

Educational Visits and School Trips Policy



Scientia Academy
October 2021

LGB – to review October 2021

**Review date Annually or as
required**

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Statement of Intent

Scientia Academy:

- Understands that visits and trips can be effective ways of motivating 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 takes the health and wellbeing of our staff and pupils very 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.
- The school is responsible for the health and safety of pupils, members of staff and volunteers and aims to protect them from getting hurt while out on educational visits or school trips.

Signed by:

_____ Headteacher

Date: _____

_____ Chair of Governors

Date: _____

Review date: _____

1. Legal Framework

This policy has been created with due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc Act 1974
- HSE (2011) School Trips and Outdoor Learning Activities
- DfE (2018) Charging for School Activities
- DfE (2018) Health and Safety on Educational Visits

2. Definitions

‘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.

‘School Trip’ means any educational visit, foreign 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

‘Swimming Lessons’ means attending swimming lessons at a venue.

‘Evolve’ where all trip requests are to be made so that the educational visits co-ordinators can approve them.

3. Key Roles and Responsibilities

The Governing Body are 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 or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school’s Complaints Policy.

- 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:

- Ensure the day to day implementation and management of this policy.
- Appointing an educational visits co-ordinator.
- Ensure all aspects of this policy are effectively carried out.
- Liaising with the educational visits co-ordinators and communicating information regarding any planned trips to parents.
- Liaising with the Governing Board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits co-ordinators are competent to oversee the co-ordination of off-site education and arranging for training to be undertaken, as necessary.
- Supporting the educational visits co-ordinators in appointing designated trip leaders for each trip.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits co-ordinators, ensuring a whole school approach is adopted when planning and co-ordinating extra-curricular trips and activities.

Educational Visits Co-Ordinators are responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- 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.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Organising any relevant trip training so staff and volunteers can feel confident in conducting their duties.

- Partaking in relevant additional training to ensure they remain up to date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completing by the designated trip leader.
- Approving all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher.
- Ensuring all educational visits / trips are added on to Evolve for approval.

The Designated Trip Leader is responsible for:

- Has a duty of care to all pupil on the trip.
- 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 educational visits co-ordinators.
- Undertaking any relevant training or courses which are arranged by the educational visits co-ordinators.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits co-ordinators.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members, including the designated deputy leader for the school trip.

- Ensuring they add the educational visit / trip on to Evolve – making sure all relevant sections are completed to make it easier for the Educational Visits Co-ordinators to approve.

The School Office are responsible for:

- Inform parents of the proposed extra-curricular trip or activity 4 weeks in advance.
- Ensure the trip, along with payment request and consent is added on the School Gateway.
- Chasing up outstanding payment and parental consent that have not been given 2 weeks prior to the trip.
- Ensuring all medical needs and/or dietary requirements are shared with the Designated Trip Leader.
- Ensuring all medication that is required for pupils is given to the designated trip leader.

Staff attending the school trip or activity are responsible for:

- Adhering to this policy and apply its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities by undertaking training.
- Ensuring the safety of 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 / playing field, is kept clean and free from litter during the trip.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.
- Assisting pupils with needs during activities, e.g. escorting them to the toilets.
- Attending any relevant meetings before the trip.

Pupils are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules as set out in the School's Behaviour Policy.

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

All school trips / educational visits are added on to Evolve.

Parents will give consent / make any relevant payments on School Gateway.

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

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguarding will be considered, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. 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.

The following items should be taken on all visits:

- First Aid Kit including Emergency Asthma Inhaler
- Individual Care Plans relating to each child in the group with asthma or other medical needs.
- Prescribed medication (along with a trained member of staff to administer the medication – in line with the schools Pupils with Medical Conditions and Administration of Medicine Policy).
- Sick Bags
- Details of the coach company

- Emergency Contact Pack for emergencies for all children and adults in the party.

School Kitchen – the school kitchen will provide packed lunches as required for children receiving Universal Infant Free School Meals and Free School Meals.

5. Risk Assessment Process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.

The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

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

The designated trip leader will need to insure that any children who have long term health conditions or SEND needs that a pupil risk assessment is completed for the trip / visit that they are attending.

6. Vetting Providers

When considering external providers for activities, the educational visits co-ordinators 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 educational visits co-ordinators 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.
- Any sub-contracting arrangements in place.
- The presence of necessary licences.
- The suitability of their accommodation.

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 school's standards, they will not be considered.

7. Equal Opportunities

The school 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.

Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equal Opportunities Policy.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to disciplinary action.

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 families who cannot afford the initial fee.

8. Parental Consent

Parental consent is required for all off-site activities that take place.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.
- Swimming lessons.

Separate consent will be sought for trips which require payment, this will be done via School Gateway.

9. Staffing Ratios

There will be enough staff to cope in an emergency and generally. Our minimum staff to pupils' ratios are as follows:

- **Day Trip Visits: Nursery Children should be supervised at a level of 1:2, Reception child should be supervised at a level of 1:5, Year 1 to 3: 1:6 and Year 4 to 6: 1:15**
- **High Risk Visits: 1:8**
- **Foreign Trips: 1:8, which may include qualified centre staff where appropriate.**
- **Residential: 1:8, which may include qualified centre staff where appropriate.**

This excludes one to one pupils' support.

The staffing required to run the visit safely needs to be identified and should take the following factors into account:

- Gender, age and ability of group
- Pupils with SEND or Medical Needs
- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of journey
- Type of any accommodation
- Competence of staff, both general and on specific activities
- Requirements of the organisation / location to be visited
- Competence and behaviour of pupils
- First aid cover

10. Insurance and Licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinators 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.

Bus / Coach Hire

Trip leaders must liaise with the educational visits co-ordinators to book an operator who holds a PSV (public service vehicle) licence, appropriate to the type of vehicle and/or nature of the journey being undertaken.

Every passenger must have their own seat. All coach seats must be fitted with seat belts and it is school policy that each child will wear a seatbelt whilst travelling on a bus / coach.

The trip leader is responsible for the conduct and behaviour of the children whilst they are travelling. The school must ensure that there is enough staff to ensure the health, safety and welfare of the children whilst travelling.

Public transport can also be used including buses for local journeys, either as private hire or public use. An increase to staff / pupil ratio will be needed.

11. 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 co-operate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of the UK 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.
- The British Embassy / Consulate will be informed.
- The insurer will be notified.

The Headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher and will then be directed to the trust's media officer.

To ensure pupils are easily identifiable, they must wear a school hi vis vest. Failing this, pupils will be given a badge with the school logo on, which must always be worn.

12. Missing Person Procedure

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

Before embarking on the trip, extensive risk assessments are undertaken in accordance with section 5 of this policy. The educational visits co-ordinators 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 educational visits co-ordinators will ensure an adult is always with them and that the visit is adequately modified to suit the pupil's needs in accordance with section 13 of this policy.

Staff 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. All staff members will always be required to carry mobile phones with them.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and staff should go if they become separated from the rest of the group.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are always present.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated 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 local police or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the trip 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 group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the educational visits co-ordinators will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

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 co-ordinators to ensure similar incidents can be avoided in the future.

13. 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.

14. Finance

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

The school will act in accordance with the DfE's guidance document 'Charging for School Activities' (2018) and therefore, will only charge 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.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts. 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.

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, considering the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the Headteachers discretion as to whether a refund is given to parents. The Headteacher will consult the Governing Board on the matter, considering 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.

15. Foreign Trips

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance. 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports and visa requirements will be dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip the educational visits co-ordinators will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are always known.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

16. Evaluating Trips and Visits

Following an educational trip and/or visit, the educational visits co-ordinators will meet with any staff members present on the trip 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.

17. Monitoring and Review

The effectiveness of this policy will be monitored by the Headteacher and the Educational Visits Co-Ordinators.

The Governing Board will review this policy annually.

The scheduled review date for this policy is: October 2022.

Appendix 1 – Annual Consent Form for all Educational Visits and School Trips

Please sign and date the form below if you are happy to give consent for your child,

_____ (name of child)

- a) To take part in school trips and other activities that take place outside school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
 - All visits, including residential trips, which take place during the holidays or over a weekend.
 - Adventure activities at any time.
 - Off-site sporting fixtures outside the school day.
 - All off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
- Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form.

Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....
.....

Signed..... **Date**.....

Appendix 2 – Consent Form for Specific Educational Visits and School Trips

Educational visits consent form	
Pupil details	Visit details
Name:	Destination:
Year group:	Date:
Date of birth:	Time:
Home telephone number:	I acknowledge the need for my child to behave responsibly <input type="checkbox"/>
Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. All information will be treated in confidence.	
When did your child last have a tetanus injection?	
If your child is taking medication, please give details, including whether it can be self-administered:	
Is your child allergic to any medication? YES/NO. If yes, please specify:	
Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:	

Family doctor:		Telephone number:	
Address:			
I am happy to let my son/daughter make their own way home <input type="checkbox"/> I will collect my son/daughter at _____ from _____ <input type="checkbox"/>			

I give permission for my child to participate in the above school visit and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by the school's liability insurance, and that I can take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above.

Signed: _____ Date: _____

Parent's name in BLOCK capitals: _____ Address: _____ _____ _____ Telephone number: _____	Please give an alternative contact name and telephone number in case we cannot reach you in an emergency: Emergency contact one Name: _____ Telephone number: _____ Relationship to pupil: _____ Emergency contact two Name: _____ Telephone number: _____ Relationship to pupil: _____
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Appendix 3 – Consent Form for Specific Educational Visits and School Trips

Arrangements to check	Done	Comments
Planning and finance		
An appropriate educational visits coordinator has been appointed and they have received the required training	✓	
The trip has been arranged in line with the school's policies and procedures		
There are clear links to curriculum areas and activities are beneficial to pupils' social and academic development		
The arrangements for an overseas trip have been agreed by the Governing Board		
Where appropriate, the arrangements have been approved by the Governing Board		
Information about the trip and possible risk factors has been shared with staff members and parents		
Parental consent for each pupil has been received and permission slips documented		
Final costings have been confirmed and money collected, where necessary		

<p>A record for all financial transactions regarding the trip, including deposits, has been kept up-to-date</p>		
<p>The trip has been funded in line with the school's Charging and Remissions Policy</p>		
<p>Risk assessments for the venue, transport and activities have been undertaken</p>		<p>[A new risk assessment is not always required for the trip itself. If you have assessed the activity before, reviewing your existing risk assessment is enough.</p> <p>Reviewing your current plans or arrangements that were successful for other trips may also be appropriate; however, some trips will require a separate risk assessment, detailed planning and approval from the headteacher and governing board. You should consider the distance from school, type of activity, location and whether staff with specialist skills are required, to help you decide whether a separate risk assessment is needed.</p> <p>A competent person should conduct the risk assessment, who has the skills, status and competence needed for the job, understands the risks involved, and is familiar with the activity.]</p>

Adventure activities only - The activity has been identified and risk assessed before the trip starts and the abilities of pupils attending has been considered		
Adventure activities only - It has been checked that the activity provider has a licence		If they have a Learning Outside the Classroom (LOtC) Quality Badge, this will indicate that they have the relevant licence.
Water sports only - The need for instructors and lifeguards, particularly with regards to hotel swimming pools, has been considered		
A site visit has been undertaken to check suitability		
It has been verified that the site is accessible to all those attending the trip, including those in wheelchairs		
Transport to and from the venue has been booked in advance using a reliable service provider		
Suitable food and drink have been organised, meeting the requirements of all pupils and staff		
Food and drink supplied is in line with statutory requirements, using the school catering provider		
The need for specific provision, such as for those with SEND, has been assessed		

Any necessary provision to meet specific needs has been arranged in line with statutory guidance and the school's policies		
Pupils, parents and staff members have been made aware of any equipment or clothing that they may need		
Staffing arrangements		
It has been ensured that an appropriate staff to pupil ratio is always met, considering pupils with SEND		
The need for first aiders has been assessed and an appropriate first aider to pupil ratio is met		
Staff members are appropriately trained for undertaking the activities involved		
Arrangements for covering missed lessons and setting work have been discussed with the Headteacher and approved		
A member of staff partaking on the trip has been appointed as the emergency contact		
A senior member of staff who is on the trip has been nominated to coordinate any child protection issues		
Emergency contact arrangements have been checked and necessary phone numbers distributed to staff members		

All staff members have been made aware of any requirements or needs of those with SEND or medical conditions		
All supervisors have been made aware of their responsibilities		
Health and safety measures		
All necessary health and safety, safeguarding and child protection measures have been implemented		
A first aid kit is always easily accessible		
The first aid kit has been fully stocked prior to the trip		
The main hazards of the trip have been identified and appropriate control measures put in place to reduce these risks		
Risk assessments have been obtained from the venue		<p>You should check whether the venue has appropriate safety standards and liability insurance.</p> <p>Check whether the provider holds the LOtC Quality Badge or a similar local accreditation. If the provider does not hold the badge, you should ensure they are an appropriate organisation to use. This could include checking their risk assessments, control measures or staff competence. A full list of the</p>

		areas to consider checking are outlined in section 3 of the DfE's guidance here .
An agreement has been created between the school and the provider which outlines what everyone is responsible for		
A class list and emergency contact numbers have been distributed to each member of staff on the school trip		
At least one staff member for each group has a charged phone with them which can be used in the event of an emergency		
The weather forecast has been assessed and conditions have been considered		
Supervisors have been informed to conduct frequent head counts at appropriate times, such as when arriving at and leaving areas		
All staff members have been made aware of the appropriate reporting procedure to follow in the event of an accident		
The security arrangements of the venue have been verified as appropriate		
Each pupil has been supplied with a school contact card		
Medical arrangements		
The trip lead has a record of relevant medical information for all those attending the trip, including staff members		

A sufficient number of supervisors are trained in first aid		
Any potential health hazards associated with the site have been identified and all staff members have been made aware of them		
Appropriate arrangements for those with medical conditions are in place, such as carrying extra snacks for pupils with low blood sugar		
The school's Pupils with Medical Conditions and Administration of Medication Policy is always followed		
Pupils' parents have given any medication or inhalers to the relevant supervisor and these are clearly labelled with instructions		

Residential visits

The trip lead has verified that the overnight accommodation complies with all health and safety requirements

Parents have been previously supplied with a checklist of the equipment, clothing and footwear needed for the trip

A rota for supervisors has been arranged, ensuring that there is always at least one adult on duty who is available for pupils to contact at any time

All adults on residential trips have undergone the necessary safeguarding checks and have been made aware of child protection procedures

Every effort has been made to ensure that, wherever possible, a member of staff of the same sex will be within reasonable proximity of the pupil's sleeping accommodation

A point of contact at the school has been established and parents informed of this

Travel and transport

The trip lead has collated the necessary documentation for all staff and pupils, including passports, plane tickets and visas

Insurance

The trip lead has confirmed that the school's insurance arrangements adequately cover the trip and the activities involved		
The trip has been planned in accordance with the school's insurance policy and subsequent insurance arrangements		
Study materials		
The programme of activities has been confirmed		
Any adjustments to the programme of activities have been made, such as for pupils with SEND and medical conditions		
Relevant work and resources have been prepared		
There are clear aims and objectives of the trip		
An alternative programme of activities has been arranged in case the original programme needs to be abandoned for any reason		
Pupils have been allocated an appropriate amount of 'down-time'		
Pupils have been reminded of the expected standards of conduct and behaviour		
Emergency procedures		
All staff members have been made aware of relevant emergency procedures, including evacuation and lockdown procedures		

Staff members are aware of the specific emergency procedures at the venue		
All staff members are aware of the exit points at the venue		
The trip lead is aware of who to report to in the event of a critical incident		
Trip evaluation		
There is a process in place for evaluating all trips once they have concluded from the planning through to visit itself		
A record is kept of any incidents, accidents and near misses		

Pre-Visit Excursion Report

VENUE:

Date of Trip

Brief Description:

Description of Route:

Points of Interest:

Include opening hours, resource person, telephone number, etc

Places for Lunch:

Toilet Facilities:

Specific Problems and Possible Danger Areas:	
General Comments and Evaluation:	
Plan B – The Backup Plan	
New Activity / Plan	

Prior to departure	<ul style="list-style-type: none"> • Parental/carer knowledge of venue • Students left behind at school • School unaware of those involved 	<ul style="list-style-type: none"> • Parents/carers unaware of details such as venue and collection and dispersal points • Students faced with difficult choices to make • School unaware of pupils & staff involved 	<p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> • Publicize details (including estimated time of return) • Procedure in place for late alteration of details • Register taken before departure • Take a list of students on the trip • Copy of register left as agreed with senior staff 	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> • Check with students that parents are fully aware of details • Inform school of any changes
The journey to and from venue	<ul style="list-style-type: none"> • The vehicle / other road users • Driver fatigue 	<ul style="list-style-type: none"> • Road traffic accident leading to minor or severe injury / death • Falling asleep whilst driving 	<p>M</p> <p>H</p>	<ul style="list-style-type: none"> • Competent drivers used • Students not to distract the driver • Speed limits always adhered to • Route is planned in advance • All drivers should know the route • Avoid driving in convoy • Regular breaks or two drivers used for longer journeys 	<p>L</p> <p>L</p>	<ul style="list-style-type: none"> • Travelling in convoy is not recommended as it can divert a driver's attention. • Careful consideration should be given to journeys taking place

	<ul style="list-style-type: none"> • Body fluids • Students standing up or moving around when vehicle is moving • Students opening doors when vehicle is moving • Students opening windows and throwing object out of vehicle 	<ul style="list-style-type: none"> • Infection through contact with blood, vomit, urine or faeces • Minor injury risk from falling over • Severe injury risk through falling through open doors • Risk of injury to pedestrians or other road users 	<p>M</p> <p>M</p> <p>H</p> <p>H</p>	<ul style="list-style-type: none"> • Plan route to allow enough breaks for toilet facilities • Contingency plans to be in place to deal with travel sickness • Seat belt are always fitted and worn whilst vehicle is moving • Students instructed to stay in seats until directed to move • Where fitted, child-lock devices should be activated • Window restrictors used • This instruction given as part of the code of conduct • Instruction given not to open windows without permission 	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>after a day's work</p>
<p>Arrival at the venue</p>	<ul style="list-style-type: none"> • Students disembarking in an exposed or potentially dangerous situation 	<ul style="list-style-type: none"> • Risk of injury from other vehicles on roadside or in car park 	<p>M</p>	<ul style="list-style-type: none"> • Adult to disembark first to direct pupils to an assembly point • The same procedures should apply when 	<p>L</p>	

				preparing to leave the venue <ul style="list-style-type: none"> • Driver to establish a safe assembly point whilst securing bus 		
Departing venue	<ul style="list-style-type: none"> • Students left behind 		M	<ul style="list-style-type: none"> • Registration and head count before departure • Repeat head count just prior to moving off 	L	