The Rosary Catholic Primary School

Aspire, Believe, Achieve: Together in Christ

Educational Visits and School Trips Policy

Policy Approved by:	Full Governing Body
Date of Approval:	January 2026
Date of next Review:	January 2027

The Rosary Mission Statement

‘Together, as God’s children,
We realise our dreams,
inspiring and encouraging one another
to reach our true potential,
transforming our world
through our unique gifts.’

Document Owner and Approval

The Executive Head Teacher is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the School's policy review schedule.

A current version of this document is available to all members of staff on the school website

Signature:

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. Pupils with SEND
15. Finance
16. Trips abroad
17. Evaluating trips and visits
18. Monitoring and review

Statement of intent

We understand that visits and trips 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 staff and pupils 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.

For the purposes of this policy, the term Headteacher refers to either the Executive Headteacher or the Head of School

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 'Charging for school activities'
- DfE 'Health and safety on educational visits'
- HSE 'School trips and outdoor learning activities'
- DfE '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

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' means any educational visit, foreign exchange trip, 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
- Water sports
- Climbing

Roles and responsibilities

The local governing 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.

The headteacher is responsible for:

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

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.
- 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, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- 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.
- Ensuring that the requirements of this policy are carried out across all schools.

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 pupils 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 pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity in advance and, where necessary, obtaining permission from 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 pupils 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 pupils by following the procedures outlined by the designated trip leader.

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 pupils 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 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.

When planning an educational trip or activity, the governing board will ensure the trip does not discriminate against a particular individual, group of pupils or single school. School trips will be agreed upon at board level before any formal plans have been implemented. Each school will have an equal opportunity to participate in a pre-planned trip or activity. Any disputes relating to pre-planned educational trips or activities will be discussed and resolved at board level.

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.

Appendix 1 – Trip Risk Assessment template

Appendix 2 – Standard Operating Procedures for using EVOLVE Trips

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.

Equal opportunities

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils 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 pupils will be subject to formal disciplinary action.

Where possible, pupils 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 pupils who cannot afford the initial fee.

Parental consent

Parental consent is not generally required for local activities that take place during school hours.

A Consent Form for School Trips and Other Off-Site Activities will be signed by parents at the start of their child's school education.

The trips and activities covered by this consent include;

- all visits (including residential trips) which take place during the holidays or a weekend
- some of the trips will involve travelling by public transport
- adventure activities at any time
- off-site sporting fixtures outside the school day
- all off-site activities for nursery schools.
- Local studies

- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, write to the school that you do not want your child to take part in any particular school trip or activity.

Staffing ratios

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

- Abroad: **1:10**
- Other residential: **1:10**
- High risk: **1:8**
- Day trip visits: **EYFS – 1:4, Y1,2,3 – 1:6; Y4,5,6 – 1:10**

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.

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.
- Pupils 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 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 plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils are easily identifiable, they must wear their branded school uniform, and if available for younger pupils, hi-visibility jackets with the school name and phone number printed on them. Failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

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 pupil'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 pupils 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 pupils and adults should go if they become separated from the rest of the group. Pupils and staff 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 domestically or abroad:

- The designated trip leader will ensure the safety of the remaining pupils 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.

Pupils with SEND

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

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 information 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 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 headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing 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 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 pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils 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.

Trips abroad

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip the educational visit coordinator will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

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.

Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy annually.

Appendix 1 – Risk Assessment Template

Risk Assessment Template for a School Trip

Category A: Activities where the risks are considered the same as in every day life, e.g. visits to the theatre or zoo, coastal and countryside walks. **Category B:** Adventure activities in the UK, e.g. rock climbing, walking on moorland more than 30 minutes from a road/habitation, caving or kayaking. **Category C:** The most demanding category. Includes visits abroad and all those activities that, if not school-led, would be in the scope of the Adventure Activities Licensing Regulations 1996*.	
Risk Category: Please tick one of the following boxes. **A** **B** **C**	**Category A or B visits –** Applications should be submitted **One Month** in advance of the trip **Category C visits –** Application and Risk Assessment should be submitted at least **Four Months** in advance of the trip
A risk assessment must be completed for all categories. Please ensure this covers all aspects of the trip including travel. It must be detailed cover a range of risk and scenarios.	

Appendix 2 – Standard Operating Procedures for completing Risk Assessment

Trips should be organised well in advance to ensure a successful experience for the children and adults involved. The Hounslow off-site form should be completed at least one week in advance before the trip date and assigned to the Head of School to verify (please see below).

Initial Preparation for a School Trip

- Check the school online diary for available dates.
- Book venue and inform the office staff to investigate the most cost
- effective modes of transport at least 4 weeks prior to the trip – return the Trip Request Form to Mrs Jagota.

- If the trip includes lunch time, the school office will inform the kitchen – at least 4 weeks in advance. A packed lunch will be provided by Olive Dining.
- Inform parents of intended outing detailing:
    - Where the children are to go and why the trip is planned
    - Date and times of departure and arrival back at school
    - Ratio of adults/children supervision
    - The total costs of the trip and ask for a 'voluntary contribution' towards the cost of

the trip
    - If uniform is to be worn or detailing any special clothing, footwear necessary
    - Advice on whether spending money is appropriate, how much and procedures for looking after the money
    - If appropriate, inform parents that sun-screen should be applied prior to arrival at school in the morning and that sun hats/caps and water bottles should be brought to school on the morning of the trip. Plastic bottle only are permitted.
- **Log on to: https://hounslow.info-exchange.com**
- **User Name: office@rosary.hounslow.sch.uk**
- **Password: check with the office**
- **Create a new trip and fill in as necessary.**

  If there are any issues, please contact Mrs Jagota in the school office.

- **Fill in the relevant risk assessment forms which will need to be uploaded**– for the journey to and from the destination and the activities in which the children will be involved (most educational venues will be able to provide you with a risk assessment for the activities. If not, teachers are expected to carry out their own before permission for the trip is given).
- Ensure that the outing is booked in the school diary. The name and address of the venue and relevant telephone numbers must be included.
- **Organise adult help for the trip. so that the ratio does not exceed 1:4 for Foundation & Reception, 1:6 for Year 1, 2 & 3 and 1:10 for Years 4, 5 & 6.** This can be made up of staff working within school or volunteer parent/ grandparent/ governors etc. help. Be careful with your groupings when parents are included as parent-child groupings are not advised.
- **Try to avoid inviting support staff from year groups other than the one experiencing the visit.**
- Ensure that you have up-to-date trip medical forms for all the children in class.
- **Please ensure that school support staff are notified at least 4 weeks in advance.**

Nearer the Event

- If this is the first time you have visited the venue please visit the venue in order for you to complete the risk assessment.
- Check with the office that transport is confirmed.
- Discuss code of conduct with the children and how the school rules still apply.
- Go through any relevant Health and Safety rules with children and supervising adults.
- Organise a briefing meeting for all adult supervisors before the trip.
- Ensure that you and other group leaders have charged mobile phones and
- that telephone numbers are left with the school office with any relevant trip details. Also, that all adults on the trip exchange numbers and store them on their mobile phones.
- Organise the children into groups, ensuring they know their group leaders; group leaders to have a written list of the children.

On the Day

- Ensure that all the relevant information, contact numbers and medical forms has been collated
- **Ensure that the first aid bag and all required individual medications are taken on the trip.**
- Ensure that all adults are clear of their duties, the names of the children in their group (including any relevant behavioural/medical information).
- A head count must be completed and noted.
- Mobile phones are needed in case of emergency and if the school needs to be informed of

any changes e.g. delays returning to school

- Children prone to travel sickness should sit near the front of the coach with a bucket/carrier bag/ bin liner.
- Children must not sit on the front two seats of the coach.
- All children must have their seat belts on before the coach sets off. This must be monitored throughout the journey.

After the Trip

- Upon return, the Head of School/a member of the SLT must be informed of safe return.
- In the case of accidents/injuries, the relevant forms must be completed in the school office.