



## **EDUCATIONAL VISITS AND SCHOOL TRIPS**



**September 2021**

Date for Review: September 2022

## **Statement of intent**

The James Montgomery Academy Trust (JMAT) and its schools 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.

## **Definitions**

'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.

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

'Residential' means any school trip which includes an overnight stay.

'Activities of an adventurous nature' include, but are not limited to the following:

- Trekking
- Caving
- Water sports
- Climbing

## **Key roles and responsibilities**

Within the JMAT structure the Local Governing Body (LGB) of its schools has overall responsibility for the implementation of the Educational Visits and School Trips Policy.

The LGB 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.

The LGB has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.

The Headteacher will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.

The Headteacher has overall responsibility for educational visits and school trips including ensuring that the staff to child ratio relevant to key stage is applied.

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. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip.

Pupils are responsible for following instructions from teachers while on educational visits and school trips.

Pupils are responsible for behaving in a manner which matches the ethos of the JMAT and its schools, and for following the behaviour rules set out in the school's Behaviour Policy as they relate to the Educational Visits and School Trips Policy.

### **Training of staff**

Teachers and support staff will receive training on the Educational Visits and School Trips Policy as required.

Teachers and support staff will receive regular and ongoing training as part of their CPD.

### **Risk assessment process**

Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full.

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

### **Safe use of minibuses and seatbelts**

The health and safety officer, usually the Headteacher, is responsible for ensuring that all hired vehicles meet the required standards and that maintenance of vehicles used under contract have valid MOTs, road tax and insurance.

The driver must have a current driving licence, be aged 25 years or over, and hold a full licence in Group A or Passenger Carrying Vehicle License, drivers must supply a photocopy of their driving license if applicable.

If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle. Transport used for any trip/travel will carry strictly one person per seat and seatbelts must be worn at all times.

Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

When hiring a minibus for qualified staff to drive a starting and closing mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school, where applicable and reported to the relevant hire company.

### **Parental consent**

Parental consent is not generally required for off-site activities that take place during school hours, however parents may complete an 'annual' consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time.

Written consent is required for:

- Activities of an adventurous nature.
- Educational visits.
- Residential trips.
- Foreign trips.
- Activities/trips outside of school hours including school holidays.

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

### **Insurance and licensing**

When planning activities of an adventurous nature in the UK, the Headteacher will be responsible for checking that the provider of the activity holds a current licence.

Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

### **If things go wrong**

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.

### **Special education needs and disabilities (SEND)**

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

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.

### **Finance**

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'charging for school activities' and therefore, will only request a voluntary contribution from parents for educational visits and school trips.

Teaching staff should be mindful of the overall yearly cost to families when arranging visits.

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

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 parent/carer cancels their place on the trip.

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.

In the event that a parent/carer cancels a pupil's place on a trip, it is at the Headteacher's discretion as to whether a refund is given to parents.

School will take a common sense approach to refunds and cancellations, ensuring that all pupils are treated equally.

Any excess of expenditure will be subsidised by the school fund.

### **Planning school trips**

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](#)

### **Monitoring, Evaluation and Policy review**

The policy will be promoted and implemented throughout the JMAT schools.

This policy will be assessed for its implementation and effectiveness **annually** by the **DSL** and the **Health and Safety Lead**.

The scheduled review date for this policy is **September 2022**.