



# EMMAUS CATHOLIC MAC

## Educational Visits Policy

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<b>Post holder responsible</b>	Amanda Hodder – CFOO



**Commitment to Equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

**This Educational Visits Policy has been approved and adopted by Emmaus Catholic Multi Academy Company on 21<sup>st</sup> August 2025 and will be reviewed in Sept 2026.**

Signed by Director of Emmaus Catholic MAC: *J Griffin*

Signed by CEO for Central Team: *S Horan*

**This Policy relates to all Emmaus schools and settings.**

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Health and Safety Checklist

## 1. Aims and Scope

- 1.1 Emmaus Catholic Multi Academy Company (“The MAC) offer an enriched inclusive curriculum which include educational visits that may require pupils to leave the school premises.
- 1.2 Any educational visit will be planned in accordance with this policy and approved by the Principal and the EVC co-ordinator.
- 1.3 Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils’ education and provide enriching social and cultural experiences, teach life skills and promote independent learning and provide a foundation for lifelong learning. Educational visits form an integral part of our approach to furthering our pupils’ education and personal growth.
- 1.4 This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.
- 1.5 This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):
  - Visits to places of interest in the local area
  - Day visits to places such as museums and other cultural and educational institutions
  - Sporting activities
  - Adventurous and recreational activities
  - Residential trips organised by the school.
  - Trips abroad organised by the school.

## 2. Legislation and Guidance

- 2.1 This policy is based on the Department for Education’s guidance on health and safety on educational visits, and the following legislation and statutory guidance:
  - 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'
- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education
- Statutory Framework for the Early Years Foundation Stage

2.2 This policy also complies with our funding agreement and articles of association.

### 3. Roles and Responsibilities

3.1 **Chief Executive Officer (CEO)** has delegated responsibility from directors for the health and safety of all staff and pupils.

3.2 **Chief Finance and Operations Officer (CFOO)** has delegated responsibility from directors to ensure all aspects of this policy are adhered to and pupils and parents are kept well informed of the process should we take pupils off site.

3.3 The **Principal** is responsible for:

- The day-to-day implementation and management of this policy.
- The duty of appointing an Educational Visits Co-Ordinator (EVC) within school and in the absence of the EVC the duty passes to the Principal.
- Ensuring all members or staff and volunteers adhere to the requirements of this policy.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training.
- Working with the governing body to approve residential trips of more than 24 hours.
- 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.

- Checking all EVC Risk Assessments are completed and accurate prior to the trip leaving and ensuring staff are aware of any children with Individual Healthcare Plans (IHP), allergies or medical conditions.

### 3.4 **The Educational Visits Co-Ordinator (The EVC)**

Mrs Nuala Levack is the appointed EVC at our school. Their role is to:

- 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.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- 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.
- 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 Principal, by organising training for staff and volunteers.
- Support the trip lead with completing the risk assessment.
- Ensure all volunteers have a clear Enhanced with Childrens Barred DBS if the trip requires them to be left unsupervised with pupils.
- Advise the Principal and local governing body when they're approving trips.
- Access the necessary training, advice and guidance.
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements.

### 3.5 **Trip Lead**

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the Principal.
- Undertaking any relevant training or courses which are arranged by the educational visits' coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits' coordinator.

- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents/carers of the proposed extra-curricular trip or activity six weeks in advance and distributing permission slips to parents/carers.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- 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.
- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers. Complete the Health and Safety Checklist in Appendix 6.
- Complete the trip costing template to identify the charge to parents, if applicable.
- Pre-visit the location where necessary to ensure all hazards are identified in the risk assessment.
- Assign staff and volunteer roles, as needed.
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments.
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed.
- Work with the EVC to finalise the risk assessment to include emergency procedures and incident reporting.
- Complete Appendix 1 Proposed Trip Planning Information and obtain approval from the Principal to proceed with the trip.
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party.
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour.
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others.
- Ensure packed lunches for FSM children are pre-ordered with the kitchen 2 weeks in advance. The kitchen has the right to refuse this request if the advance notice is not followed owing to the allergen and labelling information required as part of Natasha's law.

### 3.6 **Staff**

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the correct way to prepare for trips, as well as how to act while taking part. Staff will:

- 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, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Carry out any required risk assessments and work with the trip lead.
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs.
- Look out for the health and safety of themselves and those around them.
- Help manage pupil behaviour and discipline as required while on the visit.
- Share any concerns or worries with the trip lead and others, as appropriate.

### 3.7 **Parents and Carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable.
- Sign and return consent forms and any other documentation required in a timely manner.
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip.

### 3.8 **Volunteers**

Volunteers attending school trips, including parent volunteers, agree to:

- Consent to school obtaining an Enhanced with Children's Barred DBS Check on them.
- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.
- Follow the directions of staff and act accordingly.
- Behave appropriately and model good behaviour for pupils.

- Report any concerns to the trip lead or other staff present as soon as possible.
- Make sure pupils under their supervision are acting safely and appropriately and raise any issues with staff as soon as possible.
- If a DBS is not provided, a volunteer must not be left unsupervised with pupils.

### 3.9 Pupils

Our behaviour policy also applies to all educational visits. Pupils will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to uphold the school's behaviour policy at all times. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip.
- Dress and behave as expected for the length of the trip.
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor.

## 4. Planning and Preparation

4.1 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'

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

4.3 The decision on whether or not a visit will take place will be made by the Principal, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant.

- 4.4 As part of the planning stage, information will be gathered by staff proposing the visit, including:
- Location and travel distance
  - Travel plans or options
  - Full cost breakdown, including multiple options where available.
  - Resources, including staffing, volunteer, and physical supplies.
  - Accommodation options, where needed.
  - Insurance detailed, where needed.
  - Risk assessment plans and first aid provision
  - What safety measures can be put in place in order to reduce any risks?
  - Add any additional minimum standards, depending on the age of the pupils.
- 4.5 See appendix 1 for our trip information form for the planning and approval of a visit.
- 4.6 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 taken into account, particularly when using facilities which may not have a trained lifeguard present.
- 4.7 In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Principal must seek approval of the local governing body.
- 4.8 Once the risk assessment has been approved by the Principal, and the local governing body where relevant, staff will communicate with parents/carers and provide trip information.
- 4.9 Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.
- 4.10 We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.
- 4.11 The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils.

Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents.

## 5. Inclusion

- 5.1 All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.
- 5.2 If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g., medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.
- 5.3 We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.
- 5.4 Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

## 6. Risk Assessment

- 6.1 We will carry out a full risk assessment at least 2 weeks before the start of all trips.
- 6.2 Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

- 6.3 This will be completed using the school's risk assessment template which can be obtained from your school Business Manager and in appendix 3 and must be approved by the Principal. Existing risk assessments or those provided by the destination itself might also be used to support this process.

- 6.4 The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.
- 6.5 Trip leads will raise any concerns or questions about potential risks and safety measures with the Principal and where appropriate, third-party vendors.
- 6.6 Every risk assessment will be approved by the Principal and a copy taken on the visit and another copy left with [the EVC].

## **7. Staff Ratios and First Aid**

- 7.1 Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:
  - At least 1 male and 1 female supervising adult is present (for mixed pupil groups) where possible.
  - At least 1 supervising adult able to administer first aid is present on all trips.
  - At least 1 qualified paediatric first aider is present on all EYFS trips.
  - Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found on Every.
  - All supervising adults will be made aware of any medical issues or allergies at the start of the trip.
  - Adults without a DBS check will not be left alone with pupils at any time.
  - The trip lead will take regular headcounts and/or rollcalls.

## **8. Transport**

- 8.1 Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.
- 8.2 We will ensure all transportation used for educational visits is equipped with safety features and always insist on coaches with seatbelts.
- 8.3 Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

## 9. Use of External Organisations

- 9.1 As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.
- 9.2 This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. 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
- 9.3 We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.
- 9.4 If an organisation does not meet the school's standards, they will not be considered.

## 10. Volunteers

- 10.1 Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:
- The needs of the pupils going on the trip
  - The setting and circumstances of the trip
  - Volunteers' skills, attitude and past behaviour, including previous volunteer experience.
- 10.2 Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit and asked to confirm their attendance in writing. They will also be asked

to confirm they agree with the expected behaviour. See appendix 4 for our volunteer code of conduct for educational visits.

- 10.3 Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.
- 10.4 Where practical and as required by the nature of visits (i.e., when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.
- 10.5 At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

## 11. Communication and Consent

- 11.1 We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter, email or text and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.
- 11.2 We will also communicate:
  - Times and details of travel, including drop-off and pick-up times and location.
  - Pupil-to-staff ratios and staff qualifications, where relevant
  - Clothing and equipment required, and whether this is provided by the school.
  - Expected behaviour and consequences of pupils' failure to meet these standards.
- 11.3 Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school Appendix 6.
- 11.4 Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits and give an opportunity for them to withdraw their child.

11.5 We will always get written consent before taking nursery-age children off-site.

11.6 Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

11.7 In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## **12. Emergency Procedures and Incident Reporting**

12.1 Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing.
- A serious breach of safeguarding expectations

12.2 The EVC and trip leader will be familiar with these plans for each visit.

12.3 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.

12.4 In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

12.5 1 member of staff will always accompany a pupil seeking medical treatment.

12.6 In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 15 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

12.7 All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

12.8 Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

12.9 There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

12.10 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 pupil 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 Principal 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 British Embassy/Consulate will be informed.
- The insurer will be notified.

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

12.12 Media enquiries will be referred to the Principal who will then refer to the CEO.

12.13 Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of pupils 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. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils 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.

### **13. Missing Person Procedure**

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

13.2 Before embarking on the trip, extensive risk assessments are undertaken in accordance with 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.

- 13.3 When travelling with a pupil 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 pupil's needs in accordance with this policy.
- 13.4 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 pupils will be required to carry mobile phones with them at all times. If a pupil doesn't own a mobile phone, they will be paired up with a pupil who has a mobile phone.
- 13.5 Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Pupils and staff will wear school branded clothing, in order to make them easily identifiable.
- 13.6 Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.
- 13.7 In the event someone goes missing whilst on a school trip domestically or abroad:
  - The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
  - The designated trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
  - Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
  - If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
  - If the police are called, the trip leader will contact the Principal, or other available person, back at the school and inform them of what has happened.
  - The Principal will contact the CEO immediately.
- 13.8 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.

13.9 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.

13.10 If a member of the party has gone missing and is subsequently found, the trip leader will:

- Update the Principal, who will then update the CEO.
- 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. Pupils with SEND**

14.1 Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCO will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

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

#### **15. Charging and Insurance**

15.1 We will follow our school's charging and remissions policy at all times which can be found on [www.emmausmac.com](http://www.emmausmac.com)

15.2 Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

15.3 Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

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

- 15.5 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.
- 15.6 In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Principals discretion as to whether a refund is given to parents. The Principal will consult the CFOO on the matter, taking into account the cost to the school, including alternative provision costs.
- 15.7 In the event that a pupil cancels their place on a trip, it is at the Principals discretion as to whether a refund is given to parents. The Principal will consult the CFOO on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.
- 15.8 The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. 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.
- 15.9 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 £3 per pupil.
- 15.10 Any contributions to a trip that are less than £3 per pupil will be placed in a trip fund to secure trips for pupils in the future.
- 15.11 We will make sure adequate insurance is in place for all trips, including, but not limited to cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

## **16. Equal Opportunities**

- 16.1 The MAC promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the MAC Equality Statement.
- 16.2 Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis. Any individual, staff or otherwise,

shown to be taking preference over one pupil or a group of pupils may be subject to formal disciplinary action.

- 16.3 Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.
- 16.4 For school trips that require additional payment, the fee will be reasonable, and help will be provided where possible for pupils who cannot afford the initial fee.

## **17. Residential Visits inc Abroad.**

- 17.1 The Principal together with the local governing body, will approve all residential trips longer than 24 hours.
- 17.2 The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:
- Staff have received any necessary training.
  - All necessary permissions and medical forms are obtained at least 1 month before the start of the trip.
  - All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g., if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks.
- 17.3 Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:
- The dates and time of departure and return to school.
  - The full address and contact details of the destination
  - Planned activities and options.
  - Meal provision
  - Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
  - Clothing and equipment provided, and what pupils must bring themselves.
  - Public health requirements, including any required vaccinations.
  - Accommodation options and arrangements
  - The names of staff attending

- 17.4 For visits abroad, we will make sure that any organisation providing activities hold the LOTC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.
- 17.5 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.
- 17.6 Validity of passports, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.
- 17.7 Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.
- 17.8 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.
- 17.9 Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.
- 17.10 Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.
- 17.11 Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.
- 17.12 Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.
- 17.13 Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.
- 17.14 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. A minimum of two members

of staff attending the trip will have at least an intermediate understanding of the destination country's language.

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

17.16 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.

## **18. Review**

18.1 This policy will be reviewed every 2 years by Chief Finance and Operations Officer and approved by directors. At every review, the policy will be shared with the local governing body.

## **19. Links with Other Policies**

19.1 This policy links with the following policies and procedures:

- Health and Safety Policy and Procedures
- EYFS Policy and Procedures
- Charging and Remissions Policy
- Behaviour Policy and Procedures
- Child Protection Policy and Procedures
- First Aid Policy and Procedures
- Supporting Pupils with Medical Conditions Policy and Procedures
- Special Educational Needs (SEND) Policy and Procedures
- Accessibility Plans

**Appendix 1: Proposed Visit Planning Information**

To be completed by the staff member proposing the educational visit and submitted to the Principal for approval prior to communicating trip to parents.

**Name of staff member proposing the visit:**

**Name of staff member named as Trip Lead:**

**Date of request:**

**Response required by (date):**

**Proposed trip information**

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Proposed Trip date		
Travel distance (miles) and Journey Time (mins)		
Length of stay		
Proposed departure time to leave school.		



	TRIP INFORMATION	ADDITIONAL COMMENTS
children’s barred list if to be left unsupervised with pupils.  If a DBS is not completed the volunteer MUST NOT BE LEFT UNSUPERVISED with pupils.		
Risk Assessment Completed to include emergency procedures and incident reporting.		
Named First Aider and First Aid Kit available for trip		
Insurance needed, where applicable		
Accommodation options, where needed.		

**Principal Name:**

**Principal Signature to approve trip:**

**Date of approval:**

**Named EVC:**

**EVC Signature to confirm trip has been arranged in accordance with this policy:**

**Appendix 2 – Trip Costing Template (an excel version is available see your school Business Manager)**

The below costs need to be calculated and agreed with the Principal prior to booking the venue and communicating with parents.

Names of staff member proposing the trip:	
Proposed date of trip:	
<b><u>Cost Category</u></b>	<b><u>£</u></b>
Venue Cost	
Transport Cost	
Materials / equipments to support trip	
Accomodation	
Food and Drink	
Teaching Staff (cover)	
Support Staff (cover)	
Transaction Fee	
Insurance	
<b>Sub Total Before Admin Charge</b>	<b>0</b>
Administration Charge (2.5%)	0
<b>Total Charge for Trip</b>	<b>0</b>
Number of pupils attending	
Cost per pupil to attend	#DIV/0!

**Appendix 3 – Risk Assessment Template (see your school Business Manager for template)**

**\*\*\* only to be used if not completed on Evolve\*\*\***

Date of assessment:

Date(s) of trip:

Trip leader:

Assessor:

Trip destination:

Checked by:

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Slips and falls caused by wet floor	Pupils and staff	Appropriate footwear to be worn, first aid kit to be carried at all times	Follow additional instructions from destination staff as appropriate	Trip leader	Duration of trip	Slips and falls caused by wet floor

#### Appendix 4 – Volunteer Behaviour and Code of Conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to [insert member of staff] at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found on the website.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times.
- Listen to and act on instructions from staff.
- Dress appropriately for the trip.
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff.
- Pay attention to potential dangers and raise concerns with staff.
- Act responsibly and demonstrate good behaviour to pupils.
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible.

Volunteers agree not to:

- Exchange contact details with pupils unless told to by a member of staff.
- Engage in physical contact with pupils unless appropriate or required.
- Share inappropriate personal information (i.e., personal beliefs, religious views, relationship status).
- Use demeaning, offensive, abusive or insensitive language.
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit.
- Allow themselves to be left alone with a pupil unless previously agreed with staff.
- Take photographs or record pupils without the permission of pupils and staff.

As a volunteer, I have read and agree to this code of conduct and will follow the rules set out above.

Signed:

Date:

**Appendix 5 – Template Letter to parents/carers including consent form.**

This form is based on the Department for Education’s consent form for school trips and other off-site activities.

Parents and carers should sign and date the form and return it to [their child’s teacher/the Principal/the trip leader].

**Trip destination:**

**Trip date(s):**

I, \_\_\_\_\_, confirm that I am happy for my child, \_\_\_\_\_, to take part in the school trip to [insert destination].

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.

**Contact information.**

I can be contacted using the following details:

Work telephone:

Home telephone:

E-mail address:

Alternatively, please contact \_\_\_\_\_. Their relationship with the pupil is \_\_\_\_\_

Work telephone:

Home telephone:

E-mail address:

The name and contact details of our family doctor are:

**Medical information**

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them.

I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.

### Appendix 6 - Consent form for specific educational visits and school trips

Educational visits consent form			
Pupil details		Visit details	
Name:		Destination:	
Year group:		Date:	
Date of birth:		Time:	
Home telephone number:		I acknowledge the need for my child to behave responsibly <input type="checkbox"/>	
Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. <b>All information will be treated in confidence.</b>			
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:			
<b>Family doctor</b>		<b>Telephone number</b>	
<b>Address</b>			
I am happy to let my son/daughter make their own way home <input type="checkbox"/>			
I will collect my son/daughter at <b>4:30 pm</b> from _____ <input type="checkbox"/>			
I give permission for my child to participate in the above school visit, and I have read all the information given. I further consent to my child being given any urgent medication or surgical			

treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by [the school's liability insurance](#), and that I 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's name in BLOCK capitals:

Address:

Telephone number:

Please give an alternative contact name and telephone number in case we cannot reach you in an emergency:

**Emergency contact one**

Name:

Telephone number:

Relationship to pupil:

**Emergency contact two**

Name:

Telephone number

: \_\_\_\_\_

Relationship to pupil:

## Health Safety on School Trips – Checklist

To be completed by the trip lead and signed off by the EVC for all trips. Not all tasks will be relevant for each trip therefore please complete the applicable sections that relate to the trip in question.

Task	Relevant guidance	Resources
<p><input type="checkbox"/> Carry out a reasonable risk assessment covering:</p> <ul style="list-style-type: none"> <li>➤ Travel</li> <li>➤ The location you'll be visiting.</li> <li>➤ Any need for specialist staff</li> <li>➤ Any planned activities</li> <li>➤ Staff and pupil needs, for example, any adaptations needed for pupils with special educational needs and disabilities (SEND)</li> <li>➤ Any relevant public health guidance, such as hygiene and ventilation requirements</li> <li>➤ Residential Trips or Trips including Adventurous Trips inc highropes etc. The Risk Assessment must be sent to the</li> </ul>	<p><a href="#">Health and safety on educational visits – GOV.UK</a></p> <p><a href="#">Foreign travel advice – GOV.UK</a></p> <p><a href="#">Travel abroad from England during coronavirus (COVID-19) – GOV.UK</a></p> <p><a href="#">COVID-19: ventilation of indoor spaces to stop the spread of coronavirus – GOV.UK</a></p> <p><a href="#">The Management of Health and Safety at Work Regulations 1999, regulation 3</a></p> <p><a href="#">Health and Safety at Work etc. Act 1974</a></p> <p><a href="#">Coronavirus –The Outdoor Education Advisory Panel (OEAP)</a></p> <p>If you're organising an adventure visit abroad:</p> <p><a href="#">Gap years, volunteering overseas and adventure travelling – GOV.UK</a></p> <p>If you're organising a trip including significant risks, such as challenging terrain, going to remote places or extreme climates:</p> <p><a href="#">British Standard for adventurous activities outside the United Kingdom</a> (download under 'British Standard (BS) 8848' in the 'Adventure travel' section) – The British Standards Institution</p>	<p><a href="#">Coronavirus: risk assessment template for individual staff</a></p> <p><a href="#">Pregnant staff: risk assessments</a></p>

<input type="checkbox"/> Share outcomes of the risk assessment with relevant individuals		
<input type="checkbox"/> Appoint an educational visit coordinator and make sure they have the training they need (if you don't have a coordinator, this should be the Principal)  They should: <ul style="list-style-type: none"> <li>➤ Be an experienced visit leader.</li> <li>➤ Have the status to be able to guide other staff members' working practices.</li> <li>➤ Be confident in assessing the ability of other staff to lead visits.</li> <li>➤ Be confident in assessing outside activity providers.</li> <li>➤ Be able to advise Principal and governors when they're approving trips.</li> <li>➤ Have access to training, advice and guidance</li> </ul>	<a href="#">Educational visits coordinator</a> – The Outdoor Education Adviser's Panel (OEAP)	
<input type="checkbox"/> Make sure that staff, parents and pupils are aware of your school's: <ul style="list-style-type: none"> <li>➤ Emergency procedures</li> <li>➤ Communications plan, which should cover:               <ul style="list-style-type: none"> <li>○ How routine communications will be handled, including regular check-ins and</li> </ul> </li> </ul>	Find advice on these plans from: <ul style="list-style-type: none"> <li>➤ Any external activity provider</li> <li>➤ <a href="#">The OEAP website</a> – see the documents in section 4</li> </ul>	

<p>calls to reassure people.</p> <ul style="list-style-type: none"> <li>○ Your trip leader's name and contact details</li> </ul>		
<input type="checkbox"/> Acquire any necessary DBS checks for adults on the trip, including adults such as coach drivers	<a href="#">Keeping Children Safe in Education</a> – GOV.UK	<a href="#">DBS checks: summary of requirements</a>
<input type="checkbox"/> Check that any staff unknown to the school who will have substantial or unsupervised access to pupils have undergone any necessary DBS checks (for example, staff at activity centres)		
<input type="checkbox"/> Make sure that staff are aware of pupils with SEND on the trip, and are capable of meeting those individual pupils' needs		
<input type="checkbox"/> Make sure the trip leader has access to any behaviour management or education, health and care (EHC) plans for individual pupils		
<input type="checkbox"/> Hold a meeting with staff and volunteers attending the trip to clarify what's required of them and answer any queries		
<input type="checkbox"/> Make sure that first aid provision will be available at all times and be appropriate for your school's needs, for example, by checking that at least 1 member of staff going on the trip is first aid trained	<a href="#">First aid in schools</a> – GOV.UK	<a href="#">First aid provision: requirements and guidance</a>

<input type="checkbox"/> Make sure that first aid provision for transport (for example by minibus or other large vehicle) is properly equipped and that the first aid box contains at least the minimum required equipment	<a href="#">First aid in schools</a> – GOV.UK (under ‘Travelling first aid containers’)	<a href="#">Transporting pupils: guidance and risk assessments</a>
<input type="checkbox"/> Get consent from parents for activities (where necessary)	<a href="#">Health and safety on educational visits</a> – GOV.UK	<a href="#">Educational visits: do we need parental consent?</a>
<input type="checkbox"/> Get consent from parents to provide any medical treatment and medication (if necessary)	<a href="#">Supporting pupils with medical conditions at school</a> – GOV.UK	<a href="#">Taking medical information on trips</a>
<input type="checkbox"/> Collect any medication for pupils and make sure it’s been clearly labelled	<a href="#">Using emergency adrenaline auto-injectors in schools</a> – GOV.UK	<a href="#">Adrenaline auto-injectors (AAIs) in school: guidance and examples</a>
<input type="checkbox"/> Check that any instructions for medication storage, administration, dosages and timings are clear		
<input type="checkbox"/> Make sure you have appropriate protocols in place for carrying and administering adrenaline auto injectors (AAIs). For example: <ul style="list-style-type: none"> <li>➤ Pupils old enough to carry their own AAI should take it with them.</li> <li>➤ Have at least 1 member of staff trained to administer AAIs in an emergency present on the trip.</li> <li>➤ Consider arrangements for taking spare AAIs on trips</li> </ul>		

<input type="checkbox"/> For residential trips: Check whether the school may need to manage any medical plans for specific pupils during their stay		
<input type="checkbox"/> Get emergency contact details for all parents for the duration of the visit		
<input type="checkbox"/> Check that the school has the correct dietary information for pupils attending the trip		
<input type="checkbox"/> Get appropriate insurance cover		
<input type="checkbox"/> Check that the ratio of adults to pupils is appropriate and that staff are suitably qualified	<a href="#">School visits guidance</a> (see the download at the bottom-right, page 24) – Royal Society for the Prevention of Accidents (RoSPA)	<a href="#">Staffing ratios for trips and visits</a>
<input type="checkbox"/> Check the health and safety accreditation of any transport providers		
<input type="checkbox"/> Check that any outside organisations have appropriate: <ul style="list-style-type: none"> <li>➤ Safety standards</li> <li>➤ Liability insurance</li> <li>➤ Licence's for the activities they provide (note that organisations need a licence to provide certain adventure activities, for example a licence from the Adventure Activities Licensing Authority (AALA) for high-risk activities such as</li> </ul>	<p>See if the providers <a href="#">meets nationally recognised standards</a> – Learning Outside the Classroom Quality Badge</p> <p>If the organisation doesn't hold the badge, verify that they're appropriate by checking things like:</p> <ul style="list-style-type: none"> <li>➤ Their insurance</li> <li>➤ That they meet legal requirements</li> <li>➤ Their health and safety and emergency policies</li> <li>➤ Their risk assessments</li> <li>➤ Control measures</li> </ul>	

<p>trekking, caving and watersports)</p>	<ul style="list-style-type: none"> <li>➤ Their use of vehicles</li> <li>➤ Staff competence</li> <li>➤ Safeguarding</li> <li>➤ Accommodation</li> <li>➤ Any sub-contracting arrangements they have</li> <li>➤ That they have a licence where needed</li> </ul> <p>For information on adventure activities licensing:</p> <p><a href="#">When is an adventure activities licence required? – HSE</a></p> <p><a href="#">The Adventure Activities Licensing Regulations 2004, regulation 3</a></p>	
<p><input type="checkbox"/> Draw up an agreement with any outside providers that makes everyone’s responsibilities clear</p>		
<p><input type="checkbox"/> Clarify how group registers will be taken, and how often</p>		
<p><input type="checkbox"/> Make sure that staff, parents and pupils are aware of your school’s policy on mobile phone use on the trip</p>		<p><a href="#">Mobile phone policy: model and examples</a></p>
<p><input type="checkbox"/> If you’re planning an exchange trip where pupils will be staying with host families: Carry out a thorough process of selecting and vetting host families</p>	<p><a href="#">Keeping children safe in education – GOV.UK (particularly annex D)</a></p> <p><a href="#">Guidance on exchanges and homestays (document 7f) – OEAP</a></p>	

<input type="checkbox"/> If you're planning a residential trip: Make sure staff, parents and pupils are aware of the school's policy on staff entering pupils' bedrooms		
<input type="checkbox"/> For visits in the EYFS: Arrange for a trained paediatric first aider with a current certificate to be available at all times	<a href="#">Early years foundation stage (EYFS) statutory framework – GOV.UK</a>	
<input type="checkbox"/> If you're planning watersports: Consider whether you need suitably qualified, licensed and experienced: <ul style="list-style-type: none"> <li>➤ Instructors</li> <li>➤ Lifeguards</li> </ul>		