



Castleford Academy



Educational Visits and School Trips Policy

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Statement of intent

Castleford Academy takes the health and wellbeing of our staff and students 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 the DfE and Health and Safety Executive (HSE) guidance and details our responsibilities for pupils while out on educational visits and school trips.



1. Definitions

- 1.1. '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/carer.
- 1.2. 'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by Castleford Academy which takes students off-site.
- 1.3. 'Residential' means any school trip which includes an overnight stay.
- 1.4. 'Activities of an adventurous nature' include, but are not limited to the following:
 - Trekking
 - Caving
 - Skiing
 - Water sports
 - Climbing

2. Key roles and responsibilities

- 2.1. The governing body has overall responsibility for the implementation of the Educational Visits and School Trips Policy of Castleford Academy.
- 2.2. The governing body has overall responsibility for ensuring that the Educational Visits and School Trips Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 2.3. The governing body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 2.4. The educational visits coordinator will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.
- 2.5. The Headteacher has overall responsibility for educational visits and school trips.
- 2.6. Staff will be responsible for following the Educational Visits and School Trips Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.



- 2.7. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip.
- 2.8. Pupils are responsible for following instructions from teachers while on educational visits and school trips.
- 2.9. Pupils are responsible for behaving in a manner which matches the ethos of Castleford Academy, and for following the behaviour rules set out in the school's Behaviour Policy as they relate to the Educational Visits and School Trips Policy.

3. Training of staff

- 3.1. Teachers and support staff will receive training on the Educational Visits and School Trips Policy prior to running their first trip.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their CPD.

4. Risk assessment process

- 4.1. Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full.
- 4.2. The process is as follows:
 - Identify the hazards.
 - Decide who might be harmed and how
 - Evaluate the risks and decide on precautions.
 - Record your findings and implement them
 - Review your assessment and update if necessary
 - Additional Risk Assessments might be required for pupils with additional needs.
- 4.3. Risk Assessments are stored in the School Trips folder on m-drive.

5. Safe use of minibuses and seatbelts

- 5.1. The health and safety officer is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.
- 5.2. The driver must have a current driving licence, be aged 25 years or over, and hold a full licence in Group A or PCV (Passenger Carrying Vehicle Licence).



- 5.3. Drivers must complete the relevant form from the school office and supply a photocopy of their driving licence. Staff must update any changes with the office on an annual basis.
- 5.4. If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.
- 5.5. 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.
- 5.6. The minibus will carry strictly one person per seat and seatbelts must be worn at all times.
- 5.7. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.
- 5.8. Starting and closing mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.
- 5.9. A record of the staff members holding the required licence and who have completed specific training which allows them to drive the school minibus will be stored in the school trips folder on m-drive.

6. Parental consent

- 6.1. Parental consent is not generally required for off-site activities that take place during school hours or for sport fixtures.
- 6.2. Written consent is required for:
 - Activities of an adventurous nature.
 - Residential trips.
 - Foreign trips.
 - Trips outside of school hours.
- 6.3. Parents will be asked to complete an annual consent form (Appendix 1) at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays.
- 6.4. Parents will be informed of activities by text or letter and will have the opportunity to withdraw their child from taking part.



- 6.5. It is parent responsibility to update any medical information prior to the trip or visit.

7. Staffing ratios

- 7.1. There will be sufficient staff to cope in an emergency. Staffing ratios will vary depending upon the location and nature of the activity. Pupil age will also be taken into consideration. Our minimum staff to pupil ratios are as follows:
 - Abroad: **1:10**
 - Other residential: **1:10**
 - High risk e.g. flying or near water: **1:10 (to be assessed on a trip by trip basis)**.
 - Other visits: 1:15 or 1:20 depending upon group age and the nature of the trip (see trips coordinator for guidance).
- 7.2. An evaluation will be made prior to the trip on the level of first aid training required of the staff attending the trip. This will be based on the medical needs of the pupils, potential risks and the first aid facilities available at the venue.

8. Insurance and licensing

- 8.1. When planning activities of an adventurous nature in the UK, the trip leader will check that the provider of the activity holds a current licence.
- 8.2. Castleford Academy Insurance is sufficient medical coverage for most trips. Trips abroad will require additional insurance cover.
- 8.3. This insurance is for medical purposes and does not cover personal items such as mobile phones, etc. Parents will be informed about the limits of insurance for trips abroad.
- 8.4. For European trips, parents must obtain a valid European Health Insurance Card (EHIC), or the equivalent upon exit from the European Union. Staff should also obtain a valid EHIC, or equivalent.
- 8.5. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 8.6. Medical expenses will be recorded by the finance department.



9. If things go wrong

- 9.1. 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 academy Critical Incidents policy.
- 9.2. 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 child 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 should be the Headteacher/Emergency contact 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.
- 9.3. Written records of any incident will be kept (these should be written as soon as possible after the event).
- 9.4. Medical enquiries must be referred to the Headteacher or, if they are not available, the deputy head or the clerk to governors.

10. Special education needs and disabilities (SEND)

- 10.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part.
- 10.2. Additional Risk Assessments may be required for SEND pupils.

11. Finance

- 11.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.
- 11.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' 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.
- 11.3. Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.
 - 11.4. 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 body on the matter, taking into account the cost to the school, including alternative provision costs.
 - 11.5. 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 body on the matter, taking into account the pupil's circumstances 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. No refund will be issued until the trip has returned.
 - 11.6. 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 admit the pupil to attend future trips and visits (subject to circumstance).
 - 11.7. Castleford Academy will take a common sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
 - 11.8. 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.
 - 11.9. 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 £5 per child. Refunds will not be given until after the trip is cancelled.
 - 11.10. Any excess of expenditure will be subsidised by the school fund.

12. Foreign trips

- 12.1. Validity of passports and visa requirements will be dealt with within two months of the initial request to avoid problems when the trip is due to take place.
- 12.2. The Academy will take advice from the Foreign Office regarding safety for all trips abroad.



13. Allocating places

- 13.1 Places will be allocated on a first come, first served basis.
- 13.2 If a child is absent from school on the day the trip form is to be handed, they must bring the slip the first day they are back. We will not accept trip returns from parents or third parties unless there are exceptional circumstances.
- 13.3 If parents/carers are aware that their child will be absent on the day a trip form is to be handed in due to exceptional circumstances, please contact Mr A King who will advise about the process that should be followed.

14. Planning school trips

- 14.1. Prior to updating this policy the following guidance should have been read:
 - The DfE's [Health and Safety: Advice on Legal Duties and Powers](#)
 - The HSE's [School Trips and Outdoor Learning Activities](#)

15. Policy review

- 15.1. This policy is reviewed every two years by the **Headteacher**.

16. **Appendix 1**



SAMPLE CONSENT FOR ALL EDUCATIONAL VISITS AND SCHOOL TRIPS (Year to be included)

To avoid parents completing repetitive forms for school trips, The Academy have introduced a consent form for all trips and activities for this academic year.

Please sign and date the form below if you are happy to give consent for your child,

Name: _____ Form: _____ D.O.B: _____

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
 - All visits, including residential trips, which take place during the holidays or over a weekend.
 - Adventure activities at any time.
 - Off-site sporting fixtures both during and outside the school day.
 - Any other off-site activities.
- The school will send you information about each trip or activity before it takes place.
- For some trips, depending upon the nature of the trip/activity, additional consent may be requested.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
- Additional written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please sign and date this consent form below and complete the medical information section overleaf. By signing the form, you are agreeing to keep The Academy updated on any changes to your son/daughter's medical conditions and emergency contact information (including family doctor).

Signed: _____ (Parent/Carer) Date: _____



PARENTAL MEDICAL DECLARATION FOR ALL EDUCATIONAL VISITS AND SCHOOL TRIPS

Child's name: _____ Form: _____

Address: _____

Child's date of birth: _____

Dietary needs: _____

Medical conditions (e.g. Epilepsy, Diabetes, Asthma, Eczema, Hay Fever, Allergies etc.)

Does your child have a Special Educational Need?: _____

Prescribed medicines: (tablets, insulin, inhalers etc.)

Date of last tetanus: _____

In case of emergency:

I, the undersigned, agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

In an emergency please contact:

Name: _____

Address: _____

Tel No. Day: _____ Evening: _____

Family Doctor (name and address): _____

I, the undersigned, give consent for my child to participate in all educational visits and school trips and I certify that all the information I have given is correct.

Signed: _____ (Parent/Carer) Date: _____