



# Hyde High School

## Educational Visits and School Trips Policy

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### **Statement of intent**

**Hyde High School** understands that visits and trips can be a highly effective way of enriching the curriculum and engaging, inspiring and motivating pupils. Visits can often offer unique educational experiences which contribute significantly to the personal development of pupils.

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.

The school, as the employer, is responsible for the health and safety of pupils, staff and volunteers and aims to protect them from getting hurt while out on educational visits or school trips.

## 1 Legal framework

This policy has been created with regard to relevant legislation including, but not limited to:

- The Health and Safety at Work etc. Act 1974

## 2 Definitions

- 2.1. **'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.
- 2.2. **'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.
- 2.3. **'Residential'** means any school trip which includes an overnight stay.
- 2.4. Activities of an **'adventurous nature'** include, but are not limited to, the following:
  - Trekking
  - Caving
  - Skiing
  - Water sports
  - Climbing

## 3 Key roles and responsibilities

3.1 The **Governing Body** is responsible for:

- Ensuring 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.
  - Handling complaints regarding this policy as outlined in the school's Complaints Procedure.
  - Ensuring educational trips and visits positively impact pupils' lives, teaching them new life skills and/or providing new experiences.
  - Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

3.2 The **Headteacher** is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator.
- Liaising with the educational visits coordinator who will then communicate information regarding any planned trips to parents.
- 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, for extra-curricular trips and activities.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.

3.3 The **Educational Visits Coordinator** has overall responsibility for:

- Undertaking relevant training to ensure they remain up to date with relevant educational trips information and health and safety guidance.
- Overseeing all issues and controls regarding extra-curricular activities and trips.
- 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 visits adhere to the requirements of this policy.
- Organising relevant training so that staff and volunteers can feel confident in conducting their duties.
- Ensuring that all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Ensuring that all relevant documentation is completed, including appropriate risk assessments, to ensure that educational visits have been well planned for and are safe.
- Appointing an appropriate member of staff to be the designated leader of the trip.
- Ensuring that any problems are raised in a meeting with the Headteacher.

3.4 The **Designated Leader** in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Checking with the Headteacher that the date is available on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the Headteacher.
- Undertaking any relevant training courses as required.
- Conducting a risk assessment prior to the trip to ensure pupil and staff safety.
- Completing all essential documentation for the trip, including a risk assessment/ EV1 and ensuring that this is submitted to the Educational Visits Coordinator in a timely manner.
- Informing parents of the proposed extra-curricular trip or activity well in advance of the trip.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members on the school trip.
- Ensuring that supervising staff do not consume alcohol while accompanying pupils during day excursions.
- Ensuring the following guidance is followed: "In a residential situation, staff have an ultimate duty of care on a 24 hours-a-day basis. It is necessary for named individuals (one male, one female for a mixed party) to be designated 'on duty' and to refrain from taking any alcohol either before or during this period of duty. Staff not on duty must always be able to assist in an emergency."
- 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.

3.5 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 delegate responsibilities by undertaking training if necessary.
- 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.

### 3.6 Pupils are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an educational trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and following the behaviour rules set out in the school's Behaviour Policy.

## 4 Training of staff

Staff will receive training on this policy as necessary.

## 5 Planning school trips

5.1 A thorough risk assessment will be conducted by the designated Trip Leader during the planning of the trip, to ensure pupil and staff safety.

5.2 Adventure activities will always be identified at the planning stage and never added during the trip.

5.3 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.

5.4 The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips.

5.5 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 in a letter home and followed up on Parent Pay.

## 6 Risk assessment process

6.1 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.

6.2 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.

## **7 Equal opportunities**

7.1 The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip.

7.2 The extra-curricular trips and activities offered to pupils will provide new experiences and/or develop life skills.

7.3 Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equal Opportunities Policy.

7.4 Due to the popularity of some extra-curricular trips and activities, the school offers places on a first-come, first-served basis.

7.5 For school trips that require payment, the fee will be reasonable.

## **8 Parental consent**

8.1 Parental consent will be given via ParentPay. Parents will also provide other important information, for example; emergency contact information, any medical issues, if the child is entitled to a free school meal etc.

8.2 Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

## **9 Staffing ratios**

9.1 There will be sufficient staff to cope in an emergency and generally. These will be agreed by the Headteacher and EVC as part of the organisation of the trip. The general guidance for a Secondary school is 1:15 – 1:20, however other key factors need to be carefully considered, for example age of pupils, destination/nature of trip, needs and abilities of pupils, experience of staff. A thorough risk assessment will be carried out which will help determine the appropriate ratios.

## **10 Insurance and licensing**

10.1 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.

10.2 Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place.

10.3 Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

## **11 Accidents and incidents**

11.1 In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin.

11.2 In the case of accidents and serious 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.

11.3 The Headteacher will keep written records of any incidents, accidents and near misses.

11.4 Media enquiries will be referred to the Headteacher or, if they are not available, one of the Deputy Headteachers.

11.5 Staff will use guidance as set out in the Critical Incident Policy to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.

11.6 Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.

11.7 Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels.

11.8 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.

### **Administering Medications**

- School trips are booked via ParentPay. Parent/carers will inform school of any medication when booking their child's trip.
- The trip leader receives full booking information for each student, including any medication that needs administering. The trip leader then designates the responsibility of the safe storage and administration of medication for the duration of the trip to a trained member of staff.
- The designated member of staff responsible will ensure they have all the necessary information they need. They will co-ordinate with parents/carers regarding the handover of the medication and the instructions for dosage. It may be appropriate for pupils to carry their medication themselves, e.g. for asthma inhalers. However, in order to safeguard those on the trip, most medication will need to be stored securely and administered by the designated member of staff for the duration of the trip or activity.
- First aid should form part of the risk assessment. Before undertaking any off-site activities the group leader should assess what level of first aid might be needed. On any kind of visit the group leader should have a good working knowledge of first aid and ensure that an adequate first-aid box is taken. For adventurous activities, visits abroad or residential visits it is sensible for at least one of the group's teachers to be a fully trained first aider. All adults in the group should know how to contact the emergency services.
- If the out-of-school trip or visit will be over an extended period of time, e.g. an overnight stay, a record will be kept of the frequency at which pupils need to take their medication, and any other information that may be relevant.

## **12 Missing person procedure**

12.1 The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

12.2 Before embarking on the trip, extensive risk assessments are undertaken in accordance with section six of this policy.

12.3 The designated Trip Leader will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

12.4 When travelling with a pupil with SEND, the Trip Leader 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 section 14 of this policy.

12.5 Everyone on the trip will be provided with a contact card for members of staff, in the event they are unable to locate their group.

12.6 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.

12.7 Upon arriving at every venue, the trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group.

12.8 Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

12.9 In the event someone goes missing whilst on a school trip domestically or abroad:

- The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The 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 a pre-set time frame, 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.

12.10 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.

12.11 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 Headteacher and Trip Leader will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

12.12 If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.

- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

### **13 Pupils with SEND**

13.1 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.

13.2 Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

### **14 Finance**

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

14.2 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 taking into account the cost to the school, including alternative provision costs.

14.3 In the event that a pupil cancels their place on a trip, it is at the Trip Leader's discretion as to whether a refund is given to parents, 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.

14.4 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.

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

14.6 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 unreasonable.

### **15 Foreign trips**

15.1 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.

15.2 Validity of passports and visa requirements will be dealt with at least three months prior to the commencement of the trip, to avoid problems when the trip is due to take place.

15.3 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.

15.4 Before the trip, the designated Trip Leader 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.

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

15.6 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.

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

## **16 Evaluating trips and visits**

16.1 Following an educational trip/visit, the Educational Visit Coordinator will liaise with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

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

## **17 Monitoring and review**

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



## Educational Day Visit Visit Proposal Form (EV1)

**This form must be completed and submitted at least four weeks before the date of a proposed day visit.**

Visit Details			
Visit Leader:		Destination:	
Brief outline:			

CEAIG	
Could this visit or activity be classed as contributing in some way to our programme of Careers Education, Advice, Information and Guidance?	Yes/No

Students and Staffing			
Year or Teaching Group(s) involved?		Approximate number of students?	
Names of any other staff, in addition to the Visit Leader, who will accompany the visit (remember visits require a Pupil/Teacher ratio of 15:1 for a day visit ):			

Dates, times and cover requirements			
Proposed date(s):		Will the visit be out all day? If not which periods will be affected?	
<b>What cover will be required for the staff accompanying the visit?</b>			
<b>Has approval been obtained from LPO?</b>			
<b>Is there any Student absence from lessons that needs to be addressed?</b>			

**IMPORTANT – IT IS YOUR RESPONSIBILITY TO ENSURE LEAVE OF ABSENCE FORMS ARE COMPLETED BY EACH STAFF MEMBER ACCOMPANYING THE VISIT - confirm**

**Cost Details & Finance Department Approval**

Estimated total cost of visit:	
Breakdown of costs:	
Bookings/Purchases to be made by Finance:	
Amount of any contribution from Faculty Budget (if applicable):	
Are you applying for a subsidy towards the cost of the visit and, if so, how much?	
Reason for requesting subsidy (as appropriate):	
Budget(s) subsidy to be assigned to:	
Visit Leader to submit completed orders, signed by the budget holder to Finance:	
Contribution/cost per student based on estimated cost and student numbers:	
Predicted Income:	
All costs and budgeting approved by Finance? Yes / No	
Signed _____ Date _____	

This section to be completed by **LMA/GAR** if the Visit Leader has applied for a subsidy towards the cost of the visit from Academy budget:

<b>Academy subsidy towards any costs</b>	
Subsidy approved?	Yes / No

Amount of subsidy (as appropriate):	
Budget for subsidy to be taken from	

**Visit Leader Considerations:**

Is the visit to be opened, initially, to specific groups/students? Please give details where applicable.	
Is this visit to be allocated on a 1 <sup>st</sup> come 1 <sup>st</sup> served basis?  If 'Yes' please consider the following: Email to parent/carers prior to letter distribution  State return date/time 'from' so that it is fair to all	Yes/No  Date:  Date/Time:
Meal Arrangements (where applicable): No requirements Packed lunch request from Catering (for FSM)	
Transport Requirements to consider: Tram to be booked at least 2 days prior to visit Coach to be booked by Finance?	
Are there any pre-invitation concerns regarding: Student behaviour:  Student Medical:  Logistical Constraints:  Other (please specify):	
Do tickets need to be purchased/transport booked for this visit? If yes, you must complete an order form and pass this to Finance. Failure to do so may mean your tickets will not be ordered or paid for.	Yes / No

<b>Date form submitted:</b>	
<b>Signed (Visit Leader):</b> _____	

<b><u>Visit Authorisation by Headteacher</u></b>	
<b>Visit agreed: Yes / No</b>	<b>Date:</b>
<b>Signed ( Headteacher):</b> _____	

**Headteacher Conditions/Note (where applicable):** \_\_\_\_\_

\_\_\_\_\_