



School Visits and Trips Policy and Procedures

NAME OF POLICY	School Visits and Trips Policy and Procedures
APPROVED BY	Board of Sandford International School
DATE APPROVED	March 9 th 2023
DATE OF REVIEW	March 2025

1. Introduction

We believe that every child should experience the world beyond the classroom as an important part of learning and personal development, whatever their age, ability or circumstances. Educational visits, residential trips and other off-site activities make an important contribution to the curriculum and are an essential way in which we enrich our pupils' social, cultural and academic development.

The safety of pupils and staff during all trips and visits is paramount and for this and other reasons meticulous planning and organisation are essential.

The school must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety, both on or off school premises. We understand that teachers organising and taking part in school visits off-site accept responsibility for the care and welfare of pupils, and they act in **"loco parentis"**.

As a responsible employer we understand our obligations to:

- assess the risks to pupils, staff and others affected by school activities in order to identify the health and safety measures that are necessary and keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell our employees about the risks and measures to be taken to manage the risks;
- ensure that adequate training is given to employees on health and safety matters.

2. Training on Health and Safety Implications of School Visits

Sandford international School will ensure that staff are given the health and safety training they need for their job, including taking pupils off-site on school visits.





3. Role of the Educational Visits Co-ordinator

1. The Educational Visits Co-ordinator (Operation Director) has oversight of all trips and responsibility for:
 - a) the management of risks associated with educational visits
 - b) ensuring that the planning of all trips complies with the requirements of this policy
2. The Educational Visits Co-ordinator is: Operations Director

4. Procedures for Organising Trips and Visits Approval

Details of **all** proposed trips and visits must be submitted first to the Educational Visits Co-Ordinator (Operations Director) Once granted details can be shared with other staff, pupils and families. This is to ensure that:

- a) there is appropriate overall co-ordination;
- b) aims and objectives are stated;
- c) there is significant educational or enrichment value (particularly if the activity is to take place in term time) and it is consistent with the ethos and values of the school;
- d) where appropriate it will be linked to work within school by preparation and follow-up activities;
- e) it is suitable for the pupils involved having regard to their ages, abilities, needs and aptitudes;
- f) a full breakdown of costs
- g) regard is had to inclusivity; and
- h) regard is had to the impact on in-school teaching and learning and cover implications.

Details of all residential, overseas and trips involving adventurous activities (whether led by external companies or school staff) must then be approved by the Head of School and the Board.

Pupil to Staff Ratios

Pupil to staff ratios for school trips are not prescribed in law, those planning trips, should decide the ratios on the basis of risk assessment and consultation with the Education Visits Co-ordinator (Operations director) taking into account the activity to be undertaken and the age and maturity of the pupils. Consideration will also be given to the practicalities of dispatching a substitute member of staff during the visit should they be required to cover an incident, emergency or to replace a member of staff.





Risk Management

The procedures for planning school trips seek to ensure that pupils and staff experience the most benefits and achieve the best possible outcomes, whilst minimising the risks to their health, safety and welfare.

Children learn to understand and manage the risks that are a normal part of life by experiencing a wide range of activities. Health and safety measures can help them to do this but should be proportionate to the risks of the activity. Common sense should be used in assessing and managing the risks of any activity.

As the employer, Sandford International School has overall responsibility for health and safety, though tasks may be delegated to staff, but all staff also have a duty to look after their own and others' health and safety and school staff and others have a duty to take care of pupils in the same way that any prudent parent would. Some activities, especially those happening away from school, can involve higher levels of risk.

If activities are annual or infrequent, a review and update of an existing risk assessment may be all that is needed. If it is a new activity, a specific risk assessment must be carried out by a competent person and significant findings recorded. Risk assessments will be undertaken by the lead member of staff in consultation with the Educational Visits Co-ordinator (Operations director).

However, a specific risk assessment is not needed every time an activity forming part of the school day (e.g. regularly taking pupils to a local swimming pool, park, or place of worship) takes place. Risks from such routine activities will have been considered and a generic risk assessment will be implemented by the lead member of staff. A regular check to make sure the precautions remain suitable will be undertaken annually (or sooner should circumstances change) by the lead member of staff for that activity.

When planning and organising a school trip the following are required:

- a) Educational Visits Co-ordinator's (Operations Director) approval for the trip.
- b) Risk assessments specific to the trip.
- c) Review of the list of participating pupils, if the SEND needs of a pupil may require reasonable adjustments to facilitate full or safe participation or the behaviour of a pupil may put the health and safety of that pupil or others at risk then this must be raised with the Inclusion Team/and or the Senior Leadership Team at an early stage, so that a risk assessment process can be commenced and where required suitable adjustments planned. Any necessary communication with parents/carers regarding the ability of a pupil to participate in a trip will be made by a member of the Senior Leadership





Team and other staff should not discuss this directly with pupils or parents/carers.

- d) Financial viability of the trip.
- e) A full financial breakdown of the trip for parents
- f) Insurance cover.
- g) Completion of parental consent forms for the trip (including informed consent for activities and for the administration of medicines and medical treatment where required) / making parents aware of the activity and giving the opportunity to withdraw.
- h) Regard to child safeguarding procedures (taking into account the additional risks involved in residential and overseas trips)
- i) All staff participating on a trip to be aware of the medical needs of any of the pupils (including medical emergency procedures).
- j) Consideration of the ratio of staff to pupils needed.
- k) First aid training has been completed by sufficient members of staff for the number of pupils involved. First aid kits are available at all times.
- l) Training needs of the staff on the trip considered and met.
- m) Staff and supervisors are appropriate
- n) A preliminary visit to the venue to establish the adequacy of the facilities, equipment and staff at the venue may be appropriate.
- o) Consideration given to the method of travel and its safety, the length of the journey, travel times, pick up points on the way and drop off points on the return.
- p) A contingency plan for returning home late, abandonment of the trip at an early stage, or cancellation of the trip altogether.
- q) A contingency plan for a major incident, including terrorist attack.
- r) Details of the liaison contact at school in case of emergencies .
- s) Emergency contact details for all parents and staff for the duration of the visit.
- t) Consideration given to the details of the school emergency procedures when off-site (taking into account compatibility with the emergency procedures of any third party providers) and that these are made known to staff, pupils and parents/carers.
- u) A list of all participants with details of pupil's dietary needs and significant other needs (and that these needs are made known to all staff and are capable of being met).
- v) Parents are to be made aware of the food and drink arrangements for the trip.
- w) Staff and any volunteers must be asked to make the Trip Leader aware of any medical conditions which are pertinent to the trip and they must consent in writing for that information to be shared in a medical emergency.
- x) An evaluation of the trip afterwards to aid others who might be considering a similar project in the future.

5. Timescales for Planning

All visits and trips must be booked at **least four school weeks in advance** of the event (for late applications due to third parties last minute offers, or sporting cup competitions consultation, must be sought with the Educational Visits Co-ordinator –





Operations Director). All applications must be accompanied by at least three key documents in order for them to be progressed. Applications made without these attachments will be returned to the Trip Leader.

These key documents are:

- a. A Risk Assessment tailored for the trip (proforma in appendix 2)
- b. The invite letter/instructions to parents/guardians/pupils with the arrangements for the event, trip or fixture being attended (proforma in appendix 3). This could also include multiple key documents from the provider, including internal risk assessments, public liability documentation or activity schedules.
- c. A nominal roll with a list of pupils attending the trip, including an indication of those with significant other needs (medical, SEND or behaviour) (proforma in appendix 4)

6. Arrangements for day of Departure and Return

1. A member of the Senior Leadership Team must be assigned as the home contact.
2. On the day of departure an updated nominal roll is to be left with reception and staff members accompanying the trip should sign-out using the normal procedure.
3. The trip leader must take the school trips mobile phone and a first aid kit (to include emergency epi- pen and asthma inhaler).
4. All pupils must always be accompanied back to Sandford International School at the end of a trip. On no account should they be allowed to make their own way home from the venue.

7. Adventure Activities Using Licensed Providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, Sandford International school will check that the provider holds a safety licence. SIS will not be held liable in any form for such activity.

8. Parental Consent for Off-site Activities

1. Parents will be asked to sign an annual generic consent form at the start of every academic year (see template at Appendix 6). This will cover their child's participation during the year in any off-site activities organised by the school which take place during school hours and sporting fixtures taking place during or outside school hours. Parents will be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form, sufficient information will be provided to enable an informed decision to be made.
2. Separate written consent will always be requested for activities that need a higher level of risk management or those that take place outside school hours.





These include adventurous activities, residential visits, overseas visits and all trips that take place outside the school day (except sporting fixtures).

9. Inclusion

1. Sandford International School will ensure that pupils with SEND and medical conditions have full access to education, including school trips. We actively support SEND pupils and those with medical conditions to participate fully and safely in school trips and visits, making any reasonable adjustments required.
2. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that SEND pupils or those with medical conditions are included on trips and will consult with parents and pupils and take advice from relevant healthcare professional to ensure that pupils can participate safely.
3. If the outcome of a risk assessment is that the residual risk to the health and safety of the pupil or to others is unacceptably high as a result of the pupil's SEND needs, taking into account all reasonable adjustments, then the decision not to include the pupil on that occasion will be communicated to the parents of the pupil by a member of the Senior Leadership Team. The deposit and other monies paid will be refunded.

10. Charges and Refunds

1. Charges for all trips and visits are made via deposit receipts to the finance team.
2. No member of staff should ever collect money for any trip.
3. A full breakdown of costs (including staff costs) will be given to families when the letter introducing the trip is sent to them.
4. Free staff places should be declared to parents.
5. No per diem should be factored into costs as the staff costs will be included in the trip cost (travel, accommodation and subsistence).
6. If a parent withdraws a pupil from a trip, the cost will not be refunded unless another pupil can be found to take the place at short notice.
7. All refunds should be returned to the parent.

11.. Insurance

1. Insurance needs to be taken out for domestic trips which include adventurous activities and for overseas trips.
2. The school will not accept responsibility for loss of life or body injury or loss or damage to personal items brought on trips.

12. Volunteers

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff.





13. Information for Parents/Carers and Pupils regarding Behaviour

Appropriate behaviour is essential for all trips and visits and ensures that effective, memorable learning and enrichment can take place. Pupils and parents/carers will be given a full programme of the visit (including any specialist activities) and arrangements for the use of any remote supervision will be explained (for example shopping during a visit without direct supervision). Pupils and parents/carers will be made aware of and must accept the Trips Code of Conduct attached at Appendix 5, which sets out the expectations of pupils, and the use of mobile phones and sanctions which may be invoked should these be breached (including exclusion from activities and being sent home early and responsibilities for collecting pupils in prescribed circumstances). For residential trips, expectations regarding downtime, curfew times, bedtimes, alcohol and smoking will be made clear.

14. Accidents, Incidents and Emergency procedures

A member of the Senior Leadership Team will be assigned as the home contact for the duration of all off-site visits and activities, providing 24/7 cover. They will have secure access to all details of the visit including medical and next-of-kin information for all pupils, accompanying staff and other adults.

15. Reporting Injuries and Accidents

All accidents and injuries must be recorded and reported

16. Evaluation

1. Following all residential visits and new trips there will be a process of feedback, review and evaluation. For residential trips this should involve pupils, parents the leaders and partner organisations. This can be used to assess the effectiveness of arrangements and outcomes for pupils and can help the celebration of success as well as feeding into the planning of future visits. Any significant issues should be shared with the Head of School and Educational Visits Co-Ordinator.
2. This Policy will be reviewed at least every three years by the Head of School and the Educational Visits Co-ordinator.





Appendix 2: Trip/Visit Risk Assessment Template

Event Name:
 Event Date:
 Event Location:
 Event Contact:
 Number of Pupils:
 Number of Staff:
 SLT Contact Name & Number:

Activity

Outline of the activity pupils/staff will be participating in:

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
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Injury to a pupil.

Pupil(s) become lost during the event.

Pupil's clothing is inappropriate for the activity.

Parent/Guardian does not know the whereabouts of their child.

Pupil has an asthma attack or an allergic reaction

Travel

Outline the travel arrangements to and from the event venue:

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
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Pupil(s) become separated from the group while traveling.

Pupils may be injured on public transport

The vehicle being used for transportation is involved in an accident.

Pupils may be injured on public roads.





Sporting/Adventurous Activity

Detail the specific nature of the sporting/adventurous event:

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
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Pupils may sustain a sporting injury.

Pupils may be injured in adventurous pursuit.

Emergency Procedure

Please consult the grid below in the event of an emergency

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
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The fire bell / evacuation signal is used during the event.

The venue is placed in lockdown.

Act of terrorism

School Phone Number: Emergency Services: Educational Visits Co-ordinator:

Safeguarding:

Designated Safeguarding Lead:





Appendix 3: Trip/Visit Permission Letter Template

[Date]

Dear Parent/Guardian,

Your son/daughter has been selected to attend a visit at location []. This will take place on date between the times of [times]. The purpose of the visit is learning outcomes []

Event:

Date:

Time:

Venue details:

Transport details:

Items they will need to bring:

[Details of any adventurous other activities for which informed consent required]

Please return the permission slip below to the school office.

Signature Name Role

Please return to the School Office

Permission Letter: Name of visit

I give permission for _____ to attend the above event/trip.

All pupils will return to the school following this activity.

Medical Information:

Please give full details of any medical condition that your child suffers from and any medication your child should take during off-site visits:

.....
.....

Signed: _____ Date: _____

Name and relationship to child:





Appendix 4: Trip/Visit Nominal Roll Template

Event Name: Event Date: Event Location:

NOMINAL ROLL

Pupil Name	M/F	Additional Needs (SEND, medical, behaviour)
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Staff Name	M/F	Additional Notes
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Appendix 5: Trips Code of Conduct

Trips Code of Conduct

In order to ensure a safe and successful trip for all, we expect pupils to behave in an acceptable and responsible manner. Pupils are representing themselves and the school and expectations in relation to behaviour are the same as if they were in school.

Pupils will:

1. abide by the Pupil Code of Conduct as if they were in school;
2. listen to and obey instructions and rules from members of staff and centre personnel;
3. behave in a sensible, courteous and respectable manner;
4. remain always in groups of no less than three and adhere to times given for return to a meeting point;
5. be responsible for their personal possessions and respect each other's belongings;
6. respect the rights of others to enjoy their trip;

[for residential trips]

7. listen to all guidance given in relation to fire drills and emergency exits at the place of accommodation, and for all modes of transport;
8. be punctual at all times;
9. attend all activities, unless medically excused;
10. remain in their allocated room or tent after curfew each evening
11. be encouraged to speak to the staff present regarding any difficulties they experience on a trip.

[for trips abroad]

- I. Respect local customs and culture





[for ski trips]:

13. use the snow and slope code and use ski lifts appropriately;
14. look after all of the equipment provided;
15. only ski/snow board with a ski instructor;
16. not go off piste.

Pupils will not:

1. behave in such a way as to endanger others;
2. smoke, drink or buy alcohol;
3. bring, purchase, have in their possession, or consume any illegal substances;
4. bring, purchase or have in their possession any offensive weapon

Should an incident occur pupils should not post on social media or contact anyone prior to the school making all relevant parties aware (so that parents/carers of any pupils involved are informed by staff rather than hearing about the incident through other channels.

[for residential trips]

- g. wear inappropriate or offensive clothing;
- h. enter other pupils' rooms or tents without permission
- i. bring, purchase or have in their possession any explosive material or anything which could cause a fire;

[for trips abroad]

- j. purchase or bring home any restricted or offensive items including laser pens.

Appendix 6: SIS Generic consent form for school trips and other off-site activities

Please sign and date the form attached if you are happy for your child:

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

Separate written parental consent will **not** be requested from you for the majority of off-site activities offered by the school as such activities are part of the school's curriculum and usually take place during the normal school day.

Please note the following important information before signing this form:

The trips and activities covered by this consent include:





- a) all visits which take place during the school day
- b) **off-site sporting fixtures during and outside the school day**

The school will send you information about each trip or activity before it takes place

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

