



*St Francis Church of England Voluntary Aided Primary School*  
*Love: for God, each other, our learning, and the world.*

## **School Trips and Residential Visits Policy**

Drawn up by

Ratified by          Governors

| <b>Version No</b> | <b>Date</b>   | <b>Change/Review</b>         |
|-------------------|---------------|------------------------------|
| V1.0              | 2016          | Policy Adopted               |
| V1.1              | July 2017     | Review due                   |
| V1.2              | April 2018    | Ratified                     |
| V1.3              | April 2019    | Ratified                     |
| V2                | February 2020 | Ratified                     |
| V2.1              | October 2020  | Ratified                     |
| V2.2              | March 2022    | Review due                   |
| V2.3              | March 2024    | Policy reviewed and ratified |



# Policy Document Version Control Log

| <b>Policy: Trips and Visits</b> |             |                                                                   |
|---------------------------------|-------------|-------------------------------------------------------------------|
| <b>Version</b>                  | <b>Date</b> | <b>Description of changes and person/organisation responsible</b> |
| V2.2                            | March 2024  |                                                                   |
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This policy is supplemental to St Francis School Health and Safety Policy.

## 1. STATEMENT

St Francis CE School regards day trips and residential visits as a valuable part of a pupil's education, and acknowledges the contribution that teachers and other adults make in enabling pupils to experience a rich variety of visits off the school site.

Such trips do, however, often involve a degree of risk, which is inherent when pupils are placed in unfamiliar places or are undertaking new activities. Some risk is accepted, but by following the procedures included within this policy, the degree of risk will be reduced to an acceptable level.

This policy is of direct interest to any and all staff/volunteers who may propose or participate in a school trip.

## 2. DEFINITIONS

**School Trip** This is an activity which involves pupils leaving the school site.

**Residential Visit** this is a trip whereby pupils will be away from their homes for at least one night. This will include any stay in a hostel or similar and also includes camping.

### **3. TYPE OF SCHOOL TRIPS TO BE UNDERTAKEN AND CHARGING POLICY**

St Francis CE School will undertake a range of school trips relating to the curriculum. These will be principally funded from the school budget, but parents will be asked for voluntary contributions in order to enable a full programme of trips to be offered. Other school trips will be offered, such as the pantomime and soft play trips; because these are not related to the curriculum, parents are required to pay for these.

### **4. RISK ASSESSMENT PROCESS**

For any proposed school trip a risk assessment will be completed. This will involve the following steps.

#### **Step 1**

##### **INITIAL PROPOSAL**

The person proposing a trip or, in the case of inter-school activities and regular school trips e.g. swimming, the person appointed by senior management (the proposer) will complete the Initial School Trip Proposal Form (see Appendix 1)

This form is designed to provide sufficient information to enable The Senior Management Team or other trained risk assessor to decide whether it should proceed to the formal planning stage.

#### **Step 2**

##### **INITIAL APPROVAL**

The Senior Management Team/risk assessor will assess the information and decide whether or not the trip conforms to the type of school trip the school undertakes, and is able to be organised effectively in order to minimise/control the risks associated with it.

If the assessment indicates that the requirements have not been met, or there is insufficient information on which to make a decision additional information will be requested or the suggested trip will be disapproved.

If the trip is authorised, an individual is appointed as the Organiser for that trip and a risk assessment classification given based on the following:

|             |                                                      |
|-------------|------------------------------------------------------|
| High risk   | trips abroad and/or involving adventurous activities |
| Medium risk | other residential trips                              |
| Low risk    | short duration trips or local outings                |

This is not an absolute indicator of the risks involved in a trip, but is used to identify the likely timescales required in order to make adequate arrangements for the safe management of the trip.

### **Step 3**

#### **SPECIFIC RISK ASSESSMENT**

The Organiser completes a School Trip Risk Assessment Checklist (Appendix 2).

This will include, or have attached, all relevant information about the trip and may involve the Organiser in a preliminary visit to the venue.

This is a key element to the process and it is important that all relevant aspects are considered depending on the trip. The higher the risk rating the more complex the arrangements are likely to be.

Before any bookings can be confirmed eg. with venues, the Risk Assessment Checklist must be approved.

### **Step 4**

#### **FORMAL APPROVAL**

Once the Risk Assessment Checklist has been completed the Senior Management Team will consider the full implications of taking pupils on the trip and decide if it should proceed or be cancelled/postponed.

At this stage, a communication is sent to parents/carers explaining the aim of the trip and asking for permission for the child to attend. This 'permission' must also indicate whether or not the parent/carer will need to contribute to the funding of the trip and the likely cost.

If the trip receives sufficient interest to be financially viable, it will proceed.

### **Step 5**

#### **CONFIRMATION OF TRIP ARRANGEMENTS**

At this stage, relevant provisions will be finalised, including the venue and transport and both numbers of pupils to attend and adult supervisors confirmed.

Minimum suggested ratios of staff to pupils are (given that there are no specific needs in the group which require closer supervision nor any additional requirement due to the nature of the trip, such as it being a residential):

|           |      |
|-----------|------|
| Year R    | 1:5  |
| Years 1-3 | 1:6  |
| Years 4-6 | 1:10 |

A framework for assessing ratios is SAGED:

- Staffing requirements (experience/training)

- Activity characteristics (specialist?)
- Group characteristics (behaviour/SEN/medical needs)
- Environmental characteristics (weather/terrain)
- Distance from support (eg a residential)

## **Step 6**

### **FINAL LETTER TO PARENTS**

Parents will be notified what they will need to provide, e.g. pocket money, packed lunch etc. Parents will also be asked to notify the school of any particular needs of pupils such as:

- Dietary requirements
- Medical/medication requirements

*Parental consent is required for every pupil attending a school trip.*

## **Step 7**

### **BRIEFING PUPILS**

This is essential so that pupils know what to expect and what is expected of them. In particular they will need to be advised as what is to happen each day such as

- where they are to meet
- what clothing will be appropriate
- what equipment they need to bring with them (notebooks, pencils, rucksack, lunch, drinks etc)

## **Step 8**

### **EMERGENCY PROVISION**

Staff will finalise what emergency provision will be in place during the trip. This can include medical support, breakdown cover, or cover for staff in the events of illness or accident, for example.

(see Appendix 3: School Trip Organiser's Emergency Action Procedure)

## **Step 9**

### **THE TRIP**

The trip takes place

## **Step 10**

### **DEBRIEF AND EVALUATION**

Staff and pupils involved will be asked to comment after the trip and identify any concerns and also highlight where things worked out positively.

The Organiser will collect comments, written and verbal, and complete the Evaluation Form.

(See School Trip Evaluation Form in Appendix 4).

## **APPENDICES**

**I Initial School Trip Proposal Form**

**II School Trip Risk Assessment Form**

**III School Trip Organiser's Emergency Action Procedure**

**IV School Trip Evaluation Form**

**V One page guide to the policy**

# ST FRANCIS SCHOOL: Initial School Trip Proposal Form

Completed by .....

Date .....

|                                                                        |                                                                                    |               |             |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------|-------------|
| <b>Location of proposed trip</b>                                       |                                                                                    |               |             |
| <b>Date</b>                                                            |                                                                                    |               |             |
| <b>Staff member organising trip</b>                                    |                                                                                    |               |             |
| <b>Which Year Group/s</b>                                              |                                                                                    |               |             |
| <b>Number of children</b>                                              |                                                                                    |               |             |
| <b>Estimated cost per child</b>                                        |                                                                                    |               |             |
| <b>Brief detail of planned activities and educational aim of visit</b> |                                                                                    |               |             |
| <b>Estimated Trip Risk Rating (please circle)</b>                      | <b>Low</b>                                                                         | <b>Medium</b> | <b>High</b> |
| <b>Any other information</b>                                           |                                                                                    |               |             |
| <b>PROCEED?</b>                                                        | <div> <b>YES</b> <div>Signed</div> </div> <div> <b>NO</b> <div>Reason</div> </div> |               |             |



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## ST FRANCIS PRIMARY SCHOOL

### School Trip Risk Assessment Form

(3 pages)

This form must be submitted to the Head Teacher for approval.

| Information required                                                                            | Comments and actions below              |
|-------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Location of trip/activity</b><br><br>Address<br>Postcode<br><br>Tel No                       |                                         |
| <b>Proposed date/s</b>                                                                          |                                         |
| <b>Name of trip Organiser</b><br><br><b>Contact telephone number whilst on trip</b>             |                                         |
| <b>Number of children estimated to be going and year groups</b>                                 |                                         |
| <b>Estimated cost per child</b>                                                                 |                                         |
| <b>Number of adults required</b>                                                                |                                         |
| <b>Ratio of adults to children</b>                                                              |                                         |
| <b>Coach required?</b>                                                                          |                                         |
| <b>Has a site visit been completed?</b><br>Note any comments                                    |                                         |
| <b>Is suitable insurance in place for the visit?</b>                                            | <b>YES</b> <b>NO</b><br>(Please circle) |
| <b>Disabled access at venue or special provisions eg. food/hearing loops</b>                    |                                         |
| <b>Is the trip residential?</b><br><br><b>Details of overnight accommodation</b><br><br>Address |                                         |

|                                                                                                                                                    |                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Postcode<br>Tel No<br><br>Split of male/female<br>Specific instructions from venue                                                                 |                                       |
| <b>Brief outline of trip schedule</b><br>(attach itinerary)<br><br><b>Detail of any hazards</b><br>(travel/location/activities/weather/terrain)    | 1<br><br>2<br><br>3<br><br>4<br><br>5 |
| <b>Control measures to address the hazards above (to minimise hazards)</b>                                                                         | 1<br><br>2<br><br>3<br><br>4<br><br>5 |
| <b>Persons deemed to be at risk</b><br>Eg. public/pupils with SEN/behavioural issues/medical needs<br><br>And how they will be managed on the trip |                                       |
| <b>Staff/helpers attending the trip</b>                                                                                                            |                                       |

|                                                                                                                                                                                                                        |                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Name/role during trip<br><br><br><br><br><br><br><br><br><br><br>Ensure all staff have the trip Organiser's mobile 'phone number.                                                                                      |                                         |
| <b>Details of emergency plan</b><br><br><br><br><br><br><br><br><br><br><br><b>First aiders</b><br>(name/mobile 'phone number)<br><br><br><br><br><br><br><br><br><br><br><b>Arrangements for sending a child home</b> |                                         |
| <b>Details of medical needs</b><br><br>Child<br>Condition<br>Care Plan<br>Medicine required<br>Staff member responsible                                                                                                | Please attach                           |
|                                                                                                                                                                                                                        |                                         |
| <b>Is the risk assessment acceptable?</b>                                                                                                                                                                              | <b>YES</b> <b>NO</b><br>(Please circle) |
| <b>Have all relevant staff been informed of the potential risks of the trip?</b>                                                                                                                                       | <b>YES</b> <b>NO</b><br>(Please circle) |
|                                                                                                                                                                                                                        |                                         |
| <b>SIGNED</b><br><br><b>Trip Organiser</b>                                                                                                                                                                             | Date                                    |
| <b>AGREED and SIGNED</b><br><br><b>Head Teacher</b>                                                                                                                                                                    | Date                                    |



# **ST FRANCIS PRIMARY SCHOOL**

## **School Trip Organiser's Emergency Action Procedure**

**This procedure must be imparted to all staff attending the school trip.**

In the event of an incident:

- remain calm and assess the situation
- safeguard yourself and any other uninjured members of the group
- make sure all other members of the group are:
  - accounted for
  - safe
  - adequately supervised
  - brief to ensure they understand what to do to remain safe
- delegate to 'assistants' so you can keep an overview of the situation
- call emergency services if appropriate
- carry out first aid where necessary: preserve life, prevent a condition from worsening and promote recovery.

### **Emergency First Aid Reminders**

- casualties need to be able to breathe – use the safe airway position where necessary
- try to locate and stop external bleeding
- protect the casualty from the environment
- monitor the condition, talk to the casualty and provide emotional support

Once the immediate situation is contained:

- inform school:
  - what is the nature of the emergency?
  - How many casualties are there and their status?
  - Current location
  - Whether or not the group is moving position
  - What time the incident happened
- Liaise with emergency services if they are at the scene
- Consider the physical needs of the group: shelter/refreshments/transport
- Consider the emotional needs of the group: do they need to remain at the scene? Is there anything useful they can help with?
- Control communications eg from mobile 'phones, until approval is given
- Keep a written log of all actions taken, conversations held and timings
- Refer all media, parental enquiries to school

# ST FRANCIS PRIMARY SCHOOL

## School Trip Evaluation Form

|                                                                                                                                             |                    |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>Name of trip</b>                                                                                                                         |                    |
| <b>Location</b>                                                                                                                             |                    |
| <b>Date of trip</b>                                                                                                                         |                    |
| <b>Trip Organiser</b>                                                                                                                       |                    |
|                                                                                                                                             |                    |
| <b>Total pupils who attended out of total booked in</b>                                                                                     | ..... out of ..... |
| <b>Total expenditure on trip</b>                                                                                                            | £                  |
| <b>Total surplus amount from trip</b>                                                                                                       | £                  |
|                                                                                                                                             |                    |
| <b>DEBRIEF</b><br>Please comment on the following using information obtained from colleagues, pupils, parent helpers who attended the trip. |                    |
| <b>The planning phase</b>                                                                                                                   |                    |
| <b>Liaison with the venue and/or travel companies</b>                                                                                       |                    |
| <b>Venue facilities</b>                                                                                                                     |                    |
| <b>Educational content of the trip/activities</b>                                                                                           |                    |
| <b>Catering</b>                                                                                                                             |                    |

|                                                                                   |  |
|-----------------------------------------------------------------------------------|--|
|                                                                                   |  |
| <b>Cost</b>                                                                       |  |
| <b>Staffing</b>                                                                   |  |
| <b>Any comments from external contacts concerning St Francis pupils or staff?</b> |  |
| <b>Any other comments?</b>                                                        |  |

SIGNED  
(Trip Organiser) .....

Date .....

# **Organising School Trips – a one-page guide** **based on the Trips Policy**

## **1. Pre-trip visit if needed**

If this is a regular trip, then this step can be missed, unless we have knowledge that the visit has changed.

## **2. Pencil in dates with trip location**

These cannot be fully confirmed until after the risk assessment has been approved.

## **3. Risk Assessment completed and approved**

Initial form, approval, main form, approval

## **4. Letter to parents for permission and viability of trip**

Parents can give permission here, so that we can see if the trip is viable to proceed

## **5. Bookings confirmed**

At this point, we can confirm the bookings.

## **6. Confirmation of trip arrangement**

This could include timings, groups and adults.

## **7. Letter to parents with details of trip**

These details include (but are not limited to): lunch provision, pocket money, clothing, timings.

## **8. Brief relevant staff/adults**

All staff must have read the risk assessment and understand their specific role in the trip. This must include emergency provision.

## **9. Brief children**

The morning of the trip, or the day/week before, the children must be briefed about what to expect of the trip and what is expected of them.

## **10. Trip**

Enjoy! Ensure that all adults have hi-viz and lanyards, with contact details of necessary parties.



## **11. Evaluation**

This is the final form to fill in, which must be handed in and stored with the initial and main risk assessments.