



# **OFF SITE VISITS & EDUCATIONAL TRIPS POLICY**

**June 2025**

Policy Owner:	Head of Operations
Governing Committee Responsible	Audit & Risk Committee of trust board
Approved By and Date:	MTB - July 2025
Monitored & Reviewed By and Date	Head of Operations with SLT EVC link in each school
Date of Next Monitoring & Review	July 2027
SLT Monitoring & Review	Educational Visits Coordinators in each school

## Contents

Statement of intent .....	2
1. Legal.....	2
2. Definitions .....	2
3. Key roles and responsibilities .....	3
4. Planning school trips.....	6
5. Risk assessment process .....	7
6. Vetting providers.....	8
7. Equal opportunities .....	8
8. Transport and the safe use of minibuses and seatbelts .....	9
9. Parental consent and the use of mobile phones .....	9
10. Staffing ratios.....	10
11. Insurance and licensing.....	10
12. Medication.....	10
13. Accidents and incidents .....	11
14. Missing person procedure.....	11
15. SEND students.....	12
16. Finance .....	12
17. Trips abroad.....	13
18. Evaluating trips and visits .....	14
19. Monitoring and review.....	14

## Statement of intent

The value of off-site activities and educational visits is well recognised by the Board of Trustees and senior leadership teams and fully supported throughout our schools. MARK Education Trust understands that visits and trips can be effective ways of motivating students, and they can often offer unique educational experiences. Our schools aim to ensure that students are engaged in their learning and are given opportunities to explore this in a more practical setting. These include visits that fit with the curriculum and the department's medium-term plan and enrichment trips that enhance a student's learning experience in a broader context.

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

The trust, as the employer, is responsible for the health and safety of students, members of staff and volunteers and this policy aims to keep them safe while out on educational visits or school trips.

### 1. Legal

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'
- OEAP National Guidance

This policy operates in conjunction with the following school policies:

- Complaints Policy and Procedures
- Behaviour Principles and Policy
- Crisis Management Policy (Emergency Plan)
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus Policy
- Equal Opportunities Policy
- Recruitment, Selection and Disclosure Policy
- Staff Code of Conduct

### 2. Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the students in place of a parent/carer.

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

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

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

- Trekking
- Caving
- Skiing
- Water sports
- Climbing
- Duke of Edinburgh activities

### **3. Key roles and responsibilities**

#### **The Board of Trustees (or delegated trust committee) are responsible for:**

- The overall implementation of this policy
- Ensuring that this policy complies with the Equality Act 2010
- Handling complaints regarding this policy as outlined in the trust's Complaints Policy and Procedures
- Ensuring educational trips and visits positively impact on students' lives, teaching them new life skills and providing new experiences
- Review and approve any new overseas, residential, or hazardous trip, following SLT and CEO review
- Reviewing in term 6 the list of overseas, residential, and hazardous trips for the forthcoming academic year along with key risks

#### **The Executive Headteacher (CEO) is responsible for:**

- Appointing an Educational Visits Coordinator (EVC), liaising with the LA as necessary to ensure the correct appointment is made
- Ensuring the Educational Visits Coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken as necessary
- Approving any new overseas, residential, or hazardous trips

#### **The Headteacher (or SLT delegate/EVC) of the school is responsible for:**

- Being part of the approval process for extra-curricular trips and activities, which are not considered to be new overseas, residential, or hazardous trips
- The day-to-day implementation and management of this policy
- Promoting good safeguarding practices to ensure the safety of students when partaking in extra-curricular trips and activities

#### **The Head of Operations of the trust is responsible for:**

- Ensuring that all trips are reviewed and considered in line with the wider operational strategy of the trust and compliance requirements
- Liaising with the Board of trustees regarding the organisation of extra-curricular trips and activities, including settling any disputes
- Liaising with the Educational Visits Coordinator and communicating information regarding any planned trips to parents
- Being part of the approval process for all extra-curricular trips and activities.
- Supporting the Educational Visits Coordinator in appointing designated trip leaders and deputy trip leaders for each trip
- Liaising with the Trips Coordinator to ensure full and timely completion of relevant paperwork, including risk assessments, for extra-curricular trips and activities
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy across all schools
- Overseeing the work of the Educational Visits Coordinator and Trips 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, ensuring suitable safety measures are in place prior to each trip or activity
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips, to help staff assess and manage risks

- 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, ensuring all essential documentation, including risk assessments, are appropriate and completed by the designated trip leader
- The approval of 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 and deputy trip leader for each trip. While this does not have to be a teaching member of staff, newly qualified teachers, ITT and ECTs should not be trip leaders during their first year of teaching. Decisions about leading a trip in their second year will be made on a case-by-case basis
- Ensuring the competency and experience of the designated trip leader and deputy trip leader and their ability to operate to the current standards, in consultation with the headteacher, and by organising annual training for staff and volunteers
- Ensuring that the requirements of this policy are carried out across all schools
- Ensuring that any problems are discussed with the Head of Operations and Headteacher for escalation to the board of trustees as necessary
- Authorising significant invoices (over £1000) and signing Purchase Orders relating to the trips, cross referencing with the original costing form

**The Trips Coordinator has overall responsibility for:**

- Supporting Trip Leads with the planning of educational trips, from obtaining quotes to ensuring all essential documentation, including risk assessments, are appropriate and completed by the designated trip leader on time, liaising with the Educational Visits Coordinator.
- Reviewing invoices cross referencing with the original costing form and raising Purchase Orders to be signed by the EVC
- Creating and providing trips packs for the Trip Leader prior to departure including emergency information
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance
- Maintaining a record of trip participation for analysis and future planning
- Running ballot processes as required with the Trip Lead and Educational Visit Coordinator guidance
- Liaising with the Finance Department on invoice authorisation and POs relating to trips, cross referencing with the original costing form
- Liaise with the Finance Department during trip cost evaluation and refund process
- Authorising invoices under £1000 and signing Purchase Orders relating to the trips, cross referencing with the original costing form

**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 students 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 EVC and Headteacher via the Trips Planning Form
- Undertaking any relevant training or courses which are arranged by the Educational Visits Coordinator
- Completing a full risk assessment prior to school trips and educational visits to ensure student and staff safety

- Completing all essential documentation for the trip and ensuring it has been approved by the Educational Visits Coordinator including recording the trip and relevant documents including a risk assessment on Plumsun system
- Creating an itinerary prior to an educational visit or school trip and distributing it to students, parents and staff to ensure the day is well organised and safe
- Informing parents of the proposed extra-curricular trip or activity and requesting documentation in a timely way
- 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, along with the students and applying its principles consistently when participating in extra-curricular trips and activities
- Adhering to the Staff Code of Conduct
- Ensuring they are competent and comfortable with their delegated responsibilities by undertaking training
- Ensuring the safety of the students 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 Behavioural Policy, to enforce the expected student 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 students by following the procedures outlined by the designated trip leader
- Assisting students with needs during activities, e.g., escorting them to the toilets
- Attending any relevant meetings or induction evenings before the trip

**Students 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 trust, and for following the Student Behaviour Policy with regards to this policy

## 4. 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' The East Sussex Off- Site Activities and Educational Visits: Regulations and Guidelines (OAaEV)
- MARK Education Trust Trips Planning Document (Appendix 3)

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

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all students are given an opportunity to participate in school trips. Where there is a maximum capacity of students for a trip, places will be allocated fairly by process of a ballot. This will be clearly communicated to parents. Students prior trip interest and participation will be taken into account when allocating places.

When planning an educational trip or activity, we will ensure the trip does not discriminate against a particular individual, group of students or single school. School trips will be agreed upon at a senior level and any new overseas, residential or hazardous trips will be agreed by the local governor committee (LGC) and CEO, before any formal plans have been implemented.

All off-site activities and educational visits will need the approval of the SLT Link Educational Visits Coordinator and ESCC following the processes of the Plumsun approval system.

### **The Headteacher/Educational Visits Coordinator must:**

- Ensure that the management of visits and ventures meets the regulations and guidance offered by our Outdoor Education Advisors, Plumsun, the County Council, DfES and others, as well as conforming to the establishment's own health and safety policy
- Ensure that the Board of Trustees are kept appropriately informed and accreditation or verification of providers has been checked
- Ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment

### **The Educational Visits Coordinator must:**

- Liaise with the Outdoor Education Adviser where appropriate
- Be involved in educational visit management in order to ensure that guidance and regulations are followed and to confirm that adequate risk assessments have been carried out
- To be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers
- To organise the training of leaders and volunteers, and organise thorough induction of staff and volunteers new to the visit
- Ensure that procedures for Criminal Records Bureau disclosures are in place as necessary
- To ensure that liaison with parents and obtaining consent are effective
- Ensure that the establishment has robust emergency procedures in place and knows how to liaise with the County Council team should an emergency occur
- Ensure that the establishment complies with County Council requirements for reporting incidents and accidents (including 'near misses')
- Support the headteacher in the management of and evaluation of educational visits:

- Use and apply suitable record keeping practices for both children and young people and leaders off-site
- Learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change
- Monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory

**The Trip Leader must:**

- Ensure adventure activities are identified at the planning stage and never added during the trip
- Be approved to carry out the visit, suitably competent and knowledgeable about the establishment and relevant policies and procedures
- Plan and prepare for the visit via a thorough risk assessment in collaboration with the Educational Visit Coordinator to ensure student and staff safety
- Define the roles and responsibilities of other staff and children/young people and ensure effective supervision of what they do
- Obtain Educational Visit Coordinator approval for the visit
- Have enough information on the children/young people taking part to risk assess their individual suitability for the visit or specific activity
- Consider stopping the visit if the risk to the health and safety of the students is unacceptable and have in place procedures for such an eventuality
- Ensure the leaders have details of the establishment base contact
- Ensure the leaders and others have details of the student's special educational or medical needs which will be necessary for them to carry out their tasks effectively

**Parents must:**

- Return the electronic permission / medical forms by deadline dates set out
- Ensure payments are up to date and made by deadline dates set out

**Students must:**

- Not take any unnecessary risks
- Follow the instructions of the leader and other supervisors including those at the venue of the visit
- Dress and behave appropriately and responsibly
- If abroad, be sensitive to local codes and customs
- Look out for anything that might hurt or threaten himself or herself or anyone in the group and inform the group leader or supervisor

## **5. Risk assessment process**

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Weigh up the benefits to be gained from the visit/activity against the risks
- Record your findings and implement them
- Review your assessment and update if necessary

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

## **6. 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 liaise with our Outdoor Educational Advisors to 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.

## **7. Equal opportunities**

The school promotes values of equality and does not discriminate against any individual or group of students when organising a trip. The extra-curricular trips and activities offered to students 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. Decisions relating to the individual needs of students will be considered on a case-by-case basis in accordance with our Equal Opportunities Policy, which is sensitive to the welfare and safety both of individuals and of the group.

Due to the popularity of some extra-curricular trips and activities, the school offers places by process of a ballot. Any individual, staff or otherwise, shown to be taking preference over one student or a group of students will be subject to formal disciplinary action.

Where possible, students 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 cost will be reasonable and help will be provided where possible for parents in financial hardship. School trips will be a reasonable cost.

Where possible, students within each school will have the opportunity to partake in each school trip or activity. Educational trips and activities across the trust and within each school will be regularly reviewed to ensure there is an equal opportunity for all students to partake in educational trips and activities.

Behaviour is not a protected characteristic defined by the Equality Act. It may therefore be acceptable to exclude someone from an activity or visit if their potential behaviour presents a significant, unmanageable and unacceptable risk to the health, safety or welfare of either themselves or others, or to the successful completion of the activity or visit.

## **8. Transport and the safe use of minibuses and seatbelts**

The Site Supervisor is responsible for arranging the annual maintenance of the minibuses including MOTs, road tax, insurance and licensing. The use of minibuses will be organised in accordance with the Minibus Policy.

The driver must ensure they are eligible\* to drive as per the requirements set out in the Minibus Policy and that the minibus is used for the purposes outlined in the insurance policy. The driver must adhere to all relevant road rules and laws and ensure that all passengers are one person per seat and are wearing a seatbelt.

To be eligible to drive a minibus for hire or reward, drivers will hold a full D1 (or D) passenger carrying vehicle (PCV) entitlement. All drivers of the minibus will be between the ages of 21 and 70 and meet eyesight and health requirements. Before any individual is permitted to drive the minibus, they are required to provide their driver's license to the Site Supervisor, who will record confirmation of this and make a photocopy for school records.

\*Please see the Minibus Policy for full eligibility criteria.

Nominated helpers are responsible for taking headcounts when boarding and disembarking the minibus and maintaining a list of travellers and contact numbers. They will ensure that seatbelts are worn throughout the journeys, that good levels of behaviour are maintained, and that no disruption occurs. They will ensure that food or drink is not consumed on the minibus.

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.

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

Starting and finishing mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school. The Site Supervisor holds the current and up to date list of those staff who hold the required licence and have completed specific training which allows them to drive a school minibus owned by the trust.

Transport provided by approved external providers will be agreed based on cost quotations and the suitability for the purpose of the trip.

## **9. Parental consent and the use of mobile phones**

Parental consent is required for all off-site activities. Consent may be gathered electronically at the point of informing parents/carers of the trip.

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

The use of mobile phones on school trips will be at the discretion of the school. Students travelling with mobile phones must have parental controls set. Personal items of technology are not covered under school visits insurance. Students will be subject to the same acceptable use policy as in school. Students are not allowed to take any photos of other students or post to social media without the explicit consent of the students in the photograph. Staff maintain the right to remove a child's phone if they deem it is being used inappropriately and sanctions will apply as set out in our Behaviour and Suspension Policy.

Students are not permitted to bring Air Tags on school trips.

## 10. Staffing ratios

There will be sufficient staff to cope in an emergency. Our minimum staff to student ratios are as follows:

- Abroad: 1:10 (Gambia 1:8)
- Other residential: 1:10
- High risk: 1:8
- Other visits: 1:15-20

An experienced trip leader will lead all off site visits and activities, supported by other qualified leaders or responsible adults.

A minimum of two leaders are required for trips. The only exception to this is when the supervision only relates to travel via minibus.

As far as possible, the staff gender balance will be reflective of the student gender balance.

As far as possible, at least one leader should hold a current and valid First Aid at Work (FAW) qualification. Where the trip is small and local, where there are no significant student health concerns and a thorough risk assessment has been completed, a trip leader with a current Emergency First Aid at Work (EFAW) certificate is accepted in place of a valid First Aid at Work qualification, as long as there is a First Aider at their end destination.

For PE fixtures only, the member of staff needs to hold a current Emergency First Aid at Work certificate as there will be a First Aider at their end destination. More first aid provision should be made where a risk assessment demands this. The training will be organised by the Health & Safety Coordinator.

## 11. Insurance and licensing

When planning activities of an adventurous nature in the UK, the Educational Visits Coordinator will check 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 taking into account any exemptions the policy has that restricts some visits/activities.

Where insurance is included as part of a package and we are also covered by our DfE Risk Protection Arrangement, policies will be compared as dual policies can invalidate claims.

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 as part of the trips planning documentation.

Parents will be informed of insurance policies in place for their own review.

Copies of other required documentation such as a valid passport, visa or European Health Insurance Card (EHIC/GHIC) will be obtained for every participant where relevant and then destroyed in accordance with our GDPR Policy.

## 12. Medication

### Year 7-11 students

Students are permitted to carry the following medication themselves:

- Travel sickness tablets
- IBS medication
- Birth control pills
- Asthma inhalers
- EpiPens

***Please note that we do not carry emergency EpiPens or inhalers on trips***

Staff will be responsible for carrying a supply of over-the-counter pain relief to provide to students on an as needed basis following consent from the parent. Staff will also be responsible for carrying preventative inhalers, ADHD medication and Antibiotics as well as any other prescribed medication for students, unless agreed with the parent. Medication must be declared by the parent on the trip medication consent form.

### **Year 12 and 13 students**

Students are permitted to carry their own medication in quantities required for the trip. Parents are asked to declare any medication they know the student will be carrying.

## **13. 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 and as per the Emergency Plan.

In an emergency, trip leaders should:

- Ensure the students are safe
- Contact their emergency contact person and follow the procedures in accordance with the guidelines given in their Trip Information Pack

In the case of accidents and injuries while on a school trip abroad:

- 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
- The first point of contact with the UK should be the SLT nominated member of staff who will contact the family of the injured person, and inform the Headteacher, and inform the East Sussex Team (see Appendix A)
- Students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted
- The British Embassy/Consulate will be informed
- The insurer will be notified

The EVC will report any incidents, accidents and near misses to the H&S Officer for recording in writing.

Media enquiries will be referred to the Headteacher or, if they are not available, the Deputy Headteacher or the Executive Headteacher.

Staff will use guidance as set out in the schools Emergency Plan, in particular the 'initial response' section, to ensure the safety of students 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. Students and staff are informed of an evacuation plan before entering trip venues; this should include an agreed meeting point, to ensure everyone knows what to do in an emergency.

See appendix A for the Major Incident flowchart.

## **14. Missing person procedure**

The trust places student 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 this policy. The Trip Leader will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a student with SEND, the Trip Leader will ensure the visit is adequately modified to suit the student's needs in accordance with 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. The Trip Leader will be required to carry the trips mobile phone with them at all times.

Upon arriving at every venue, the designated Trip Leader will identify a meeting point where students and adults should go if they become separated from the rest of the group.

Regular head counts of all students 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 students 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 another adult to contact them via 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

## **15. SEND students**

Where possible, activities and visits will be adapted to enable students with SEND to take part. The SENCO will liaise with student's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for the student/s.

When travelling with a student with SEND, the Trip Leader will ensure the visit is adequately modified to suit the student's needs in accordance with this policy.

## **16. Finance**

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

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum
- Part of a syllabus for an examination that the pupil is being prepared for at the school
- Part of religious education

The Academy may where relevant request voluntary contributions from parents and carers to support the costs of a trip or visit. Parents will be advised that if insufficient contributions are received this may result in the trip or visit being unable to go ahead.

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 student 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 board of trustees on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a student 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 board of trustees on the matter, taking into account the student's reasons for cancelling their place, whether the school will be reimbursed for the student's place on the trip, and whether the space on the trip can be offered to someone else. Where a student has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the student to attend future trips and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all students are treated equally. Any charge made in respect of students will not exceed the actual cost of providing the trip divided equally by the number of students participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, refunds will be considered on a case-by-case basis.

If a student has signed up to a trip but is subsequently removed from the school roll before the trip takes place, or they do not join the school, including the sixth form, they will not automatically be entitled to a refund. Any excess of expenditure will be subsidised by the school fund.

The Trips Coordinator, Trip Lead and Finance Department review the financial performance of the trip in preparation for closing the trip down in the accounts. These are reviewed by the Head of Operations and the EVC and any unexpected expenditure is recorded on the trip evaluation to support future planning and minimise unexpected costs.

## **17. Trips abroad**

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports, visa requirements and other entry requirements e.g. vaccination status will be researched and dealt with within 3 months of the initial request to avoid problems when the trip is due to take place.

Staff and students will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip the Educational Visit Coordinator will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and students will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Students and staff will be informed if they need any vaccination evidence prior to travel.

Students and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad and students will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of students are known at all times.

Staff will check the locations local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all students and staff are provided with an emergency contact sheet, this includes the Trip Leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks in the same manner as section 6 prior to agreeing to use the provider.

## **18. Evaluating trips and visits**

Following an educational trip/visit, the Trip Leader 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 and report their findings via an evaluation form to the Trips Coordinator and Educational Visits Coordinator.

The Trips Coordinator, Trip Lead and Finance Department review the financial performance of the trip in preparation for closing the trip down in the accounts. These are reviewed by the Head of Operations and the EVC and any unexpected expenditure is recorded on the trip evaluation to support future planning and minimise unexpected costs.

Based on the aforementioned assessments, recommendations will be made to improve future trips and visits.

## **19. Monitoring and review**

The board of trustees are provided with an overview in term 6 of all overseas, residential and hazardous trips for the forthcoming academic year along with information about key risks.

The effectiveness of this policy will be monitored by the Executive Headteacher and Educational Visits Coordinator.

The trust board will review this policy every two years.