



Educational and Residential Visits Policy

St Nicholas School is a UNICEF Rights Respecting School with Gold Status and promotes rights respecting values in all its policies



The Governing Body of St Nicholas School formally adopted

this Policy on July 14th 2022

It will be reviewed in July 2023 unless otherwise advised

Signed _____

Headteacher

Signed _____

Chair of Governors

Contents:

Statement of intent

- 1. Legal Framework**
- 2. Definitions**
- 3. Aims and purposes of an Educational Visit**
- 4. Key roles and responsibilities**
- 5. Approval Procedure**
- 6. Planning school trips**
- 7. Risk assessment process**
- 8. Induction and Training**
- 9. Vetting providers**
- 10. Equal opportunities**
- 11. Safe use of minibuses and seatbelts**
- 12. Parental consent**
- 13. Staffing ratios**
- 14. Insurance and licensing**
- 15. Accidents and incidents**
- 16. Missing person procedure**
- 17. Pupils with SEND**
- 18. Finances**
- 19. Evaluating trips and visits**
- 20. Monitoring and review**

Appendices

- A. Ordering process for finance**
- B. Planning a school trip procedure**
- C. Application for a school trip form**
- D. Request for letters form**

STATEMENT OF INTENT

St Nicholas School understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

St Nicholas School provides education for pupils between 4 and 11 years old who have a wide range of needs including moderate learning difficulties, communication needs and autism spectrum disorders. We understand that organising school trip requires time and careful planning to ensure that it proceeds safely and successfully. This reflects Article 29 of UNICEF Rights of the Child:

Article 29 (Goals of education): Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures. It should also help them learn to live peacefully, protect the environment and respect other people.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

St Nicholas School, as the employer, is responsible for the health and safety of pupils, members of staff and volunteers and aims to protect them from getting hurt while out on educational visits or school trips.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- 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'

Further information can also be found at <http://oeapng.info>

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus Policy
- Equal Opportunities Policy
- DBS Policy

2. Definitions

Educational Visit: An educational visit is an occasion on which children take part in off-site educational, sporting, cultural and religious activities, which have been authorised by the Head Teacher or Educational Visits Co-ordinator to take place in school hours during school time.

Residential Visit: A residential visit is an occasion where children and adults sleep overnight, or over a few nights, in approved accommodation. There will also be planned daytime activities.

In loco parentis: 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.

3. Aims and purposes of an Educational Visit

St Nicholas School has a strong commitment to the added value of learning beyond the statutory school day and beyond school premises.

Each year the school arranges a number of educational activities and visits that take place off the school site and/or out of school hours, which support the aims of the school. These include:

- Out of hours clubs
- Interschool team sports e.g. Croydon School Partnership Events
- Regular nearby visits (libraries, parks, shops, cafes)
- Day visits for a particular year groups (theatre, museums, art galleries, environmental activities, places of worship, bowling, cinema, Kidspace, Oxygen)
- Residential visits and activities, which may be classed as adventurous

A majority of the school visits must be related to the curriculum. Preparatory and follow up work will be linked to the visit. Actual travelling time should be used to maximise opportunities to learn about safety and the environment. Some of our trips are considered to be non-educational. These would normally occur at the end of the Autumn or Summer term e.g. trips to Kidspace or the cinema. However, on these trips, adults are encouraged to teach their children how to communicate, share and behave in a non-school setting.

4. Key Roles and Responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity or national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the LA as necessary to ensure the correct appointment is made.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Supporting the educational visits coordinator in appointing designated trip leaders for each trip.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- 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.

The educational visits coordinator has overall responsibility for:

- 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.
- Working with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Organising any relevant trip training so staff and volunteers can feel confident in conducting their duties.
- 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.
- Approving all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe.
- 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 headteacher, by organising training for staff and volunteers.
- Ensuring that any problems are raised in a meeting with the governing board.

The educational visit coordinator is **Katie Goodwin**

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- 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 of the proposed extra-curricular trip or activity three weeks in advance.
- Distributing permission slips to parents three weeks prior to the trip and chasing up any permission slips that have not been returned one week prior to the trip.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members, including the designated deputy leader, on the school trip.
- 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.

The designated deputy leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for:

- Supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- 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 by undertaking training.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

Volunteers and/or carers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Participating in any relevant checks before the trip in line with the DBS Policy.
- Reading and understanding relevant policies, such as the Behaviour Policy, to enforce the Pupil Code of Conduct while on the school trip.
- Ensuring they are competent and comfortable with their delegated responsibilities by partaking in relevant training.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.
- Assisting pupils with needs during activities, e.g., escorting them to the toilets.
- Attending any relevant meetings or induction evenings before the trip.

Pupils are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behavioural Policy with regards to this policy.

5. Approval Procedure

All matters regarding each visit outside school - feasibility, planning, safety, organisation etc – will require the prior approval of the head teacher and EVC. The Governing Board will be informed of trips that have taken place that term.

In addition, visits that are either:

- Overseas
- Residential or
- Involving adventurous activity

will require the additional approval of the LA. Further approval will also be required from the Governing Board to the finances for visits of these types. These will be agreed after the visit has taken place. If an external provider or tour operator is being used, they must complete the detailed 'External Provider Form' at the time of booking. This form can be found on the EVOLVE website. It is essential that all visits have sound and clearly stated educational aims.

6. Planning school trips

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'

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

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips.

7. Risk Assessment process

'Risk Assessment' is a careful examination of what could cause harm to pupils, staff or others, together with the identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risks, there are 3 levels of which visit leaders should be mindful:

- Generic risks – normal risks attached to any activity out of school. These will be covered by reference to the 'Educational Visits Checklist' on EVOLVE, and the schools generic self-assessment (appendix 1)
- Event specific risk – any significant hazard or risk relating to the specific activity that is not covered in the generic policies. (appendix 1a)
- Ongoing risk – the monitoring of risks throughout the actual visit as circumstances change.

Staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk-free visits.

Pupils should be involved, where applicable, in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks. Through this they will develop risk awareness – an educational issue as well as a safety issue. It is an essential life skill.

In the event that during a visit, the trip leader considers that behaviour of pupils is so poor as to constitute a risk to others on the trip, they should consult with the head teacher or EVC who will advise on what to next. In some cases, this may to return to school as soon as possible.

The health and safety of those involved in a visit overrides any disability act.

8. Induction and Training

The EVC is responsible for ensuring that all staff are trained to a suitable and sufficient level in the offsite visits' procedures. If new members of staff are not confident at leading a visit, the EVC could make the decision to have a different Visit Leader leading the activity, with the new staff member accompanying in a deputising capacity.

9. Vetting Providers

When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

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

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

10. Equal Opportunities

The school 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 school's Equal Opportunities Policy.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

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.

11. Safe use of minibuses and seatbelts

The health and safety officer is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax. The use of minibuses will be organised in accordance with the Minibus Policy.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school. The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus.

12. Parental Consent

Parental consent is not generally required for off-site activities that take place during school hours such as driving to look around the local area. Parents are informed via a weekly newsletter that the class are going on a local trip. As a school, we seek parental consent for any trip that does not take place on school site and where children will be exiting the minibus and for trips which require payment. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

13. Staffing Ratios

a) Ratio

A professional judgement must be made for **each visit** by the Visit leader, EVC and Head Teacher, as a range of characteristics relevant to the particular visit should determine the ratio. These are:

- Type, duration and level of activity
- Needs of individuals within the group – medical, SEN, behaviour etc
- Experience and competence of staff and accompanying adults
- Nature of venue
- Weather conditions at that time of year
- Nature of transport involved

The competence of supervisors and the supervision arrangements are more important than ratios. The school will follow the SAGE acronym: Can the **S**taff lead that **A**ctivity with that **G**roup in the **E**nvironment.

b) Supervision

Pupils must be supervised at all times throughout the visit. Supervising adults must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be encouraged to do a head count frequently throughout the visit and ensure that all children are wearing their seatbelts and remain in their seats during the journey.

14. Insurance and licensing

Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

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

Medical expenses will be recorded and stored in the school office.

15. Accidents and incidents

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 headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.

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, e.g. a terrorist attack. 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.

To ensure pupils are easily identifiable, they must wear their school uniform and high viz jackets. For children on a residential journey, they will wear their own clothes and a high viz jacket. Pupils will be given a wrist band with the school name and contact details on, which must be worn at all times.

16. Missing person procedure

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

Before embarking on the trip, extensive risk assessments are undertaken in accordance with section 7 of 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.

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 section 17 of this policy.

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 will be required to carry mobile phones with them at all times.

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.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

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, in the case of an adult going missing, another adult to contact them by 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 headteacher, or other available person, back at the school and inform them of what has happened.

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.

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.

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 educational visits coordinator to ensure similar incidents can be avoided in the future.

17. Pupils with 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. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

18. Finance

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

school.

- Part of religious education.

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

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.

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 consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.

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 consult the governing board 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.

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.

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

19. Evaluating trips and visits

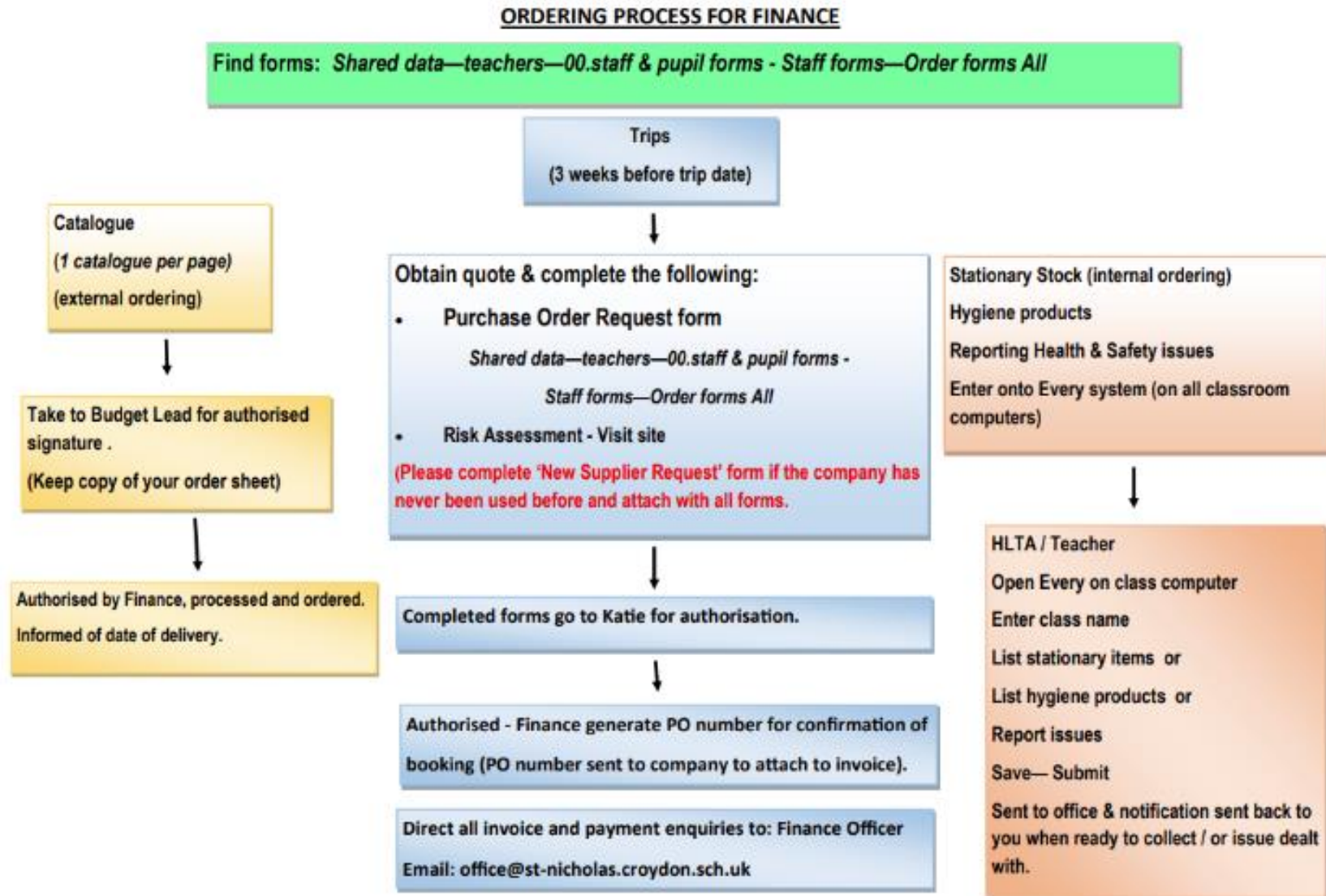
Following an educational trip and/or visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

20. Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy annually. The scheduled review date for this policy is July 2023.

Appendix A: Ordering process for finance



Appendix B: Planning a school trip procedure checklist



Procedures for School Outings

1. See Katie a **minimum of 3 weeks before** proposed visit date, follow procedure for finance. Also, provisionally book minibus on MS Teams
 2. DO NOT proceed until you have Senior Management authorisation. Complete Outing and Risk Assessment forms.
 3. Book minibus – **both minibuses seat 15 in TOTAL** (14 passengers and the driver).
 4. Fill in “Request for letter form” give as much detail as possible.
 5. If you require lunches for children, you will need to let the kitchen know **2 weeks before the trip. All KS1 children can have a free lunch. Children in KS2 who are Free School Meals will also have a lunch provided.** Staff can have free school packed lunch if required.
 6. Give all forms to Katie.
 7. Give lunch form to the kitchen.
 8. Natalie will write letters for parents. If there is a cost, there will be 2 different letters;
 - Free School Meals children
 - Other children
- Natalie will send out letters on Weduc and create a form for permission slip
9. Keep checking forms on Weduc to check who has given permission and chase parents.

These documents are stored on:

- **Teacher Share**
 - **Trip and Outing Forms Folder**
 - ❖ **Form 1 – Application form for trip**
 - ❖ **Form 2 – Risk Assessment**
 - ❖ **Form 3 – Request for Letters**
 - ❖ **Form 4 – Non School Helper form**
 - ❖ **Form 5 – Packed lunches order form**

Appendix C: Application for a school trip



ST NICHOLAS SCHOOL

Application for School Outing

Class Name		Number of Children		Number of Adults	
Date of Outing:					
Destination (Full address and telephone number if possible):					
Purpose of Outing:					
Risk Assessment of Destination Carried Out (circle as necessary)	Yes / No			Date Carried Out:	
Duration of Outing: (circle as necessary)	AM	PM	ALL DAY		

Names of Pupils who require Medication and type of medication:	
Name of Pupil	Type of Medication

Does Outing effect lunch (circle as necessary)	Yes	No
How many Free School Meals Pupils require a School Packed Lunch		

Names of Teachers and T.A.'s going on Outing			
Is Mini bus being used (circle as necessary)	Yes	No	
Driver's Name(s) to be completed by Katie			
Other Means of transport (complete as necessary)	Yes	No	If Yes, what transport:

Duties		
	Swapped with	

Signature (class teacher)		Date:	
Authorising Signature (Head or Assistant Head)		Date:	

Appendix D: Request for letters



Request for Letters

Class Name	
Trip Destination	
Date of Trip	
Duration of Trip	All day / am / pm (delete as necessary)
Packed lunch needed	YES / NO If YES, Number needed
Cost per Child:	
Cost per Adult:	
Number of Adults going on Trip:	
Additional Information (Wellies, coats etc)	
Date passed to office	

