SS Simon & Jude
Church of England Primary School

Educational Trips and School Visits Policy

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Document written by	Katie Jones
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‘I can do all things through him who strengthens me’
Philippians 4:13

Our Vision:

We strive to build a community which nurtures positive relationships that permeate through all aspects of life. A community where barriers do not define us, but instead offer opportunity for growth. No matter our background, through our faith, we will find the strength and courage to flourish as citizens of the future.

Our Mission:

Empowering individuals to flourish together in the image of God.

Our Values:



Updates		
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Statement of intent

SS Simon and Jude CE Primary School understands that trips and visits can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils 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 pupils and staff very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

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
- Trauma Informed and Relationships Policy
- Business Continuity Plan
- Health and Safety Handbook
- Charging and Remissions Policy
- Special Educational Needs and Inclusion Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Supporting Pupils with Medical Conditions Policy
- Allergy and Anaphylaxis Policy
- First Aid Policy

Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.
'School trip/visit' means any educational visit, away-day or residential holiday organised by the school which takes pupils 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
- Caving
- Skiing
- Canoeing, kayaking or other water sports
- Inflatables
- High ropes courses or zipwire
- Cycling
- Archery
- Hill walking or mountain climbing
- Rock climbing and abseiling

Roles and responsibilities

The Local Advisory Board 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 pupils' lives, teaching them life skills and providing new experiences.
- be aware of the process when responding to emergencies, critical incidents and major incidents. incidents

The Executive Headteacher / Head of School (Trained Educational Visit Co-ordinators) is responsible for:

- the day-to-day implementation and management of this policy.
- liaising with the Local Authority Board as necessary.
- communicating information regarding any planned trips to parents.
- liaising with the Local Advisory Board 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 trip leader is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- sign off 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 trip leader, 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.
- be aware of the process when responding to emergencies, critical incidents and major incidents. Incidents.
- undertaking appropriate Educational Visit Co-ordinator training.

Senior Leadership Team, alongside the designated visit leader, are responsible for:

- overseeing all issues and controls regarding extra-curricular activities, trips and visits.
- liaising between all appropriate parties, during the planning and organising of extra-curricular activities and trips.
- ensuring the systems and procedures for dealing with educational trips or visits adhere to the requirements of this policy.
- partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- overseeing the planning of the educational trips or visits, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated visit leader.
- appointing an appropriate and competent member of staff to be the designated visit leader for each trip.
- ensuring the competency of the designated visit leader, in consultation with the Executive Headteacher / Head of School, by organising training for staff and volunteers.
- be aware of the process when responding to emergencies, critical incidents and major incidents. incidents

The designated visit leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- identifying the educational purpose of the trip or visit and presenting its benefits to the Executive Headteacher / Head of School through appendix 1: Curriculum Experience proposal
- undertaking any relevant training or courses which are arranged by the Executive Headteacher / Head of School.

- completing all essential documentation for the trip and ensuring it has been approved by the Executive Headteacher / Head of School.
- 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 pupils, parents and staff to ensure the day is well organised and safe.
- informing parents of the proposed trip or visit several weeks in advance and distributing permission slips to parents.
- implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or visit.
- 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 DBS requirements.
- complete an ongoing, dynamic risk assessment throughout the visit to ensure any hazards are identified throughout the visit.
- respond to any minor incidents during the visit.
- be aware of the process when responding to emergencies, critical incidents and major incidents. incidents

The Senior Leadership Team support the designated visit leader and will assume the designated visit leader's responsibilities if the designated visit leader is no longer fit to lead the trip, e.g. is unwell at short notice. They are also responsible for supporting the designated visit leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff on the trip are responsible for:

- adhering to this policy and applying its principles when participating in trips and visits.
- ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- reading the risk assessment prior to undertaking any visit.

Volunteers on the trip are responsible for:

- adhering to this policy and applying its principles when participating in trips, visits and activities.
- supervising and ensuring the safety of pupils by following the procedures outlined by the designated visit leader.

Planning educational trips or visits

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

The designated visit leader will complete a 'Curriculum Experiences Booking Form' prior to any visit being confirmed (See Appendix 1). This is to ensure there is a clear proposal for the trip prior to it being confirmed by the Executive Headteacher / Head of School.

This proposal includes an initial plan of the following: the participants; why the visit will take place – its aims; when the visit will take place; the location of the visit; what activities will take place; who will potentially staff the visit; details of any external providers; resources/funding needed.

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, safety equipment and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

As part of the visit proposal, the school will do everything in its power to ensure that all pupils are given an opportunity to participate, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents.

Once the proposal has been accepted, the designated visit leader and relevant staff will conduct a pre visit in order to write a risk assessment. The pre visit will need to be planned in advance, in order for the risk assessment to be shared and signed off by the Executive Headteacher and/or Head of School, at least 2 weeks prior to the visit.

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.

SS Simon and Jude CE Primary School focuses on two types of risk assessment.

1) **Ongoing/Dynamic:** Often unwritten risk assessments undertaken in real time in response to changing situations. These will be carried out by the designated visit leader and additional responsible adults. In some cases, significant changes to the plan may be recorded retrospectively, often during the evaluation processes. This process relies on a well prepared and competent visit team.
2) **Event-specific:** Risk assessments which are specific to a particular visit. It is important that the event specific planning helps to identify key people or issues and how they will be managed to reduce the likelihood of incident or harm.

The risk assessment will:

- 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

The designated visit leader will use the STAGED approach. The STAGED approach is a planning and risk management framework designed to support designated visit leaders to systematically consider all key aspects of a visit. This is to ensure all visits are safe, well organised and compliant with guidance.

S	Staffing	Who is attending? Are all staff members appropriately trained and qualified? Are contingency plans in place for absences or emergencies? Consider the competencies and needs of all staff.
T	Travel	How will participants travel? Are drivers qualified? Are vehicles safe? Are there planned stops, and is the route suitable for the group?
A	Activities	What activities are planned? Do they carry specific risks? Are staff trained to supervise these activities? Are the learning outcome clear?

G	Group	What is the composition of the group? Consider age, behaviour, medical, educational and emotional needs? How will group dynamics and supervision ratios be managed?
E	Environment	What is the setting of the trip? Consider urban vs rural, proximity to water, terrain, weather conditions and accessibility for emergency procedures. Also include procedures for invacuation and evacuation.
D	Distance	How far will the group travel? Does the distance pose additional risks? Are there back up plans for delays or emergencies? Does it include an overnight stay?

The risk assessment will be written on the school's 'I am compliant' portal.

Vetting providers

As part of the risk assessment process the designated visit leader may need to vet providers. The following checklist will be used to vet any external providers.

- 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 an organisation does not meet the school's standards, they will not be considered.

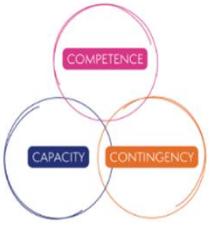
Staffing ratios

Staffing ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff/participant ratios for a particular age group or activity (with the exception of under 5s). However, detailed below is an overview of minimum ratios. These should be regarded as a starting point for consideration rather than being definitive, as they may be appropriate only where the activity is relatively straightforward, and the group has no special requirements.

Minimum levels of supervision required for Educational Visits				
	Nursery Under 3s	Reception 4 - 5	Key Stage 1 5 – 8	Key Stage 2 8 – 11
Day visits (local & distant)	1 adult: 2/3 children	1 adult: 4/6 children	1 adult: 6 children	1 adult: 10 children
Residential visits – UK	Not recommended	1 adult: 2/4 children	1 adult: 6/8 children	1 adult: 10 children
Residential visits – abroad	Not recommended	Not recommended	1 adult: 4/6 children	1 adult: 8 children

A minimum of 2 adults is required in the UK and 3 adults abroad, for all Residential Visits; the ratio of qualified staff to be considered carefully during risk assessment.

When considering the staffing ratios for a visit, the designated visit leader will consider the 3 C's.



Competence	What is competence of the staff team?
Contingency	Are there sufficient staff to deal with any contingencies such as lost/injured/ill child/staff member; behaviour issues etc?
Capacity	Is there enough staff capacity to manage 1:1; variable groups etc?

Equal opportunities

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The trips, visits and activities offered to pupils will provide new experiences and develop life skills.

Due to the popularity of some trips, visits and activities, the school offers places on a first come, first served basis. This is managed fairly by the school office manager.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of trips, visits and activities.

For school trips that require additional payment, the fee will be reasonable, and parents will be given the option of a suitable payment plan, if appropriate.

Pupils with SEND and/or medical conditions

When planning and undertaking educational visits and trips, the school will give full consideration to pupils with SEND and or/medical conditions. School will endeavour to make reasonable adjustments to ensure the pupils can participate safely. Risk assessments will specifically identify SEND and/or medical needs with the required control measures when considering the 'group' aspect of the STAGED approach. This may include adjustments to activities, staffing ratios, transport arrangements, access to medication or detailed emergency procedures. No pupil will be excluded from experience solely on the basis of a SEND and/or medical need, unless following a thorough risk assessment, it is clear that participation cannot be achieved safely even with reasonable adjustments. This will be discussed with the Executive Headteacher / Head of School and parents will be informed when appropriate.

Transport

The type of visit will determine the type of transport. This will be included in the risk assessment as part of the STAGED approach.

Travel in private cars
School is aware that employers and establishments that organise transport in private cars have a legal duty of care and may be liable in the event of a claim following an incident. Therefore, as part of the risk assessment process the following evidence is obtained.

- The vehicle is legal and safe – this means that it is taxed, has a valid MOT certificate if required, that has been serviced in line with the manufacturer's schedule, and that the driver carries out any pre-use checks i.e tyres; water; oil; diesel/petrol; child lock etc.
- The driver is suitable – this means that they hold a valid licence for the type of vehicle and are fit to drive.
- There is a valid insurance policy covering the driver and the vehicle for the intended use i.e. business cover.
- Vantage Academy Trust disclaimer is completed and shared with HR in order to be added to the Trust insurance policy.

Travel via school owned mini bus
The mode of transport for a visit should be chosen to complement the aims of the visit as well as to meet considerations of safety, costs, time, itinerary and environmental impact. The mode of transport will be determined as part of the risk assessment.

Minibus drivers must:
- understand that they are legally responsible for the condition of the vehicle, including compliance with requirements for carrying safety equipment (e.g., fire extinguisher, warning triangle, first aid kit, reflective jackets)
- check the vehicle before using it (see Maintenance, Checks and Inspections below);
- ensure that they meet the driver licensing requirements;
- ensure that the vehicle is not overloaded, and that the total weight does not exceed the vehicle's Maximum Authorised Mass (MAM);
- not drive when taking medication or undergoing treatment that might affect their ability or judgment;
- know what to do in an emergency, including how to use firefighting and first-aid equipment;
- avoid driving for long periods and ensure that rests are taken when needed (see below)
- comply with transport regulations and the requirements of the vehicle's insurance cover;
- have regular medical checks including eyesight tests;
- observe minibus speed limits, which are generally lower than those for a car (see www.gov.uk/speed-limits).

Maintenance, Checks and Inspections
Legal responsibility for roadworthiness is shared between the operator (the establishment or employer) and the driver. The head/manager should ensure that there are clear systems for the maintenance, checking, inspection and servicing of vehicles, and that drivers are aware of their responsibilities.
Government guidance on maintaining passenger carrying vehicles is available at:
www.gov.uk/government/publications/guide-to-maintaining-roadworthiness.

This includes detailed advice about: daily walkaround checks by drivers or a responsible person; drivers' responsibilities; defect reporting; regular safety inspections and their intervals; record keeping; monitoring. Safety inspections should be undertaken by a reputable garage and are in addition to servicing according to the manufacturer's recommendations and annual MOT tests. It is good practice for drivers to be required to log the details of each journey they make, especially if a vehicle is used by more than one driver.
These checks will also form part of the risk assessment if the mini bus is being used as part of the visit.

Travel via coach
The designated visit leader alongside the office staff will be responsible for hiring a reputable coach company.

There are five key safety factors to consider when using hired coaches:
The driver
The coach and equipment
The company
The route or itinerary, and expected driving conditions

The behaviour of the group travelling.

Once a Provider is Selected

Having selected a suitable provider, it is good practice to liaise with them over the following. This will also be detailed within the risk assessment as part of the STAGED approach.

Pick up and drop off points
Choice of route and timings
Planned stops
How any special needs will be met
The respective responsibilities of the driver and the leadership team
Expected behaviour standards and coach 'rules'.

It is the responsibility of the designated visit leader to ensure that the driver is fit to drive on the day, and that the coach is properly equipped with safety equipment including fully working seatbelts.

Parental consent

Written consent will be required for all trips and visits. The consent letter will also provide parents with an overview of the visit.

Depending on the nature of the visit, information to parents may need to include the following. All letters sent to parents will be checked by the Executive Headteacher / Head of School.

- The purpose of the visit
- Details of the destination(s)
- For longer journeys, details of how parents will know that their child has arrived safely
- Practical details such as dates, times, clothing and equipment required
- Costs, including how much parents are being charged or being asked to contribute, any deposits required, and whether any surplus funds after the visit will be returned to parents or retained for another visit
- Cancellation terms and conditions
- Insurance details
- Details of all the activities involved, including what is involved in participating them
- Accommodation arrangements
- The nature of supervision, and any responsibilities that participants have for their own health and safety
- Arrangements for providing for special needs and disabilities
- Information about any risks involved in the planned activities
- Details of any pre-visit preparation where parents need to take an active role
- Behavioural expectations and sanctions
- Expectations about the use of technology such as mobile phones
- Arrangements for sending children home early (in the event of e.g., sickness or misbehaviour) and how any costs will be met
- Details of how parents can contact leaders at any time in the event of a home emergency.

At the end of the visit overview there will be a parental consent section. This will be communicated with parents via the secure Arbor app through a Microsoft Forms link. Again this will be checked by the Executive Headteacher / Head of School prior to any communication being sent to parents.

Detailed below is an overview of the information required as part of the consent proforma.

- Pupil's full name
- Pupil's class and class teacher
- Parent(s) full name

- Parent(s) contact details
- Emergency contact details – Parents will be asked to provide details of any other person who can be contacted in an emergency if parents are not available or contactable. This will detail: full name; relationship to pupil; phone number.
- Health and welfare information: Does s/he have any allergies (such as to particular foods, medication, or other factors such as bee stings)? If so, please provide details. Does s/he have any medical conditions, mental health conditions, impairments, or disabilities? Does s/he have any dietary requirements – for example, is there any food that they should not eat? If so, please provide details. Does s/he have any other conditions or needs (for example: mobility needs, communication issues, behavioural issues, travel sickness, toileting issues)? If so, please provide details. Does s/he have any night-time tendencies such as sleepwalking, nightmares or bed-wetting which might affect them during a residential visit? If so, please provide details.
- Medication: Will s/he need to take any medication during the visit? If so, a separate medicine form will be completed.
- Declaration and Consent:
  I confirm that I have fully and correctly provided all the requested information in this form, and that I will inform the school as soon as possible should any of the information change.
  I give my consent for this information to be shared with visit staff and any providers or other parties, as is necessary for the health, safety and welfare of my child, under the terms of the establishment's Privacy Policy.
  I have received and understand the information about the visit(s) to which this form applies, including details of the activities involved. I give my consent for my child to participate in the visit(s).
  These statements will then be followed by the parents e signature, with a disclaimer that they understand that by providing an e signature they are consenting to the visit.
- Signature: Name; Relationship to pupil; E-Signature; Date

Insurance and licensing

When planning activities of an adventurous nature in the UK, the Executive Headteacher / Head of School alongside the senior leadership team and the designated visit leader will check that the provider of the activity holds a current licence. Public liability insurance information will be requested for all trips, visits and activities which are led by an external company.

Which Activities need a license?
The statutory scheme requires any company which charges for adventurous activities provided to young people (under 18) to hold a license. The licensable activities include:

- Caving (underground exploration in natural caves and mines including potholing, cave diving and mine exploration), excluding show caves or tourist mines open to the public, or parts of mines which are still being worked
- Climbing (climbing, traversing, canyoning, abseiling and scrambling activities except on purpose designed climbing walls or abseiling towers)
- Trekking (walking, running, pony trekking, off-road cycling, off-piste skiing and related activities when done in moorland, or any terrain over 600m, which is remote, i.e. over 30 minutes travelling time which will be never more than 2.5km from the nearest road or refuge)
- Watersports (canoeing, rafting, sailing and related activities when done on the sea, tidal waters, or large or non-placid inland waters)

There are only a few exceptions where an organisation does not need to hold a license. Head over to https://www.hse.gov.uk/aala/general-information.htm(opens in a new tab) if you would like to find out more information.

Incidents

There are different levels of incidents that may occur during a visit. All of these incidents will be considered as part of the risk assessment process and clear control measures will be actioned.

Minor incidents
This is a situation in which the designated visit leader should be able to remain in control and cope with, without referring to the Emergency Contact. The majority of problems occurring on educational visits fall within this definition. The designated visit Leader and any accompanying staff would be expected to deal with these. This will
Examples:

- A pupil who feels ill
- Minor injury
- Poor behaviour
- A homesick pupil

Emergencies
This is an incident which the designated visit leader cannot deal with alone, and would need to refer to the Emergency Contact for help. Emergencies are infrequent. If emergency help is needed, the designated visit leader must contact the 'Emergency Contact' for help. This is the Executive Headteacher / Head of School who will advise and guide the designated visit leader when a situation is beyond their own experience, training or coping strategies. The school's Emergency Contact will be available at all times to provide support as required.
Examples:

- Stomach bug affecting several pupils
- Safeguarding issue
- Repeated poor behaviour causing concern
- Injury (beyond minor first aid incident)

For the following incidents, staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of pupils 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. Pupils and staff are informed of an evacuation and invacuation plan before entering trip venues; this should include an agreed meeting point, to ensure everyone knows what to do in an emergency. This will be detailed on the risk assessment.

Critical Incidents
Critical incidents are very rare. These are incidents which overwhelm the coping mechanisms of both the designated visit leader and the school's emergency contact. In this case, the designated leader will contact the Executive Headteacher who will implement the school's critical incident plan.
Examples:

- A road traffic accident
- Life-threatening injury or fatality
- Group member missing for a significant period of time
- An incident that attracts media attention

Major Incidents
Major incidents are extremely rare and are declared by authorities such as the UK Police, Foreign and Commonwealth Office (FCO) or other relevant authority. The designated visit leader will take direction from the assigned authorities.

Examples:

- Terrorist activity
- Forest fire
- Severe flooding.

In the case of any incidents, the school's accident reporting process will begin, as detailed in the First Aid Policy.

The Executive Headteacher / Head of School will keep written records of any incidents, accidents and near misses via the school's accident book and 'I am compliant' portal.

Media enquiries will be referred to the Executive Headteacher / Head of School or, if they are not available, the school will seek advice from the CEO where appropriate.

To ensure pupils are easily identifiable, they must wear the school uniform and a high visibility vest where named on the risk assessment.

Missing person procedure

The school places pupil and staff safety as its top priority when participating in school trips.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The designated visit leader will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

Everyone on the trip will be provided with the contact details for all members of staff, in the event they are unable to locate their group. All staff members will be required to carry mobile phones with them at all times.

Upon arriving at every venue, the designated visit leader will identify a meeting point where pupils and adults should go if they become separated from the rest of the group. This will be detailed on the risk assessment. Pupils will wear school branded clothing, in order to make them easily identifiable.

Regular head counts of all pupils 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:

- The designated visit leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated visit leader will immediately identify at least one adult to start looking for the person. They will look for the person until, where necessary, the police arrive. They will immediately check the identified meeting point.
- Another adult will be asked to contact the Executive Headteacher / Head of School via phone. They will be kept fully informed at all times in order to provide support and guidance.
- The venue will be notified of the missing person, to help ensure the person is found quickly. Where possible, entry and exit from the venue needs to be prevented.
- If the person cannot be contacted or located within 5 minutes, the local police or relevant authorities will be contacted by the designated visit leader following confirmation from the Executive Headteacher / Head of School. Designated visit leader to have the name and address, including postcode of the venue. This is to be detailed on the risk assessment.
- The Executive Headteacher / Head of School will ensure parents are updated throughout the process.

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, the Executive Headteacher / Head of School 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. Contact the Executive Headteacher / Head of School if additional staff are needed to keep the pupils safe.
- 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 Executive Headteacher / Head of School to ensure similar incidents can be avoided in the future.

Finance

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

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'.

Money for school trips will always be paid directly to the school via Arbor. Under no circumstances should school trip money be processed through personal accounts.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Executive Headteacher / Head of School's discretion as to whether a refund is given to parents. The Executive Headteacher / Head of School will consult with the Local Advisory Board on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the Executive Headteacher / Head of School's discretion as to whether a refund is given to parents. The Executive Headteacher / Head of School will consult the Local Advisory Board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil'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 a refund for future trips and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.

Evaluating trips and visits

Following an educational trip, visit or activity, the designated visit leader will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this evaluation, recommendations will be made to improve future trips and visits. Risk assessments will be amended where appropriate.

Monitoring and review

The effectiveness of this policy will be monitored by the Executive Headteacher / Head of School. The Executive Headteacher / Head of School and Local Advisory Board will review this policy annually. The scheduled review date for this policy is February 2027.

Curriculum Experience Proposal							
Designated Visit Leader							
Intended aims of the curriculum experience							
Type of experience	Local area	Trip involving transport	Visitor to school	Virtual experience	Other		
When will it take place?			Times of experience				
Who will participate?			Date of pre visit to conduct risk assessment				
Details of any external providers	Company name						
	Point of Contact Name						
	Point of Contact Details						
	Website						
Location (include all address details)							
Planned Activities							
Snack arrangements			Lunch arrangements				
Resources / Funding							
FOR OFFICE USE ONLY							
SLT signature			Date				
Vetting providers	DBS obtained / insurance	Confirmed with staff via email	Information for parents and parental consent shared with SLT	Information for parents and parental consent sent to parents	Consent Checked	Transport booked	Mellors Kitchen Manager informed via email