



St. Gregory's Catholic High School

Educational Visits and Trips Policy

Monitoring

The implementation of the policy will be monitored by the Assistant Headteacher

Evaluation

The policy was reviewed by the Assistant Headteacher, Assessment and Senior Leadership Team on 25th September 2023 prior to the submission of the policy to Governors' Standards and Community Committees for scrutiny and recommendation to the Full Governing Board for approval.

Policy Review Dates:

Date last approved by Full Governing Board: 11th July 2018

Date submitted to Governors' Committee: 5th October 2023 and 22nd November 2023

Date submitted to Full Governing Board: 6th December 2023

Review Frequency: Every 3 years

Start date for policy review: April 2026

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Statement of intent

St. Gregory's Catholic High School understands that visits and trips can be effective ways of encouraging interest and motivation in 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 also takes the health and wellbeing of our staff and pupils very seriously. We take reasonable steps, as stated in the Health and Safety at Work Act 1974, to ensure the health and safety of our employees, as well as our pupils. 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.

St. Gregory's Catholic High School, as the employer, is responsible for the health and safety of pupils, members of staff and volunteers and aims to protect them from getting hurt while out on educational visits of school trips.

Legal framework

- This policy has been created with regard to the following legislation, including, but not limited to:
 - The Health and Safety at Work etc. Act 1974
- This policy has also been created with due regard to the following guidance:
 - DfE (2018) 'Charging for school activities'
 - DfE (2018) 'Health and Safety: Advice on Legal Duties and Powers'
 - HSE (2011) 'School Trips and Outdoor Learning Activities'
 - DfE (2013) 'Driving school minibuses'
- This policy will be used in conjunction with the relevant school policies including, but not limited to:
 - **Complaints Procedure Policy**
 - **Behaviour Policy**
 - **Business Continuity Plan**
 - **Critical Incident Policy**
 - **Health and Safety Policy**
 - **Charging and Remissions Policy**
 - **Minibus Policy**
 - **Safeguarding Policy**
 - **Inclusion Policy**
 - **Equal Opportunities Policy**
 - **E-Safety 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 **St. Gregory's Catholic High 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:
 - All activities in 'open country' – any activity (hill walking, mountaineering, fieldwork, biking etc) on moorland (open uncultivated land) at any height or mountainous ground over 600 metres above sea level or at any height where it would take 30 minutes to reach an accessible road or refuge

- Swimming (all forms except publicly life guarded pools)
- Camping (including Duke of Edinburgh's Award Expeditions)
- Canoeing / kayaking / rafting / improvised rafting
- Sailing / windsurfing / kite surfing / use of powered safety or rescue craft
- All other forms of boating (except commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Rock climbing(outdoor) and related mountaineering activities River/gorge walking or scrambling
- Coaststeering/coastal scrambling/sea level traversing
- Underground exploration
- Off-site mountain biking and lowland trail riding
- Road cycling (except as part of a 'Bikeability', Cycling Proficiency or similar programme)
- Skiing, snowboarding, and related activities (including dry slope)
- Air activities (excluding commercial flights)
- Horse riding
- Quad bikes, off-road buggies
- High level ropes courses
- 'Extreme' sports
- Water based activities
- Adventurous activities with the armed serviceAny other activities involving skills inherent in any of the above or that may contain a similar level of risk to participants or staff

The OEAP are the Outdoor Education Advisory Panel whom are a body which provides guidance, activities, training and support for outdoor **learning** and **educational visits**. Both this policy and the Warrington Borough Council's 'Learning Outside the Classroom' policy have been devised within the guidance of the OEAP

Educational visits are categorised into either A/B/C relating to the level of risk created:

Category A Visits: Category A visits are those visits which are close to school and completed on a regular basis. The environment would be known to staff and the visit would include normal daily life activities. Examples of a category A visit would be exploring the local area to the establishment, walks, visits to the local church, sporting fixtures and local walks. It can also include transport if needed

Category B Visits: Category B visits are to areas beyond the local area involving more complex environments and activities. They are typically one off or irregular activities. Examples of a category B visit would visit further afield such as swimming lessons (off site), farm visits, theme parks, museums, sporting festivals and basic outdoor education activities

Category C Visits: (enhanced visits) include, residential visits, adventurous activities and overseas visits. It is not possible to provide a definitive list of activities. Examples of category C visits would include Duke of Edinburgh expeditions, outdoor adventurous activities including open water activities, hill walking, field studies including water etc.

Warrington Borough Council delegates responsibility for formal approval of category A and B visits to the Head of establishment. It is a requirement of this policy that Heads/Managers carry out this function in accordance with OEAP National Guidance

Category C visits must be approved by an approved Warrington Borough Council Officer who is a member of the Outdoor Education Advisors Panel (OEAP)

The term Educational Visit defines all experiences for children facilitated by the school beyond their normal base. This can be interchanged with the term 'trip' which is used within this policy

Key roles and responsibilities

The **governors** are responsible for:

- The overall implementation of this policy
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation. This is in line with the Equality Act 2010.
- Approving residential / trips abroad

The headteacher and senior leadership team are responsible for:

- Appointing an appropriate Educational Visits Coordinator **EVC**
- The day-to-day implementation and management of this policy
- Liaising with the **educational visits coordinator** and communicating information regarding any planned trips to parents
- The headteacher or person delegated by the headteacher is responsible for giving initial approval for an educational visit / trip, subject to discussion with the senior leadership team, which will be subject to the subsequent satisfactory completion of all paperwork and risk assessments, after considering the potential impact on the efficient running of the school
- The headteacher and senior leadership team will give final approval for an educational visit / trip when the designated member of SLT has confirmed that all aspects of the 'Evolve' process have been satisfactorily completed
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary
- Supporting the educational visits coordinator in appointing designated trip leaders for each trip
- The headteacher / designated member of SLT will provide summary information to the Governing Board about educational visits at the Community Committee of the Governing Board

If St. Gregory's Catholic High School does not have an educational visits coordinator, the headteacher will undertake their duties until one can be appointed.

The educational visits coordinator (EVC) and educational visits headteacher (EVH) will:

- Oversee all issues and controls regarding extra-curricular activities and trips
- Liaise between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips
- Work with the local outdoor education adviser to help staff assess and manage risks
- Ensure the systems and procedures for dealing with educational visits adhere to the requirements of this policy
- Organise any relevant trip training so staff and volunteers can feel confident in conducting their duties

- Partake in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance
- Oversee 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
- Approve all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe
- Appoint an appropriate and competent member of staff to be the designated trip leader for each trip
- Ensure the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers
- Ensure that any problems are raised in a meeting with the SLT and governing board

The **designated leader** in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip.

The **designated leader** must:

- Seek to use facilities that have the LotC badge or utilised the Provider Access Form (appendix five) to ensure that visit destinations/providers uphold the highest quality of safeguarding and safety
- Be approved to carry out the visit, suitably competent and knowledgeable about the school and LA policies and procedures
- Identify the educational purpose of the extra-curricular trip or activity and present its benefits to the Headteacher and SLT
- Undertake any relevant training or courses which are arranged by the educational visits coordinator. This is not limited to, but could include basic First Aid awareness courses provided by National Online Safety (NOS)
- Seek initial approval for educational visits / trips before any formal communication with parents is made using the appropriate documentation
- Plan and prepare for the visit and assess the risks
- Create an itinerary prior to an educational visit or school trip and distribute it to pupils, parents and staff to ensure the day is well organised and safe
- Ensure they have all relevant medical information on staff and pupils (appendix 3 and 4)
- Submit all relevant documentation and information on the EVOLVE educational visits system for approval by the educational visits coordinator and Head Teacher (or Deputy Head Teacher) where a record of all communications between the EVC, EVC (Head), Local Authority Safeguarding team (where appropriate) and the designated leader is kept
- Delegate responsibilities to other staff members, including the designated deputy leader, in the school trip. Where trips have more than 15 pupils (or are category C trips) pupils must be divided into smaller groups with members of staff in charge of each group for safeguarding reasons
- Communicate to other staff on the arrangements and organisation of activities and students during the visit e.g. provide an itinerary, register of student grouping and inform of any specific medical and dietary requirements of those taking part
- Be aware of the school's emergency contact procedures for during and out of school hours (see EVH/EVC for details) and be able to act in accordance with them
- Identify another member of staff who can deputise and lead the visit in the event of the designated leader's absence\illness and keep them informed of visit arrangements
- Provide timely feedback to the headteacher on return to school about the educational visit / trip and feedback to the EVC to inform policy and practice in order that the school continue to maintain the highest possible standards for educational visits / trips

- Make sure that the paragraphs in appendix two are included in the initial visit letter to parents and follow through any necessary action immediately

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:

- Following this policy, and for ensuring pupils do so too
- Ensuring the policy is implemented fairly and consistently
- Ensuring they are competent and comfortable with their delegated responsibilities by undertaking training
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip by ensuring that the 7 principles of Leave No Trace are followed by all pupils and staff (<https://Int.org/why/7-principles/>)

Staff must seek advice where there is lack of clarity or understanding or need advice on:

- Risk assessment processes (see Site Manager)
- Staffing of trips (see School Business Manager)
- Liaison with parents (Head of Department, relevant Pupil Progress Manager (PPM) or Pastoral Support Manager (PSM))
- Managing budgets (see School Business Manager)

Volunteers and/or carers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities
- Participating in any relevant checks before the trip in line with the DBS Policy
- Reading and understanding relevant policies, such as the Behavioural Policy, to enforce the Pupil Code of Conduct while on the school trip
- Ensuring they are competent and comfortable with their delegated responsibilities by partaking in relevant training
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader
- Assisting pupils with needs during activities, e.g., escorting them to the toilets
- Attending any relevant meetings or induction evenings before the trip

Pupils are responsible for:

- Following instructions from staff while on school trips
- Behaving in a manner which matches the ethos of **St. Gregory's Catholic High School**, and for following the behaviour rules set out in the school's **Behaviour Policy** with regards to this policy

Training of staff

- Staff will receive training on this policy as part of their induction. Where staff are appointed mid-year, training will be arranged if the role requires it
- There will be an optional annual training for any colleagues that wish to organise educational visits

Planning school trips

- Prior to planning a school trip, the following guidance must be read by organisers:
 - St. Gregory's Educational Visits and School Trips policy
 - Warrington Borough Council Learning Outside the Classroom policy
- Before committing to any third party providers or mentioning to pupils the trip must be raised at SLT using the Approval for Trip/Visit Form (appendix 1) where feasibility of the trip will be assessed against the impact on curriculum/diary/budget/staffing/safeguarding risk
- A thorough risk assessment will be conducted by the **designated leader** during the planning of the trip, which will then be checked to ensure pupil and staff safety via EVOLVE
- 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
- Where there is a maximum capacity of pupils for a trip, places will be allocated by their names being drawn randomly in the presence of those pupils who have applied for the trip. In such cases pupils will have the right to withdraw from the trip before the draw. There will be no guarantee that pupils can go on a trip with friends if a random draw is made. This will be clearly communicated to parents in a **letter home**

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. Risk assessments will take into account individual risks to pupils and staff where their needs dictate.

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 form is available on the school shared computer drive and:

- A risk assessment must be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip. St Gregory's Catholic High School use the Warrington Borough Council Risk Assessment where initial risks are graded, and that risk grade is reduced by implementation of control measures. Where third parties provide their risk assessments to the school, there must be explicit reference within our overall risk assessment to indicate that the control measures of the third party will be adhered to by the trip staff members
- For trips where invitees include pupils whom are defined as having a 'Critical' Think Twice status, or hold a 'Red Pass', the Trip Leader must work with the Mental Health Coordinator to create a personal risk assessment for each pupil with named members of staff who will apply the control measures
- In instances where third party providers are not LotC Badge approved, and require a Provider Access Form, if there are any areas of the form which do not comply, extra control measures must be put in place to mitigate risk. An example of this may be that pupils are not left alone in the company of non-DBS checked members of staff

Safe use of minibuses, coaches and seatbelts

- Warrington Borough Council, in conjunction with the Site Manager, will arrange the on-going statutory inspections and maintenance of the minibuses, including MOTs and road tax
- The use of minibuses will be in accordance with the **St Gregory's Catholic High School Minibus Policy**
- Drivers will be subject to a 6-monthly licence and driver authorisation check by Warrington Borough Council. The authorisation check will confirm eligibility to drive relative to the classification on their driving license. A database of eligible drivers will be kept and cross referenced prior to any use of the minibus.
- Drivers will undertake a competency test prior to driving the minibus. This will be carried out by a driver trainer from Warrington Borough Council. New drivers who do not pass this test will not be allowed to drive the minibus
- Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs
- The minibus will carry strictly one person per seat and seatbelts must be worn at all times
- The coach will carry strictly one person per seat and seatbelts must be worn at all times
- The minibus can carry a maximum of 17 persons including the driver
- A pre-use check must be completed by the driver and any concerns raised prior to taking the minibus out
- Drivers are expected to comply with the Road Traffic Act at all times
- Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed
- Drivers must complete a visual safety check, outlined in the Safety Check-List in the school minibus, this must be completed before all journeys in the mini bus begin. Should there be any defects discovered which make the minibus not road legal, they must be reported immediately and the vehicle not used for transport
- Starting and closing mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school. In the event of any road traffic incident, staff must follow the procedure and complete the paperwork outlined in the minibus training In instances where additional minibuses are used for school trips, for instance LEA or private hire, staff must comply with the policies and regulations of the third party providers so long as it does not conflict with the standards of St Gregory's Catholic High School policies

Parental/Carer consent

- Parental consent is required for all off-site activities including:
 - Residential trips
 - Foreign trips
 - Trips outside of school hours
 - Activities of an adventurous nature
 - Parental/Carer consent can be given through a paper reply slip as long as it is signed, names are printed, it is dated and also requires, by a statement, that upon signing the reply slip the information in the letter is understood and agreed with. (See letter inserts appendix two)
 - Parental consent can also be given electronically, using SIMS Activities or email, as long as the same information is given as the letter.
 - Letters regarding educational visits will include the appropriate 'additional statements' for the category of the trip outlined in (appendix two)
 - Trips occurring within the school day will include the additional statement requesting that parents ensure that the medical information we hold for their child is accurate and must be checked and updated through the SIMS Parent App or by contacting the school. For this reason, medical forms are not required for these trips but medical information and emergency contact details must be obtained from the headteacher's PA who will provide the information for all pupils attending the trip of which the trip leader will have possession of, unless this responsibility is decentralised such as trips with large numbers as aforementioned. All paper copies of pupil data must be signed out and back in upon return. The pack will be provided along with the relevant except of the schools Critical Incident Policy and the 'Away Card' for educational visits
 - Medical forms must be kept by the trip leader or designated group leaders for the duration of the trip and destroyed upon return using confidential waste
 - All trips which fall outside of the school day also request a Medical Form from parents/carers which can be found under appendix three
 - It is the responsibility of the trip leader or designated group leaders to be aware of and comfortable with information provided by parents/carers with regards to medical conditions such as allergies. Where parental information contains details of more complex medical conditions, trip leaders should seek advice and guidance from the EVC with regards to risk assessments/training.
 - For residential trips, copies of consent, emergency contacts, and medical forms must also be given to the EVC, or 'Emergency Contact 1' if it not the same person, for the duration of the trip

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: **1:10**
- Day trip visits: **1:15-20**

The gender of the staff will also be considered with Educational Visits. The school will, where possible, ensure this is balanced

Insurance and licensing

- When planning activities of an adventurous nature in the UK, the **designated leader** will check that the provider of the activity holds a current licence using the 'Provider Access' form
- Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover
- Parents will be informed of the limits of any insurance cover
- For all trips abroad, a valid (GHIC) Global European Health Card or, where appropriate, European Health Insurance Card (EHIC) will be obtained for every participant
- Where a crime is committed against a member of the party, it will be reported to local police as soon as possible and additional statements will be taken by trip staff to support any future investigation
- Medical expenses will be recorded and stored in **the school finance office**
- For all trips using a third party company, such as NST, the trip leader will enquire what level of insurance is included within the quote and the cost. A decision will be made, in conjunction with the Business Manager, as to whether the third party level of cover surpasses the schools own insurance and whether it will be included in the cost to pupils

First Aid

Based on the nature of the particular visit, the EVC (or designated leader) will make a professional judgement regarding the level of first aid required. However, any residential visit or adventurous activity must be accompanied by, or have access to, qualified first aid provision. For residential visits the visit leader must ensure that first aid is available at all times

Though there may not be a trained first aider on the trip, a first aid kit appropriate to the visit will be carried for all category B/C trips, as well trips which include motor transport, and there will always be someone who is nominated to deal with first aid issues (this will be the deputy trip leader unless otherwise agreed)

Where a first aid kit is required, this must be a 'Trip First Aid Kit' prepared by the nominated estates team member. This must include the essentials plus extra compression bandages, sick bags, incident forms and instant ice packs. This must be collected before the trip takes place and returned at the first opportunity after the trip where the site manager must be informed of any near misses, accidents, incidents or the need to replenish first aid equipment

All first aid given will be logged on a St Gregory's first aid/incident form. All injuries must be reported to both the third party facility, at the time of the incident, and the school upon return. In the event of an emergency, where external medical treatment is received by a professional, RIDDOR procedures must be followed in conjunction with the school Health and Safety Lead (within 10 days)

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** and in the First Aid section of this policy

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

- Organisers will cooperate fully with the emergency services at the location 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 or nominated person** 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 incident

- Media enquiries will be referred to the **headteacher** or, if they are not available, the **deputy headteacher**
- Staff will use guidance as set out in the **Critical Incident Policy**, in particular the 'after a critical incident' 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, e.g. a terrorist attack
- Relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments
- Pupils and staff are informed of an evacuation plan before entering trip venues; this will include an agreed rendezvous point, to ensure everyone knows what to do in an emergency

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 section six of this policy
- The **designated leader** 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 **designated leader** will ensure an adult is with them when and where the needs of a SEND pupil dictate, and that the visit is adequately modified to suit the pupil's needs in accordance with section 13 of this policy
- In accordance with this policy, all people 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 does not own a mobile phone, they will be paired up with a pupil who has a mobile phone. In all other instances, the school's E-safety policy on mobile phones applies
- Upon arriving at every venue, the designated leader will identify a rendezvous point, where pupils and adults must go if they become separated from the rest of the group

- Regular head counts of all pupils and staff will take place sporadically 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 leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing
 - The designated 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. British Embassy, must be contacted
 - If the police are called, the designated leader must contact the **headteacher**, or other available person, back at the school and inform them of what has happened
- If a member of the party has gone missing and is subsequently found, the designated 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
- 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

Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part, having full regard to the terms of a pupil's EHC plan when organising trips. The SENDCO will liaise with pupils' parents, where appropriate, to consider what reasonable adjustments may be necessary. These arrangements, where appropriate will be included in a personal risk assessment for the pupil(s)

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.

Finance

- Staff must always seek to get good value for money when organising trips. The most cost effective way of achieving the intent of the trip without compromising health and safety
- Where trips are a form of enrichment, experience or to compliment the curriculum consideration must be taken with regards to the cost of the trip. Where families have less than 12 months to pay for a trip, no more than £800 can be requested. For trips exceeding £800, Governors will play a role in regulating the requested cost and the timeline of payments. As a general rule, no more than £100 per month from point of signing up for a trip, to departure will be expected in terms of part-payments

- The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2014) 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

- Where a trip is recognised as being one of the above, a voluntary donation for transport can be requested
- Money for school trips will always be paid directly to the school. Under no circumstances will 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 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
- If a child is withdrawn from the trip by parents/carers and the school is unable to secure a refund, parents/carers will be liable for the full cost of the trip
- **St. Gregory's Catholic High 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
- The **designated leader** of the trip will be able to apply for subsidies to contribute towards the cost of a school trip for those pupils in receipt of Pupil Premium funding where the aim is to enrich a pupil's academic, social, moral, spiritual and cultural life

Trips Abroad

All abroad trips require the approval of Governors. This should be achieved by using the final Community and Full Governors meetings of the academic year for 'pre' and full approval. When planning school trips abroad, St. Gregory's will consider the Foreign and Commonwealth Office's guidance 'Safer adventure 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 and visa requirements and any other entry requirement, 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 of 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 Lichtenstein, within a 180 day period if they intend to participate in any of the trips within these countries
- 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), if the pupil has additional rights through the withdrawal agreement, to ensure they can access state-provided healthcare during a temporary stay in the EU
- Before the trip, staff will be 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 town/city's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead
- At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the designated leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting

Educational Visit Safeguarding

The following policy legislation intends to supplement, but not conflict with, the school's Safeguarding Policy and latest version of the KCSIE which must be followed at all times when working with, or in charge of children.

Staff must always be aware of the potential for extra risk and safeguarding needs of all trips/visits

Residential Trips:

- Rooms will always be organised by gender and separated as effectively as possible when organising rooming. Staff rooms will be organised in the same way, nearest their respective gender. For example, staff rooms nearest their respective gender may separate pupil rooms of opposite gender on a corridor
- Staff rooms will be highlighted to the pupils, where appropriate. It can be good practice to do this with rooms signs highlighting the staff within the room for emergency situations (denoting first aid) (pupils rooms must never be highlighted to general public)
- Staff must never allow themselves to be in a situation where lone-working is necessary, especially in dormitories or bedrooms
- Room checks are a necessary safeguarding measure whilst on trips. Therefore, pupils must be informed that these will be done, and the reason for them. However, it will be agreed that pupils get changed, or be in states of undress in bathrooms only, and will always be appropriately dressed in dormitories/rooms
- Arrangements will be made for any pupils whom are transgender or transitioning. Arrangements will be made in agreement with the pupil, their family, school DSL, and LA where necessary. Where a transitioning/transgender pupil is sharing a room with another pupil, the other pupil's family must be in agreement with the plan

Contacting pupils:

- Taking the mobile phone numbers of pupils is an effective safeguarding measure in certain circumstances. Mobile numbers must only be temporarily stored and called on, and from, school mobile phones. Only SMS will be used to message pupils in necessary circumstances
- Pupils/parents/carers will only be given school mobile numbers to be contacted on for the duration of a school trip in the event of an emergency
- A rota for the school phone will be agreed by the school staff on the trip. It will not be kept by one member of staff for the duration of a trip and communications must not be deleted

Photography and Social Media:

- Only school devices will be used to take photos of pupils and upload to school monitored social media
- Where possible, a school camera will be used to take photographs on trips. This camera, upon returning back to school, will be given to the school's Media and Communications Co-Ordinator to upload onto the school system and share with staff using shared folders (OneDrive)
- For the purpose of uploading to school led social media, the school phone can be used to take a photo and send, over WIFI, to the school's Media and Communications Co-Ordinator to upload on behalf of the trip leader. In special circumstances, temporary access to the school social media can be granted for use on a school phone for more regular updates
- Photographic consent must be sought be with all photographs taken on trips (see letter inserts)

Complaints

Complaints will be dealt with in accordance with the school complaints procedure available on the school's website or from school

Review and Evaluation

- All trips must be reviewed using Evolve to assess the quality of the trip in relation to its intent. Information will be shared here, as well as with the Health and Safety lead regarding near misses and lessons learned for future educational visits

Appendix 1

Approval for school trips / visits	
Group leader:	
Visit to:	
Purpose of visit:	
Departure date and time:	
School days missed (please include if your form needs covering)	
Year group:	
Number of students:	
Proposed staff accompanying the visit:	Signature of member of staff in charge of Diary and Day-to-Day:

Purpose of visit:

Breakdown of costs:	N/ A	
Cost for pupil (inc meals, transport and admission fees)		
Additional meals		
Transport costs		
Cost of staff places		
Total cost per pupil for trip:		

Payment schedule:	Amount		
Deposit			
Dates for further instalments to be made			
Final invoice total:			

Appendix 2

1. The following paragraph must be included in any letter to parents informing them of an organised school trip:

'All appropriate staff will be consulted as to whether they consider each student to be reliable and responsible enough to be included on this trip. Following confirmation of a place on the trip, if a student's poor behaviour results in a member of the Senior Leadership Team being called to their lesson or being placed in the internal suspension(Columba Room) you will be informed of specific expectations that will have to be met by your son / daughter for him / her to be considered to participate on the trip. Your support will be required to ensure that your son / daughter understands these expectations.'

Please note that a Fixed Term Exclusion will result in the School withdrawing the student from the trip immediately. Any student withdrawn will forfeit his / her deposit and non-refundable monies associated with the trip.

We are required by our insurers to remind you that the cost of non-accidental damage caused by any students whilst on the trip will be charged to the parents / carers concerned.

If you withdraw your child from the trip and school are unable to secure a refund you will be liable for the full cost of the trip or monies paid in up to the time of withdrawal. On top of a school administration charge of £25, you will also incur any charges from the trip provider for a change of name as a result of your child being removed / withdrawn from a trip.'

Insert regarding SIMS Parent Contact and Medical Details for non-residential trips:

'We ask that all parents/carers ensure that the medical/dietary/emergency contacts details that we hold are accurate as this is the information that we will use during the trip. You can check/change these details using the SIMS Parent App or by contacting the school.'

To be inserted to the cut-out part of the letter that is returned to staff regarding understanding of the letter and its details:

'By signing I understand and agree to the information contained within this letter.'

To be inserted to the cut out part of the letter regarding collection/freedom to walk home from school after a trip if the trip returns outside of school hours:

'I am happy for my child to make their own way home from school (or venue) at approximately:'

'I will be collecting my child from school at approximately:, and they are aware they must wait with school staff until they have been collected.'

Insert regarding school contact phone number (residential trips) (not to be included in the initial letter to parents):

'A member of duty staff will have the school mobile with them at all times. This will be used to contact trip staff in the event of a home emergency. The number is: _____'

Insert regarding photographic consent:

'I agree that my child's photograph may be taken during the trip and for the purposes of displaying in school and online media platforms.'

Appendix 3 – Medical Form

Consent form for specific educational visits and school trips

Educational visits consent form

Pupil details	Visit details
Name:	Destination:
Year group:	Date:
Date of birth:	Time:
Home telephone number:	I acknowledge the need for my child to behave responsibly in line with the schools behaviour policy. Where this is not followed I understand that it may be my responsibility to remove my child from the trip

Please detail below if your child suffers, even mildly, from any of the following medical conditions:

Epilepsy

Asthma

Diabetes

Heart Condition

Physical weakness

Allergies:

Please explain details including severity and treatment (continue on extra sheet if required with signature and date):

Has your child suffered from any contagious or infectious disease during the past three months, if so please give further details:

All information will be treated in confidence. All pupil medication will be labelled handed into staff at the beginning of the trip with clear instructions including the medication name, dose, frequency and any storage details. This includes over-the-counter painkillers.

When did your child last have a tetanus injection?

Is your child allergic to any medication (e.g. penicillin)? YES/NO. If yes, please specify:

Please give details of any special dietary requirements:

Family doctor:		Telephone number:	
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Address:	
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I am happy to let my son/daughter make their own way home
I will collect my son/daughter at approximately _____ from _____

I give permission for my child to participate in the above school visit and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by **the school's liability insurance**, and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above.

Signed: _____ Date: _____

Parent's name in BLOCK capitals:

Address: _____

Telephone number: _____

Please give an alternative contact name and telephone number in case we cannot reach you in an emergency:

Emergency contact one

Name: _____

Telephone number: _____

Relationship to pupil: _____

Emergency contact two

Name: _____

Telephone number: _____

Relationship to pupil: _____

Please detail any further information you feel is necessary to know:

Appendix 4 – Staff Medical Form

Staff Name	
Emergency Contact One and Relationship:	
Contact Number	
Emergency Contact Two and Relationship:	
Contact Number	
GP Name and Centre Contact Number:	
Details of any medical conditions, medicines taken and allergies:	
Any additional information:	

Appendix 5 – Provider Access Form



National
Guidance
oeapng.info

PROVIDER STATEMENT

Notes for the Visit Leader

- You should complete Part 1 and then send the form to the provider for completion.
- You should not send this form to a provider that holds a valid Learning Outside the Classroom Quality Badge, unless you require confirmation of the questions in Section A. Details of the badge and its holders can be found at lotqualitybadge.org.uk.
- If you need advice on the interpretation of information given by the provider on this form, you should contact your establishment's Educational Visits Coordinator (EVC).

Notes for the Provider

- Thank you for completing this form. It is designed to help the Visit Leader confirm that you meet required standards.
- Please complete Part 2 and return it to the Visit Leader at the establishment named below.
- You can find out about the guidance that establishments and Visit Leaders should follow at oeapng.info – see especially document 4.4h "Using External Providers and Facilities".

PART 1: To be completed by the Visit Leader

Name & address of establishment (school/service)	
Email	
Name of Visit Leader	
Name of provider	
Proposed date(s) of visit	

PART 2: To be completed by the provider

Please consider the following questions and respond with YES, NO or N/A, or give the specific information required. If you wish to provide additional information, please add * to your response, and give the information in the space provided at the foot of the form.

If you hold a valid Learning Outside the Classroom (LOtC) Quality Badge, you need complete only Section A and the Confirmation.

SECTION A To be completed for all types of visit	
1. Learning Outside the Classroom Quality Badge	
1.1	Do you hold a valid Learning Outside the Classroom Quality Badge?
2. Data Protection	
2.1	Do you comply with the Data Protection Act 2018 and GDPR?
2.2	Do you have a privacy policy that explains how any personal data the establishment shares with you will be shared, used, stored, secured and eventually deleted or returned?
2.3	Do you undertake to ensure that no images of participants are taken or used for marketing purposes, or published in any way, without the specific written consent of the establishment and of the participants (or their parents if the participants are under 18)?
3. Waivers / Disclaimers	
3.1	Do you guarantee that the establishment, the participants or their parents will not be required to agree any waiver or disclaimer which seeks to limit your liability for death or personal injury resulting from your negligence?

SECTION B To be completed for all types of visit	
4. Insurance	
4.1	Do you hold public liability insurance which will be current during the proposed visit and which covers all directly provided and sub-contracted activity?
4.2	If Yes, what is its indemnity limit? £ M
5. Health, Safety and Emergency Policies	
5.1	Do you comply with relevant health and safety regulations, including the Health and Safety at Work etc. Act 1974 and associated Regulations, and have a written health and safety policy and recorded risk assessments which are available for inspection?
5.2	Do you have procedures for accidents & emergencies, and for reporting incidents and accidents?
6. Vehicles	
6.1	Are all vehicles to be used roadworthy, and do they meet the requirements of regulations in the country in which they will be used and regulations on passenger seats and seat restraints?
7. Staffing	
7.1	Do you have a robust recruitment and engagement process to ensure that staff are suitable to work with young people, including enhanced DBS check and barred list check for any staff engaged in regulated activity?
7.2	Are there regular opportunities for liaison between your staff and establishment staff?
7.3	Is there sufficient flexibility to make radical changes to the programme if necessary, and will the reasons for any such changes be made known to establishment staff?

8. Accommodation	
8.1	Does UK accommodation comply with current fire regulation requirements (Regulatory Reform, (Fire Safety) Order 2005)?
8.2	Have you inspected all overseas accommodation to be used to confirm that it meets legal requirements of the country concerned and that it has fire safety and security arrangements equivalent to those required in the UK, and are records of these inspections available?
8.3	Are there security arrangements in place to prevent unauthorised persons entering the accommodation?
8.4	Are separate male and female sleeping accommodation and washing facilities provided?
8.5	Is staff accommodation sufficiently close to young people's accommodation for adequate supervision?
9. Sub-contracting	
9.1	Will you sub-contract any services (e.g. activity instruction, transport, accommodation)?
9.2	Where any element of provision is subcontracted, do you ensure that each sub-contractor meets the relevant specifications outlined in the other sections of this form, and are records of checks of sub-contractors available for inspection?

SECTION C	
To be completed if the visit includes activities or field studies	
10. Adventure Activities Licensing Authority (AALA) Licence to be completed if any activities are within the scope of the licensing regulations	
10.1	AALA Reference number Date of expiry
10.2	Does the Licence held cover all planned activities, which are in the scope of AALA licensing?
11. Activity Management to be completed about all activities	
11.1	Do you have a policy for staff recruitment, training and assessment, which ensures that all staff with a responsibility for participants are competent to undertake their duties?
11.2	Do you maintain a written code of practice for activities, which is consistent with any relevant National Governing Body (NGB) (or equivalent organisation) guidelines and, if overseas, the relevant regulations of the country concerned?
11.3	Do you confirm staff competence by appropriate AALA-recognised qualifications for any adventure activities to be undertaken, or have staff had their competence confirmed by an appropriately qualified and experienced technical adviser?
11.4	Where there is no NGB or equivalent organisation for an activity, are operating procedures, staff training & assessment requirements explained in a code of practice?
11.5	Will participants at all times have access to a person with a current first aid qualification, and are staff practised & competent in accident & emergency procedures?
11.6	Do you make clear your expectations of how responsibilities for the supervision and welfare of participants are shared between your staff and visiting staff?
11.7	Is all equipment used in activities suited to the task, adequately maintained in accordance with statutory requirements and current good practice, with records kept of maintenance checks as necessary?

SECTION D To be completed by Tour Operators	
12. Tour Operators	
12.1	Do you comply with the Package Holidays and Package Tours Regulations 1992, the Foreign Package Holidays (Tour Operators and Travel Agents) Order 2001 and the Package Travel and Linked Travel Arrangements Regulations 2018 including bonding to safeguard customers' monies?
12.2	Details of bonding (ATOL, ABTA, etc.)

SECTION E To be completed if the visit includes an overseas expedition as defined at oeapng.info/downloads/download-info/7q-overseas-expeditions	
13. Overseas Expeditions	
13.1	Do you comply with British Standard BS8848:2014?

SECTION F – ACCREDITATION	
14. Details of any accreditations held by the Provider	

PROVIDER CONFIRMATION			
I confirm that the details given above are correct, and that our organisation will give prior notification of any significant changes that might affect the safety and wellbeing of user groups.			
Signed		Date	
Name		Position	
Name of Provider			
Address of Provider			
Telephone		Website	
Email			
Additional information			