

# Hill Top Academy



*'Every child, Every chance, Every day!'*

## Educational Visits and School Trips Policy

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Hill Top Academy

Educational Visits and School Trips Policy

Dated: February 2017

Reviewed September 2021

Reviewed: ANNUALLY - To be reviewed September 2022

Complied by Helen Rotherforth

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**Statement of intent**

Hill Top Academy 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.

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.

Signed by:

09/11/2021



**Principal**

Date: \_\_\_\_\_



**Chair of governors**

09/11/2021

Date: \_\_\_\_\_

## **1. Definitions**

- 1.1. '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.
- 1.2. 'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by Hill Top Academy which takes students off-site.
- 1.3. 'Residential' means any school trip which includes an overnight stay.
- 1.4. 'Activities of an adventurous nature' include, but are not limited to:
  - Trekking
  - Caving
  - Skiing
  - Water sports
  - Climbing
  - Abseiling
  - Weaselling
  - Canoeing
  - Swimming / entering water

## **2. Key roles and responsibilities**

- 2.1. The governing body has overall responsibility for the implementation of the Educational Visits and School Trips Policy of Hill Top Academy.
- 2.2. The governing body 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.
- 2.3. The governing body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 2.4. The Principal will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.
- 2.5. The Visit Leader and educational visits coordinator has overall responsibility for educational visits and school trips.
- 2.6. 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.
- 2.7. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all members of the party.
- 2.8. Pupils are responsible for following instructions from teachers while on educational visits and school trips.
- 2.9. Pupils are responsible for behaving in a manner which matches the ethos of Hill Top Academy, 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.

## **3. Training of staff**

- 3.1. Teachers and support staff will receive training on the Educational Visits and School Trips Policy as part of their new induction starter.

- 3.2. Teachers and support staff will receive regular and ongoing training as part of their continued professional development.

#### **4. Risk assessment process**

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

- 4.2. The process is as follows:

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

- 4.3. A risk assessment form is available online within the Out Of School Visit Risk Assessments folder.

#### **5. Safe use of own vehicle and seatbelts**

- 5.1. Drivers must complete the relevant form from the school office. Example attached.

- 5.2. Staff cars will carry strictly one person per seat and seat belts must be worn at all times and where appropriate children must use car seats.

#### **6. Parental consent**

- 6.1. Parental consent is gained for any visit where the children are being removed from the school setting either during or after school hours. Examples attached of consent forms used.

- 6.2. Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.
- Trips / visits within the normal school day hours

- 6.3. If preferable, parents may complete a 'one-off' 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, including the school holidays.

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

#### **7. Staffing ratios**

- 7.1. There will be sufficient staff to cope in an emergency. The ratios will be reviewed for each trip taking place and any special circumstances taken into consideration ie one to one care.

#### **8. Insurance and licensing**

- 8.1. When planning activities of an adventurous nature in the UK, the visit leader will check that the provider of the activity holds a current licence.
- 8.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.
- 8.3. For European trips, a valid European Health Insurance Card (EHIC) will be obtained for every participant.
- 8.4. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 8.5. Medical expenses will be recorded and stored in the school office.

## **9. If things go wrong**

- 9.1. In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin.
- 9.2. In the case of accidents and injuries while on a school trip abroad:
- 9.3. Organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or child outside of Great Britain may be subject to the law of the land where the accident occurred.
- 9.4. The first point of contact with the UK should be the Principal will contact the family of the injured person.
- 9.5. Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- 9.6. The British Embassy/Consulate will be informed.
- 9.7. The insurer will be notified.
- 9.8. Written records of the incident will be kept.
- 9.9. Media enquiries must be referred to the Principal or, if they are not available, the Assistant Principals or clerk to the governors.

## **10. SEN and disabilities**

- 10.1. Where possible, activities and visits will be adapted to enable pupils with SEN and/or disabilities to take part.
- 10.2. Where this is not possible, an alternative activity of equal educational value will be arranged for the pupil/s.

## **11. Finance**

- 11.1. The school's financial procedures must be followed when arranging trips.
- 11.2. Under no circumstances should school trip money be processed through personal accounts.

## **12. Foreign trips**

- 12.1. Validity of passports and visa requirements will be dealt with within 3 months of the initial request to avoid problems when the trip is due to take place.

## **13. Planning school trips**

- 13.1. 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.](#)

#### **14. Policy review**

- 14.1. Please also refer to the Health and Safety Policy
- 14.2. This policy is reviewed every year by the Office Manager.
- 14.3. The scheduled review date for this policy is September 2022.

#### **15. Covid 19**

15.1 For further information regarding Covid 19 and whether trips and visits are permitted to take place please refer to the latest Wider Opening Risk Assessment for full details

For copies of the latest forms please refer to most recent guidance issued from Doncaster Council