



# **Uplands Junior School**



## **Educational Visits and School Trips Policy**

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## Contents:

- [Statement of Intent](#)
- 1. [Definitions](#)
- 2. [Key roles and responsibilities](#)
- 3. [Training of staff](#)
- 4. [Risk assessment process](#)
- 5. [Safe use of minibuses and seatbelts](#)
- 6. [Parental consent](#)
- 7. [Staffing ratios](#)
- 8. [Insurance and licensing](#)
- 9. [If things go wrong](#)
- 10. [SEN and disabilities](#)
- 11. [Finance](#)
- 12. [Foreign trips](#)
- 13. [Planning school trips](#)
- 14. Appendices
  - a) [One-off consent form for educational visits and school trips](#)
  - b) [Consent form for specific educational visits and school trips](#)
  - c) [Risk assessment template](#)

## Statement of intent

Uplands Junior School 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.

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.

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Signed by

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of Governors                      Date: \_\_\_\_\_

## **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 Uplands Junior School 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:
  - 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 Uplands Junior School.
- 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 Mrs Webster Smith will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.
- 2.5. The educational visits coordinators (Mrs Gaunt) 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 members of the party.
- 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 Uplands Junior School, 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 as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their continued professional development.

### **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
- 4.3. VAGRA Risk assessment forms are completed with guidance from Wolverhampton LA generic risk assessment forms.

### **5. Safe use of minibuses and seatbelts**

- 5.1. The health and safety officer is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.
- 5.2. The driver must have a current driving license, be aged 25 years or over, and hold a full licence in Group A or PCV.
- 5.3. Drivers must complete the relevant form from the school office and supply a photocopy of their driving licence.
- 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 seat belts 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. The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus :

|              |  |
|--------------|--|
| Mrs A Walker |  |
| Mrs O Devi   |  |
| Mrs P Rai    |  |
| Mrs S Lane   |  |

## 6. Parental consent

- 6.1. Uplands Junior School requires parental consent for off-site activities that take place during school hours.
- 6.2. Written consent is required for:
- Any type of offsite visit
  - Activities of an adventurous nature.
  - Residential trips.
  - Foreign trips.
  - Trips outside of school hours.
- 6.3. Parents may complete a 'one-off' consent form at the start of an academic year, which gives consent for their child to be involved in any local off site visits; this is found in the homework diary.
- 6.4. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

## 7. Staffing ratios

- 7.1 Specific ratios are not in place at Uplands Junior School. Appropriate staffing levels will depend upon the size, age, physical and behavioural needs of the group in relation to the environment and nature of the activity undertaken.

## 8. Insurance and licensing

- 8.1. When planning activities of an adventurous nature in the UK, the educational visits coordinator (Mrs Gaunt) will check that the provider of the activity holds a current licence.
- 8.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.
- 8.3. Parents will be informed of the limits of any insurance cover.
- 8.4. For European trips, a valid European Health Insurance Card (EHIC) will be obtained for every participant.
- 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 and stored in the school office.

## 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 Health and Safety 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 with the UK should 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.
- Written records of the incident will be kept.
- Media enquiries must be referred to the headteacher or, if they are not available, the deputy head or clerk to the governors.

## **10. SEN and disabilities**

10.1. Where possible, activities and visits will be adapted to enable pupils with SEN and/or disabilities to take part.

10.2. Where this is not possible, an alternative activity of equal educational value will be arranged for the pupil/s.

## **11. Finance**

11.1. The school's financial procedures must be followed when arranging trips.

11.2. Under no circumstances should school trip money be processed through personal accounts.

## **12. Foreign trips**

12.1. Validity of passports and visa requirements will be dealt with within 3 months of the initial request to avoid problems when the trip is due to take place.

## **13. Planning school trips**

13.1. Prior to planning a school trip, the following guidance should be read by organisers:

- The DfE's [Health and Safety: Advice on Legal Duties and Powers.](#)
- The HSE's [School Trips and Outdoor Learning Activities.](#)





