

# Tacolneston & Morley CE Primary Federation

*As each has received a gift, use it to serve one another, as good stewards of  
God's varied grace*

*1 Peter 4:10*

*Work together, learn together, grow together...*

## **Educational Visits and School Trips Policy**

All policies at Tacolneston & Morley CE VA Primary Schools Federation should be taken as part of the overall strategy of the school and implemented within the context of our Safeguarding Policy and our vision, aims and values as Church of England Schools.

**Agreed: Summer 2023**

**Head Teacher:**

**Governor:**

**Review: Summer 2025**

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## **Statement of intent**

**The Tacolneston and Morley Primary Schools Federation takes the health and wellbeing of our staff and pupils 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 HSE guidance, and details our responsibilities for pupils and staff members while out on educational visits and school trips.

## 1. Legal framework

- 1.1. This policy has been created with regard to the following statutory legislation, including, but not limited to:
  - The Health and Safety at Work etc. Act 1974
- 1.2. This policy has also been created with due regard to the following DfE guidance:
  - DfE (2014) 'Charging for school activities'
- 1.3. This policy should be used in conjunction with the following school policies:
  - [Complaints Procedure Policy](#)
  - [Behavioural Policy](#)
  - [Critical Incidents Policy](#)
  - [Health and Safety Policy](#)
  - [Charging and Remissions Policy](#)

## 2. Definitions

- 2.1. '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.
- 2.2. 'School trip' means any educational visit, away-day or residential holiday organised by Tacolneston Primary or Morley Primary which takes pupils and staff members off-site.
- 2.3. 'Residential' means any school trip which includes an overnight stay.
- 2.4. Activities of an 'adventurous nature' include, but are not limited to, the following:
  - Trekking
  - Caving
  - Skiing
  - Water sports
  - Climbing

## 3. Key roles and responsibilities

- 3.1. The Governing body has overall responsibility for the implementation of the Educational Visits and School Trips Policy.
- 3.2. 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.

- 3.3. The Governing body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Procedure Policy.
- 3.4. The Head teacher will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.
- 3.5. The EVC has overall responsibility for educational visits and school trips.
- 3.6. 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.
- 3.7. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip.
- 3.8. Pupils are responsible for following instructions from teachers while on educational visits and school trips.
- 3.9. Pupils are responsible for behaving in a manner which matches the ethos of both Tacolneston and Morley Primary Schools and for following the behaviour rules set out in the school Behaviour Policy as they relate to the Educational Visits and School Trips Policy.

#### **4. Training of staff**

- 4.1. Teachers and support staff will receive training on the Educational Visits and School Trips Policy as part of their induction.
- 4.2. Teachers and support staff will receive regular and ongoing training as part of their CPD.

#### **5. Risk assessment process**

- 5.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 5.2. The process is as follows:
  - Identify the hazards
  - Decide who might be harmed and how
  - Evaluate the risks and decide on precautions
  - Record your findings and implement them
  - Review your assessment and update if necessary

#### **6. Parental consent**

- 6.1. Parental consent is not generally required for off-site activities that take place during school hours.
- 6.2. Written consent is required for:
  - Activities of an adventurous nature; swimming, walking along a road, close proximity to water.
  - Residential trips.
  - Trips outside of school hours.
- 6.3. Parents complete a consent form when their child begins school/moves from another school which gives consent for their child to be involved in activities, both on and off-site, that take place during school hours. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

## **7. Staffing ratios**

- 7.1. There will be sufficient staff to cope in an emergency and generally. We take into consideration the needs of the individuals, children with Special Educational needs and the behaviours of the group, to ensure that any trip has sufficient staffing for any given situation or emergency.

## **8. Insurance and licensing**

- 8.1. When planning activities of an adventurous nature in the UK, the EVC will check that the provider of the activity holds a current licence.
- 8.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.
- 8.3. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

## **9. If things go wrong**

- 9.1. 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.
  - The first point of contact within the UK should be the Head teacher who will contact the family of the injured person.
  - Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
  - The insurer will be notified.
- 9.2. Written records of any incident will be kept.
- 9.3. Media enquiries will be referred to the Head teacher or, if they are not available, the Deputy Head teacher or the clerk to governors.

- 9.4. Teachers will use guidance as set out in the Critical Incident Policy, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.
- 9.5. Teachers will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- 9.6. Relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments. Where an establishment provides a risk assessment then we will use the one provided.
- 9.7. Pupils and teachers 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.

## **10. If someone goes missing**

- 10.1. The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.
- 10.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with section four of this policy.
- 10.3. The trip organiser will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.
- 10.4. When travelling with a pupil with special educational needs and disabilities (SEND), the trip leader will ensure an adult is with them at all times and the visit is adequately modified to suit the pupil's needs in accordance with section 11 of this policy.
- 10.5. Staff on the trip will be provided with a contact sheet for group leaders, in the event they are unable to locate their group.
- 10.6. All staff members will be required to carry mobile phones with them at all times.
- 10.7. Upon arriving at every venue the trip leader will identify a rendezvous point, where pupils and adults should go if they become separated from the rest of the group.
- 10.8. Regular head counts of all pupils and staff will take place sporadically throughout the day to ensure all persons are present at all times.
- 10.9. In the event someone goes missing whilst on a school trip the trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
  - The 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 should be contacted.
  - If the police are called, the trip leader should contact the Head teacher, or other available person back at the school and inform them of what has happened.
- 10.10. 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 EVC to ensure similar incidents can be avoided in the future.
- 10.11. If the police, or another authority, are 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.
- 10.12. If the missing person cannot be found, the group will return to school; if this is not possible, e.g. when on a residential trip, the Head teacher and EVC will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

## **11. Special educational needs and disabilities (SEND)**

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

## **12. Finance**

- 12.1. The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2014) 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 religious education.
- 12.2. Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.



- 12.3. 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.
- 12.4. In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Head teacher's discretion as to whether a refund is given to parents. The Head teacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.
- 12.5. In the event that a pupil cancels their place on a trip, it is at the Head teacher's discretion as to whether a refund is given to parents. The Head teacher will consult the governing board on the matter, taking 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 will be given to another pupil.
- 12.6. Tacolneston and Morley Primary School's federation will take a common sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 12.7. 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.
- 12.8. 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 £5 per pupil.
- 12.9. Any excess of expenditure will be subsidised by the school fund.

### **13. Planning school trips**

- 13.1. 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](#) (2014)
  - The HSE's [School Trips and Outdoor Learning Activities](#) (2011)

### **14. Monitoring and review**

- 14.1. The effectiveness of this policy will be monitored continually by the Head teacher. Any necessary amendments may be made immediately.
- 14.2. The Governing body will review this policy biennially.

## Appendix 1 – Organising a trip

### Definition of Levels:

Level 3 = Overseas, Residential or Adventurous visits

Level 2 = Day visits not in your establishments list of Level 1. [These must be approved on-line at school level on Evolve].

Level 1 = Local & regular visits that you have generic risk assessments' & standard operating processes for

### Approving a trip

Level 3 – These visits must be approved via Evolve and the LA's on-line approval gained. These must be submitted to LA at least 30 days before the visit.

Level 2 These visits must be approved at school level on Evolve by EVC & Executive Head. These must be submitted to EVC/EHT a minimum of 7days in advance

Level 1 These visits must be approved at school level on Evolve by EVC and Executive Head. These must be submitted to EVC/EHT a minimum of 7 days in advance

### Key Advice

EVOLVE should be used as a planning tool rather than solely for trip approval. Forms can be partially complete and documents uploaded in advance, as tasks are complete.

KE has guidance of using EVOLVE and creating practise visits if required.

Evolve also has a HELP section which answers most questions.

**Dates below are the latest at which each action should be taken. These can be done sooner if practicable.**

**This guidance should be used alongside the Federation's Educational Visits Policy**

## Level 1 or 2 Trips

When	What	Led By
At least 1 month before trip	<p>Identify educational need for visit and possible venues that would meet these objectives</p> <p>Read: Off Site Visits and LOtC – Procedures and Guidance - Norfolk County Council</p> <p>Read Federation policy on educational visits</p> <p>Advise SLT of suggested trip</p> <p>Make provisional bookings, transport, accommodation, activities.</p>	Trip Leader supported by Admin team
1 month before the trip	<p>Initial planning.</p> <p>Research visit - websites/pre-visit/conversation with provider or another setting that has completed this trip.</p> <p>Initial risk assessment.</p>	Trip Leader
21 days before the trip	<p>Begin risk assessments</p>	Trip Leader
21 days before the trip	<p>Parent information to be sent, including reason for visit linked to teaching and learning and/or the curriculum.</p> <p>Consent/payment sought where required.</p>	Trip Leader supported by Admin team
21 days before the trip	<p>Parent helpers / staffing to be requested.</p> <p>Ensure all accompanying adults have DBS, including non-teaching staff and coach drivers where they will be resident with the group and/or share regular or unsupervised access to young people becoming a trusted adult.</p>	Trip Leader supported by Class Teachers
14 days before the trip	<p>Identify and appoint Visit Leader, Deputy, other adult supervisors, first aiders and potential participants.</p> <p>Confirm bookings of transport, accommodation, etc.</p>	Trip leader supported by Teachers
7 days before the trip	<p>All documents to be uploaded to EVOLVE and submitted to EVC/EHT for approval at school level.</p>	Trip Leader EVC/EHT to approve
7 days before the trip	<p>Send 'Helping on Trips – Guidelines for parents' leaflet home to parent volunteers.</p>	Trip Leader

The day before the trip	Ensure paperwork is complete and shared as appropriate. E.g. risk assessments, contact numbers, group lists, rendezvous point, Emergency Point of Contact, medical information.	Trip Leader supported by Admin team
On the day of the trip	If relevant, check climatic and prevailing conditions. If visit includes proximity to water, issue 'Group Safety at Water Margins' booklet.	Trip Leader supported by Admin team
On the day of the trip	Prepare parent helpers for the trip, share relevant paperwork with parent helpers. Reminder of key points on 'Helping on trips' letter and give specific information required for the day.	Trip leader supported by Class Teachers
On the day of the trip	Prepare children for the visit. Purpose, groups, rules, representing the school, relevant areas of the risk assessment, itinerary, clothing.	Class teachers
On the day of the trip	Ensure travel sickness pills have been taken where parents request this. Allocate seats, paper bags and buckets. Take mobile phones (pre-charged and having checked it will/should work in the area where you will need it). Identify landline locations if in doubt or 'black spot' for mobile reception. Use on-going risk assessment techniques to decide on whether to implement any contingency plans. Complete Daily Log and Medical Record as required.	Trip leader supported by Class Teachers
After the trip	On-line Evaluation Form to be completed	Trip Leader

### Level 3 Trips

**For visits abroad, adventurous activities, and residential visits complete and submit EVOLVE form authorised by the 'Head' to LA. This must be done as early as possible in the planning process. Please note that if the EVOLVE form and other documentation is received less than 30 days prior to departure,**

When	What	Led By
At least 8 weeks	Identify educational need for visit and possible venues that would meet these objectives  Read: Off Site Visits and LOtC – Procedures and Guidance - Norfolk County Council  Read Federation policy on educational visits Advise SLT of suggested trip  Make provisional bookings, transport, accommodation, activities.	Trip Leader supported by Admin team
7 weeks before the trip	Initial planning	Trip Leader

	<p>Research visit - websites/pre-visit/conversation with provider or another setting that has completed this trip.</p> <p>Initial risk assessment.</p>	
6 weeks before the trip	<p>Begin risk assessments.</p> <p>Complete Provider Contract (Section 2) if using an external provider for residential and/or adventurous activities.</p>	Trip Leader
6 weeks before the trip	<p>Parent information to be sent, including reason for visit linked to teaching and learning and/or the curriculum.</p> <p>Consent / payment sought where required.</p>	Trip Leader supported by Admin team
6 weeks before the trip	<p>Parent helpers / staffing to be requested.</p> <p>Ensure all accompanying adults have DBS, including non-teaching staff and coach drivers where they will be resident with the group and/or share regular or unsupervised access to young people becoming a trusted adult.</p>	Trip Leader supported by Class Teachers
5 weeks before the trip	<p>Identify and appoint Visit Leader, Deputy, other adult supervisors, first aiders and potential participants.</p> <p>Confirm bookings of transport, accommodation, etc.</p>	Trip leader supported by Class Teachers
30 days before the trip	<p>All documents to be uploaded to EVOLVE and submitted to EVC/EHT <b>for approval at by the LA</b> and school level.</p>	Trip Leader EVC/EHT to approve
7 days before the trip	<p>Send 'Helping on Trips – Guidelines for parents' leaflet home to parent volunteers.</p>	Trip Leader
The day before the trip	<p>Ensure paperwork is complete and shared as appropriate. E.g. risk assessments, contact numbers, group lists, rendezvous point, Emergency Point of Contact, medical information.</p>	
On the day of the trip	<p>If relevant, check climatic and prevailing conditions.</p> <p>If visit includes proximity to water, issue 'Group Safety at Water Margins' booklet.</p>	Trip Leader supported by Admin team
On the day of the trip	<p>Prepare parents helpers for the trip, share relevant paperwork with parent helpers.</p> <p>Remind of key points on 'Helping on trips' letter and give specific information required for the day.</p>	Trip leader supported by Class Teachers
On the day of the trip	<p>Prepare children for the visit.</p> <p>Purpose, groups, rules, representing the school, relevant areas of the risk assessment, itinerary, clothing.</p>	Class teachers
On the day of the trip	<p>Ensure travel sickness pills have been taken where parents request this.</p> <p>Allocate seats, paper bags and buckets.</p>	Trip leader supported by

	<p>Take mobile phones (pre-charged and having checked it will/should work in the area where you will need it). Identify landline locations if in doubt or 'black spot' for mobile reception.</p> <p>Use on-going risk assessment techniques to decide on whether to implement any contingency plans.</p> <p>Complete Daily Log and Medical Record as required.</p>	Class Teachers
After the trip	On-line Evaluation Form to be completed	Trip Leader

## APPENDIX 2 - Consent Form for Educational Visits and School Trips

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

\_\_\_\_\_

- a) To take part in school trips and other activities that take place off 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.
  - Adventure activities at any time.
  - Off-site sporting fixtures both during and outside of the school day.
- 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.....

### Tacolneston and Morley Primary Schools Federation

**Pupil details**

Name:

Form:

Date of birth:

Home telephone number:

I acknowledge the need for my child to behave responsibly

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 give permission for my child to participate in school visits, 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 am able to 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 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: Name: _____ Telephone number: _____ Relationship to pupil: _____
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### APPENDIX 3 - Medicine form

#### The administration of prescribed medication during a residential trip

Child's name:

Class:

Please complete the following table with details of any prescribed medication your child will need during the residential trip.

**The medicine must be delivered to the first aider with the completed form.**

Medication		Condition for which it is prescribed:		
Dates that the medicine is to be administered	Time	Dosage of the medicine to be given	Signature of the person administering the medicine	Signature of witness
Day 1				
Day 2				
Day 3				
Day 4				



Day 5				
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