

SCHOOL TRIPS POLICY

Whole School including EYFS

Version	3	4	5	6	7
Policy reviewed on	September 2025				
Policy written by	T.Davie				
Policy seen by Governors	Governor Hub October 2025				
Date of next review	September 2026				

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

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Scope

This policy is applicable to all those involved in the organisation of educational visits for pupils. It provides a clear process for approving visits.

Objectives

- To ensure that visits are well planned and significant risks are identified and managed
- To ensure that there are contingency plans in place for changes in circumstances during a visit that are reasonably foreseeable
- To ensure that those in charge of visits have the necessary competence to manage situations appropriately

Introduction

Learning outside the classroom environment is an essential part of our curriculum. Trips and visits include the following (non-exhaustive list):

- day trips to historic sites, museums, galleries, natural features, farms, drama productions
- field trips, e.g. geography, history, art history
- adventure activities, e.g. climbing activities, bushcraft, water sports
- sports teams trips

Early Years

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. For all walks within the enclosed school grounds, the children are supervised by their teacher and a teaching assistant in KG2 (reception) and a teacher and two teaching assistants in KG1 (nursery).

For visits outside of the school grounds, ratios (1:2 for KG1 and 1:4 for KG2) will be adhered to. The children are always briefed in advance about the visit and of the standards of behaviour expected. There are always at least two members of staff, one of whom will have been designated in charge of the visit. At least one member of staff will be qualified in paediatric first aid.

The vehicles in which children are being transported, and the driver of those vehicles, will be adequately insured.

Communication with Parents

Parents will be notified in advance of:

- selection of a child for a sports team and details of any fixtures
- a child attending a day out on a trip / visit, including details of any extra charge and details of visit duration
- planned trips and visits for year groups, including residential visits

Parental Consent

Individual digital or written consent will be obtained for all offsite visits and trips.

Parents are expected to support the school in ensuring that pupils follow instructions given by those in charge of the trip. Those in charge of the trip may send any pupil home early who declines to follow reasonable instructions. Parents will be contacted to collect.

Role and Responsibilities

The Education Visits Co-ordinator (EVC) will:

- be responsible for the implementation of this policy
- support the Headteacher in the process of approving visits
- ensure, as far as possible, that trips are spread through different age groups and the school year
- help staff involved with organising trips and visits
- ensure a Visit Leader (VL) is appointed who is responsible for organising and running the trip or visit
- check parental consent forms
- keep records of previous visits, including details of accidents and incidents
- hold a briefing session for all those nominated as a VL which will cover:
 - (i) conducting risk assessments
 - (ii) emergency procedures
 - (iii) school insurance cover
 - (iv) budgeting for visits
 - (v) circumstances when a trip may be terminated
 - (vi) confirmation of staffing ratios

The Visit Leader will:

- hold a valid first aid certificate or ensure that one of the accompanying teachers does
- act "in loco parentis" - meaning that they "have a duty under common law to take care of pupils in the same way that a prudent parent would do" – this includes provision of required medication e.g. inhalers and EpiPens.

The school as employer of the VL will:

- support VLs in the unlikely event of an accident occurring provided they have exercised reasonable care and followed school guidelines

Insurance

- The school has Employers Liability Insurance of £10m and Public Liability Insurance of £10m.
- The school also has a group travel policy that covers most visits in the UK and overseas.
- The EVC and / or VL should check with the Bursar when planning trips relating to hazardous / adventurous activities for the applicability of insurance and arrange for an extension where required
- The VL should ensure that they have a copy of the school travel insurance with them on the trip

- Travel involving staff using their own cars is permitted with written consent from the Headteacher; the school has 'Occasional Business Use' insurance to cover such occasions.

Staffing Ratios

UK Residential Trips (Forms 3 – 6 only)

- 1:10 (plus lead adults at the residential centre). There will always be a minimum of two responsible adults on a residential trip, including a first aider.

Day Trips

Pupils from KG1 (Nursery)

- Our staffing ratios for KG1 pupils are 1:2. There will always be a minimum of 2 responsible adults including a paediatric first aider in attendance on a day trip.

Pupils from KG2 (Reception)

- Our staffing ratios for KG2 pupils are 1:4. There will always be a minimum of 2 responsible adults including a paediatric first aider in attendance on a day trip.

Pupils from Form 1

- Our staffing ratios for Form 1 pupils are 1:6. There will always be a minimum of 2 responsible adults including a first aider in attendance on a day trip.

Pupils from Form 2 and Form 3

- Our staffing ratios for Form 2 and Form 3 pupils are 1:8. There will always be a minimum of 2 responsible adults including a first aider in attendance on a day trip.

Pupils from Form 4

- Our staffing ratios for Form 4 are 1:10. There will always be a minimum of 2 responsible adults including a first aider in attendance on a day trip.

Pupils from Form 5 and Form 6

- Our staffing ratios for Form 5 and Form 6 pupils are 1:12. There will always be a minimum of 2 responsible adults including a first aider in attendance on a day trip.

Definitions

An **activity provider** is defined as any person or organisation external to our establishment contracted to organise and/or lead all or part of a visit or activity. For example:

- A museum or other venue where their staff lead educational activities;
- An activity instructor or guide;
- A tour operator;
- An activity, field studies or outdoor education centre;

- A ski school;
- A Duke of Edinburgh Award centre or activity provider;
- An expedition company.

A **facility** is defined as a venue or resource external to our establishment which we use for a visit, but which does not organise or lead any part of the visit. For example:

- Museums, galleries, theme parks, theatres, climbing walls, skate parks, bike tracks, ski slopes, swimming pools, when the venue does not provide teaching or instruction to the group;
- Hired or borrowed equipment.

Trips and Visits Planning

Prior to the trip taking place, the 'Trip Request, Planning & Organisation Form' (see [Appendix 1](#)) should be completed as follows:

- Visit Leaders are to complete Section A of the 'Trip Request, Planning & Organisation Form', which requests details of:
 - (i) Visit Leader's name
 - (ii) The class that the trip is for
 - (iii) The name and address of the proposed venue
 - (iv) The Council for Learning Outside the Classroom (LOtC) status of the proposed venue
 - (v) The proposed date of the trip
 - (vi) Venue contact details
 - (vii) Details of the educational value of the trip
 - (viii) Names of staff proposed to accompany the trip
 - (ix) Number of pupils to be invited on the trip

Visit Leaders should ensure that the process moves onto the Secretaries or Bursar via the online Planner

- The Secretaries, in conjunction with the Bursar, will complete Section B of 'Trip Request, Planning & Organisation Form' which calculates financial cost. The Secretaries should then pass the form onto the EVC.
- The EVC will complete Section C of the 'Trip Request, Planning & Organisation Form' which confirms that the VL has been briefed on their duties in relation to risk management.

In the event that the venue does not have a LOtC badge, the EVC will ascertain whether the venue is acting as an 'activity provider' or a 'facility'. If the venue is acting as an activity provider, the EVC will contact the venue to check:

- (i) Their insurance
- (ii) That they meet legal requirements
- (iii) That they have adequate health and safety and emergency policies
- (iv) That they have adequate risk assessments and control policies
- (v) Their use of vehicles
- (vi) Staff competence
- (vii) Safeguarding arrangements including checks on the suitability of staff
- (viii) Welfare and accommodation standards

- (ix) Any sub-contracting arrangements they have
- (x) That that they have a licence where needed, including any licences as required by the Adventure Activities Licensing Regulations 2004

The EVC should then pass the form onto the VL.

- The VL will complete Section D of the 'Trip Request, Planning & Organisation Form', confirming that they have undertaken their duties in relation to risk management. The VL should then alert the EVC, via the planner.
- The EVC and Headteacher will review the completed 'Trip Request, Planning & Organisation Form' for completeness, and then sign to authorise the trip.
- The EVC will pass the completed 'Trip Request, Planning & Organisation Form' onto the Secretaries to complete all other administration requirements (see [Appendix 2](#) – Trip Checklist for Secretaries).

VLs will brief pupils about the visit, its dates and purpose. They will also discuss behaviour expectations.

VLs will meet with accompanying staff members to discuss all practical arrangements for the trip and roles and responsibilities.

VLs will check the medical conditions and dietary requirements of all pupils wishing to participate, and will discuss any requirements with the EVC (including those for special educational needs). They will make suitable arrangements for first aid supplies, including travel sickness buckets, and ensure that necessary inhalers and/or EpiPens are in date and are brought on the trip.

Risk Assessment

- VLs are trained in undertaking risk assessment and how this relates to the visit trip or activity they are planning. The school has a template risk assessment which can be accessed by all staff and which covers:
 - (i) identifying potential hazards of the location being visited
 - (ii) listing the groups of people that are at risk from significant hazards
 - (iii) listing control measures that are in place
 - (iv) further actions to be taken to control risk
- The VL should ask for copies of risk assessments at the planning stage from professionally operated licensed activity centres and tour operators. These will form part of the overall school risk assessment.
- Risk assessments from previous visits can be used as a starting point for a revised assessment, but they must never be adopted without checking for changes which may have occurred.
- If a VL has not previously taken a trip to the venue, the EVC will arrange a pre-visit to facilitate effective risk assessment.

During the Visit or Activity

- Primary responsibility for the safe conduct of the visit rests with the VL. They have sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions. They may delegate part or all of the responsibility for the following to one or more of the accompanying staff:
 - (i) Carrying out a head count on getting on and off each form of transport, entering or leaving a museum, restaurant, activity centre, hotel etc
 - (ii) Checking that all pupils wear their seat belts
 - (iii) Checking the fire exits and escape routes at each hotel or hostel. Ensuring that every pupil walks through the emergency escape route at each hotel.
 - (iv) Ensuring that sleeping accommodation is suitable and located together.
 - (v) Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
 - (vi) Enforcing expected standards of behavior
 - (vii) Looking after (or reminding pupils to look after) valuables
 - (viii) Keeping an account of all expenditure
 - (ix) Recording all accidents and near misses
 - (x) Illness or minor accidents
- If a pupil has an accident or becomes ill, the VL, or another member of staff, will take him/her to the local hospital or clinic. The VL will phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

Emergency Procedures

- In the event of a serious accident resulting in the death or injury of one or more of the pupils and/or staff, the VL's first priority is to summon the emergency services and to arrange for medical attention for the injured party. One of the accompanying members of staff should accompany the injured pupil(s) to hospital.
- After ensuring that the rest of the group are safe and looked after, the VL will:
 - (i) inform the Headteacher or on-call member of the SLT of what happened.
 - (ii) where the full facts have not yet emerged, they should say so and ensure that follow-up communications with the Headteacher are maintained.
 - (iii) arrange for the school's insurers to be contacted as quickly as possible.
 - (iv) a full record should be kept of the incident, the injuries and of the actions taken.
- Where possible, communication with the media should be left to the Headteacher. The VL will refer the media to the school. If comment is unavoidable, it should be factual, calm and no attempt should be made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.
- See Appendix 3 for the 'Emergency Action Plan for Visit Leaders'

Delayed Return

- If the return from a visit is delayed, the VL will phone the school office who will in turn contact all parents to alert them to the delay and the revised time of arrival.

On Return

- The EVC and VL will complete Section F of the 'Trip Request, Planning and Organisation Form' to discuss any accidents or incidents that occurred during the trip.

Appendix 1 - Trip Request, Planning & Organisation Form



TRIP REQUEST, PLANNING & ORGANISATION FORM

Section A: to be completed by the Visit Leader

Name:	
Class:	
Proposed Trip: Please include name of venue, full address and postcode	
LOtc Status: <u>(VIP)</u>	
Date of Trip:	
Venue Contact: Name & Number/Email	
Details of educational value:	
Additional Staff: Name(s) of proposed staff to accompany the trip – must include first aider. Staffing ratios to be observed.	
Number of pupils:	

Section B: to be completed by Secretaries / Bursar

Coach Cost:	£
Venue Cost:	£
Final Numbers:	
Cost per Pupil:	£

Section C: to be completed by EVC

Visit Leader appointed:		
Briefing session with VL completed:	LOtC status – if not registered, see School Trips policy	
	Conducting risk assessment	
	Emergency procedures	
	Insurance cover	
	Budgeting	
	Circumstances when a trip may be terminated	
	Staffing ratios confirmed	
Parental consent forms present:	See secretary checklist	

Section D: to be completed by VL

	Date	Initials
Venue Pre-Visit Done		
Venue Risk Assessment Done		
Journey Risk Assessment Done		
Residential Accreditation Received		

I confirm that all the relevant paperwork has been completed and is on file including all the necessary risk assessments.

Signed:

Date:

Please return the form to EVC

Section E: to be completed by the Headteacher / EVC

Authorised (Headteacher):		Date:	
Authorised (EVC):		Date:	

Section F: to be completed by the EVC / Visit Leader after the trip has taken place

Details of any accidents or incidents during the trip:	

Appendix 2 - Trip Checklist for Secretaries



TRIP PLANNING & ORGANISATION FORM FOR SECRETARIES

Visit Leader:

Form(s): Staff Ratio(s):

Venue:

Date:

Number of Children: Number of Adults:

TASK	NOTES	DATE OF COMPLETION
Check that venue has the LOTC badge – if not see EVC before organising anything further		
Book venue		
Book coach		
Payment requirements passed onto Bursar		
Event added to calendar		
Accompanying staff arranged (to include first aider)		
Risk assessment received (signed by Visit Leader & EVC)		

Venue RA received, filed and a copy passed onto VL		
Letters/parental consent forms sent out		
Parental consent forms received for all pupils		
Kitchen informed		
VL's pack assembled and passed over. To include: • Copy of school travel insurance • Copy of venue booking confirmation • Copy of coach booking confirmation • Copy of VL's risk assessment • Copy of venue risk assessment • Details of payment arrangements and a cheque (where necessary) • Copy of Emergency Action Plan for Visit Leaders		
Copies of all documentation retained electronically		

All tasks completed by (Secretary):		Date:	
Completion of tasks checked by (EVC):		Date:	

Appendix 3 – Emergency Action Plan for Visit Leaders

Primary Action

REMAIN CALM – assess the situation	
Safeguard yourself	
Safeguard others ensuring that they are: - Accounted for - Removed from any immediate danger - Adequately supervised	
Instruct accompanying adults to: - Carry out first aid as required - Contact emergency services as required	

Secondary Action

Contact the office (or the emergency contact if out of hours) – details on front page of risk assessment – with the following information: - Nature of the emergency - Number of casualties and their condition - Current location - Time of accident / incident - Action taken so far	
Liaise with emergency services as required	
Arrange for an appropriate adult to accompany the injured party or parties to hospital if required, ensuring they have any necessary medical information	
Consider who else will need to be contacted (e.g. accommodation provider)	
Control communications (e.g. do not speak to the media, do not permit social media posts)	
Keep a written record of all actions taken and conversation had, with as much detail as possible including timescales	
Maintain contact with the emergency services and with the emergency contact at school	

Post Incident Action

Speak to your line manager if you need support for your own wellbeing	
Record and share the following information as soon as possible post incident: - Time, date and nature of incident - Accurate incident location - Names of casualties / those affected - Details of injuries - Actions taken, including all communication - Names of other involved but not injured / affected - Details of any moves from the incident site (times, who moved, where to, how) - Names and contact details of witnesses	
Review and reflect on the incident with support from your line manager as required	