

John  
Cabot  
Academy

Trips and  
Educational Visits  
Policy

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## Contents

|  |    |
|--|----|
| 1. Purpose .....   | 4  |
| 2. Guidelines .....  | 4  |
| 2.1 DfE, HSE, OEAP advice for trips and educational visits ..... | 4  |
| 3. Planning a Trip .....   | 4  |
| 3.1a Outline of the Process .....                                | 4  |
| 3.1b JCA Online Payments for Trips and Visits Guidelines .....   | 5  |
| 3.2 The Timing of Trips and Visits .....                         | 6  |
| 3.3 Staffing.....  | 6  |
| 3.4 The Planning Procedure.....                                  | 6  |
| 3.5 Communicating with Parents .....                             | 7  |
| 3.6 The Role of the SLT Link Member of Staff .....               | 7  |
| 3.7a The Risk Assessment.....                                    | 7  |
| 3.7b Safeguarding.....   | 8  |
| 3.8 Staff Conduct on Trips .....                                 | 8  |
| 3.9 Travel – Bus Journeys .....                                  | 9  |
| 3.9 Factors to Consider in Planning a Trip .....                 | 9  |
| 3.10 Emergency Procedures.....                                   | 9  |
| 3.11 Guidance on Emergency Procedures.....                       | 10 |
| 4. After the Trip.....   | 10 |

**NB:**

*All relevant documents are on the staff server (R:\Staff Information\Trips and Events\2018 onwards) and the online EVOLVE trip planning website ([www.evolve.edufocus.co.uk](http://www.evolve.edufocus.co.uk))*

## 1. Purpose

1.1 It is recognised that students can derive a good deal of educational and social benefits from taking part in school visits. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a student's investigative skills and longer visits in particular, encourage greater independence.

Most school visits take place without incident and it is clear that most teachers are already demonstrating a high level of safety awareness. However, following a number of tragic incidents involving schoolchildren in the last few years, there is a growing concern amongst school staff and parents/carers about further ensuring the safety of students on school visits.

The potential hazards of taking trips and visits should not discourage teachers. No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to safety measures can reduce the number of accidents and lessen the seriousness of those that may happen.

The following notes are intended as guidance for a member of staff wishing to plan and carry out a trip. Please seek clarification from the member of SLT with responsibility for trips and visits or your link member of SLT if you are unsure about any aspects of the planning of your trip. Whilst every effort has been made to reduce the amount of paperwork required to run a trip, it is important to acknowledge that the paperwork that is required helps ensure that the Academy continues to run smoothly and the trip has been well thought through and will be a safe and enjoyable experience for those involved.

## 2. Guidelines

2.1 The DfE recently published a document entitled the '[Health and Safety: Advice on legal duties and powers](#)', which replaced the exhaustive HASPEV document. The School Trips Policy has been updated to ensure that staff and students are able to participate safely in trips without the exhaustive completion of paperwork.

Further advice can be obtained from the [School Trips and Outdoor Learning Activities section of the HSE website](#) and for residential trips from the [Outdoor Education Advisors' Panel](#).

## 3. Planning a Trip

**3.1a** For the purpose of this policy, a school trip or visit is defined as any occasion when a student or group of students are away from the Academy site, undertaking an Academy activity and under the supervision of a member of staff. In order to avoid unnecessary repetition, the word 'trip' will largely be used throughout this policy but where this occurs, please understand 'trip and/or visit', as appropriate.

This policy pays attention to the following guidance:

- children should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not stop them;
- it is important that children learn to understand and manage the risks that are a normal part of life;
- common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity;
- staff should be given the training they need so they can keep themselves and the children safe and manage risks effectively.

There is no longer any requirement by law for schools to have an Educational Visits Coordinator (EVC). However, one of the Assistant Principals (currently Steve Church) has the role of EVC. He can give advice about all aspects of school trips and visits. He has copies of relevant documentation from the DfE and other agencies. Staff are asked to consult as fully as possible with the EVC before, during, and after a school trip or visit. Feedback from trips and visits is an important mechanism for ensuring against future incidents.

The EVC **must** therefore be notified of all occasions when a student or group of students leave the school premises, either accompanied by members of staff or to meet members of staff at a pre-arranged location. This forms a key part of the duty of care we owe to students. It is not easy to give a definitive list of such trips but examples include trips to museums, galleries and theatres, trips to educational conferences, trips for boarders, both in the evenings and at weekends, residential trips such as skiing holidays or CCF camps, and all sports fixtures and sports tours. If staff are in doubt about the nature of a trip or visit then they should seek the advice of the EVC.

**All staff must complete a P1 planning form which needs to be approved by the EVC before the trip planning is completed using EVOLVE.**

The EVC **must** also give permission before any trip can take place. Staff wishing to organise a trip **must** complete a P1 School Trip Proposal Form and submit it **as far in advance as possible (but at least a week is required)**. (Copies of the relevant Trip Proposal and Trip Information forms can be found on the server - R:\Staff Information\Trips and Events\2018 onwards or the online EVOLVE trips planning website.)

After the calendar has been checked for clashes, and after any relevant staff have been consulted, the EVC will give approval for 'routine' day trips. Any residential visits, or visits likely to have a significant impact on the day to day running of the school, will only be approved by the EVC in consultation with the Principal. Where possible, proposals for residential trips should be made one full academic year in advance of the trip so that parents can be given fair warning of any significant additional costs.

**For all trips and visits, the online EVOLVE system must be used and all relevant sections completed and the authorisation received before departure.**

### **3.1b JCA Online Payments for Trips and Visits – guidelines**

The button for online payments is on the JCA website and full instructions and a quick guide are available for parents to download there:

<http://cabot.ac.uk/wp-content/uploads/2016/06/OnlinePaymentsGuideforParentsWP.pdf>

If you are organising a trip you will need to let Jo Chappell have the following details so that we can set the trip up to receive online payments:

- the total cost of trip;
- the names of students going (if first come first served, tell us the year groups it's open to and the number of places available);
- the instalment plan if applicable;
- a copy of the letter going to the parent/carer about the trip.

The Business Assistant (or Academy Business Manager) will be able to provide you with lists of who's paid or what's outstanding on request, the system automatically updates overnight.

This system will not be the only available way to pay for trips; if parents/carers prefer to continue paying with a cheque or cash we will continue to deal with that as we do now; however, the expectation is that, over time, the vast majority of transactions will be done online.

### **3.2 The Timing of Trips and Visits**

It is essential to the smooth running of the rest of the school that school trips are properly planned and arranged to ensure minimal disruption to all, both those on the trip and those left behind.

Faculties are strongly encouraged to plan their pattern of trips and visits for the coming academic year as early as they can. This allows clashes to be kept to a minimum. Trips and visits planned well in advance must be included in the Academy calendar. Events listed in the Academy calendar take priority over non-calendared events. The earlier a trip is planned, the more likely it is to be approved. If two events clash then the EVC will resolve the matter.

**Students must miss lessons as rarely as possible.** While it is often easy to justify a trip from the benefit to one's own subject, lessons missed in other subjects and staff absence also need to be considered. Obviously, there will be times when it is impossible to avoid taking students out during lesson time but full consideration must be made of alternative times before making such a decision.

Staff organising a trip must consult as widely as possible with colleagues who might be affected and think carefully about the possible impact of a trip. For example, as far as possible, residential trips should take place during school holidays to avoid a loss of teaching time.

### 3.3 Staffing

All mixed groups in Years 7 to 11 must normally be accompanied by a teacher of each sex at a minimum ratio of 1 to 15.

All mixed residential groups must normally be accompanied by a teacher of each sex at a minimum ratio of 1 to 10.

Staffing ratios for visits abroad will vary according to the activities, the students' age and sexes, the location and the timing. A minimum ratio of 1 to 10 can be taken as a general rule of thumb but at least two of the adults should be teachers.

### 3.4 The Planning Procedure

In an attempt to facilitate the smooth planning of the trip, we now use the cloud-based EVOLVE system ([www.evolve.edufocus.co.uk](http://www.evolve.edufocus.co.uk)). Guidelines for staff planning a trip can be found in section 2 of the Evolve – Staff starter guide on the server (R:\Staff Information\Trips and Events\2018 onwards). Please liaise with the EVC if you do not have a login.

### 3.5 Communicating with Parents

Parents must be informed in writing about all trips. Written consent is required for students to take part in the majority of off-site activities organised by the Academy. Trip leaders must have an alternative option planned for any student whose parents decline permission to go on a trip.

If a trip involves overnight accommodation, parents must be given full details of the type of accommodation provided and the security arrangements that are in place to ensure the safety of their child. They must be fully informed as to the nature of the trip, with a clear indication if the students may be unaccompanied while away from the Academy. Parents must acknowledge that their child is fit enough to go on the trip, outline any health problems and authorise the leader of the party to act on their behalf in an emergency. They must also provide a contact number for the duration of the trip.

**All students attending a residential trip must have completed and returned the Residential Trips Essential Information form that can be found on the server (R:\Staff Information\Trips and Events\2018 onwards).**

For longer trips, particularly those overseas, it is a good idea to hold a Parents' Information Evening a few weeks before departure and ensure that this is included in the Academy calendar. This allows information to be shared, questions to be asked and answered, and reassurance to be given where appropriate. The publication of an information booklet for parents and students is also strongly advised. The EVC can give advice about the best way to organise such events and to prepare such booklets.

### 3.6 The Role of the SLT link member of staff

All the relevant details for the trip must be submitted using the online EVOLVE system and authorisation received prior to the trip leaving. A copy of this information should also be left with the link member of SLT for the trip – usually the member of SLT who line manages the area responsible for organising the trip.

In addition, the link member of SLT for the trip should also be provided with the contact details for the students on the trip and the members of staff on the trip. The link member of SLT should be the primary point of contact for the trip, unless there is a safeguarding issue, which will mean that the member(s) of staff identified in the risk assessment will be contacted. The SLT link should maintain regular contact with the party leader during the course of the trip.

### 3.7a The Risk Assessment

No trip is risk free, but this doesn't mean that it shouldn't take place. A risk assessment is a careful examination of aspects of the trip where students could come to harm, so that you can weigh up whether you have taken enough precautions or should do more to reduce these risks.

It is not a legal requirement to complete a risk assessment for every activity or trip. Some activities, especially those happening away from the Academy, such as mountaineering, canoeing and sailing, involve higher levels of risk. In these cases, an assessment of significant risks should be carried out. The Academy must ensure that the person assessing the risk understands the risks and is familiar with the activity planned. Academy employees should take a common sense and proportionate approach, remembering that in schools the purpose of risk assessment and management is to help children to undertake activities safely, not to prevent activities from taking place.

The risk assessment must be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- How serious are they?
- What is the likelihood of the hazard occurring?
- What safety measures can be put in place?
- Have these sufficiently reduced the risk?

While every trip will have its own particular risks that must be assessed, research has shown that the ones included in the master copy of the risk assessment form are the most commonly found dangers, so are worthy of particular consideration when doing a risk assessment for any trip away from school. The categories covered and the probability and consequence sections could vary from trip to trip and will need to be deleted/completed as appropriate. Other risks that are specific to the individual trip will need to be added in as well.

For trips that will involve outdoor or adventurous activities or indeed residential trips, staff are reminded to request copies of risk assessments from the service provider well in advance of the trip and to make reference to these in their own risk assessments. A copy of the risk assessment form (as well as an example risk assessment) can be found on the server - R:\Staff Information\Trips and Events\2018 onwards.

### 3.7b Safeguarding

The risk assessment has recently been updated to include a safeguarding section. It is the responsibility of the member of staff coordinating the trip to ascertain whether or not there are any concerns of a safeguarding nature that may need to be factored in to the planning of the trip. The details of two members of staff who will be contacted in the event of a safeguarding concern should be included on the risk assessment and taken by the trip leader and deputy leader.

### 3.8 Staff Conduct on Trips

The Academy values very highly the amount of time that staff give up of their own accord to run trips outside normal working hours and recognises that often this means working unsociable hours in the evening or at weekends. The benefits that students gain from trips and visits are enormous and the positive relationships forged during such experiences are often invaluable. Whilst participating in the trip, staff should normally be able to enjoy many of the experiences and activities that the students do but may, at times, have to perform duties required of them which must be carried out with due regard to common sense, [Health and Safety: Advice on legal duties and powers](#) guidance and recent legislation.

**It is important to remember at all times that staff may be called upon to look after the group of students single-handedly if other staff members on the trip fall ill or are called to deal with another emergency, so staff must at all times be ready and able to do this.**

The conduct of staff on Academy trips is subject to the guidance given in the staff handbook. This guide is designed to supplement normal terms and conditions, and should not be used in isolation from them.

Staff must at all times:

- Do their best to ensure the safety of all students in their care.
- Communicate as soon as possible with their link AP for the trip or the Principal in the event of an emergency.
- Represent the Academy with the usual high standards and expectations.
- Consider the impression being given of the Academy to members of the public from both students and colleagues on the trip.
- Communicate with other staff members on the trip, respecting the wishes of all and following the direction and guidance of the nominated trip leader.

Staff must not:

- Consume excessive amounts of alcohol or use recreational drugs.
- Leave students knowingly unattended without prior provision for meeting up with them later, for example on a shopping expedition in a large city.
- Pursue their own personal desires for adventure or experience in a way that could be detrimental to the group.
- Make decisions which are rash or not carefully thought through, especially in the case of the nominated trip leader – if in doubt, call or text your link AP or the Principal and await advice.

### 3.9 Travel – bus journeys

It is worth making a special point about bus journeys. Most school trips will involve transportation by some type of bus, either the Academy minibus, hired minibus or hired coach. It is extremely important that staff and students use such transportation safely. **Everyone must wear seat belts at all times.** It is good practice for staff to remind all students of the need for good behaviour before all minibus and bus journeys. Staff must remember that the journey is an integral part of a school trip and appropriate risk assessments must be carried out.

### 3.10 Factors to Consider in Planning a Trip

The following list is not exhaustive but it tries to summarise what needs to be done during the planning and organisation of a trip. The list also gives further ideas about areas for risk assessment:

- Facilities/equipment the group will need to take
- Facilities/equipment provided at the venue
- Staff training needs
- Designating someone to record the visit and carry accident forms, etc
- Transport arrangements, including meeting arrangements for trips which leave before the start of morning school and collection arrangements for trips which return after the end of normal school
- Insurance arrangements
- Communication arrangements
- Supervision ratio
- Contingency plans for enforced changes of plans or late return
- Information to parents
- Information to school
- Preparing students
- Arrangements for sending students home early
- Emergency arrangements

### 3.11 Emergency Procedures

Teachers in charge of students have a duty of care to make sure that the students are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit. If an emergency happens, the priorities are to:

- Assess the situation
- Safeguard the uninjured members of the group
- Attend the casualty
- Inform the emergency services and everyone who needs to know of the incident

### **3.12 Guidance on Emergency Procedures**

A copy of the following guidelines should be taken by all party leaders and their deputies.

- Establish nature and extent of the emergency.
- Make sure that all other members of the party are accounted for and safe.
- If there are injuries, establish their extent and administer first aid (if you have been trained or feel capable – but be aware of consequences that might follow were you to give incorrect treatment).
- Establish names of the injured and call relevant emergency services.
- Advise other party staff of the incident and that emergency procedures are in operation.
- Ensure that an adult from the party accompanies casualties to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for.
- Control access to telephones until contact is made with the Principal, Vice Principal or Assistant Principal and until they have had time to contact those directly involved. Pass full details of the incident (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).
- Telephone numbers for future communication identify alternate telephone numbers in case telephone lines become jammed).
- The school will arrange to contact the parents of those involved. In serious incidents, the parents of all party members should be informed.
- Media:
  - A designated person should act as the point of contact with the media to whom all involved should direct questions;
  - Under no circumstances should the name of any casualty be divulged to the media;
  - The Party Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition;
  - Legal liability should not be discussed or admitted;
  - All accident forms should be completed and insurers and HSE or Local Authority inspectors should be contacted;
  - Inform parents of any delays that will be necessitated.

## **4. After the Trip**

The trip leader must inform the EVC (or whoever has been delegated as the school contact) that the party has returned safely and ensure that all the students are safely collected from school by a responsible adult, such as a parent or guardian.

If any difficulties or incidents occur on a school trip, the EVC must be informed as soon as possible after the trip returns to school so that appropriate follow up action can be taken quickly.

***Person(s) responsible for this policy: Steve Church, Assistant Principal***

***Date of review: two years from implementation date***