



All Saints CE (VC) First School  
& Busy Bees

Educational Visits Policy

Date: May 2022

Reviewed: May 2024

Review Date: May 2026

**What is the policy about?** Procedures regarding the organisation of trips and visits.

**Why is the policy required?** To comply with legislation and guidance to support the School Development Plan in maintaining and improving the quality of pupils' education.

**Who is responsible for implementing the policy?** School Governors and Headteacher (in consultation with staff where appropriate)

**Where is the policy implemented?** Throughout the school in after school and extra curricula activities e.g. trips and visits.

**When is the policy implemented?** Continually and continuously

**How is the policy implemented?** Strategically by the children, Staff and Governors

**Monitoring & Evaluation:** EVC

**Note:** To be read alongside SEN and Disabilities Policy and Equalities Policy

## **All Saints CE (VC) First School & Busy Bees Educational Visits Policy**

### **1. Aims**

All Saints CE (VC) First School & Busy Bees has a strong commitment to the added value of learning outside the school day and beyond the classroom. Trips and visits are an integral part of the educational experience and all children are offered a range of opportunities during their time at school. A variety of trips are organised each year. The following types of activities all constitute a trip or visit: out of hours clubs; sports teams; regular visits to nearby schools, museums, places of worship and shops; day trips for year groups; adventurous activities; residential and overseas visits.

### **2. Procedure and Planning**

a) The Educational Visits Coordinator is a nominated member of the school staff who is supported by the Governing Body

b) The Educational Visits Coordinator is responsible for:

- emergency, accident and critical incidents planning
- supervision and staffing, including competence, safeguarding and training
- development and implementation of a whole school procedure for the training, support, planning, monitoring and approval for trips and visits
- working with Trip Leaders to provide sufficient details of a trip or visit in order to allow parents to consent or otherwise on a fully informed basis
- making sure trips and visits are planned with reference to Council inclusion practice and advice from SE professionals
- submitting electronically details of residential trips and those involving establishment staff-led adventurous activities using EVOLVE computer system.
- keeping records of individual trips and visits
- reviewing systems and monitoring practice

c) All trips and visits need to be approved by the Headteacher or EVC. Factors such as curriculum impact, calendar clashes and cover issues will be considered.

d) The Trip Leader should, before organising a trip, be aware of the needs of the cohort that might apply for the trip. Working with the Educational Visits Coordinator this information can be found through the Educational Health Care Plans (EHCP) and/or the SEN Register (SENCO).

e) The nominated Trip Leader will complete a visit form on EVOLVE, having first discussed the content with their Subject Leader and/or the Educational Visits Coordinator. This will include factors covered in section c in addition to student numbers and ratios, additional staffing and budget details.

f) The Educational Visits Coordinator is responsible for supporting the organisation of the trip or visit in terms of arranging for the typing of letters and distributing via parent email, informing staff,

making transport arrangements, undertaking risk assessments and individual student risk assessments, tour company details, group lists including contact and medical details.

- g) All residential trips and those involving establishment staff-led adventurous activities have to include completion of paperwork using the EVOLVE computer system
- h) Written permission is required from parents except in the case of PE fixtures and when large cohorts of children are involved in an activity during the school day
- i) School staff must always be given the opportunity to take part in a trip or visit before other adult volunteers
- j) Every Trip Leader is given a trips pack containing all the necessary paperwork one week before departure. This must be checked and taken on the trip by the Trip Leader
- k) Wherever practicable the Trip Leader will be given the opportunity to make a preliminary visit beforehand, especially when the venue or destination is new to the school or to the staff accompanying the trip. This may also include overseas destinations where the tour operator being used makes provision for staff to do so. In these cases the cost for this pre inspection visit would be added to the total cost of the trip
- l) The Trip Leader, or an identified member of the team, is responsible for the specific medical needs of an individual student. These children are identified in the individual risk assessments taken from SIMS and/or the EHCPs
- m) A decision as to whether a currently qualified first aider should accompany a trip or visit will be made on a risk assessment basis, where consideration has been given to the availability of alternative sources of qualified first aider assistance and the accessibility of the group members to paramedical support should it be required
- n) It is the responsibility of the Trip Leader to ensure that the appropriate fully stocked first aid kits are taken on the trip
- o) If there is an 'outbreak' of COVID-19 in school a risk assessment will be completed to decide if the trip can go ahead, following the living with COVID guidance.

### **3. Student Entitlement and Behaviour Expectations**

- a) All efforts are made to ensure that trips and visits are made reasonably possible to all children who wish to participate irrespective of disability, religion or belief, ethnic origin, sex, gender, sexual orientation, gender reassignment. Discussion with the SENCO team is an essential part of this process when SEN children are involved.
- b) The school has a clear code of conduct for trips and visits based on the school's behaviour policy
- c) The school operates a strict no smoking, vaping and no drinking alcohol policy on all trips and visits
- d) The parents or guardians of any student who fails to meet these expectations may be contacted and in extreme circumstances this could involve the withdrawal or removal of their child from a trip, parents would be expected to cover any cost implications
- e) Pre-existing poor behaviour in school will be taken into account when a child applies for a trip or visit. A risk assessment will be considered in discussion with parents and school staff. In extreme cases the child will not be included should the Risk Assessment indicate that this is necessary

### **4. Staff Responsibilities**

- a) The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety
- b) The selection of staff to lead and participate in trips and visits is vitally important and this is closely matched to the experience and knowledge of that individual
- c) All staff are expected to act in a professional manner and, in particular, are not permitted to smoke, vape or drink alcohol whilst in charge of children
- d) Where appropriate the school will ensure that DBS checks are carried out for volunteer adults involved in a trip
- e) The Trip Leader is responsible for ensuring that all evidence for arrangements put in place is as clear and accurate as possible and that there is an auditable trail of paperwork. Any changes or amendments must be reported to the Educational Visits Coordinator

- f) The Headteacher is the emergency school contact for each trip and visit but with other members of the Leadership Team being available in their absence
- g) Ratios will be considered for each trip dependent upon the activities that are taking place. As a general rule: children with 1:1 support – 1:1 for trips; EYFS – 1:5; KS1- 1:6; KS2 – 1:8

## **5. Finance**

- a) Careful consideration is given to the cost of all trips to avoid putting some families under excessive financial pressure
- b) The Trip Leader, Educational Visits Coordinator and Office Manager work closely together to ensure that all trips and visits are financially viable
- c) Parents can apply for financial assistance in line with the school's 'Charging and Remissions Policy' ([Charges and Remissions Policy](#))
- d) Although parents can apply for financial assistance this could make a trip unviable and therefore liable to cancellation
- e) High cost trips will incur an initial non-refundable deposit of up to 25% of the total trip cost. Deposit dates will always be provided with the initial letter of information and regular reminders will be given by the Trip Leader
- f) Trips that are likely to fall into a deficit or have insufficient numbers will be cancelled. Oversubscribed trips will be decided by an open ballot on the closing date. Parents, will in both cases, be informed immediately and where applicable reimbursed.
- g) All payments will be made through School Money
- h) For further details please refer to the school's 'Charging and Remissions Policy' ([Charges and Remissions Policy](#))
- i) The school has in place all necessary insurance policies needed to operate trips and visits

## **6. Training**

- All Saints CE (VC) First School & Busy Bees has adopted the Staffordshire County Council 'Policy Statement of Management of Learning Outside the Classroom (LOtC) and Offsite Visits' ([All Saints LOtC Policy \(Staffordshire County Council\)](#))
- b) All new staff receive training on how to organise a school trip or visit as part of their Induction Programme
  - c) All Trip Leaders will receive in-house EVOLVE computer system training

## **7. Evaluation**

All trips and visits must be evaluated by the Trip Leader through the completion of the relevant section in Evolve. In particular, any accidents or potential accidents must be reported and recorded to ensure the safety of future trips and visits. The Trips and Visits Policy will be reviewed by Educational Visits Coordinator on a 2-yearly basis.