

EDUCATIONAL VISITS AND SCHOOL TRIPS POLICY



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

Mission Statement:

Our mission at Hartford Church of England High School is to provide an outstanding, inclusive and ambitious education for all. Children develop and thrive both within and beyond the classroom. They are known, with their talents embraced and promoted. They develop into young people who will make a substantial contribution to the world. They enjoy an education rooted in a shared set of Christian values that radiate the love and truth of Jesus Christ.

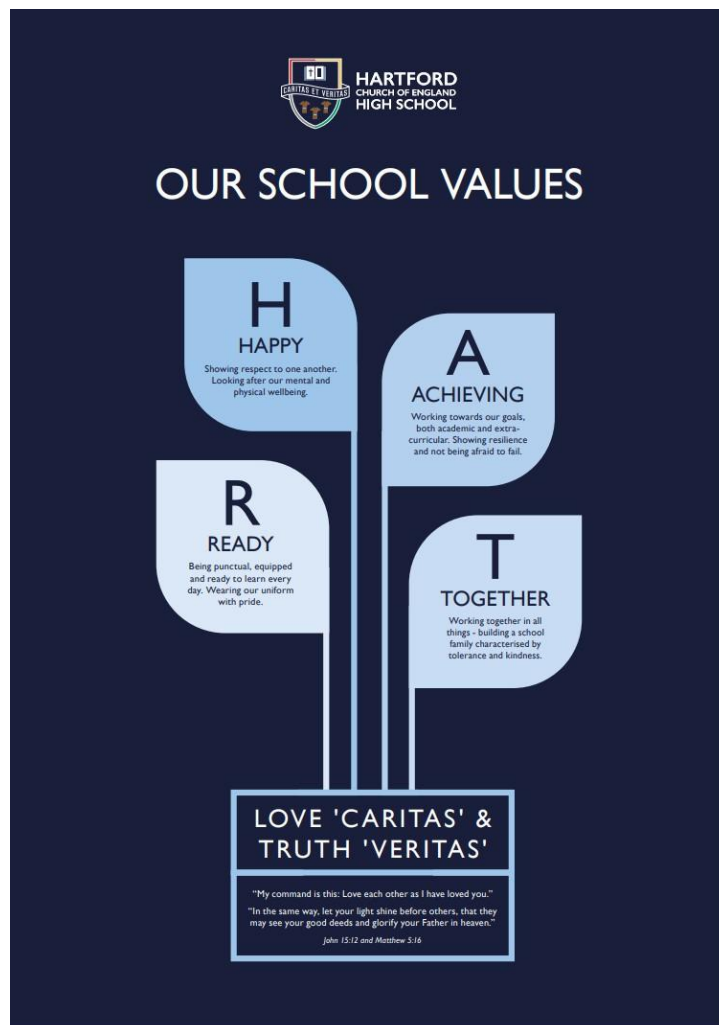
Everything we do at Hartford Church of England High School as students, staff, Governors and wider stakeholders, centres on the core values of our school:

Happy: Showing respect to one another. Looking after our mental and physical wellbeing.

Achieving: Working towards our goals, both academic and extra-curricular. Showing resilience and not being afraid to fail.

Ready: Being punctual, equipped and ready to learn every day. Wearing our uniform with pride.

Together: Working together in all things - building a school family characterised by tolerance and kindness.



"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16

Equally, the educational offer at Hartford Church of England High School is based on the Church of England's four key principles for education:

- Educating for wisdom, knowledge and skills
- Educating for hope and aspiration
- Educating for community and living well together
- Educating for dignity and respect

The Educational Visits and School Trips Policy for Hartford Church of England High School fully embodies our values, our mission statement and the key principles for education set out by the Church of England.

Contents

Section	Page
1. Introduction	4
2. Legal Framework	4
3. Definitions	4
4. Roles and Responsibilities	4-6
5. Planning School Trips	6
6. Finance	7
7. Informing Parents	7-8
8. Risk Assessment Process	8
9. First Aid and Insurance	8
10. Evaluating Trips and Visits	9

Appendix

I. Risk Assessment	9-11
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1. Introduction

The school takes the health and wellbeing of our staff and students very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for students and staff members while out on educational visits and school trips outside the 'Local Learning Area.' For visits within the vicinity of the school, refer to the 'School Local Area Visits Policy.'

2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Behaviour and Attitudes Policy
- Charging for School Activities Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- First Aid Policy
- Supporting Children with Medical Conditions Policy

3. Definitions

'In loco parentis' means that the group leader Local Area Visits (LAV) has a duty of care over the students 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 students 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

4. Roles and Responsibilities

The 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 students' lives, teaching them life skills and providing new experiences.

The Headteacher is responsible for:

- Appointing an Educational Visits Coordinator (EVC), liaising with Cheshire West and Chester Council as necessary.
- Liaising with the Governing Board regarding the organisation of extra-curricular trips and activities.
- 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.
- Overseeing the work of the Educational Visits Coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Making the final decision on attendance where there are concerns about safeguarding of children on a trip or visit.

The Assistant Headteacher – Lead for Educational Partnerships is responsible for:

- Being the Educational Visits Co-ordinator (EVC).
- The day-to-day implementation and management of this policy.
- Ensuring all relevant paperwork, including risk assessments, for extra-curricular trips and activities are completed in a timely manner and added to Evolve.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing all issues and controls regarding extra-curricular activities and trips.
- 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.
- Ensure that relevant information regarding any planned trip is relayed to parents.
- Liaising between all appropriate parties, during the planning and organising of extra-curricular activities and trips when required.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of all educational trips, by ensuring all essential documentation, including risk assessments, are up to date and appropriate for completion by the designated Trip Leader.
- Ensuring an appropriate and competent member of staff is assigned as 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.
- Assigning a designated deputy leader who will assume the designated trip leader if the trip leader is no longer able to continue in the role.

The Trip Leader of a trip is 'in loco parentis' and has a duty of care to all students 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 EVC.
- Undertaking any relevant training or courses which are arranged by the EVC.
- 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 student and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to students, 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 obtaining permission from parents and monitoring payment as necessary.

- 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 Volunteering Policy.
- Ensuring that any incident occurring during the trip that may require the involvement of external authorities is reported to them without delay

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 students by following the procedures outlined by the designated trip leader.

The designated trip First Aider is responsible for:

- Preparing: Reviewing medical needs, packing a first aid kit, and understanding the trip itinerary.
- Responding: Providing first aid for injuries or illness, administering medication (if authorised), and handling emergencies. In the case of an emergency parents/carers must be informed immediately.
- Monitoring: Keeping an eye on students' wellbeing throughout the trip.
- Communicating: Reporting incidents to staff, parents, and emergency services if needed.
- Recording: Documenting any treatment or incidents for follow-up.

5. Planning School Trips

Trip leaders submit their proposal to the Headteacher and EVC using a Trips Request Form. Proposals must be comprehensive and include full travel details, staffing and costings. Trip leaders must be able to show value for money and relevance to the curriculum. The Trip Leader must do everything in their power to ensure that all students are given an opportunity to participate in school trips. Where there is a maximum capacity of students for a trip, the process for the allocation of places will be clearly communicated to parents.

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

- Abroad: 1:10
- Other residential: 1:10
- High risk: 1:8
- Day trip visits: 1:12

Where there is a student with Special Educational Needs or Disabilities the Trip Leader must liaise with SENDCo to determine reasonable adjustments for the student and adapt the staff to student ratio accordingly.

Where possible, trips and visits should be made to sites/locations/companies/institutions which are holders of a Learning Outside the Classroom Quality Badge, Adventure Activities Industry Advisory Committee Licence, have Public Liability Insurance or provide justification where this is not possible.

Applications for trips abroad must be submitted at least 1 year before the trip date.

Applications for trips outside Cheshire West and Chester must be submitted at least one half term before the trip date.

Applications for trips within Cheshire West and Chester but not in within the Local Area must be submitted at least 3 weeks before the trip date.

The outcomes of decisions from the Headteacher and EVC will be shared with the Trip Leader and if approved shared on the school calendar, and if applicable with the Finance Team.

6. 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 student is being prepared for at the school.
- Part of religious education.

Nothing in legislation prevents the school from asking for voluntary contributions from parents/carers for the benefit of the school or any school activities. Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

If a parent is unable to pay for a trip, part payment plans can be offered at the discretion of the Business Manager Finance (BMF). If a child is Pupil Premium, in receipt of Free School Meals, or Looked After and in Care may be entitled to a subsidy which is at the discretion of the BMF.

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 student cancels their place on a trip, it is at the Headteacher's discretion as to whether a refund is given to parents, unless otherwise stated on the original trip letter sent to parents.

The Headteacher shall take into consideration the reasons provided by the student for cancelling their place, the extent to which the school can recover any costs incurred, and the feasibility of reallocating the place to another student. Where a student has previously withdrawn from a school trip and received a full refund, the school reserves the right to decline that student's participation in future trips or visits.

In the event a student's behaviour prior to the trip has raised safeguarding concerns and their place is cancelled, it is at the Headteacher's discretion as to whether a refund is given to parents.

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

7. Informing Parents

Trip Leaders may approach families with written outlines of trips in order to judge how much interest there is; however, it must be made clear that this is an expression of interest.

When informing parents of a trip from when payment will be made Trip Leaders must provide parents with a letter to confirm their place and the following:

- Full itinerary.
- Breakdown of costs.
- Clarity of the Trip Leader's behaviour expectations of students.
- For residential trips - details of a parent/staff meeting which must take place at least one month before travel.

Parental consent is not generally required for off-site activities that take place during school hours however written or digital consent is required for:

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

8. 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 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 (Appendix 1) will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip. All Risk Assessments must be sent to the EVC within the following time scales.

- Trips abroad/all residentials - 3 months before.
- All other trips - no less than 2 weeks before.

In the unlikely event a trip has been authorised before after this timeline, the Risk Assessment must be completed as soon as possible.

The Risk Assessment must be shared with all members of staff attending the trip prior to the trip or visit departure.

9. First Aid and Insurance

For all trips there must be:

- Adequate insurance coverage: When planning activities of any nature, the Trip Leader will check the school's insurance policy ensures adequate protection and that medical cover is in place. Parents will be informed of the limits of any insurance cover and advised if further insurance is required.
- Access to student medical needs, reasonable adjustments of students with SEND and emergency contact details.
- A registered First Aider who will also need a fully equipped First Aid Kit.
- A trip phone of which the students and their parents will have access to the number in case of an emergency.
- An emergency contact at school, usually the Headteacher, Deputy Headteacher, or EVC.

10. Evaluating Trips and Visits

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

Appendix I

Educational Risk Assessment

Visit to:		Date of visit:	
Leader in charge of visit:		Persons considered in the assessment:	
Carried out by:		Date of assessment:	

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY
ENVIRONMENTAL ISSUES e.g. Weather	- Weather forecast checked where appropriate - Activities programme amended where necessary	
TRANSPORT e.g. vehicles, drivers, arrival and departure of vehicles, breakdowns	- Driving hours limited, with back-up driver on long journeys - Appropriate car child restraint used at all times - Marshalling as group leaves coach, etc - Appropriate stops for eating and care arrangements en route - LA guidance on transport in private cars, minibuses, and public transport followed	
EQUIPMENT CLOTHING SUBSTANCES	- All clothing appropriate to the activities and location, including the use of weatherproof clothing - Appropriate footwear worn - Special equipment checked - All equipment appropriate to the activities and location	
ACTIVITIES and PROCEDURES e.g. Programme of activities, down time	- Detailed programme, including alternatives for bad weather - 'Down time' arrangements - Adequate supervision at all times, with a duty rota in place - Agree standards of behaviour and conduct - Equipment suitable for activities and abilities of young people	

SUPERVISION COMPETENCE DISCIPLINE	- Prior assessment of Leaders and helpers in relation to the visit, the young people involved and the activities taking place - Supervision ratio to keep sufficient check on all the party- including accompanying children other than young people - Code of conduct established and maintained - Adequate staffing numbers available - Appropriate voluntary helpers used and fully briefed on their responsibilities - Police check for helpers under the Child Protection Act	
OVERALL PLANNING MONITORING AND CONTRO e.g. Accommodation Emergency Contacts and Communication Insurance LA Notification Medical Arrangements Parental Information Research Special Needs Visits Abroad	- Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out - Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the Leader of the party - Mobile telephone available for emergency use - Established appropriate emergency contacts with schools or establishments and parents - Critical incident procedure functions properly - Set up effective communication procedures with the group - Insurance cover checked and parents informed of the limits of cover provided - Prior approval/notification of adventurous activities, overseas visits or visits to challenging geographical areas - Specific adventure activity guidelines being followed - All relevant medical information of all participants maintained - All appropriate medical arrangements, including first aid - Special potential health hazards associated with the site - Is it necessary to notify parents? Check this document and local policy - Have you provided appropriate information for parents? - Meeting with parents - Parental Consent - Do you need and have they given their consent? - Researched the area, site accommodation, company - Pre visit carried out - Full account taken of any special needs involved	

Other		
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A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC AND ALL RELEVANT MEMBERS OF STAFF WITHIN THE TIMELINE STATED IN THE SCHOOL POLICY

Date approved by Governing Board: 06/10/2025

Applicable from: 06/10/2025

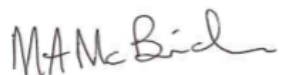
Signed by

Headteacher:



Date: 06/10/2025

Chair of Governors:



Date: 06/10/2025