



# Educational Trips & Visits Policy

<b>Policy title:</b>	Educational Trips and Visits Policy
<b>Function:</b>	For information and guidance about Educational Trips and Visits. This document forms part of the portfolio of policies designed to inform students and parents.
<b>Status:</b>	Approved
<b>Statutory Guidance</b>	DfE Charging for School activities (May 2018) DfE Health and safety on Educational Visits (Nov 2018) Educational Visits policy – School Improvement Liverpool (Sept 2024)
<b>Audience:</b>	Students, Parents, Staff, Leaders, Trustees, Local authority, General public
<b>Ownership:</b>	Trustees/Headteacher/Deputy Headteacher (CTLA)
<b>Last reviewed:</b>	September 2024
<b>Reviewed by:</b>	Deputy Headteacher
<b>Next review:</b>	Every Year – September 2025 Or when any significant advice given by the LA or a major incident on a trip

# Contents

<b>Aims and objectives</b>	<b>3/4</b>
<b>Roles and responsibilities</b>	<b>4</b>
<b>Procedures and practices</b>	<b>4</b>
General principles	4
Finance	6
Health and Safety	6
<b>Monitoring, review and evaluation</b>	<b>8</b>
<b>Annex</b>	
Annex A: Guidance: Adult to Student Ratio	9
Annex B: Trip register of interest form (Part A)	10
Annex C: Trip staff approval form (Part B)	12
Annex D: Trips evaluation Form (Part C)	15

# Aims and objectives

At the Blue Coat School our vision is simple. All that we do is focused on developing exceptionally well-rounded individuals with the skills to thrive and positively contribute in a rapidly changing society.

This is underpinned by our unrelenting focus on:

## Inspiring excellence

Excellence is not something that is simply achieved. It is something that we always strive for so that we can continually create opportunity and enhance the life chances of talented young people from broad and diverse backgrounds. The best is not, however, always the easiest. Our staff and learners will be resilient, and able to overcome barriers and challenges to ensure that potential is unlocked.

## Shaping character

Our learners leave us not just knowing how to do things, but how to do things in the right way for the right reasons. That is why humility and integrity are the key pillars of our community, and the basis for how we treat one another. They ensure we have a culture where individuals are treated with care and compassionate respectfulness.

## Forging futures

Every member of our community will leave us embracing their strengths and with ambition and aspiration as to how they can contribute positively to the modern world they are entering. Our students will become the leaders of tomorrow.

By extension, our values, approach and ethos are embodied in, and implemented through, our policies and procedures. They are the framework to support all that we do and achieve.

# Aims and objectives

- 1 This policy sets out The Blue Coat School's Educational Trips and Visits arrangements which includes consideration of statutory guidance and the guidance that is available from the Local Education Authority.
- 2 The policy will support the School's commitment to:
  - offer a wide and stimulating programme of visits, trips and activities in the UK and overseas
  - encourage visits and work outside the classroom which enhance the curriculum
  - ensure students can enjoy residential outdoor pursuits experiences during their schooling in a safe and healthy manner
  - provide effective guidance for staff planning a trip
  - inclusivity to enable all students to have the same opportunities irrespective of their individual needs.
- 3 Through this policy, the School seeks to enhance the character, learning, skills and experiences of its students and sustain strong relationships within the School across and between students and staff.

# Roles and responsibilities

- 4 The trustees will ensure that this policy meets current statutory requirements and is reviewed annually.
- 5 The Headteacher will ensure that the procedures, practices and arrangements set out in this policy are adhered to.
- 6 The Educational Visits Coordinator (EVC) will liaise with the leaders of trips and visits to ensure that all procedures, practices and arrangements necessary for the implementation, safety and completion of the trip have taken place.

# Procedures and practices

## General principles

- 7 Educational trips and visits do much to enrich the experience of our students and so it is essential that the trip leader has a clear rationale for:
  - the purpose of the visit and how it deepens the curriculum experience
  - the appropriateness of the activities on the trip for the participating students
  - how efficient and effective it is as a means of providing the curriculum experience
  - value for money
  - the skills, experience and qualifications they will need to lead the trip appropriately
  - the use of a reliable Tour Operator where appropriate – If not, then the trip leader will assume the responsibilities of the Tour Operator, including the repatriation of the group and any additional accommodation and care should an extended stay be required.

- appropriate parental consent for the students and their activities.

- 8 Trip leaders will have the whole responsibility for the trip. At the planning stage the trip leader to meet with the EVC to discuss the proposed trip, the rationale behind the trip and any risks associated with the trip. Insurance cover to be researched at this stage and also presented to the EVC including cover for cancellation.
- 9 It is the responsibility of the trip leader to check the reputability of the provider. Organisations must hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, a Provider Form must be completed by the organisation to confirm that appropriate insurances are in place. The trip leader should ensure the provider completes this – some popular destinations already have Provider Forms uploaded onto EVOLVE.
- 10 All trips are to be considered and approved by the Senior Leadership Team (SLT) at the next available meeting, before expressions of interest are sought by forwarding a Trip Register of Interest Form (Annex B) to the EVC.
- 11 The Trip is open to all School staff. A staffing list, comprising of staff, associates and volunteers who must all have up to date enhanced DBS checks, must be submitted at the earliest possible opportunity to the EVC using the Staff Approval Form (Annex C). This will be discussed at the next available SLT meeting. SLT will determine and agree the final staff attendees. Where a curriculum essential visit is offered within a curriculum area, it will be staffed as appropriate by members of staff within that department. Where an educational visit has a cross-curricular element, a member of staff from the relevant departments may attend. Additional places will be open to all School staff.

The following factors will be taken into consideration when determining the staffing of a trip:

- Adult:student ratio (Annexe A)
  - impact on cover requirements
  - impact of students in school
  - relevant experience, qualifications and expertise
  - the need for a qualified first aider
  - previous attendance on school trips
  - be able to participate in all activities planned for the trip e.g., skiing, swimming, ice-skating
- 12 The trip leader must upload all details of the trip onto Evolve within 40 days of the trip departure date, to enable the EVC, HT and LA to review all aspects of the trip. This includes all risk assessments. Information not uploaded within 40 days risks the trip not being given LA approval to take place.
  - 13 Allocation of free places can only be offered to staff, or other appropriate adults who have been approved by SLT to attend the trip.
  - 14 Staff who do not normally work on the day(s) of a trip during the working week of term time will be remunerated either:
    - at their daily rate of pay should their presence be deemed essential by SLT
    - at an associate staff pay rate should their presence not be deemed essential by SLT.

## Finance

- 15 The Blue Coat School will strictly adhere to national guidance when making decisions about charges for activities during and outside school hours. This policy should be read in line with the School's Charging and Remissions Policy.
- 16 No trip is to be booked and no monies paid to the provider until all insurance related documentation has been received in advance.
- 17 Trips that are paid for either wholly or in part by contribution from the students will have an account sheet that is drawn up by the trip leader which will include:
  - information outlining the cost of the trip and a payment schedule that will meet these costs
  - a clear indication of all payments and the extent to which they are refundable, including in the case of cancellation for any reason or circumstance. This information to be included within the initial letter to parents.
- 18 All trips taken by The Blue Coat School should be financially viable and in particular:
  - a trip in deficit will only be allowed to continue with specific approval by the Headteacher
  - a trip in surplus will be managed in such a way that money is repaid to all students in a fair and equitable way.
- 19 It is the responsibility of the trip leader to produce and submit a clear and final balance sheet to the Finance Manager via the EVC that includes:
  - total income with an indication of how it was generated
  - total expenditure supported by invoices and receipts.
- 20 Where possible, The Blue Coat School, will consider financial support for eligible students who may not be able to afford trip payments and are deemed to be at an educational disadvantage should they be able to unable to attend.
- 21 The Blue Coat School will not charge any students for transportation when:
  - the School has arranged for the students to be educated off-site
  - a visit is necessary for students to meet their examination requirements
  - it relates to a term time educational visit that is mandatory part of the curriculum.
- 22 The trip leader will inform students where a trip does not include a meal package and it is necessary for students to either pay for their food or bring food prepared from elsewhere.
- 23 The Headteacher has the right to withdraw students from any trip should they be in breach of the School's Behaviour and Discipline policy, in such cases any monies will be refunded wherever possible.

## Health and Safety

- 24 A provisional risk assessment to be submitted to the EVC at the planning stage of the trip. Final completed risk assessments must be submitted to the EVC and uploaded onto EVOLVE at least:

- 40 days prior to the trip departure date
  - risk assessment from the venue and/or provider to be obtained and reviewed in advance within the timescales above
  - trip leader to ensure that only reputable transport companies are used
  - individual risk assessments and any reasonable adjustments must be considered and discussed with the SENCO well in advance to ensure the safety and attendance of students on the trip
  - all risk assessments must be shared with all staff, associates and volunteers attending the trip
  - all risk assessments are to be continually reviewed during the trip. Any revision to the risk assessment during the trip must be communicated to the EVC and SLT emergency contact.
- 25 Trips that involve high risk activities must have appropriately qualified instructors to lead the activity.
- 26 The trip leader must have all the necessary student documentation and medical information available to them during the trip and will take appropriate steps to ensure all current safeguarding requirements and guidance are adhered to. For an overseas visit, to ensure that all passports and GHIC health cards are valid and all non-British citizens have visa entitlements to re-renter the UK. Current Government guidance must be checked and adhered to prior to the departure of the trip with any relevant and necessary actions addressed in advance.
- 27 The trip leader must ensure that there is an emergency plan and a copy of this forwarded to the EVC. An Assistant trip leader is to be identified and they have full information of the trip including involvement in the planning stage and preparation of risk assessments. Generally, emergency planning will be defined as planning for serious and unexpected risk, serious and life-threatening injury, individuals going missing and a serious breach of safeguarding expectations.
- 28 The trip leader should collect a First Aid Kit and school mobile telephone prior to departure. If a member of staff accompanying the trip administers medicine it must be recorded. For any student who is self-administering medicine, the trip leader must ensure a checking system is in place. All incidents and accidents must be recorded and reported when the trip returns.
- 29 The trip leader must advise students of any necessary clothing or other items that are essential for their safety on the trip.
- 30 All trips will be assigned two emergency SLT contacts, who will be contacted regularly throughout the trip.
- 31 The trip leader together with SLT will determine the continued attendance of a student on a trip should their behaviour fall below that which is acceptable as stated in the School's Behaviour policy. Trip leaders in liaison with SLT may take appropriate steps remove a student from a trip where necessary. In the most extreme cases, a student may have to be repatriated back home, at the expense of their parents.
- 32 The School insurance policy will cover most out of school activities. It is the responsibility of the trip leader to discuss this aspect with the EVC to decide whether additional insurance cover is

required at the initial planning stage of the trip. All declared medical conditions of all attendees on the trip is to be disclosed to the insurance company prior to the departure of the trip.

- 33 A staff member who is fluent in the language of the visiting country to attend the trip unless there are the services of a tour operator/guide.
- 34 The School will adhere to any public health guidance that applies to current legislation and will take actions to address these appropriately.

## **Monitoring, review and evaluation**

- 35 The trip leader has the responsibility of evaluating the trip upon its return using the Trip Evaluation Form (Annex D) and forward to the EVC.
- 36 Record keeping to be kept following the school's information policy. RIDDOR accidents must be kept until the student reaches age 25, or for 7 years following the incident in the case of an adult.
- 37 The Headteacher will liaise with the EVC who will manage the monitoring and evaluation of all trips, so that the School may make well informed decisions about future proposals.

## Annexe A – Guidance: Adult to Student ratio

The table below offers more detailed guidance which applies where the Group Leader and Supervisors are experienced and competent and should be used as a starting point when considering ratios:

Activity	Recommended Ratios	Notes
<b>Local Visits</b> Visits in the local area close to support at school  <b>Day Visits</b> More than 60 miles or 1 hour from school (minimum of two supervisors required)	Years 7-13     1:15 (one supervisor per activity or supervision group)  (minimum of two supervisors required except under exceptional circumstances)	A minimum of one qualified and competent group lead is needed for every group or class; they must be supported by other responsibility adults.  Please note minimum ratios are not recommended but small working groups of 6-12 remain the target.
<b>Residential Visits, UK or abroad</b> (minimum of three supervisors recommended, any less needs a thorough risk assessment and emergency management plan)	Years 7-13     1:10 (one supervisor per activity or supervision group, these do not include any centre residential staff)	Supervisors should reflect the gender of the group wherever possible.
<b>Open Country</b> Working by water or away from a road or building	Years 7-13     1:12 (one supervisor per activity or supervision group, these do not include any centre staff)	Overall group sizes above 20 are not recommended at any one location at a time (supervision and sustainability issues). Similarly, large groups should not be moving together on convoy. The number of qualified leads will depend on the risk assessment.

A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

**Staffing:** who is needed/available? The plan must work within the limits of available numbers, abilities and experience.

**Activities to be undertaken:** what do you want the group to do and what is possible?

**Group characteristics:** prior experience, abilities, behaviour and maturity, any specific or medical/dietary needs.

**Environment:** indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.

**Distance:** how far are you away from school or emergency support?

# Annex B: Trip Register of interest Form

Before completing Part A, please read the School's policy on Educational Trips and Visits. The purpose of this form is to seek SLT agreement in principle. If approved, a letter to parents may be drafted and forwarded to the EVC.

TRIP ORGANISER: \_\_\_\_\_ TITLE OF TRIP: \_\_\_\_\_

## Purpose of the visit and specific educational objectives:

Curriculum essential	Curriculum enhancement	Student enrichment	Student experience/ enjoyment
What are the intended curriculum outcomes / Aims and objectives / Learning objectives / Educational objectives			

## Details:

Destination:	Number of students:  Please list names if known:	Year groups:
Date and time of departure:	Date and time of return:	Transport arrangements:
Provider:	Accommodation:	Cost of trip: *  Funding required or will parents cover entire cost?
Proposed staff:	How will students be chosen if trip oversubscribed? <i>Eg: random selection, year groups</i>	
Programme of activities (including any hazardous activities):		
Details of risks associated with the trip / First aid provision:		
Insurance cover provided:		

*I confirm a full Risk Assessment will be prepared and forwarded to the Educational Visits Coordinator at the earliest opportunity and at least 40 days before the event commences. I confirm I will upload all details of the trip onto EVOLVE as outlined in the school's educational visits and trips policy at least 40 days prior to the departure date.*

Signed by Organiser: \_\_\_\_\_ Date: \_\_\_\_\_

*I agree that the trip / event should go ahead and I will support the event in the event of the Trip Organiser being unable to organise it.*

Signed by Curriculum Team Leader: \_\_\_\_\_ Date: \_\_\_\_\_

SLT decision:	<b>APPROVED / NOT APPROVED for Trip letter / Register of interest to Parents</b>
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**Feedback prompts from SLT:**

- |                 |                           |
|-----------------|---------------------------|
| Cost to Parents | Student lesson disruption |
| Cost to School* | Staff lesson disruption   |

<p>* Note: with the exception of curriculum essential trips, all trips and visits must be cost-neutral from the perspective of the School.</p>
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# Annex C – Staff Approval Form

TRIP LEADER: \_\_\_\_\_

Title of Trip: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

## Staffing:

Please list the proposed members of staff to accompany the students on the trip. Please take into account the adult:student ratio, the disruption to lessons and the departments affected. Bear in mind that associates/support staff are able to accompany students on trips but their roles may affect their availability. In the first instance please approach the Line Manager before approaching the member of staff directly. Please obtain approval and signature of Line Manager to each member of staff. SLT reserve the right to change staffing and have the right of veto. Staffing to be approved prior to the bookings of any travel tickets.

Ratio – day trip 1:15, residential trip 1:10

Staff Name	Line Manager approval (signature)	Cover Implications
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

I confirm I have read and understood the Educational Trips and Visits Policy and that all necessary procedures are in place.

Signed by Trip Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by SLT: \_\_\_\_\_

## Feedback prompts from SLT:

Staff lesson, student disruption / Further comments:

## Annex D: Trip evaluation form

This form is to be completed by the Trip Leader and returned to the Educational Visits Coordinator.

<b>Trip Leader:</b>			
<b>Number in Group:</b>	Boys:	Girls:	Supervisors:
<b>Date(s) of Visit:</b>			
<b>Purpose of Visit:</b>			
<b>Venue:</b>			

Please comment on the following:

<b>Evaluation Point</b>	<b>Rating out of 10</b>	<b>Comment</b>
Venue:		
Travel arrangements:		
Content of education programme provided:		
Instruction:		
Equipment:		
Suitability of environment:		
Accommodation:		

Food:		
Evening activities:		
Provider / Courier / Representative:		
Were aims and objectives of the trip achieved and how were they achieved:		
Value for money:		
Overall, how did you rate the trip:		
Would you offer this trip again:  Yes / No  If no – why?		

Details of any injury / damage / loss of personal items etc:

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Other comments and evaluation:

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Any other information to be considered when planning for this trip in the future:

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_