully aware of this policy and the requirements and arrangements laid down within it;
- all staff will be trained in understanding the health and safety requirements of educational visits, particularly in relation to those identified in the relevant risk assessments;
- key staff, as identified by the responsible person named at the head of this policy document, will be trained in any specific role they are required to take in support of this policy.

4. Planning and preparation

All planning should be done via the EVOLVE system. Once the information has been completed then the system will notify the EVC to be checked before final approval by the headteacher.

The decision on whether or not a visit will take place will be made by the headteacher (or deputy headteacher in the absence of the headteacher) and based on factors including:

- educational purpose and value;
- health and safety considerations;
- cost (including any potential cost to parents/carers);
- disruption to the normal running of the school;
- timing in the school year and any potential clashes e.g. assessment periods;
- staff-to-pupil ratio;
- weather conditions (on the day).

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- location and travel distance
- travel plans or options
- full cost breakdown, including multiple options where available (including cover costs);
- resources, including staffing, volunteer, and physical supplies;
- accommodation options, where needed;
- insurance details, where needed;
- risk assessment plans and first aid provision;
- what safety measures can be put in place in order to reduce any risks;
- needs of current cohort of learners.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the LGC.

Once the risk assessment has been approved by the headteacher (and the LGC where relevant) staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips/visits that take place outside of normal school hours, and for any trips/visits requiring a higher-than-normal level of risk assessment.

We will evaluate each trip/visit after its conclusion, from the planning through to the trip/visit itself, to continually improve the planning and experience of our future trips/visits.

4.1 Inclusion

All learners, regardless of background or abilities, should be able to take part in every aspect of our school life, including trips/visits.

If a learner with a disability or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the trip/visit, they will have the same support that is available to them during the school day. We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and learners.

For health and safety reasons, we reserve the right to withdraw any learner from any trip/visit, if their behavioural risk assessment deems this to be the best interests of all parties.

5. Risk Assessments

We will carry out a full risk assessment at least 3 weeks (at least 4 weeks for residential and adventurous activities e.g. outward bound, trampolining) before the start of all trips/visits. This will be completed using the school's risk assessment template and approved by the EVC prior to being uploaded into EVOLVE. Existing risk assessments or those provided by the destination itself will also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and learners), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the office staff.

In addition, Wigan LA's advisor will check all trips planned via EVOLVE and offer advice as required.

5.1 Summary of educational visit categories:

Category A: Regular visits to venues within the locality that are well-known and of low, assessed risk.

Category B: A visit to a venue that may require significant travel outside the locality and/or may be a rarely visited venue, but is still assessed as low risk.

Category C: Any type of visit in the UK that requires residential accommodation for one or more nights, assessed as low risk.

Or visits abroad that require residential accommodation for one or more nights, assessed as low risk.

Or high-risk activities in the UK, (residential or not). High risk activities abroad, residential or not. Examples of high-risk activities:

- all action adventure activities;
- field work.

5.2 Staff ratios and first aid

Risk assessments for each trip/visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- at least 1 male and 1 female supervising adult is present (for mixed learner groups);
- at least 1 supervising adult able to administer emergency first aid is present on all trips;

- appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be obtained from the appointed person on each site;
- all supervising adults will be made aware of any medical issues or allergies at the start of the trip;
- adults without a DBS check will not be left alone with learners at any time;
- the trip lead will take regular headcounts and/or rollcalls.

5.3 Transport

Transportation for trips/visits will be organised by the school, in line with our safety procedures. We will make sure learners, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents/carers, transport for visits will leave from, and return to, the school site.

On trips where learners are transported in staff cars:

- all cars will have up to date MOT certificates (if applicable) and be road worthy;
- all staff will ensure they have completed pre-driving checks including tyres, oil, water, fuel and windscreen wash levels are adequate for the journey;
- all staff are covered either by their own car insurance for business use and for those ad hoc journeys travel insurance is provided by the school;
- all staff possess a full, appropriate class driving licence;
- booster/child seats are provided where necessary.

5.4 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Volunteers

Where appropriate, parents/carers may be asked to volunteer to attend and supervise learners alongside staff members on trips/visits. Where more parents/carers volunteer than required on the trip/visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- the needs of the learners going on the trip;
- the setting and circumstances of the trip;
- volunteers' skills, attitude and past behaviour, including previous volunteer experience.

Parents/carers selected to volunteer will be informed as soon as possible ahead of the trip/visit, and asked to confirm their attendance in writing. They will also be asked to confirm

they agree with the expected behaviour. See [Appendix 1](#) for our volunteer code of conduct for educational trips/visits.

Volunteers will receive a full induction from staff members on the day of the trip/visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of trip/visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with learners or given sole responsibility for the care of a learner.

7. Communication and consent

We will contact the parents/carers of learners invited to take part in an educational trip/visit at least 10 days before the proposed date of the trip. Communication will be via letter (either sent by email, post or taken home by the child) and information provided will include the date, travel times, destination, purpose of the visit, and if appropriate, the size of the group attending.

We will also communicate:

- times and details of travel, including drop-off and pick-up times and location;
- meal provision;
- clothing and equipment required, and whether this is provided by the school;
- expected behaviour and consequences of learners' failure to meet these standards; learner-to-staff ratios and staff qualifications, where relevant.

Where required, parents/carers will be asked to provide written consent for educational trips/visits by signing and dating a form to be returned to the school. As almost all trips/visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site trips/visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached. In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- serious and unexpected risk;
- individuals going missing;
- a serious breach of safeguarding expectations;
- serious and life-threatening injury.

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform

them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

One member of staff will always accompany a learner seeking medical treatment.

In a case of a learner being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other learners. In the unlikely event that a learner cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the learner when found. The remaining staff and adults will return to the school with the rest of the learners.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

9. Charging and insurance

We will follow our school's charging and remissions policy at all times.

Parents/carers are not asked to pay for any educational trips/visit that takes place during school hours or any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

10. Residential Visits

The headteacher, together with the LGC will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as shorter (up to 1-day) visits. In addition, the trip lead will make sure:

- staff have received any necessary training;
- all necessary permissions and medical forms are obtained at least 2 weeks before the start of the trip;
- all adults, including volunteers, have had adequate safeguarding checks. Where appropriate this will include relevant DBS checks.

Parents/carers will be given information about the visit and asked for permission at least a month before the first day of the visit. Information shared with parents will include:

- the dates and time of departure and return to school;
- the full address and contact details of the destination;

- planned activities and options;
- meal provision;
- clothing and equipment provided, and what learners must bring themselves;
- public health requirements, including any required vaccinations;
- accommodation options and arrangements;
- the names of staff attending.

For visits abroad, we will make sure that any organisation providing activities hold the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

11. Monitoring Arrangements

This policy is reviewed annually by the headteacher and the EVC. After each review it will be adopted by the local governing committee.

12. Links to other policies

This policy should be read alongside:

- *Health and Safety Policy*
- *Charging and Remissions Policy*
- *Behaviour and Relationships Policy*
- *Safeguarding Policy*
- *First Aid Policy*
- *Supporting Learners with Medical Needs Policy*
- *SES & Equality Objectives*
- *Accessibility Plan*

UNICEF - UNCRC

The UN Convention of the Rights of the Child sets out human rights of every person under 18 (Article 1) and applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background (Article 2). Articles directly relating to this policy are:

2 (Non-discrimination)	17 (Access to information from the media)
3 (Best interests of the child)	28 (Right to education)
12 (Respect the views of the child)	29 (Goals of education)
13 (Freedom of expression)	31 (Leisure, play and culture)

Appendix 1: Volunteer Behaviour & Code of Conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to a member of the Core Leadership Team at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- remain professional and respectful with staff and learners at all times;
- listen to and act on instructions from staff;
- dress appropriately for the trip;
- arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff;
- pay attention to potential dangers and raise concerns with staff;
- act responsibly and demonstrate good behaviour to learners;
- report any concerns about the safety or wellbeing of a learner to staff as soon as possible.

Volunteers agree **not** to:

- exchange contact details with learners unless told to by a member of staff;
- engage in physical contact with learners unless appropriate or required;
- share inappropriate personal information (i.e. personal beliefs, religious views, relationship status);
- use demeaning, offensive, abusive or insensitive language;
- smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit;
- allow themselves to be left alone with a learner unless previously agreed with staff;
- take photographs or record learners without the permission of learners and staff.

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Volunteer Signature:

Date:

Trip Leader Signature:

Date: