



**FLANDERWELL PRIMARY SCHOOL**

# Educational Visits and School Trips Policy 2017/18

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**Associated guidance (including risk assessment and relevant formats used by school) can be found at:-**

[https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=rotherhamvisits.org.uk](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=rotherhamvisits.org.uk)

### Statement of intent

**Flanderwell Primary School** takes the health and wellbeing of our staff and students very seriously. We take reasonable steps as stated in the Health and Safety at Work Act 1974 to ensure the health and safety of our employees, as well as our pupils.

This policy has been designed in line with the DfE and Health and Safety Executive (HSE) guidance and details our responsibilities for pupils while out on educational visits and school trips.

Signed by:

\_\_\_\_\_ **Headteacher**                      Date: \_\_\_\_\_

\_\_\_\_\_ **Chair of Governors**                      Date: \_\_\_\_\_

## 1. Definitions

- 1.1. '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/carer.
- 1.2. 'School trip' means any educational visit, away-day or residential holiday organised by **Flanderwell Primary School**, which takes students off-site.
- 1.3. 'Residential' means any school trip which includes an overnight stay.
- 1.4. 'Activities of an adventurous nature' include, but are not limited to the following:
  - Trekking
  - Caving
  - Skiing
  - Water sports
  - Climbing

## 2. Key roles and responsibilities

- 2.1. **The Governing Body** has overall responsibility for the implementation of the Educational Visits and School Trips Policy of **Flanderwell Primary School**
- 2.2. **The Governing Body** has overall responsibility for ensuring that the Educational Visits and School Trips Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 2.3. **The Governing Body** has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 2.4. The **Head of School** will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy and ensuring that staff are suitably prepared for leading and supporting school visits.
- 2.5. **The Head of School** has overall responsibility for educational visits on a day to day basis and will authorise these accordingly. **The Educational Visits Coordinator** will support staff with the completion of visit forms and the creation of robust risk-assessments.
- 2.6. Staff will be responsible for following the Educational Visits and School Trips Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 2.7. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip by implementing health and safety measures at all times.

- 2.8. Pupils are responsible for following instructions from teachers while on educational visits and school trips.
- 2.9. Pupils are responsible for behaving in a manner which matches the ethos of **Flanderwell Primary School** and for following the behaviour rules set out in the school's Behaviour Policy.

### 3. Training of staff

- 3.1. Teachers and support staff will receive training on the Educational Visits and School Trips Policy as part of their new starter induction. They will receive induction for use of EVOLVE (Educational Visit Online planning and risk assessment tool).
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their CPD.

### 4. Risk assessment process

- 4.1. EVOLVE (Educational visit online planning and risk assessment tool) is designed to enable visit leaders to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full
- 4.2. The process for identifying risk is as follows:
  - Identify the hazards (with support from the online generic risk assessment proformas) and from visiting the site in person.
  - Decide who might be harmed and how.
  - Evaluate the risks, and decide on the most appropriate additional precautions.
  - Record findings on the relevant pro-forma and implement them.
  - Review assessment and update if necessary.
- 4.3. For activities of an adventurous nature and for residential visits, separate provider assurance forms are a requirement.

### 5. Parental consent

- 5.1. Written parental consent will be sought from all parents/carers prior to any visit taking place. This includes visits:-
  - during and after school hours on a single day
  - residential visits
- 5.2. At regular intervals, including when children start school, parents will be asked to complete a form to give consent for their child to be involved activities of a local nature i.e visits to the local church, shops, park, secondary school.

- 5.3. Parents will be informed of all activities by letter and will have the opportunity to withdraw their child from taking part.

## 6. Staffing ratios

- 6.1. Though pupil to staff ratios for school trips are not prescribed in law, we recognise that when planning trips, on the basis of risk assessment, pupil to staff ratio should take into account the activity to be undertaken and the age and maturity of the pupils. LA recommendations will be followed:

There will always be sufficient staff to cope in an emergency and to ensure all children are fully safeguarded. Our minimum staff to pupil ratios for off-site visits are as follows:

**Foundation Stage 1 – 1 to 4    Foundation Stage 2 - 1 to 5    Years 1 to 3 – 1 to 6**

**Years 4 to 6 – 1 to 10/15.**

## 7. Insurance and licensing

- 7.1. When planning activities of an adventurous nature in the UK, the **Head of School** will check that the provider of the activity holds a current licence and this will be forwarded online to the local authority body for approval of educational visits - Rotherham EVOLVE.
- 7.2. Insurance cover will be in place, no matter how short a visit, to ensure adequate protection and medical cover. Insurance limits for residential visits are monitored by the LA body for authorisation of educational visits. The school is a member of the RPA.
- 7.3. Parents will be informed of the limits of any insurance cover.
- 7.4. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 7.5. Medical expenses will be recorded and stored in **the school office**.

## 8. If things go wrong

- 8.1. 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 and in line with the LA guidance for school visits.
- 8.2. Written records of any incident will be kept.
- 8.3. Media enquiries must be referred to the Executive Headteacher/Head of School or, if they are not available, the Chair of Governors.

## 9. Special education needs and disabilities (SEND)

- 9.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part.
- 9.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.

## 10. Finance

- 10.1. The financial procedures outlined in the school's **Charging and Remissions Policy** will always be followed when arranging trips.
- 10.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' 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.
- 10.3. Money for school trips will be paid directly to the school via the school money website.
- 10.4. Under no circumstances will school trip money be processed through personal accounts.
- 10.5. 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.
- 10.6. 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 take into account the cost to the school, including alternative provision costs.
- 10.7. In the event that a pupil cancels their place on a trip, it is at the **headteacher's** discretion as to whether a refund is given to parents. The **headteacher** will take into account the pupil's circumstances 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.
- 10.8. **Flanderwell Primary** will take a common sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 10.9. Any charge made in respect of pupils will not exceed the actual cost of providing the trip, divided equally by the number of pupils participating.

10.10. 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 child.

10.11. Any excess of expenditure will be subsidised by the school fund within reasonable cost to the school.

## 11. Planning school trips

11.1. Prior to planning a school trip, the following guidance should be read by organisers:

- The DfE's [Health and Safety: Advice on Legal Duties and Powers](#)
- The HSE's [School Trips and Outdoor Learning Activities](#)

## 12. Policy review

12.1. This policy is reviewed every year by the **Headteacher**.

The scheduled review date for this policy is **September 2018**.