



Educational Visits and School Trips Policy

DOCUMENT DETAILS	
DOCUMENT NUMBER	012
VERSION NUMBER	1
RESPONSIBLE LEAD	GAVIN CASS, HEAD OF EDUCATION
DOCUMENT AUTHOR	GAVIN CASS, HEAD OF EDUCATION
APPROVED BY	NATALIE FLETCHER – REGISTERED PERSON
APPROVAL DATE	15 TH OCTOBER 2024
REVIEW INTERVAL	YEARLY
REVIEW DATE	OCTOBER 2025
RELATED DOCUMENTS	SAFEGUARDING AND CHILD PROTECTION POLICY HEALTH AND SAFETY POLICY

VERSION NUMBER	DOCUMENT AUTHOR/ REVIEWER	AMENDMENTS HISTORY	DATE REVIEWED
2	GAVIN CASS, HEAD OF EDUCATION	POLICY CREATION	15/10/24

Statement of Intent

Ysgol Tan y Gaer understands that visits and trips are powerful tools for motivating pupils and providing unique educational experiences. These activities offer practical learning opportunities that contribute to pupils' personal and social development, enhancing their wellbeing.

The school is committed to ensuring that pupils are safe, supported, and engaged in their learning throughout all educational visits and trips. This policy outlines the framework for planning and conducting educational visits, ensuring compliance with all relevant health, safety, and safeguarding standards.

This policy is designed in line with the Health and Safety Executive (HSE) guidance and adheres to best practice recommendations provided by the Outdoor Education Advisers' Panel (OEAP). In keeping with our commitment to student safety, we utilize OEAP resources to guide our procedures, ensuring that all trips are conducted safely and responsibly while providing valuable learning opportunities.

Legal Framework

This policy operates in accordance with the following statutory guidance and legal framework:

- The Health and Safety at Work etc. Act 1974
- HSE (2011) 'School Trips and Outdoor Learning Activities'
- Welsh Government (2016) 'Educational Visits – A Best Practice Guide'
- Welsh Government (2023) statutory guidance on safeguarding

Definitions

- In loco parentis: The group leader on a trip assumes the legal responsibility for the pupils, acting as a parent would.
- School trip: Any educational visit, exchange, day trip, or residential trip organised by the school that takes pupils off-site.
- Residential: Any school trip involving an overnight stay.
- Adventurous activities: High-risk activities, including but not limited to trekking, caving, skiing, water sports, and climbing.

Roles and Responsibilities

Head of Education:

- Oversee the implementation of this policy and ensure compliance with the Equality Act 2010.
- Approve trips and educational visits, ensuring they support pupil development and safety.
- Appoint and liaise with the Educational Visits Coordinator (EVC) and ensure appropriate communication with parents/carers.
- Ensure that all trips and visits comply with safeguarding, health and safety policies.
- Review incidents and safety measures following educational visits.

Educational Visits Coordinator (EVC):

- Coordinate the planning and execution of all school trips and educational visits.
- Liaise with external providers, including checking that providers hold a 'Learning Outside the Classroom Quality Badge' or meet the necessary safety standards.
- Ensure that trip leaders are adequately trained and have the skills required to manage the trip.
- Confirm risk assessments are completed and updated as necessary, and ensure contingency plans are in place for emergencies.

Trip Leader:

- Lead the planning, organisation, and risk assessment of each trip.
- Ensure the safety and wellbeing of pupils and staff during the trip, following safeguarding procedures at all times.
- Create and distribute an itinerary to all staff, parents, and pupils.
- Ensure that all adults on the trip have undergone appropriate safeguarding checks, as per the DBS policy.
- Regularly review staffing ratios and conduct headcounts throughout the trip.
- **Dynamic Risk Assessment:** Trip leaders must conduct dynamic risk assessments throughout the visit to ensure evolving risks are effectively managed and mitigated.

Deputy Trip Leader:

- Support the Trip Leader and assume leadership if necessary.

Staff:

- Adhere to the principles of this policy and be competent in their designated roles.
- Ensure pupil safety is prioritised throughout the trip and act in line with school policies on safeguarding and ALN.

Planning and Risk Assessment

All trips will be planned with reference to the following:

- Risk Assessment: All school trips will undergo a thorough risk assessment by the Trip Leader, ensuring all potential risks are identified and managed. A record of the assessment will be kept and updated where necessary.
- ALN Considerations: Trips will be adapted to meet the needs of pupils with Additional Learning Needs (ALN), in line with the school's ALN Policy. Adjustments will be made to group sizes, timings, and activities to ensure inclusion and accessibility.
- Equal Opportunities: All trips will be inclusive and accessible to all pupils, following the school's Equality and Diversity policy.

External Providers

When engaging external providers for activities, the EVC will ensure they meet national standards by:

- Checking the provider's insurance, legal requirements, safeguarding policies, and staff competency.
- Ensuring any provider of adventure activities has the appropriate licence under the Adventure Activities Licensing Regulations.
- Conducting checks on the accommodation, transport, and sub-contracting arrangements.
- Where necessary, securing a written agreement outlining each party's responsibilities.

Consent

The school uses a 'Delegated Authority Form' as part of the placement process, covering consent for activities throughout the academic year, including school holidays. Separate consent will be sought for:

- Adventure activities

- Residential trips
- Foreign trips
- Activities outside school hours

Staffing Ratios

The minimum staff-to-pupil ratio will be 1:1, considering the additional needs of our pupils. Ratios will be reviewed and adjusted based on the nature of the activity and the pupils' needs.

Transport

All transport arrangements will be made in line with the organisations Policy. Drivers must hold appropriate licences, and the school will ensure annual maintenance checks, including MOTs and insurance, are in place.

Trips Abroad

For trips abroad, the school will follow the guidance outlined by the Foreign and Commonwealth Office, including advice on health, safety, and visa requirements. Staff will be trained in managing risks specific to the destination country, and emergency plans will be in place, including contacts for embassies, consulates, and local authorities.

Insurance

Adequate insurance will be arranged for every trip to cover medical issues, accidents, and cancellations. For trips abroad, students and staff will be informed of the need for a GHIC or EHIC to access state-provided healthcare in the EU.

Monitoring, Review, and Evaluation

The success of trips and visits will be evaluated by the EVC in collaboration with the Head of Education, with feedback from staff and pupils informing future planning. This policy will be reviewed annually to ensure its effectiveness.