

# Educational visits policy

Author:	
Approval:	Trust Board
Date approved:	21/02/2023
Review date:	21/02/2025
Review timescale:	2 years
Keywords:	Educational visits

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# 1 Aims and scope

Educational visits are activities arranged by, or on behalf of, the school, which require students to leave the school premises, having been authorised to do so by the principal or other designated member of staff.

Educational visits are a valuable way to opportunity for students to encounter experiences which are not available to them in the classroom. They can enhance the curriculum, provide enriching social and cultural experiences, teach life skills, and promote independent learning. Educational visits also provide a foundation for developing students initiative, resourcefulness and form an integral part of our approach to furthering our students' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and to make sure that our visits are available to all students. It sets out the roles and responsibilities of staff, students, and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes, but is not limited to:

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

# 2 Legislation and guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2022](#)
- [https://www.gov.uk/government/publications/keeping-children-safe-in-education--2/Schools with the Early Years Foundation Stage \(EYFS\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2/Schools with the Early Years Foundation Stage (EYFS))

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage. [statutory framework for the Early Years Foundation Stage.](#)

This policy also complies with our funding agreement and articles of association.

## 3 Roles and responsibilities

### 3.1 Trust board

The trust board will:

- Ensure a policy is in place
- Work with the principal to approve trips over 24hrs
- Ensure there is an acceptable code of conduct for leaders and students
- Oversight of Health and Safety relevant to trips

### 3.2 Principal

The principal is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Work with the trustee board to approve residential trips of more than 24 hours

### 3.3 The educational visits school co-ordinator (EVC and Plumsum)

- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- Meet the Health and safety obligation for off-site school visits
- Assess outside activity providers
- Advise the principal and trustee board when they're approving trips
- Access the necessary training, advice, and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

### 3.4 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead and a deputy.

The trip lead will:

- Plan the proposed visit, always taking into account the health and safety risks to students, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school EVC has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, students, and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to always fulfil their roles while responsible for students and others

### 3.5 Staff

Staff have a responsibility to make sure all students and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the principal
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all students' needs
- Look out for the health and safety of themselves and those around them
- Help manage student behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

### 3.6 Parents and carers

By agreeing that students can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Provide consent via ParentPay in a timely manner
- Alternatively, if parents are not able to access ParentPay, a consent form will be sent to parents and the school's EVC will manually upload to ParentPay.
- Share any concerns or information about the student that may affect or impact their ability to safely take part in the trip.

### 3.7 Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for students
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

### 3.8 Students

Our school behaviour policy also applies to all educational visits. This includes the expectation that students will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- Students will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to always uphold the school's behaviour policy.

[Behaviour policy \(ccs.northants.sch.uk\)](https://ccs.northants.sch.uk)

## 4 Planning and preparation

The decision on whether or not a visit will take place will be made by the leadership team in conjunction with the trust and Plumsum, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value.
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-student ratio
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the school leaders will seek approval of the trustee board.

Trip request form is completed via school launch pad and sent to Leadership team for initial approval through an automated process providing notification to trip lead and school EVC

Once approved, school EVC will send the trip lead finance and notification form's to be completed and returned to EVC, which will be upload to Plumsum. The EVC will also obtain approval from Finance

As a risk assessment is evidence that the process of planning has taken place and could change in accordance with the law, new and relevant risk assessments will be added to every trip.

Generic risk assessments will be sent to trip lead to be read/signed/dated and returned to EVC and if need be, amended, once information has been collected, the EVC uploads all the documentation to Plumsum for overall approval depending on the proposed trip.

Once the risk assessment has been approved by Plumsum, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips, managed via ParentPay, that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

## 4.1 Trip categories

### Category visit A

These visits are close to the school, done on a regular basis involving environments known to the staff. It would include normal daily life activities.

Examples include walks and exploring the area near the school site, visits to the local church, library, school sporting fixtures and other regular non-complex activities. It can also include transport if needed.

### Category visit B

These visits are to areas beyond the local area involving more complex environments and activities and will be a one-off or irregular activity in the school year. The leaders will be approved to lead the visit by the EVC. There may be some specialist training attached to some activities in this area.

Examples include visits further afield, farm visits, local parks, museum visits, swimming lessons in offsite pools, zoo visits, sporting festivals and larger tournaments and some basic outdoor education activities.

### Category visit C

Category C visits include residential visits and overseas visits, adventure activities and activities involving water.

To be compliant with the WNC policy your school must have systems in place that require an OEAP adviser to scrutinise and approve all category C visits. If you are unsure whether your visit is category C, please contact your OEAP adviser.

It is not possible to provide a completely definitive activities list. Examples of activities included would include Duke of Edinburgh expeditions, outdoor adventure activities including hills and mountains, adventures on water or field studies involving water and motorsports.

## 5 Inclusion

All students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a student with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g., medical conditions including

allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and students.

## 6 Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the Plumsun's risk assessment template, which can be found in Appendix 2. The school's EVC will follow Plumsun's procedures for assessing risk dependant on the trip category.

The risk assessment will include any specific medical issues and allergies (for staff and students), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the principal and, where appropriate, third-party vendors.

Every risk assessment will be approved by the school EVC and Plumsun and a copy taken on the visit and another copy left with the EVC.

### 6.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed student groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- [For EYFS settings] At least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found [insert location]
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with students at any time
- The trip lead will take regular headcounts and/or rollcalls



## 6.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure students, staff and volunteers are transported safely and efficiently, with the required first aid provision as follows:

When transporting students using a minibus or large vehicle the school will make sure the vehicle is equipped with a clearly marked first aid box containing, at a minimum.

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustproof blunt-ended scissors

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking students off school premises.

There will always be at least 1 first aider with a current pediatric first aid (PFA) certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

## 6.3 Use of external organisation

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## 7 Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise students alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the students going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude, and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit and asked to confirm their attendance in writing. They will also be asked to confirm they agree

with the expected behaviour. See appendix 3 for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e., when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with students or given sole responsibility for the care of a student.

## 8 Communication and consent

We will contact the parents and carers of students invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter or Schoolcoms, and the information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Student-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of students' failure to meet these standards

Where required, parents/carers will be asked to provide consent via ParentPay for educational visits.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits and give an opportunity for them to withdraw their child.

We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## 9 Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk

- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a student seeking medical treatment.

In a case of a student being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the student when found. The remaining staff and adults will return to the school with the rest of the students.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

## 10 Charging and insurance

We will follow our school's charging and remissions policy at all times. [Charging and Remissions policy](#)

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect students' ability to take part fully in the trip. However, the trip maybe cancelled due to insufficient funds.

We will make sure adequate insurance is in place for all trips, including, but not limited to cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

## 11 Residential visits

In conjunction with Plumsun authorisation, the principal, together with the trustee board, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead and EVC will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g., if the volunteer will be in direct unsupervised contact with students – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what students must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements

- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOfC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

## 1 2 Review

This policy will be reviewed every 2 years by the Vice principal. At every review, the policy will be shared with the trust board.

## 1 3 Links with other policies

This policy links with the following policies and procedures:


- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting students with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy

## Appendix 1: Trip notification form

To be completed by Trip Leader	Category of Trip:    A        B        C
Name of Trip:	Place of Trip:
Departure Date:	Returning Date:
Time Leaving CCS:	Time Arriving at Venue:
Time Leaving Venue:	Time Arriving at CCS:
Attendance made Aware Y/N	Primary – A Wilder/K Simpson Secondary – J Walker Sixth Form – P McTaggart
Staffing Ratios	Y1-Y3 1/6    Y4-Y6 1/10    Y7-Y11 1/15    Y12-Y13 1/20
Trip Leader:	Contact Number:
Deputy Leader:	Contact Number:
Accompanying Staff:	Contact Numbers:
Total Number Students:	Does the ratio of staff/students meet the specified requirements?
Year Groups:	Number of trip iPads required (1 per coach)
Safeguarding Informed prior to trip being advertised <input type="checkbox"/>	
Send details & Student list to – Primary Nicola Cairns – Secondary Lisa West	
Learning Support Informed <input type="checkbox"/>	Behaviour Plan Required: <input type="checkbox"/>
LSA Required <input type="checkbox"/>	Medical Care Plan Required: <input type="checkbox"/>
Mitie Helpdesk Informed <input type="checkbox"/>	

Itinerary

## Appendix 2: Plumsun risk assessment template

Generic risk assessment for school visit/activity All Educational Visits		<p>SCHOOL LOGO</p> 
Location of visit	Activity	
Assessment carried out by	Date	

### Generic benefits/ learning outcomes

- learning outside the classroom raises educational standards,
- it makes a powerful contribution to curriculum aims,
- outdoor activity helps to address health problems and enhances wellbeing,
- it offers for many their first real contact with the natural environment,
- it builds cross-cultural understanding and can change communities,
- it helps to reduce anti-social behaviour, crime and disengagement from education,
- it helps young people to manage risk and encourages them to welcome challenge.

This generic/ specific risk assessment for school use identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activities, schools must also make an assessment of any specific risks associated with their particular visit including travel, supervision, accommodation, sites, activities and students (both group and individual)

All activities and visits are subject to on-going risk assessment by competent leaders who will react appropriately to local conditions

Hazard	Whom might be harmed	Risk (What harm might be caused)	Initial risk rating	Control measures	Final risk rating
				Consider possible weather conditions and plan appropriate programme with alternatives. Clothing and equipment should be	



Weather	Staff and students	Injury, illness, death.	Moderate	<p>suitable for planned activity and time of the year. In UK water/wind proof clothing is required throughout the year. In summer conditions sun protection is essential (sun hats, sun screen and long sleeve shirt).</p> <p>Schools staff will make every effort to ensure that students will comply with instructions related to sun protection.</p> <p>Plan for students who may/do not bring suitable kit – check before departure and have suitable spare on visit.</p> <p>Obtain a daily weather forecast and adjust programme accordingly.</p> <p>Leaders should undertake on-going risk assessment of weather conditions and be prepared to dis-continue or amend programme if they deteriorate.</p>	Low
Pupil/Staff illness Accidental injury	Staff and students	Further infection, staff incapacitated	Moderate	<p>Leader's first aid competent. First aid qualification and experience based upon risk assessment of group, individual needs, activity and remoteness from assistance.</p> <p>First aid and travel sickness equipment carried.</p> <p>Leaders know how to call emergency services.</p> <p>Emergency response procedures card carried by staff in wallets/purse/first aid kit.</p> <p>Students, parents and staff are reminded to bring individual medication.</p> <p>Where students self-medicate, parents to be asked to supply a second set</p>	Low

				<p>of medication in an envelope marked with students name to be handed to nominated staff on the day of departure. Staff to carry mobile phones – one of which is a trip phone the number of which can be given to students. 24 hour emergency contacts with school/headteacher and parents arranged</p>	
Pupil lost or separated from group	Students	Trauma accident	High	<p>Ensure supervising staff are competent and that accompanying adults understand roles and school expectations. Risk assess ratios in line with employer/school policy. Plan and use suitable group control measures (e.g. 'buddy systems', large groups split into small groups, each with named leaders, coloured hats etc.) Discuss itinerary and arrangements with students. Briefing to all on what to do if separated from group. All students to carry contact card with school trip phone number accommodation address and phone number if on residential course. Regular headcounts by leaders, particularly at arrival and departure points, and when separating and reforming groups. Headcount of whole party by two leaders prior to departing venue on chosen transport. All adult leaders to hold group list for their own</p>	Low

				designated students and details of all other groups.	
Animals, insects' poisonous plants etc.	Students and staff	Injury, illness, death	Moderate	Avoid known high risk situations. Take necessary avoidance action if encountered. Ensure those with known allergies carry medication (if in remote locations carry additional epipen etc.). Seek prompt medical attention, if injury, poisoning, anaphylactic reaction or shock is suspected.	Low
Special needs of students; medical, disability and behavioural	Staff and students	Accident, injury, trauma and death	Moderate	Choose venue and programme suitable to accommodate all pupil needs prior to booking and communicating details to parents and students. Ensure that all students are able to access medication. Obtain information on pupil needs and condition from parents prior to planning the visit. Make necessary arrangements for individual students including individual specific risk assessment, and additional staffing as necessary.	Low
Ignorance of law on foreign visits	Staff and students	Accident, injury, trauma and death	Moderate	Check before departure – ignorance is no defence. Advice contained in OEAP National Guidance, Foreign Office, and Lonely Planet Guides etc. Students to be made aware of differences in traffic law – e.g. vehicles approaching from right in most of mainland Europe.	Low

				Parents briefed regarding differences from UK including enhanced risk so that an informed decision can be made.	
Indirect / remote supervision (includes field work, shopping, theme parks, historic sites etc.)	Staff and students	Accident, Injury, trauma and death	Moderate	<p>Check location and venue is suitable for this method of supervision.</p> <p>Ensure students sufficiently briefed and competent (any individual students for whom indirect supervision not suitable must be directly supervised).</p> <p>Clear guidelines and emergency procedures set and understood.</p> <p>Students remain in pairs or groups (e.g. buddy system – each responsible for named other).</p> <p>Rendezvous points and times set.</p> <p>Students know how to contact staff.</p> <p>Staff understands they are responsible at all times - Duty of care.</p> <p>Parents informed and consent given.</p>	Low
Leader's own children	Staff and students	Accident, injury. Compromised supervision.	Moderate	<p>Arrangements must be agreed in advance, with Headteacher, Employer and Governors.</p> <p>If staff or volunteers families join the group, pupil supervision must not be compromised.</p> <p>Staff children are similar age group to school party then supervision can take place alongside students, if not separate supervision should be arranged.</p>	Low

Return from visits particularly after school hours	Staff and students	Unsupervised students, staff isolated	Moderate	Return is pre – planned and parents are informed from where to collect students (or it is agreed with parents that older children can walk home). Suitable arrangements are made for children whose parents are delayed in collecting them. If return to school is delayed, school and parents are informed of amended Timings and collection arrangements.	Low
Emergencies	Staff and students	Unplanned and uncoordinated responses	Moderate	The school has an emergency plan based upon guidance for dealing with critical incidents. Leader and deputy briefed on plan features and all accompanying staff have school based emergency contacts. Contact details of parents, group leader and school and if appropriate EVC/Headteacher/or other responsible person held by group leader and deputy. School contact after hours established and known to parents and staff. Medical details of students and parental contacts held on summary cards held by group leaders.	Low

## Appendix 3 Trip proposal form

Before you start have you allowed the correct process time? No time, no process

Trip Number:			
Trip Name:			
Trip Leader:			
Dates:	Departur e:		Return:
Timings:	Departur e:		Return:
<b>For Category C Residential Trips only:</b>			
Total number of AM & PM sessions, including school days, weekends & school holidays			
Total number of AM & PM sessions on school days			
% of sessions during school days (if less than 50% during school days, a charge applies instead of a voluntary contribution)			#DIV /0!
Government regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon (AM) or midnight (PM)			
<b>Trip Aims and Objectives:</b>			
To learn a new skill in skiing/develop their existing skiing skills. To experience a campus tour of a world class university (Harvard) which will hopefully inspire those considering further education. The learn about and follow the freedom trail around Boston, MA.			
<input type="checkbox"/>			
Is this trip <b>Essential</b> to National Curriculum:		<input type="checkbox"/>	<b>Additional/Non-Essential</b> to National Curriculum:
Cover Approved:		Approved against Whole School Calendar:	

\*PLEASE COMPLETE RED FIGURES WHERE APPROPRIATE

Number of students attending:			Year Group:	
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*Please attach a list of Students Names/Form/Year groups*

Is availability to students limited or first come first served?:	Yes/ No	Limit amount:	
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For Category C Residential Trips - please attach quotes with this Trip Proposal form:

<b>All Trips - Please complete the following:</b>		
Please see Finance Team for advice on VAT in this calculation		Payment date due: £
Entry Admission:	XX/XX/2022	0.00

Coach company:	XX/XX/2022	0.00
Rail tickets:	XX/XX/2022	0.00
Food:	XX/XX/2022	0.00
Other known costs including resources:	XX/XX/2022	
Minibus cost:		
	Total miles: 0.00 0.25	0.00
<b>Category C Trips - Please also complete the following:</b>		
Name of Tour Operator:	<b>Payment date due:</b>	
Board & Lodgings/Accommodation & Food 25 % Board & Lodgings	XX/XX/2022	0.00
Board & Lodgings/Accommodation & Food 75 % other costs - voluntary contribution	XX/XX/2022	0.00
Flight tickets:	XX/XX/2022	0.00
Accommodation:	XX/XX/2022	0.00
Additional Insurance:	XX/XX/2022	0.00
Visas:	XX/XX/2022	0.00
Medical costs i.e. vaccinations for staff:	XX/XX/2022	0.00
Contingency:	XX/XX/2022	0.00
Other known costs:	XX/XX/2022	0.00
		0.00
<b>Fundraising:</b> Please speak to finance in the first instance to be clear on the implications		0.00
		0.00
Total excluding Board & Lodgings		£0.0 0 0.00
Less Department Subsidy - please state budget heading		0
Total		£0.0 0 #DIV /0!
Contribution per student		/0!
<b>Rounded Contribution per Student (Trips are rounded up to the nearest 50p)</b>		<b>#DIV /0!</b>
Total Board & Lodging (Category C Residential Trips only)		£0.0 0 0.00
Less Department Subsidy - please state budget heading		0
Total		£0.0 0 #DIV /0!
Cost per student:		/0!
<b>Rounded Cost per Student (Trips are rounded up to the nearest 50p)</b>		<b>#DIV /0!</b>

ROUNDED TOTAL

#DIV  
/0!

**PAYMENT REVIEW DATES: (set by Finance)**

**Payment date to providers:**

**PLEASE BE AWARE** If a trip receives insufficient voluntary contributions by the review date set above then a discussion a follow up letter to parents to be sent. If contributions are still insufficient by final review date HOD, Trip leader to liaise with finance. Where a cancellation is made, any loss or charges incurred, including the cost of refunds, is passed to the department.

Finance Approval	Signature:	
Leadership Approval	Signature:	
EVC Co-ordinator Approval	Signature:	

**Schedule of dates for Instalments:**

For trips where contributions will be made in instalments, please provide a schedule of dates and amounts.

Amount:

Date

Due by:

**Remember to complete the Trip Notification Form**



## Appendix 4: Volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the school's EVC at the earliest opportunity and withdraw from the trip.

This volunteer code of conduct will be used alongside the school's parental code of conduct as outlined below:

Parents/carers are expected to:

- Accept the professional judgement of members of staff within the school
  - Support their child in adhering to the student code of conduct
  - Inform the school of any changes in circumstances that may affect their child's behaviour
  - Discuss any behavioural concerns with the student's class teacher promptly
1. Work in collaboration with the school to solve problems in the most effective and sensitive way

Volunteers agree to:

- Remain professional and respectful with staff and students at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to students
- Report any concerns about the safety or wellbeing of a student to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with students unless told to by a member of staff
- Engage in physical contact with students unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record students without the permission of students and staff

As a volunteer, I have read and agree to this code of conduct and will follow the rules set out above.

Signed:

Date: