

Educational Visits and School Trips Policy

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Governor Committee: Resources

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Policy Review

This policy will be reviewed in full by the Governing Body no less than annually.

The policy was last reviewed and agreed by the Governing Body on 31/03/2022
It is due for review in 24 months from the above date.

Signature _____

Date _____

Head Teacher

Signature _____

Date _____

Chair of Governors

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Statement of intent

Hitchin Boys School understands that visits and trips can be effective ways of motivating students, and they can often offer unique educational experiences. The school aims to ensure that students 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 students very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for students and staff members while out on educational visits and school trips.

Hitchin Boys' School, as the employer, is responsible for the health and safety of students, members of staff and volunteers and aims to protect them from getting hurt while out on educational visits or school trips.

1. Legal framework

This policy has 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
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behavioural Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus Policy
- Equal Opportunities Policy
- DBS Policy

2. Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the students in place of a parent.

'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes students 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

3. Key roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.

- Ensuring educational trips and visits positively impact on students' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of students when partaking in extra-curricular trips and activities.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the Local Authority as necessary to ensure the correct appointment is made.
- Liaising with the educational visits coordinator 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 coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Supporting the educational visits coordinator in appointing designated trip leaders for each trip.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- 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.

The educational visits coordinator has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- 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 completion 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, by organising training for staff and volunteers.
- Ensure staff accompanying residential visits must be in the employment of Hitchin Boys School. For any unforeseen / special dispensatory circumstances, written authorisation from the Headteacher is required.
- In accordance with GDPR guidance ensuring at the end of the trip the designated trip leader returns all confidential paperwork. Should any such paperwork be mislaid while on a trip the designated trip leader should seek advice from the GDPR Co-ordinator

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all students on the trip. They are also responsible for:

- 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 headteacher.
- Undertaking any relevant training or courses which are arranged by the educational visit coordinator.
- Conducting an EVOLVE risk assessment prior to residential school trips and educational visits to ensure student and staff safety
- For all trips ensure the SPT1 request form is completed and authorised by the educational visit's coordinator. (**Appendix 1**). A residential trip will not be entered into the calendar until a request form has been signed off by the EVC
- Completing the Hitchin Boys School SPT2 income and expenditure form (**Appendix 2**)
- For day trips carry out a risk assessment and complete risk assessment document OV4 (**Appendix 3**) and submit to the EVC for checking and signing off.
- Individual consent form OV7A (**Appendix 4**) will be obtained where students are taken on a trip or visit that involves an overnight stay or overseas visit.
- Creating an itinerary prior to an educational visit or school trip and distributing it to students, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity **six weeks** in advance.
- Distributing permission slips to parents **six weeks** prior to the trip and chasing up any permission slips that have not been returned **two weeks** prior to the trip.
- 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, on the school trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

The designated deputy leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for:

- Supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying 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 the students 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 and playing field, is kept clean and free from litter during the trip.

Volunteers and/or carers on day trips are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Participating in any relevant checks before the trip in line with the DBS Policy.
- Reading and understanding relevant policies, such as the Behavioural Policy, to enforce the student Code of Conduct while on the school trip.
- Ensuring they are competent and comfortable with their delegated responsibilities by partaking in relevant training.
- Supervising and ensuring the safety of students by following the procedures outlined by the designated trip leader.
- Attending any relevant meetings or induction evenings before the trip.

students must be on roll at Hitchin Boys School 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 set out in the school's Behavioural Policy with regards to this 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'

See **Appendix 5** for a useful summary of procedures

See **Appendix 6** for detailed checklists to assist with the planning of day or residential trips

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure student 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 lifeguards 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 students 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 students.

Allocation of places depends on the nature of the trip. Where an extra-curricular trip has reached the deadline for applications and is over-subscribed, the following procedure will be followed:

- a place will be offered to any student who has applied for, but has never been offered a place on an extra-curricular trip because it was over-subscribed;
- any student who has been excluded from school (internally or externally) during the past twelve months will be removed;
- Year leaders may remove any student whose behaviour has become a cause for concern because of either significant or persistent defiance towards staff or disruption in lessons;
- the names of the remaining students will be placed into a ballot and drawn out at random until the maximum number of places on the trip is reached. Those students who are unsuccessful in the ballot will be offered a place on the trip reserve list. If the trip numbers exceed the maximum capacity of students, a draw will be made and this will be clearly communicated to parents in a letter home.

In certain circumstances, the school needs to ensure that the party is appropriate to the visit – for example, on ski trips we need groups of an appropriate size with differing abilities, and sports trips where specific team membership is essential

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. Risks are expected to be reduced to an *acceptable* or *tolerable* level, and not necessarily eliminated.

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

Due to the complex nature of off-site visits, conventional 'risk assessment' as a stand-alone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and management into account. This can be achieved effectively through a combination of the 'EVOLVE' visit form itself, and where appropriate, any event specific notes or attachments.

6. Vetting providers

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

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 students when organising a trip. The extra-curricular trips and activities offered to students 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, where a trip is oversubscribed the school will hold a random draw. Any individual, staff or otherwise, shown to be taking preference over one student or a group of students will be subject to formal disciplinary action.

Where possible, students 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 students who cannot afford the initial fee.

8. Safe use of minibuses and seatbelts

The health and safety officer are responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax. The use of minibuses will be organised in accordance with the Minibus Policy.

The driver will have a current driving licence, be aged 21 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy.

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs. The minibus will carry strictly one person per seat and seatbelts must be worn at all times. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school. The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus:

9. Parental consent

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent is required for:

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

If preferable and appropriate, parents may complete an annual consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays. Separate consent will be sought for trips which require payment. **(Appendix 4)**

10. Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to student ratios is as follows:

- Abroad: 1:10
- High risk: 1:8
- Day trip visits: 1:15

11. Insurance and licensing

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

12. 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 cooperate fully with local emergency services and understand that any injury or death of a member of staff or student outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the headteacher who will contact the family of the injured person.
- students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The headteacher or delegate will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or Chair of Trustees.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of students and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. students and staff are

informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

Current threat of terrorist attacks

The current global situation means that the possibilities of being close to, or caught up in, a terrorist attack is a risk faced by us all. Like all risks this needs to be kept in perspective and managed in a thoughtful and proportionate way. To provide some perspective - the UK government identifies five levels of threat from 'low' to 'critical'. Since 2006, when this level was first published, it has never been below 'substantial' – the middle level.

The understandable anxiety of parents, teachers, children and young people are particularly heightened following an incident. As part of the response to staying vigilant and carrying on as normal, it is important to decide about each visit on its merit.

The following guidance for visit planning explains how we may reduce our vulnerability while carrying on as normally as possible. When planning any visit consider the likelihood of the destination, venue or transport hubs being at risk of a terrorist attack.

In the UK, it is recommended to know the current threat level (available at: <https://www.mi5.gov.uk/threat-levels>.) When travelling abroad check the FCO website: <https://www.fco.gov.uk> in the early stages of visit planning, at regular intervals and immediately prior to leaving.

Planning Considerations:

- Consider the threat of terrorism as part of visit risk management and include it within visit emergency plans.
- When visiting crowded places such as a major city, iconic venue or event, where the risk of attack may be greater, consider:

Possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter.

- i. How to minimise waiting time at busy venues. Where to wait and gather for head counts.
- ii. How to minimise queuing times (such as not carrying unnecessary items) to speed up search and entry
- iii. Are staff phones charged and numbers shared?
- iv. Do all leaders have all group information? Will they be spaced apart?
- v. A contact card for all participants giving a number to call if separated from the group, and the name and telephone number of the establishment?
- vi. How you would get away in an emergency, bearing in mind that the direct route and planned transport might no longer be an option. Are you aware of alternatives and can you access emergency funds to pay for them?
- vii. Do you need to leave the site immediately with the crowd at the end of the visit event?

- viii. The possibility of an enforced overnight stay and what this might entail – for example do you need a reserve of any critical medication?
- ix. How the visit leadership team might manage an enforced group split.

During the visit:

- x. Be vigilant and aware of your surroundings – know where the exits are and where you would run to
- xi. Be aware of the possibility of suspicious items.
- xii. When staying at any place for more than 30 minutes, identify emergency meeting points in case the group is forced to move and becomes split.
- xiii. Avoid congregating too long around entrances to major public sites.
- xiv. At ports and airports don't linger unnecessarily on the public side of security screening.
- xv. Be aware of the 'Stay Safe' principles: 'Run, Hide, Tell' and know what to expect if you encounter armed response officers • The experience of the National Counter-Terrorism Security Office is that **decisive leadership is key.**
- xvi. The website of the National Counter-Terrorism Security Office:
<https://www.gov.uk/government/organisations/national-counter-terrorismsecurity-office>.

13. Missing person procedure

The school places student 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 coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a student with SEND, the educational visits coordinator will ensure an adult is with them at all times and that the visit is adequately modified to suit the student's needs in accordance with [section 14](#) of this policy.

Everyone 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 and students will be required to carry mobile phones with them at all times. If a student doesn't own a mobile phone, they will be paired up with a student who has a mobile phone.

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

Regular head counts of all students and staff will take place throughout the day to ensure all persons are present at all times.

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 students 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 coordinator 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 coordinator to ensure similar incidents can be avoided in the future.

14. Students with SEND

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

Where this is not possible, an alternative activity of equal educational value will be arranged for all students. Students with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

15. 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 student is being prepared for at the school.
- Part of religious education.

However, the school is entitled to make a charge to cover board and lodgings on residential trips that are linked to the curriculum. As per the 2018 DfE guidance, the school may also seek voluntary contributions in order to fund these trips. No student would be excluded from an activity simply because his or her parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it may be cancelled.

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 student cancels their place on the trip.

We are only able to offer financial assistance with compulsory school educational visits. Assistance is available for families with very low incomes. Those families in need of financial assistance are directed to write in confidence to the School Business Manager in the first instance

Very occasionally the school may have to curtail or cancel a trip, for example due to extreme weather conditions making travel impossible. The specific trip travel insurance covers cancellation due to circumstances beyond our control, so if for example, the Foreign Office advice is against travel to a chosen destination, we'd be able to claim the majority of the costs of the trip to refund to parents. All trips however will carry a small administration charge in this eventuality.

In the event that a student cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher may consult the governing board on the matter, taking into account the student's reasons for cancelling their place, whether the school will be reimbursed for the student's place on the trip, and whether the space on the trip can be offered to someone else. This decision will also hinge upon travel company terms and conditions, what funds are possible to recover and under what circumstances either travel company insurance or the DfE's Risk Protection Arrangement will cover losses. Note that 'disinclination to travel' is almost never covered by insurance, so voluntary cancellation may result in loss of deposit or all monies paid, depending upon timing of the cancellation and the terms that the travel operators impose.

The school will take a common-sense approach to refunds and cancellations, ensuring that all students are treated equally. Any charge made in respect of students will not exceed the actual cost of providing the trip divided equally by the number of students participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than **£1** per student. Any

excess of expenditure will be subsidised by the school fund, unless travel arrangements alter significantly or authorities impose restrictions where additional costs are necessary (e.g. Covid testing requirements)

16. 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 students 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 visit coordinator 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 students 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.

students 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.

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 students are known at all times.

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 students 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.

17. Evaluating trips and visits

Following a residential educational trip, the designated trip leader is required to fill in the trip review form OV11 (**Appendix 7**) within 14 days and attach to the online EVOLVE system 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.

18. Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy **annually**.

Planning and conducting educational visits and school trips during the coronavirus (COVID-19) pandemic

Statement of intent

The school aims to act in accordance with the Educational Visits and School Trips Policy set out above as much as possible; however, we understand the necessity for additional considerations and protocols during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions the school will take during this time to ensure school trips are conducted in line with compulsory health and safety regulations. The appendix covers pre-trip planning procedures as well as actions to carry out when off the school site during the school trip.

1. Planning a school trip with control measures

School trips will be planned in relation to the most up-to-date government guidance, and continuously reviewed to ensure the proposed school trip is compliant with all relevant restrictions. The school will also have a contingency plan in place to mitigate the disruption caused to planned trips by any possible changes to government guidance. Any changes to proposed plans for school trips will be communicated to parents, students and staff as soon as possible.

The designated trip leader will conduct a comprehensive Coronavirus (COVID-19): School Trip Risk Assessment that considers specific coronavirus-related control measures to ensure the trip is safe to proceed. An individual risk assessment will be conducted for each individual school trip to account for the necessary covid-secure measures which may differ from trip to trip. The educational visits coordinator will approve each specific individual risk assessment to ensure the proposed trip is safe to conduct.

The number of attendees and size of the group travelling off site will be considered by the educational visits coordinator to ensure it is appropriate and compliant with health and safety measures.

The school ensures that the trip destination's infection control measures and social distancing rules are communicated to students who are attending the trip in advanced. Staff will be informed of the control measures before the students so they can enforce the rules at all times. All participants on the trip will adhere to the Coronavirus (COVID-19): School Trip Risk Assessment in order to enforce adequate and practical measures to protect the health and safety of both staff, students and the general public.

Students are expected to participate in any infection control and social distancing measures deemed necessary, e.g. wearing a mask off the school site. Students whose behaviour is purposefully contrary to the outline infection control measures will be disciplined in line with the Behavioural Policy.

Parents will be informed of arrival and departure procedures for the school trip in advance to avoid congestion when dropping off and collecting their children from school. Parents will be made aware of safety control measures and assured that the trip is safe to go ahead.

2. Vetting providers

The designated trip leader will ensure that the school trip provider and/or destination is compliant with the relevant government guidance regarding social distancing measures and procedures.

The designated trip leader will ensure the travel company providing transportation for the school trip is compliant with the relevant government guidance. The school will maintain ongoing contact with the school trip provider and/or destination to keep up to date with any additional information.

The school will also ensure the school trip provider has conducted a risk assessment which makes specific consideration for coronavirus restrictions. When considering external providers for activities, the educational visits coordinator will check whether the destination is able to host students adequately and safely.

3. Foreign trips

The school will only carry out trips overseas in line with guidance from the Department of Education and the FCDO guidance for the destination country (<https://www.gov.uk/foreign-travel-advice>).

Note that entry requirements for countries are subject to change at very short notice. This may impact the viability of trips that have already been scheduled (e.g. the imposition of vaccination, testing or quarantine requirements.) The school will try to work with travel providers to manage the impact of these changes, but parents and students will need to appreciate that there may be changes or cancellations that are unavoidable if national governments change entry rules. Although technical entry into a country may be possible, the school may have no option but to defer or cancel if entry requirements make a trip unviable or would materially affect the itinerary of the trip (e.g. a mandatory quarantine or self-isolation period at the start of a trip.)

4. Insurance and refunds

Before booking any trips, the school will enquire as to what the trip provider's refund policy is.

Parents will be notified of any refund procedures before payments are made and in the event of a cancellation will be refunded as per the outlined agreement.

5. Monitoring and review

The headteacher is responsible for continually monitoring PHE and DfE updates and updating this appendix in line with any changes to government guidance. Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.

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