

Wessex Gardens

Primary & Nursery School



Educational Trips and Visits


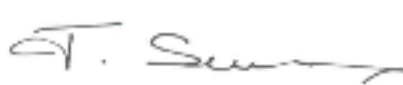
2023 - 2026

At Wessex Gardens we believe that every child has the right to feel safe and to be protected from any situation or practice that could result in them being harmed. Each child's welfare is of paramount importance and we are committed to safeguarding and promoting the welfare of all children in our care and we expect all staff, governors, placements and volunteers to share this firm commitment.

Growing Together

Wessex Gardens Primary and Nursery School is a place where we grow kind, confident, resilient and independent lifelong learners in a trusting and honest environment. Here everyone is welcome and valued. We are motivated and supported to reach our full potential as we continue to aspire to excellence.

The policy was ratified by the Governing Body on 19th July 2023

Approved by:	Alexander Banks	Jill Summers
Designation:	Headteacher	Chairman of the Governing Body
Signed:		
Review Date:	July 2026	

Contents:

Statement of intent

1. [Legal framework](#)
2. [Definitions](#)
3. [Roles and responsibilities](#)
4. [Planning school trips](#)
5. [Risk assessment process](#)
6. [Vetting providers](#)
7. [Equal opportunities](#)
8. [Transport](#)
9. [Parental consent](#)
10. [Staffing ratios](#)
11. [Insurance and licensing](#)
12. [Accidents and incidents](#)
13. [Missing person procedure](#)
14. [Children with SEND](#)
15. [Finance](#)
16. [Evaluating trips and visits](#)
17. [Monitoring and review](#)

Appendices

- a. [Consent Form for Educational Visits](#)
- b. School Outing Pack

Statement of intent

Wessex Gardens Primary and Nursery School understands that visits and trips can be effective ways of motivating children, and they can often offer unique educational experiences. The school aims to ensure that children are engaged in their learning and are given opportunities to explore this in a more practical setting.

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

1. Legal framework

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'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- DBS Policy

2. Definitions

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

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

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

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

- Trekking
- Climbing

3. Roles and responsibilities

The governing body is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on children's lives, teaching them life skills and providing new experiences.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the LA as necessary.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.

- Liaising with the governing body regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits 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.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.

The educational visits coordinator is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Attending 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, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.

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 children on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to children, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity 4 weeks in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- 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 and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the children is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of children by following the procedures outlined by the designated trip leader.

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'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil 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 children are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all children. Where there is a maximum capacity of children for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents.

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
- Record findings and implement them
- Review 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 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 children when organising a trip. The extra-curricular trips and activities offered to children will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Pupil Equality, Equity, Diversity and Inclusion Policy.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of children will be subject to formal disciplinary action.

Where possible, children 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 fee will be reasonable and help will be provided where possible for children who cannot afford the initial fee.

8. Parental consent

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Trips outside of school hours.

Parents/carers complete a consent form when their child is admitted to the school which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays. Separate consent will be sought for trips which require payment. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

9. Staffing ratios

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

- Other residential: 1:8
- High risk: 1:1
- Day trip visits: 1:4 EYFS /1:6 KS1 / 1:8 KS2

10. 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 is in place. Parents will be informed of the limits of any insurance cover.

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 and stored in the school office.

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

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the headteacher who will contact the family of the injured person.
- Children 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 headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the clerk to governors.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of children 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. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Children and staff

are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure children are easily identifiable, they must wear their school uniform and high visibility school vest. Failing this, children will be given a badge with the school logo on, which must be worn at all times.

12. Missing person procedure

The school places pupil 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 educational visits coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the educational visits coordinator will ensure an adult is with them at all times and that the visit is adequately modified to suit the child'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. All staff members and children will be required to carry mobile phones with them at all times. If a pupil doesn't own a mobile phone, they will be paired up with a pupil who has a mobile phone.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where children and adults should go if they become separated from the rest of the group. Children and staff will wear school branded clothing, in order to make them easily identifiable.

Regular head counts of all children 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 children 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.

13. Children with SEND

Where possible, activities and visits will be adapted to enable children with SEND to take part. The SENDCO will liaise with children'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 all children. Children with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

14. Finance

The financial procedures outlined in the school's Charging and Remissions Policy will always 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.

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 pupil 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 governing body on the matter, taking into account the cost to the school, including alternative provision costs.

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

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

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. Any excess of expenditure will be subsidised by the school fund.

15. Evaluating trips and visits

Following an educational trip and/or visit, the educational visit coordinator 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.

Based on this assessment, recommendations will be made to improve future trips and visits.

16. Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. The governing body will review this policy annually. The scheduled review date for this policy is July 2026.

CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child

Child's name: _____

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

The trips and activities covered by this consent include:

- all school visits including activities that take place outside the school day;
- adventure activities at any time including orienteering;
- off-site activities including sporting fixtures outside the school day;
- all off-site activities for the nursery.

The school will send you information about each trip or activity before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity if you have a justifiable reason for doing so.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school (for example sporting activities and year-group visits to London museums/places of interest or local amenities) as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Child's Name: _____ Class: _____ Date of Birth: _____

Please provide details of any medical condition that your child suffers from and any medication that your child should take during off-site visits/activities:

Signed: _____

Print Name: _____

Date : _____

Mobile Tel No: _____

Wessex Gardens

Primary and Nursery

School

Outing Pack

Wessex Gardens Outing Proposal Form

Class:

Term:

What is the outing you are planning?

What are the educational objectives?

Proposed dates.....

How much will it cost?

- Travel =
- Entrance =
- Additional =
- Total cost = total cost per child =

Headteacher's signature:

Outing Risk Assessment

Outing: _____

Date/s: _____

Class/es: _____

Risks identified	Steps to minimise the risks
Travelling by *coach/bus/underground/walking (delete as appropriate and include details such as the roads you need to cross) Ratio:	
Lost / separated children	
Activity supervision	
Details of information provided to parent helpers	
Specific information relating to the location or venue (include the date that you visited prior to the trip to carry out the site specific risk assessment)	
Behaviour	
First Aid Please list children with allergies or medical conditions	
SEN Please list children that need close supervision and the name/s of the member/s of staff supervising them	

Headteacher's signature: _____

Outing Letter Checklist

Check that the letter that you send home to parents includes the following and email it to Ruth to be checked.

- **Where you would like to take the class and why.**
- **Leaving and returning to school times and dates.**
- **Form of transport**
- **Voluntary contribution of**
- **What they will require, eg: packed lunch in plastic bag (No fizzy drinks/glass bottles), clothing suitable for..... spending money, etc**
- **School uniform**
- **Parents help needed (if any)**
- **Method of transport mentioned in letter and permission slip**
- **Return permission slip by**
- **Permission slip attached with room for class, name and parent signature.**

Remember to include the following paragraph if you are requesting a voluntary contribution:

Sample letter:

The children will be travelling by bus and leaving the school at ??? am. We will be back before ??? pm.

Children will need to wear school uniform, appropriate footwear and a coat. They also need to bring a healthy packed lunch and a water bottle in a rucksack bag that they can carry (please no glass bottles, sweet or fizzy drinks, chocolate or crisps).

A healthy packed lunch is required in a named plastic bag (no glass bottles, fizzy drinks, crisps or chocolate please).

Please ensure that your child wears school uniform, comfortable shoes and suitable clothing for the expected weather conditions on the day.

Thank you for filling out and signing the consent form for school trips and other off-site activities. This means that we will not have to ask you to complete a consent form for this trip.

However, we need parents to come with us. If you are able to help please let us know by filling in the return slip appropriately or by speaking to one of the teachers. Please note that without help we will not be able to go. If we have more parents than we need, we will pick the names out of a hat.

If there is a charge for the outing please use the following paragraph:

This trip requires a voluntary contribution of £??? per child. This is the actual cost for each child, and if children do not contribute towards the cost of the trip then it will have to be cancelled. Payments should be made online at www.schoolmoney.co.uk Please make a note of the payment reference number on the permission slip below, and return the slip to the school office.

2 days before the trip

You must complete an outing checklist grid, have it signed by Alex (or senior leader in his absence) and hand it to the office.

Wessex Gardens Primary & Nursery School

Outing Plan

Plan for (date):

This term's outing will be to:

This will support our study programme by:

Outing Checklist

Proposal form filled in and authorised by headteacher	
Parents notified using standard letter format	
Office notified re: school meals and medical info	
All parents have completed the consent form for school trips and other off-site activities	
Kitchen has been notified of the trip	
Ratio of adult helpers	
Helpers have been briefed on specific role	
Risk assessment approved by headteacher	
All money collected in (except cases of hardship)	
All permission slips received	
Travelling first aid kit and individual medication ready	
Copy of emergency procedures with kit	
Mobile phone numbers left with office are up to date	

Names of First Aiders:

Names of parent helpers:

Names of staff and mobile telephone numbers:

Please check that parents completed the form for educational activities on admission. Under no circumstances, may a child be taken out of school unless the parents have completed the form.

Staff must not take pupils anywhere by car unless the headteacher/business manager has seen their insurance policy to check that they have cover for driving passengers in the course of their work.

THIS FORM MUST BE SIGNED BY THE HEADTEACHER 48 HOURS PRECEDING YOUR VISIT.

Signed: _____

Headteacher