



**THE NORTON  
KNATCHBULL**  
SCHOOL

# **Educational Visits Policy**

Reviewed by	Tom Sparrow
Approved by the Education Committee	16 <sup>th</sup> May 2022
Date of Review	Spring 2024

## **1. Rationale**

The aim of this Policy is to provide staff and governors with clear guidelines for the safe planning and organisation of school trips and other offsite activities.

The School will publish on the school website an approximate overview of the number/nature and cost implications of trips and visits early on in each academic year. The list will be updated throughout the academic year when further trips are approved.

## **2. Purpose**

School visits provide a valuable means of enriching the curriculum and promoting and extending the interest and enthusiasm of students and enhancing their social development.

When planning any offsite visit, staff should seek to identify a venue or experience which provides the maximum educational benefit to students, and which fulfils the identified aims of the visit in the most effective way.

When arranging visits offsite it is essential to acknowledge the hazards that may exist and to plan carefully in order to minimise the risks involved. Although it can never be guaranteed that problems will not arise or that accidents will not happen, it is nevertheless vital that all reasonable care is taken in the planning of offsite visits, and that it can be shown at all stages that this has been the case.

The School's procedures relating to visits and trips/offsite activities are designed to ensure as far as possible the highest standards of safety of participants and to support staff members in organising such activities by providing a framework for planning and assessment of risk which accords with good practice and Government and County guidelines. It is recognised that it is necessary for practice to be continually reviewed and updated to take into account current considerations concerning planning and safety.

## **3. Procedures for Planning/Delivering Offsite Activities**

Parents must always be informed in writing if their child is to be taken offsite. A template letter is available and must be used by staff planning any offsite activity.

Any member of staff wishing to organise an offsite visit/trip must inform the Assistant Head teacher in charge of school trips and agree dates/times for the visit/trip so that these can be reserved in the school calendar. All offsite activities must be approved by the School's Assistant Head teacher who has responsibility for school visits and trips.

Staff planning and leading school trips/offsite activities must comply with the procedures for organising school visits and trips. Appendices 1& 2 provides a checklist for organising school trips/offsite activities. All procedures and regulations must be complied with by those planning and leading such activities.

An Electronic Form that can be found on the "Trips and Visits" Team must be completed by the trip leader for initial approval. Once initial approval is agreed the budget for the trip will then need to be sent via an email that will be sent to the trip leader. This will then be signed off by a member of the Finance Department. Trips must be planned in accordance with the School's Charging Policy and the School's financial procedures. When applicable, three quotations should be obtained for transport, and from trip/activity providers so as to ensure the trip/visit provides best value for money.

All monies payable must be submitted by parents/carers via the school's online payment system.

The School must have a list of the names of all students taking part in the activity and contact details for the staff in charge.

Staff organising a visit/trip must complete a risk assessment (using the school's template risk assessment form) and submit it to the School Receptionist prior to the trip department. The risk assessment will then be reviewed and signed off by the Assistant Head Teacher in charge of school trips, the School Business Manager (i/c Health and Safety) and the Headteacher.

The relevant details from the risk assessment must be shared with students/staff/adult helpers prior to the trip departing.

Staff are not allowed to take members of their own family on school trips.

Staff are reminded not to book school trips for Years 11 and 13 after Term 1 and Year 10 and 12 in the term of their Pre Public Exam season as published in the school calendar. The only exception to this rule will be a trip that contains essential work for exam components i.e. field work.

Only in exceptional circumstances will staff who teach Year 11 and 13 students be allowed on outings/off timetable in Term 4-5. Exceptional cases will be discussed by SLT.

#### **4. Supervision Ratios**

The following supervision ratios should be used as a guideline when planning a trip. This will be dependent on the experience of the Trip Leader, supervising colleges, the nature of the trip and students going.

- 1 teacher for every 20 students on local visits such as historical sites, museums, local walks, etc.
- 1 teacher for every 15 students for residential visits in the U.K., or day trips abroad and accompanying groups travelling to and from an exchange destination.
- Any residential trip must have more than one supervising adult. Any residential/overseas trip involving female students should have an accompanying female member of staff. Any domestic day trip involving female students where there is not an accompanying female member of staff should consider appropriate contingency measures in the risk assessment.
- 1 teacher for every 10 students for residential trips abroad.
- It is permissible to use responsible adult helpers who are not teachers but the trip should always include at least one teacher. Any such should be approved by the Headteacher and should have an enhanced DBS check.
- Some slight increases to these ratios may be agreed for individual trips, in consultation with the EVC or Headteacher.
- Some post 16 students may be permitted to travel and attend events independently (e.g. Open Days and revision courses).

Any adjustment to the above supervision ratios must be approved by the Headteacher.

#### **5. Behaviour during the Trip**

It is the responsibility of the trip leader to ensure that all staff supervisors and students are aware that the school's Behaviour, Rewards and Sanctions Policies apply throughout the duration of the trip. For all

residential and overseas trips a Code of Conduct (template available) must be signed by parents/carers and students.

Any incidents that happen during the trip that are out of the ordinary or are a child protection issue please log it on MyConcern.

## **6. Communication**

Parents must be fully informed of the details of all activities included in the trip, together with the supervision styles proposed for the activities. This will be emailed out to the parents via the School Office.

For all residential and overseas trips, the trip leader must organise an information evening prior to the trip departing.

During the trip, the trip leader must keep with them the trip bag (provided by School Reception) which contains the SLT Duty Manager contact number, a signed risk assessment and school emergency contact numbers. The Trip Leader must be able to access the student's details via Microsoft Teams whilst on the trip. If this is not possible, i.e. no internet connection is available at the school trip site the Trip Leader must print off the electronically stored documentation. This will include the names and contact numbers for all parents or guardians of students. The SLT Duty Manager is the main school contact. The trip leader should have their mobile number and this must be carried by the all supervising staff, at all times.

Prior to the trip departing, the trip leader must ensure that the School Receptionist is provided with full details of visit, itinerary, contact phone and addresses of all participants, list of members and parents' contact details, copies of consent forms including medical details for students and staff, travel documents, medical papers, signed risk assessment. All of these documents must be uploaded to the Trips and Visits Team. The School Receptionist will ensure this information is passed to the SLT Duty Manager.

## **7. Emergencies / contingencies**

**Mobile Phone** – the trip leader must book a school mobile phone which should be used in emergency situations. Students on the trip, as well as all other adult helpers should be provided with this number to call in case of emergency. These are available from the student reception.

If any part of the trip will take part outside of school hours, parents must be provided with the SLT Duty mobile telephone number, which should be called in an emergency. At the start of all overseas residential trips, students should be given a card which contains the number for the school mobile being used on the trip, hotel/accommodation details and the emergency number for the country they are in.

### **First Aid**

The trip leader must ensure adequate first aid is available, bearing in mind the particular risks and hazards likely to be encountered and the medical needs of any of the students.

Any special medical conditions in the group must be communicated to all supervisors and shared with students, if this is considered necessary.

If any students/staff taking part in the trip have any significant medical needs, all supervising staff members must meet with the Student Receptionist (i/c first aid) before taking the trip, to receive instructions/guidance on how to prevent/respond to/deal with any medical emergencies. This is particularly important when the trip involves an overnight stay or is a high risk day trip.

### **Medical Emergencies**

Medical Forms must be taken on all trips as any hospital will need to see this information. If a student does not return a medical form, signed by a parent/carer he/she must not be permitted to go on the trip.

In case of a medical emergency one teacher must accompany casualties to hospital. The rest of the group must be kept together and supervised – staff must caution all students on the trip not to use social media and/or mobile phones to contact home and instruct all students to allow teachers to handle communication about the emergency to school. If necessary, emergency services must be notified first, immediately followed by informing the SLT Duty Manager.

If abroad the lead teacher should contact the tour provider and, if appropriate, the British Embassy. The numbers should be in their trip folder. In any case of accidents a full account of what happened must be taken down along with the names of any witnesses and other people involved. All of this should be transmitted to the insurance company as soon as the situation is under control.

### **Sources of Funding- School Minibus**

When using the school minibus it is important that the trip leader and mini bus driver be familiar with the school's minibus policy. This is available on the school website.

In accordance with the Charging and Remissions Policy, whilst organising a school trip it is important to factor in the cost of using the school minibus in to the school trip budget. All activities that are a necessary part of the National Curriculum plus Religious Education and representing the school (i.e. sports fixtures) will be provided free of charge. This includes transport to take students between the school and the activity.

Voluntary contributions may be sought for activities during the school day, which entail additional costs. In these circumstances no student will be prevented from participating because their parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage.

## **8. Health and Safety**

Pupils should understand the aims of the visit, the importance of the rules, safety precautions, expected behaviour, appropriate social conduct, consequences of misbehaviour, what not to bring back (e.g. drugs, knives), what to do if approached by outsider, rendezvous procedures, what to do if separated from the group.

### **Risk Assessments**

Risk Assessments are an integral part of any school trip. Risk Assessments are there to identify health and safety hazards and evaluate the risks presented within the school trip. They are also there to evaluate the effectiveness and suitability of existing control measures and to ensure additional controls are implemented wherever the remaining risk is considered to be anything other than low. All schools trips must have a Risk Assessment approved before the school trip can be undertaken. The Risk

assessment is to be made available to the appropriate members of staff using the guidance set out in Appendix 1.

### **Adventurous Activities**

The provider is legally required to hold a licence for the activities they offer and it is the responsibility of the trip leader to ensure that they do. Before booking the visit, the trip leader should obtain copies of relevant risk assessments from the tour operator and centre (as appropriate).

It is the trip leader's responsibility to check that all staff employed by activity providers have appropriate safeguarding checks (e.g. DBS clearances) if they are to come into direct contact with students which is not supervised by any of the accompanying school staff.

### **Water Based Activities (including swimming)**

Any activity which takes place on or in water (including swimming) must be approved in advance by the Headteacher and, where relevant, the School's insurance company.

### **Health and Safety on Residential Visits**

Hotel/residential accommodation should have sufficient security to stop unauthorised visitors.

### **Rooming**

The group leader must assign rooms for students and staff and ensure they are in a discrete area with teachers being situated near to pupils and separate sleeping accommodation and bathrooms for males/females and staff/students. Wherever possible accommodation should not be on the ground floor. The group leader should have a floor plan in advance.

### **Fire Precautions**

On arrival a member of the school staff should check all the fire exits. As soon as practical, the trip leader should call a meeting to ensure all students and supervising staff know the fire precautions and know where to meet in case of emergency.

### **Overseas Visits/Trips**

Before planning and in the lead up to an overseas trip, the trip leader must check the Foreign and Commonwealth Office (FCO) travel advice to see if any trouble is expected or warnings are in place.

### **Cultural Sensitivity**

The trip leader must ensure that the group is made aware of any cultural differences/sensitivities, including dress codes, and ensure these are communicated to those taking part on the trip, as well as parents/carers.

Language implications should be considered and where possible, a member of staff who can speak the language should accompany the trip.

Trip leaders must also check about the validity of passports, EHIC cards and if appropriate, visas (Group leader to have photocopies of all passports and should check they have 6 months before expiry before the return date), the need for medical insurance (Finance Office can supply a school insurance travel pack).

Whilst on the trip the Trip Leader should keep a copy of all receipts and a copy of the contract/booking information with hotel. The trip leader should have published to parents a guide as to how much money pupils should take and should have a contingency fund (or credit cards) in case of emergencies.

### **9. After the Trip Returns**

**Incidents** - must be recorded on paper (at the time the incident takes place) and then reported to the EVC and relevant member(s) of SLT in charge of the year group(s) involved upon return and recorded on the appropriate platform as for equivalent incidents in school (i.e. Behaviour, Medical/1<sup>st</sup> Aid, Safeguarding).

A trip evaluation form must be completed within a week of the trip returning.

A nominated student should write a review of the trip, which must be proof read and approved by the trip leader. The trip leader must then forward the review to the ICT Technicians for uploading onto the school website.

### **10. Equal opportunities and diversity**

Under the Equality Act 2010, it is unlawful for schools and local authorities to discriminate against disabled pupils. The Act includes duties to make sure disabled pupils are not treated less favourably than other pupils. Schools have to make reasonable adjustments where they are needed. NKS will make sure that disabled pupils can play as full a part in school life as possible which includes going on school trips.

NKS will make sure that disabled pupils are given the same opportunities to take part as other pupils and will make reasonable adjustments where these can be anticipated and planned for. This will also form part of the longer-term planning for the pupil.

When organising a trip you should consider:

Providing additional assistance, such as asking a learning assistant who supports the child in school to go with the child on the visit, to enable the disabled pupil to attend.

The Act does not override health and safety legislation. Schools may still need to undertake risk assessments to ensure all pupils attending the trip are safe. Evidence should also be recorded to prove that we have made our school trips inclusive.

### Checklist for Staff Use when Organising a school Trip/

Name of Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

	Action required by trip/Activity Organiser approximately 7-8 weeks in advance of proposed trip:	Tick when complete
1	<i>Check with Assistant Headteacher of proposed date is available and provide brief details including years(s)/class(es) involved, purpose of trip, staff required</i>	
2	If transport or other quotations required, contact Reception who will obtain quotations	
3	If school minibuses are required, check availability and provisionally book. Ensure drivers are on the approved list (available from main reception)	
4	Liaise with staff/Business Manager if access to site is required outside of normal opening hours	
5	Provisionally book mobile telephone(s) and the first aid kits(s) with Student Receptionist	
6	Complete the "Initial Trips and Visits Form" available via Microsoft Teams	
7	<b>If the activity is an "Off timetable/In School" Activity:</b>	
8	If ICT rooms/Equipment required or Hall required provisionally book via Room Booking System	
9	Provisionally arrange any other rooming requirements with office manager	
<b>Once trip has been approved in principle</b>		
10	Agree budget with Finance. If the trip has run before, check whether the previous trip has surplus funds, which can be offset against cost of trip. NB please upload trip budget to the Trip channel in Teams and request approval from Finance using Teams approvals	
11	Complete relevant Draft Risk Assessment and Draft Letter to Parents then submit via Microsoft Teams (Reception will then approve this once all relevant paper work has been submitted.)	
<b>On receipt of confirmation (from reception) that risk assessment/parental letter have been approved</b>		
12	Once draft letter is approved the letter and parental consent forms will be constructed and sent for Headteacher's approval. Once letter is approved, the letter will be returned to the office.	
13	Trip letters/medical forms will be electronically sent to parents via the school office	
14	Book school mobile phone and First aid kits at student reception	
15	Notify site staff if access to school site is required outside of normal opening hours	
<b>At least 2 Weeks Prior to School Trip</b>		
16	Contact Finance for update on payments received from students	
17	Arrange for a reminder to be sent to student who have not yet paid/returned consent forms	



18	Confirm bookings of transport	
19	Finalise list of students. Update risk assessment with student AEN/Medical/Behavioural needs	
<b>At least 1 Week Prior to School Trip (offsite):</b>		
20	Confirm cover requirements with office manager	
21	Notify School Kitchen of Trip and number of FSM students on trip	
22	Nominate student to complete a Trip Report for school website	
23	Upload a list of students and staff on trip to the school trip Teams channel	
24	Obtain emergency and medical details of staff accompanying trip from Head's PA (NB these details will be provided in a sealed envelope. This envelope should only be opened in an emergency and must be returned to the Head's PA after the trip has returned.)	
25	Review and update the risk assessment submit via Teams for SLT signature. (Once risk assessment is returned, check for any further updates made by SLT and then share with staff and share all appropriate information with students)	
26	Share with trip staff and students details of itinerary, code of conduct, supervision etc	
<b>On the day of the Trip:</b>		
27	Take register before leaving school and leave copy with main reception	
28	Before departing, check with students requiring medication that they have this with them	
29	Review and revise Risk assessment/plan throughout the day	
<b>Immediately after the trip:</b>		
30	Return Staff details to Heads PA	
31	Provide details of any accident/incidents to the appropriate member of staff and record on school system	
32	Return Mobile Phones and first aid kits to student reception	
33	Return any "emergency funds" to finance and provide receipts for and monies spent on trip	
<b>Within a week of the trip returning to School/ Activity Taking place</b>		
34	Proof read student's trip report and send to Development and communications manager for uploading on to schools social media account.	

*Appendix 2*

**Checklist for Staff Use when Residential and/or Overseas Trip**

**Name of Trip:** \_\_\_\_\_

**Date of Trip:** \_\_\_\_\_

	<b>Action Required by Trip/Activity Organiser approximately one academic year in advance of proposed residential (home or abroad) and at least three months in advance of a proposed day trip overseas:</b>	<b>Tick when Complete</b>
1	Check with Heads PA/School Office if proposed date(s) is/are available and provide brief details including year(s)/class(es) involved, purpose of trip, staff required via the Microsoft Form in the Trips and Visits Team	
2	If transport or other quotations required, contact Reception who will obtain quotations	
3	If school mini buses are required check availability, and provisionally book. Ensure drivers are on the approved list (available from Reception or Business Manager)	
4	Provisionally book mobile telephone(s) and first aid kit(s) with Student Receptionist	
5	Obtain quotes. <b>Three</b> quotes are required from tour companies for the trip (Reception can contact companies for you to obtain quotes). When obtaining quotes check if school insurance will cover trip and if so, ask for insurance to be omitted from quotes provided. Remember to obtain quotes eg for transport to and from airports, if this is also required.	
6	Agree budget with Finance. If the trip has run before, check whether the previous trip had surplus funds which can be offset against cost of trip.	
7	Fill out a budget form and upload to the trip channel requesting approval from the Finance Department.	
<b>Once Trip has been approved in principle:</b>		
8	Complete <b>draft</b> Risk Assessments and upload to Trip Channel in Microsoft Teams	
9	Contact School Office with information for draft letter. This Letter should include a full breakdown of costs, payment schedules, supervision styles, draft itinerary and indication of any extra expenses/requirements (eg kit, spending money etc).  Submit letter to Reception ( <i>Reception will check all relevant paperwork has been submitted and forward to the EVC.</i> Reply slips should request details of any special requirements which you may need to be aware of when planning the trip. (NB medical consent forms will not be issued until closer to the date of the trip.)	
10	If access to the site is required outside of normal opening hours, liaise with Site Staff/Business Manager to make necessary arrangements.	
<b>On receipt of confirmation (from Reception) that draft risk assessments/parental letter have been approved:</b>		
11	Forward draft letter to School Office. Office will prepare letters for Headteacher's approval. Once approved, letter will be sent to parents electronically via PS Connect	
12	Book School Mobile Phone(s) and First Aid Kit(s) with Student Reception.	
<b>Approx 3 Months Prior to Trip:</b>		
<b>If trip is overseas:</b>		
13	Check to ensure photocopies of all passports/EHIC cards and any other relevant travel documents, have been received. <b><u>NB If any passports are non-EU, contact EVC for advice.</u></b>	
<b>Residential and/or Overseas</b>		
14	Contact Finance for update on payments received from students	

1 5	Send out Code of Conduct, Medical Consent Forms and letter inviting parents/carers to a pre-trip meeting via School Office	
1 6	Arrange for a reminder to be sent to students who have not yet paid/returned consent forms.	
1 7	Confirm bookings of e.g. transport.	
1 8	Send reminder to Site Staff if access to school site is required outside of normal opening hours.	
<b>At Least 1 Month Prior to Trip</b>		
1 9	Hold meeting for parents/carers and share all relevant information with them (e.g. final itinerary, relevant information from risk assessment, information on Code of Conduct, details of staff accompanying trip).	
2 0	Update risk assessment with any AEN, medical information or other relevant information provided on SIMS, parental consent form and/or by parents at meeting and submit <b>in the Trips and Visits Teams</b> for SLT signature, together with a copy of the student list, final itinerary and Code of Conduct.	
<b>At Least 1 Week Prior to Trip (offsite):</b>		
2 1	Confirm cover requirements with Office Manager.	
2 2	Liaise with Site Staff to remind them of any arrangements that may be required e.g. re early/late access to site.	
2 3	Notify School Kitchen of trip and no of FSM students on trip	
2 4	Nominate student(s) to complete a Trip Report for school website	
2 5	Upload a final list of students and staff on trip, copies of parental consent forms are to be uploaded on to Teams and at least one emergency contact number for a member of staff on the trip (usually trip leader)	
2 6	Obtain emergency contact and medical details of staff accompanying trip from Head's PA. <b><i>(NB these details will be provided in a sealed envelope. This envelope should only be opened in an emergency and must be returned to Head's PA after the trip has returned.)</i></b>	
2 7	Review/update Risk Assessment(s). NB if any amendments made, please ensure these uploaded and approval gained from wither EVC/Headteacher	
2 8	Share with trip staff and students details of e.g. itinerary, code of conduct, supervision etc.	
<b>On the Day of the Trip:</b>		
2 9	Take register before leaving school and leave a copy with Reception	
3 0	Prior to departure from school, ensure: <ul style="list-style-type: none"> <li>• All students and staff have relevant documents (e.g. passports, EHIC cards, visas etc.)</li> <li>• students with medical needs have relevant medication with them</li> <li>• Students have any other items with them that are essential for the trip.</li> </ul>	
3 1	Remind all staff and students of arrangements, code of conduct, risk assessment details	
<b>During the Trip:</b>		

3 2	Review and revise Risk Assessments/plans. Make any necessary adjustments.	
	<b>Immediately after the Trip:</b>	
3 3	Return Staff details to Head's PA ( <i>offsite trips only</i> )	
3 4	Provide details of any accidents/incidents to appropriate member of staff	
3 5	Return Mobile Phone(s) and First Aid Kit(s) to Student Reception	
3 6	Return any 'emergency funds' to finance and provide receipts for any monies spent on trip	
	<b>Within a Week of the Trip Returning to School/Activity Taking Place:</b>	
3 7	Complete Trip/Activity Evaluation Form and submit to Reception	
3 8	Proof read student's trip report send to the Development and communications manager who can then uploading onto school website/social media plat form	