

The Gryphon School



School Trips Policy into Practice

**Guidance and procedures for the health, safety
and security of pupils on educational trips**

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Section 1 – Educational Visits Policy

Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

Purpose

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits
- To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.

Key Principles

Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the **DCC Policy of Safety and Guidance – Offsite Events and Adventurous Activities**. The governing body will include in its role the support of school policy and procedures for educational visits including the reporting of visits
- The Headteacher will be responsible for the approval of all visits, or may delegate this function to the Educational Visits Co-ordinator.
- A named and trained Educational Visits Co-ordinator (EVC) will be appointed to support the governing body and Headteacher; in the absence of a suitably trained Educational Visits Co-ordinator the head teacher automatically assumes this role.
- There will be a named and approved Trip Leader (and where appropriate, deputy) on all educational visits. This Event leader will be specifically competent for the role as detailed in the **DCC Policy of Safety and Guidance – Offsite Events and Adventurous Activities**. If in any doubt confirmation will be sought from the Outdoor Education Adviser.
- Working with the EVC as necessary, the Trip Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Trip Leader will assume full responsibility during the visit, including ongoing risk assessment
- The Trip Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed
- Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be submitted to the LA for assessment/monitoring through use of Evolve at least 1 month before the departure date.

Parents and carers

- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details
- Whenever appropriate for higher risk, residential and foreign visits a briefing meeting with parents/guardians will be arranged
- Expectations with regard to behaviour and codes of conduct will be explained to parents/guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.

Pupils

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

Links

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy should therefore be linked to complementary policies concerned with such issues as equality of opportunity, special educational needs, social inclusion and staff development.

Sources of Guidance.

Guidance is available for all school trips, and can be accessed through the School Office, school intranet, <https://oeapng.info/>, www.hse.gov.uk/education, <https://www.lotcqualitybadge.org.uk/> and <https://evolve.edufocus.co.uk/>

Copies of current policy documents and details of sources for further guidance can be accessed on Evolve.

Section 2 – Addition detail to support the planning of trips

Stakeholder Roles

Educational Trips Co-ordinator (EVC)

The functions of the EVC are to:

- liaise with the employer to ensure that school trips meet the employer's requirements including those of risk assessment
- support the head and governors with approval and other decisions
- assign competent people to lead or otherwise supervise a visit
- assess the competence of leaders and other adults proposed for a school trip visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience
- organise the training of leaders and other adults going on a school trip. This will commonly involve training such as first aid, hazard awareness
- organise thorough induction of leaders and other adults taking pupils on a specific school trip
- review systems and, on occasion, monitor practice

Group leader

The group leader has overall responsibility for the conduct of the school trip and the supervision of students and should have regard for the health and safety of the group. The group leader should be appointed or approved by the headteacher or the governing body.

The group leader should outline to all accompanying staff (teachers and non-teachers) their specific roles and responsibilities.

The group leader should ascertain that all students understand their responsibilities and are sufficiently responsible to take part.

The group leader should consider cancelling the school trip or an activity within it if s/he thinks, or is advised that there is a risk to the health and safety of the students.

Teachers

Teachers must do their best to ensure the health and safety of the group acting as any reasonable parent would in the same circumstances. Following the directions of the group leader they should help with managing the behaviour of the group and consider stopping the school trip or the activity, notifying the group leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable

Non-teaching adult

Support staff, parents, governors, friends are examples of non-teaching adults who could be helping to organise and supervise a school trip. Non-teaching adults on the visit should have their roles and responsibilities during the visit clearly explained by the group leader.

Non teaching adults should only be left in sole charge of pupils where it has been previously agreed as part of the risk assessment, only those with a current DBS check may take on this responsibility.

Non teaching adults must do their best to ensure the health and safety of the group acting as any reasonable parent would in the same circumstances. Following the directions of the group leader they should help with managing the behaviour of the group and consider stopping the school trip or the activity, notifying the group leader or teacher supervisors without delay, if they think the risk to the health or safety of the pupils in their charge is unacceptable.

Pupils

Pupils should be explicitly reminded of the importance of their responsibility for their behaviour during the school trip, the necessity of following instructions and not doing anything that might endanger themselves or others in the group. In many circumstances it may be appropriate for pupils to be involved in compiling the risk assessment

Pupils whose behaviour may be considered a danger to themselves or to the group may be stopped from participating in the visit. (The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.)

Planning Support

All school trips, whether local or long distance and with or without accommodation require formal planning which should be done in good time. All planning is submitted onto Evolve where it is submitted for approval. Longer planning time may be required for particularly complicated or hazardous school trips. A month needs to be allocated between submission of completed paperwork and the trip taking place.

When planning a trip timescales must take into account that a realistic deadline for payment must be made and adhered to. This will ensure that there is enough money to run the trip and also that staff are supplied with accurate lists of students taking part and their emergency details in plenty of time thereby allowing supervisory staff to familiarise themselves with the students they are supervising.

Planning for school trips includes considering the dangers and difficulties which may arise and making plans to reduce them.

For regular events such as games matches the school office must be provided with information about venue, times of departure and return, staff accompanying, vehicles to be used and a list of pupils. Parents must be informed before all such journeys.

Staffing of the trip must be considered early on in the planning process and should be discussed with the EVC and teacher in charge of cover.

Risk assessments

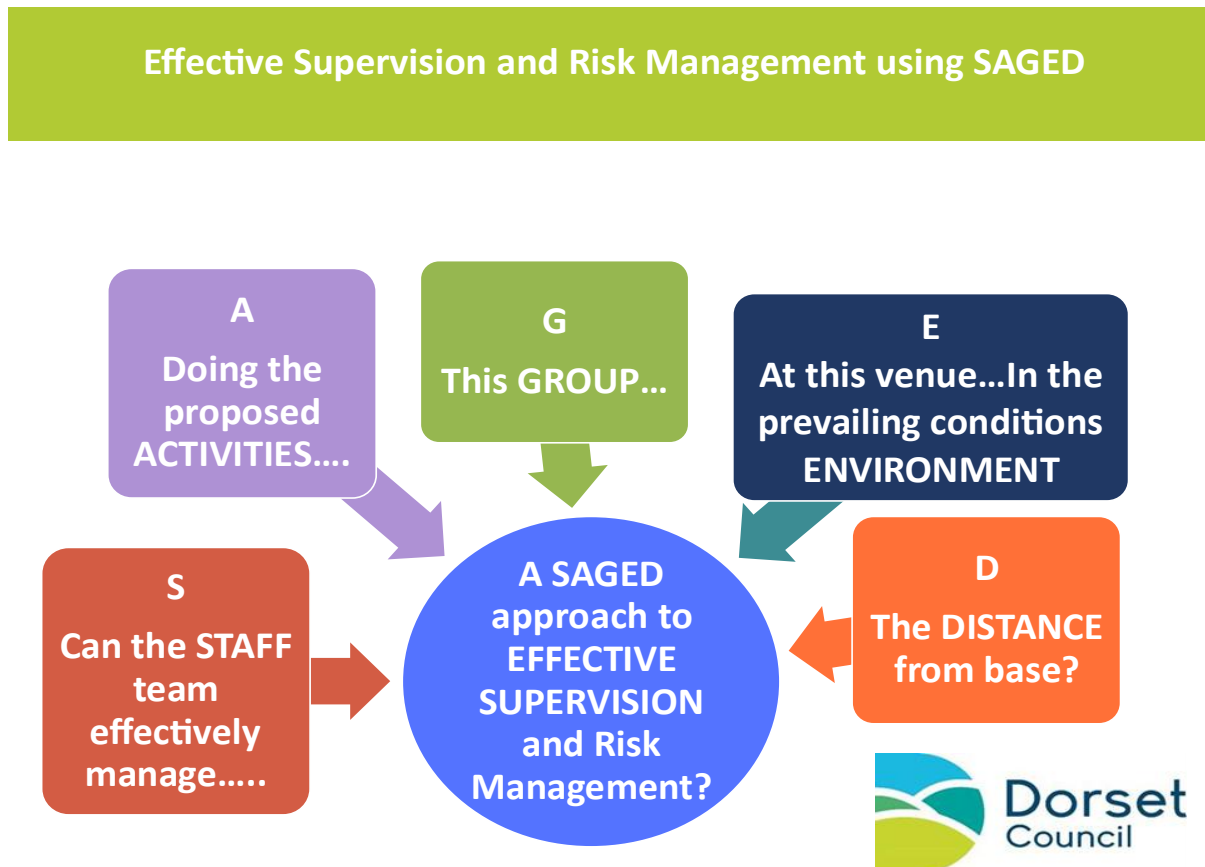
A formal assessment of the risks that might be met on a visit has the aim of preventing the risks or minimising them. Pupils must not be placed in situations which expose them to an unacceptable level of risk. If the risks cannot be contained the visit cannot take place. The risk assessment need not be complex and does not generally require technical or professional expertise; where specialised information is necessary it must be obtained from a competent person. The risk assessment must be comprehensive, that is covering all aspects of the visit not just the adventurous aspects. Transport

arrangements, coach stops, walks through towns, crossing roads, arrangements for hygiene and comfort stops, etc, are all included.

The EVC can give training to staff on completion of the risk assessments.

Additional for outdoor and adventure activities, coastal trips, and field study trips is available on Evolve.

Risk Assessments should follow the SAGED model:



Trip Planning Considerations

Exploratory visit.

Wherever practicable an exploratory visit should be made by a group leader who is to lead a school trip abroad or a residential school trip or who is to instruct or lead the group in an outdoor activity in a location that is not familiar to them.

If an exploratory visit is not possible the group leader should consider how to complete an adequate assessment of the risks. A minimum measure should be to obtain specific information by letter from the venue, from the tour operator or travel agent, from other schools who have recently visited it, and from local organisations such as tourist boards.

In other cases the group leader should undertake an exploratory visit wherever that is possible.

Where the venue has been used previously it is prudent to re-assess the risks each time, even where the group leader stays the same. The evaluation form from the previous school trip should be used.

The purpose of the exploratory visit is to:

- Ensure at first hand that the venue is suitable to meet the aims and objectives of the school trip
- Obtain names and addresses of other schools who have used the venue
- Obtain advice from the manager
- Assess potential areas and levels of risk
- Ensure that the venue can cater for the needs of staff and pupils in the group. At this stage check that any special needs can be accommodated.
- Become familiar with the area before taking a group of young people there.

Plan transport arrangements

Planning needs to consider the following factors:

- Passenger safety
- The competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence
- Length of the journey, time and distance, and the length of the driver's day
- Number of drivers required
- Type of journey, e.g., local motorway, foreign
- Traffic conditions
- Weather
- Stopping points for toilet, refreshments, rest
- Appropriate insurance cover
- Contingency funds and arrangements in case of emergencies and breakdowns
- Supervision
- Any special needs such as disabled access can be accommodated.

Hiring coaches and buses

The admin team will support the trip leader to gain quotes and bookings for coach companies.

Minibuses

The driver is responsible for the vehicle during the visit. The driver must be qualified to drive a minibus and have a valid and clean driving licence. All drivers of the school's minibuses should have received training in minibus driving and the management of passengers.

Private cars

Teachers and others who drive pupils in their own car must ensure their passengers' safety, that the vehicle is roadworthy, and that they have appropriate licence and insurance cover for carrying pupils. Volunteers should be carefully vetted by the school before they are permitted to drive pupils in their car.

The driver is responsible for making sure that pupils have a seat belt and use it at all times. Headteachers or group leaders must ensure that parents, volunteers and other pupils who transport pupils in their cars are aware of their legal responsibility for the safety of the pupils in their cars. Parents' agreement should be obtained for the children to be carried in other parents' or pupils' cars. It is advisable that parents driving pupils are not put in a position where they are alone with a pupil. The group leader should arrange a central dropping point for all pupils rather than individual home drops.

Public transport including rail travel

Where public transport is used tickets should be booked beforehand. Seats should be reserved well in advance to ensure that the party can travel together.

Special needs

When the school visit includes pupils with physical disabilities there may be a need for specialised transport. This needs to be planned and booked well in advance. The group leader should do this in consultation with the Learning Support Department.

Supervision

Supervision must be adequate and appropriate. Discipline should be maintained at all times. The driver should not be responsible for supervision unless the group consists of a small number of older children on a short journey. When travel is to games matches or other short distance trips with one driver/supervisor, a mobile phone must be carried with a specified link to a named member of staff should an emergency arise. Adequate staffing should be available for supervision of coaches including double decker buses/coaches. A minimum of one supervisor per deck is considered appropriate but more may be needed depending on the age and type of pupils and the length of the journey. The group leader should be in charge of seating arrangements and seats should be reserved in advance where possible.

Staff pupil ratios

Staffing ratios must be set taking into account the sex, age and ability of pupils, pupils with SEN or medical needs, nature of activities, experience and competence of adults both general and in specific activities, duration and nature of the journey, type of accommodation, requirements of the organisation/location visited, competence and behaviour of pupils, first aid cover.

Finance

There is a separate school policy on Charges and Remissions and this should be adhered to. It is important that the costing includes all items, transport, accommodation, meals, any other expenditure and a clear statement about availability of "optional extras" within the price. It should also include a contingency amount. No extras should be added after the final costs are agreed. The price charges should ensure at least a "breakeven" position. Parents should be given early written information about costs with a breakdown into subheads. They should have enough time to prepare financially for the visit. When a school trip results in surplus funds of over £5 these funds will be returned to the parents. All payments must be made directly on Wisepay.

Medical information

The group leader must ensure s/he is aware of all special medical requirements of participants and pass this and other relevant information to the appropriate accompanying staff.

First Aid

On any kind of school trip the group leader, deputy or competent other adult should have a good working knowledge of first aid, such as Basic First Aid and ensure that an adequate first aid box is taken. For adventurous activities, school trips abroad or residential trips, at least one of the group's teachers should be a fully trained first-aider. Minibuses are required to carry a first-aid kit. Guidance on the contents of a first-aid box is available in the DfE guidance.

After the trip

An evaluation of the school trip should be made using evolve. This provides information for future trips and allows the school to amend its procedures where necessary. Return all paperwork including contact/medical details list to the school office for filing or shredding all contact/medical information is confidential.

Parental consent

This must be obtained via Wisepay, for all visits.

It is the responsibility of the school to obtain *informed* parental consent for trips. Information on Wisepay must contain full details of the trip including all activities that may be undertaken and transport and supervision arrangements. Good practice would indicate a need to inform parents of the findings of any risk assessment before asking for consent.

If parents withhold consent the pupils should not be taken on the visit.

Emergency arrangements

A school contact with a phone number/s must be identified for all trips that take place wholly or partly outside normal school hours. This school contact will be the link between the group and the school and parents. These should be taken by all groups going away from school out of school hours.

In an emergency the group leader should take charge and should ensure that emergency procedures are in place. Clear arrangements must be in place for contacting the school or Headteacher or the school contact out of hours should it become necessary

A contingency plan should be in place in the event of delays or changes to timing of the return journey.

Every teacher on the school trip should have a copy of

- The risk assessment
- List of all adults and pupils on the visit with contact/medical information

If an emergency occurs the main factors to consider are:

- Establish the nature and extent of the emergency
- Ensure that all the group are safe and looked after
- Get the names of any casualties and get immediate medical attention for them
- Ensure that all group members who need to know are aware of the incident
- Ensure that all group members are following correct procedures
- Ensure a teacher accompanies casualties to hospital and the rest of the group are adequately supervised at all times and kept together

- Notify the police if necessary
- Notify the British Embassy/consulate if an emergency happens abroad
- Inform the school contact
- Provide details of the incident to pass onto the school
- Notify insurers – the school contact can do this
- Notify the provider/tour operator
- Get telephone numbers for future calls
- Write down accurately as soon as possible all relevant facts and witness statements and preserve any vital evidence including photographic evidence.
- Keep a written account of all events, times and contacts after the incident
- Complete an accident form as soon as possible
- No one in the group should talk to the media. No names of those involved should be given to the media. This should be dealt with by a contact at school.
- No one in the group should discuss legal liability with other parties

The emergency contact should:

- Ensure that the group leader is in charge and establish if any assistance is required from the school
- Contact parents and keep them informed
- Liaise with the LA and Headteacher
- Report the incident using appropriate forms

Final preparation

Pupils should know about and follow safety rules and standards of behaviour when crossing roads and when waiting at pick-up and drop-off points and on rests during the journey. Clear rules should be set for behaviour including freedom to “roam” on buses, trains, ferries and boats. Pupils should be made aware of emergency procedures and where they are displayed.

Final preparation should include a thorough briefing of the pupils.

Parents’ meeting

Parents should be provided with full written information about the visit. Before all residential trips and adventure activities a meeting to brief parents should be held and written details of the visit should be available. The information given should include:

- Visit’s objectives
- dates of visit
- Travel arrangements including travel company/ies, flight numbers and paths, ports, times of journeys
- Times of departure and return
- Pick up and return points
- Insurance details
- Size of group and level of supervision
- Names of all adults accompanying the visit
- Accommodation details including hotel/site name, address, phone number/s
- Details of activities planned
- Expected standards of student behaviour and arrangements for early return of pupils whose conduct is a concern and the agreed payment in such a case
- Other details –clothing, items to take, and money.
- Procedures for pupils who become ill
- Contact addresses and phone numbers for parents to contact the group in an emergency
- The school contact number and an emergency contact number in the event of an incident during the visit or the journey.

A copy of written information provided to parents must be given to the School Office.

For emergencies there is an additional LA contact number which is held by the School Office. Parents must give the school their own day and night contact numbers for emergencies.

Checklist for group leaders for planning and preparation

(Not all points will apply to all trips, Trip Leaders should consult the Trips Process and Checklist document for more detailed steps)

- 1 Discuss proposed visit with EVC to ascertain dates etc
- 2 Discuss the trip with the admin team and complete a cost planner.
- 3 Outline proposal given to Headteacher/EVC using Evolve.
- 4 Contact venue to check suitability.
- 5 Exploratory visit to venue or letter from venue or other body with first hand information
- 6 Arrange and book transport and, if necessary, book school minibus/es.
- 7 Check arrangements for physical disability if needed.
- 8 Plan staffing including non-teaching adults and get approval.
- 9 Set up vetting, where necessary, of other supervising adults and of any private transport to be used.
- 10 Detailed plan for approval given to EVC.
- 11 Risk assessment done and uploaded to Evolve
- 12 Check staff with First aid qualifications/training. Book First aid boxes.
- 13 Book mobile phone/s.
- 14 Prepare details for Wisepay for parents detailing full information, costs, dates for payments and payment deadlines.
- 15 Check all deposits paid.
- 16 Passports obtained. If required.
- 17 School contact identified.
- 18 Emergency procedures and contingency plan in place.
- 19 Parental consent completed. Check all received.
- 20 Collate list of emergency contact numbers of parents, for accompanying staff and other adults.
- 21 Allocate roles and responsibilities and provide clear instructions for all adults accompanying the visit.
- 22 Ensure all accompanying adults are aware of the code of conduct, this is applicable to both pupils and adults.
- 23 Liaise with office to prepare a trip pack for all staff and on call staff.
- 24 Ensure written confirmation of arrangements received from travel company, hotel, campsite.
- 25 Pass names to office to add to absence spreadsheet.
- 26 Give parents copies of the contact "tree" if applicable
- 27 Prepare list of things for pupils to take.
- 28 Hold Information/Briefing meeting for parents.
- 29 Ensure copies of all information given to parents are uploaded to Evolve.
- 30 Check all payments made.
- 31 Pupil's briefing meeting held. Pupils fully informed and prepared.

- 32 Pupils complete pupils' checklist.
- 33 Inform school canteen of numbers going.
- 34 Meet with the EVC, using this checklist to ensure that all plans are complete.
- 35 After the visit complete an evaluation form on Evolve

Checklist for the Headteacher / EVC

- 1 Ensure that all information has been added to Evolve.
- 2 Ensure that the group leader is competent to supervise the pupils and activities on the visit.
- 3 Ensure the staff/pupil ratio is appropriate.
- 4 Give approval for the visit.
- 5 Meet with the group leader, using the group leaders' checklist, to ensure all plans are complete.

Checklist for pupils

1. Who is the group leader?
2. Where am I going to visit?
3. How can I contact my group leader?
4. How do I use the phone if help is required?
5. What will be done to keep me safe and secure on the visit?
6. What should I do if I get lost or into difficulties when not with the group leader?
7. What is the Code of Conduct for Trips?
8. What do I do to keep my money and valuables safe?
9. What is suitable clothing for the activities on the visit?

DO I KNOW?

1. The address/es and phone number/s of the place/s I will be staying?
2. What are the rules for behaviour where I am staying?
3. Where am I to sleep and where am I to dress?
4. What do I do if I am worried or unhappy about something?