

Trips & Visits Policy

This policy applies to all students attending the Stephen Perse Foundation (the **Foundation** including the EYFS).

Guiding principles

This policy has been drawn up in accordance with the Department for Education (DfE) "[Health and Safety on educational visits](#)" and the DfE "[Health and Safety: responsibilities and duties for schools 2018](#)".

Trips & visits greatly enhance the students' education. They can have close links with the curriculum and involve preparation, evaluation and, usually, follow-up work in the classroom. All trips and visits which are undertaken are of value educationally, socially, culturally and in terms of their personal development, thus, it is anticipated that all students will participate in a number of trips and visits across their time in the Foundation. We endorse the key message from the Health and Safety Executive in relation to school trips – 'Well-managed school trips and outdoor activities are great for children. Children won't learn about risk if they're wrapped in cotton wool'.

We aim to ensure that the cost of visits is kept to a minimum. Parents are advised to contact the Bursar in the event of difficulties being encountered meeting the cost of expeditions. If, in exceptional circumstances, a student is unable to participate in a core visit, parents should contact the relevant Head of School on first receipt of the information to discuss the situation.

Educational Trips - Aims & Outcomes

Each trip is different. Educational trips aim to encourage independence and investigative skills: some are directly related to the curriculum, some are designed to promote social awareness, or to enhance physical skills, self reliance and team-working. Others will extend a student's knowledge of the world. The common factor is that they all make an essential contribution to the student's personal development and education in the broadest sense of the word.

Roles and responsibilities

The Governors have ultimate responsibility for ensuring the suitability and safety of visits.

The Principal, Vice Principal and Heads of School ensure that the trip is suitable, and that all appropriate arrangements are in place to ensure (as far as reasonably possible) the safety of the visit. The Head of School, and the Vice Principal for residential visits, will ensure all documentation and risk assessments are completed satisfactorily.

It is the role of the Trip Leader to ensure that Foundation policy is implemented and procedures followed. All visits should, in addition, have a Deputy Trip Leader (who may be non-travelling for small visits) but will assume the role of leader if, for any reason, the Trip Leader is unable to go on the visit. For each residential visit, a senior member of staff is nominated as school contact and a second nominated member of staff acting as a reserve school contact. In an emergency, the school contact takes the necessary decisions. Teachers and non-teacher adults on the visit must follow the instructions of the Trip Leader (or the Deputy Trip Leader).

Student Behaviour

Students must follow instructions given to them by responsible adults and have a responsibility not to put themselves and others at risk. Students will be required to adhere to the full school code of conduct for the duration of the visit. In the case of serious misconduct, where a student's misbehaviour has the potential to jeopardise the health and safety of anyone on the visit, the student may be required to return from the visit early at the parents' expense. Students will be expected to dress appropriately for the activities involved.

Parents must provide the necessary information about their child, including up-to-date medical and contact information, to enable him/her to participate safely. They should be able to make an informed decision on whether their child should go on a visit. Parents will also be responsible for paying for the return costs if their son/daughter has to return early from the visit.

Educational Visits - Planning

Parental consent is given for all trips by virtue of agreeing to the Foundation's standard Terms and Conditions (the Parent Contract). This blanket consent is for all expeditions including those involving Early Years children, travel overseas, an overnight stay, hazardous activities or any expedition taking place outside of the school day. Parents will be informed of a visit, and of any extra safety measures required, and are given the opportunity to withdraw their child from any particular visit or activity.

Staff in charge will make every effort to ensure the success of the visit by maintaining good order and discipline, and safeguarding the health and welfare of all. They treat the students as a careful parent would in similar circumstances, taking into account the age and physical competence of group members and also the particular circumstances at each place visited.

Risk Assessment

Local trips that occur on a regular basis do not require individual risk assessments. However, the Trip Leader is expected to familiarise themselves with the overarching risk assessment for local visits. Before all other visits takes place, a comprehensive risk assessment is undertaken by the Trip Leader. The requirements of group members in relation to adults to student ratios, first aid, medical provision and any specific educational needs will be assessed by the Trip Leader, where appropriate in consultation with the Educational Visits Coordinator (EVC) and/or the Head of School. Parents must advise the Trip Leader of any medical condition affecting their child.

We will consider what reasonable adjustments might be made to enable children with additional needs to participate fully and safely on visits, consulting with relevant professionals as appropriate. If, after carrying out a risk assessment based on all relevant factors, it is deemed impossible or impracticable to allow a student to accompany a visit we reserve the right to decline to accept a student on a visit.

The risk assessment, written in accordance with the Risk Assessment Policy, will take account of the varying nature of each visit e.g. distance from school, transport arrangements, likely weather conditions, likelihood of terrorism, type of activities (e.g. outward bound or sports tours, exchanges) time duration (residential, day, half-day). Each risk assessment will be read and understood by all adults supporting the visit. For visits abroad, regard is paid to all pertaining local laws, customs and regulations, and to linguistic differences.

For residential visits, the Trip Leader should hold an information meeting for parents and students before the visit to inform them about the arrangements, including arrangements for staff-parent communication, remote supervision and emergency procedures. Parents who cannot attend this information meeting will receive a summary of the relevant information, including insurance details.

Educational Visits - Training

The Foundation has identified the following training needs in keeping with the increased responsibility of organising higher risk Educational Visits:

- Vice Principal and Heads of School - to complete iHasco "School Trips for Management" course.
- All Trip Leaders to complete iHasco "School Trips for Organisers and Support" course.
- The EVC undertakes all relevant training related to this role.

Training enables the Foundation to demonstrate staff competency and ensure the people working under its control are aware of the potential consequences of their work activities.

Supervision Ratios

For supervision the usual minimum ratio of adults to pupils for the EYFS trips is:

- For children aged under two: At least 1 member of staff to 3 children (1:3)
- For children aged 2-5: At least 1 member of staff to every four children (1:4)

For all other visits, consideration is given to an appropriate supervision ratio in the risk assessment and in accordance with published guidance¹.

The Trip Leader will be responsible for ensuring that parent volunteers are not in regulated activity and are supervised by a member of staff and that all parent volunteers are suitably briefed about the trip and the expectations of the parent volunteers. This includes the use of technology.

¹ Such as the [Royal Society for the Prevention of Accidents \(RoSPA\) guidance on Planning and Leading Visits and Adventurous Activities](#) and the [National Union of Teachers' School Visits Health and Safety Briefing](#).

Some of the time, parts of some visits may be unsupervised. The Trip Leader will establish during the planning stage of the visit whether the students are competent under remote supervision and will ensure that parents are told whether this will take place.

In accordance with the guidance in Annex E of Keeping Children Safe in Education 2019, the Foundation will obtain a DBS check for any 'homestay' arrangements that occur in the UK. For foreign visits, we will liaise with partner schools abroad, to establish a shared understanding of, and agreement to the arrangements in place for the visit. We will use our professional judgement to satisfy ourselves that the arrangements are appropriate and sufficient to safeguard effectively every child who will take part in the exchange. Parents will be made aware of the agreed arrangement. As part of the risk assessment process we may contact the relevant foreign embassy or High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay outside of the UK. Where the arrangement with the host family is done by private arrangement of the parents, a DBS check (or similar) will not be sought.

Educational Visits - Costings

In order that costings may be made as accurately as possible, students and parents will be expected to honour their commitment and refunds will not be available. The staff will therefore make every effort to provide the fullest possible details before requiring a firm booking. If it is necessary for a student to be withdrawn from a visit for medical reasons, a doctor's note would be needed if an insurance claim were to be made. The cost of the visit will include a contribution towards insurance and administration expenses. Once a firm booking is made, withdrawal from a visit will incur full costs unless the grounds for withdrawal are covered within the terms of insurance. If the Foundation decides that a student is no longer permitted to attend a visit on the grounds of poor behaviour, parents remain liable for any costs incurred by the Foundation.

The cost of visits is not included in the school fees. In addition, as the school fees do not relate to a specific per capita daily charge for lunch, packed lunches are not provided for students 11-18+ undertaking expeditions. Students are asked to provide their own packed lunch as appropriate.

We take online payments for all visits using the school's online payment system.

Educational Visits - Communications

In accordance with arrangements made under the Terms and Conditions of acceptance of a place, photographs of students on visits (without any identifying information) may be used for publicity and reporting purposes by the Foundation unless permission for use of images has been withheld.

Use of mobile phones/mobile technology by students on the trip will be determined by the Trip Leader according to circumstances. Additional adults supporting trips should not use personal mobile phones when in the presence of students.

For local visits taking place during the school day, the main School telephone number will be the

emergency contact number.

For other visits, emergency contact names and numbers will be issued to parents by the Trip Leader.

Updates on trips for parents e.g. time of return, or reports of activities on residential trips, will be communicated using appropriate means depending on the age of the children involved. This may include the use of any school communication platforms deemed appropriate; in the 1-11 phase, this communication will mostly be done using a private twitter feed.

Related Documents

- Expeditions Procedures
- Risk Assessments Policy

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Version Control

Date of adoption of this policy	29 November 2019
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Policy owner	Head of Senior School
Authorised by	Operations Foundation Leadership Team and Heads of Schools