



JOSEPH PAXTON CAMPUS

Educational Trips Policy

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Contents:

- [Statement of intent](#)
- 1. [Definitions](#)
- 2. [Key roles and responsibilities](#)
- 3. [Training of staff](#)
- 4. [Risk benefit 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. [COVID-19](#)
- 15. 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

Wirral Hospitals' School, Joseph Paxton Campus 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.

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 Joseph Paxton Campus which takes students off-site.
- 1.3. 'Residential' means any school trip which includes an overnight stay.
- 1.4. We identify 'Hazardous activities' as ones which:
 - Are adventurous eg biking, trekking, climbing
 - Involves using transport which is not the school minibus or staff cars
 - Involves a journey on a motorway or through the tunnel
 - Involves contact with animals

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 Joseph Paxton Campus.
- 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 Assistant Headteacher will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.
- 2.5. The educational visits coordinator has overall responsibility for overseeing the planning of educational visits and school trips and ensuring that the trip leader is correctly identified.
- 2.6. The Headteacher retains overall responsibility for all matters of Health and Safety and Safeguarding, including with respect to school trips and visits.
- 2.7. 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.
- 2.8. The trip leader is responsible for the safe keeping of contact and medical details either electronically or on paper.
- 2.9. The trip leader is responsible for communicating details of the trip effectively to parents/ carers, students, and accompanying staff.

- 2.10. The trip leader is responsible for completing a medication form (Appendix 3) ahead of the trip and ensuring that they have all students' medications with them on the trip. The administration of medication may be delegated to another, suitably trained, member of staff on the trip if appropriate.
- 2.11. The trip leader is 'in loco parentis' and has a duty of care to all members of the party.
- 2.12. The designated trip leader must take the school trip phone with them. This phone will have the relevant emergency contacts stored.
- 2.13. Except when responding to an urgent safeguarding situation the trip leader must seek permission from the Headteacher, or an appropriate deputy, before making any change to the planned activity and arrangements.
- 2.14. Students are responsible for following instructions from teachers while on educational visits and school trips.
- 2.15. Students are responsible for behaving in a manner which matches the ethos of Joseph Paxton Campus and for following the expectations and instructions of the staff on the trip.

3. Training of staff

- 3.1. Teachers and support staff will receive guidance 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.
- 3.3. Staff who frequently lead visits will receive appropriate training as identified in their Performance Management meetings.

4. Risk benefit process and Evolve administration

- 4.1. Our risk benefit process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full.
- 4.2. The risk benefit form must be produced by the trip leader with support from the EVC where required. It is the responsibility of the trip leader to ensure that all staff on the trip have been briefed on the risk benefit ahead of the trip.
- 4.3. The process is as follows:
 - Identify the reasons for the trip and intended outcomes
 - Identify the hazards
 - Evaluate the risks and decide on precautions/control measures
- 4.4. The risk benefit form is saved in the "Trips" folder on the staff area. This must be completed at least 2 weeks prior to the trip.
- 4.5. All trips must be recorded on Evolve, lists of staff and students who participate must be accurate.

- 4.6. If a trip is local and covered by the generic consent form then the EVC will record the trip and participants on Evolve and the SLT will approve the trip.
- 4.7. If a trip is deemed non-hazardous but is beyond the remit of a local trip then the trip will be recorded on Evolve and will require the Headteacher's authorisation before it can go ahead.
- 4.8. All trips that are hazardous will be communicated to Wirral LA using the online Evolve system and must be submitted for approval at least 21 days prior to the trip.

See Appendix 2

5. Safe use of minibuses and seatbelts

- 5.1. The Business Manager is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.
- 5.2. All drivers will renew their minibus licence every 3 years. Copies of their licence information must be handed in to the business manager and sent off to the LA in order for them to begin/continue to drive the minibus. The minibus will carry strictly one person per seat and seat belts must be worn at all times.
- 5.3. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.
- 5.4. The site manager will adhere to the weekly list of checks.
- 5.5. Before each journey the driver must complete the safety checklist. Defects must be reported to the school business manager immediately so that a decision can be made about the whether the bus is safe to drive.
- 5.6. Starting and closing mileage, along with any potential risks, defects or damage identified during the journey will be reported upon return to the school.

In order for staff members or volunteers to drive the minibus they must hold the required licence, be aged 25 years or over, hold a completed DBS check and have completed specific training which allows them to drive the school minibus:

6. Parental consent

- 6.1. The "Generic consent form" gives staff permission for the following activities:
 - Local walks eg to the village or park
 - Local journeys in the school minibus or staff cars eg visits to local colleges or for outdoor leisure.
 - Local bike rides
- 6.2. Specific additional written consent is required for:
 - Activities of an adventurous nature.
 - Residential trips.

- Foreign trips.
- Trips using non-school transport.
- Where the journey involves travelling on a motorway or through the tunnel.
- Trips which involve contact with animals

6.3. Even if the generic consent form provides the necessary permission parents will be informed, either by letter or using the school's email system, of any trip which involves transportation. In doing so, parents will be given the opportunity to withdraw their child prior to each off-site activity.

6.4. Verbal consent may be accepted in exceptional cases where it has been impossible to obtain written consent.

See Appendix 1

7. Staffing ratios

7.1. There will be sufficient staff to cope in an emergency. Our minimum staff to pupil ratios are as follows:

- Abroad: 1:5
- Other residential: 1:5
- High risk: 1:10
- Other visits: 1:15

8. Insurance and licensing

8.1. When planning activities of an adventurous nature in the UK, the educational visits coordinator 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) or Global Health Insurance Card (GHIC) 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.

9. If things go wrong

9.1. For any residential trip the organiser must take with them a copy of section 3.8 of the schools emergency management plan.

9.2. In the case of accidents and injuries while on a school trip in the UK, immediately inform the Headteacher or nominated emergency contact.

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 student/s.
- 10.3. Where a student's health needs could result in them being at risk on a school trip, an individual risk assessment will be carried out, in conjunction with the parents, before deciding on the most appropriate way to proceed. In all such cases, the final decision about the student's participation on a trip lies with the Headteacher.

11. Finance

- 11.1. If the trip incurs a cost, including transport, then a RAP sheet must be submitted.
- 11.2. All school trip money must be processed through the school office.
- 11.3. Parents have the option to pay for trips electronically via ParentPay or in cash to the school office.

12. Foreign trips

In addition to the procedures for other trips:

- 12.1. A parents meeting must be arranged in order to communicate the details of the itinerary of the trip.
- 12.2. Passports and EHIC/ GHIC cards will be collected 3 months ahead of the trip to enable the validity of them to be checked. From this point they will be held in the school safe and collected by the trip leader no more than 24 hours before the time of departure.
- 12.3. Passports and Health Insurance cards will be retained by school staff whilst abroad.
- 12.4. School staff retain the right to search students' baggage at the airport prior to passport control and whilst abroad.
- 12.5. Wherever possible pre-trips to the place of departure will take place.

Appendix 1 –Consent form for all educational visits and school trips

Please note: A master copy of this letter is available from the school office and should be used to send to parents. The example below is included to show the content of the letter.

Dear Parent/Carer,

RE:GENERIC CONSENT FORM – OFF SITE EDUCATIONAL VISITS

It is sometimes necessary for the students at Joseph Paxton Campus to leave the school site for an educational activity, such as visiting local colleges, training providers, employer's premises, shopping or to take a walk or to go for a bike ride.

All activities support our aims here, whether it is part of the curriculum or if an opportunity presents itself to reinforce the development of social skills. Such opportunities can also help students to familiarise themselves with the local and wider environment. Members of staff will always accompany students.

Staff may use, minibus or their own cars for 'Out of School Activities'. On other occasions they may walk to/from venues in the local community.

We do expect students to conduct themselves in a way that will not negatively reflect on their school or themselves and abusing this privilege may result in the opportunity to go out of school being withdrawn. An alternative way of delivering the curriculum content will take place in school.

If you would like your child/ward to participate in these visits throughout the school year, then please complete the attached consent form and return it to the school as soon as possible.

If I do not receive the consent form, your child/ward will not be allowed to participate in any of the arranged visits.

The returned generic consent form will be kept on file, but you will receive a letter or email to inform you of times, venue and the transport arrangements before any visit, so that you know where your child/ward will be on the notified date. If any visit is arranged at very short notice, then we will contact you by telephone. Please ensure an up to date contact number is provided.

Please do not hesitate to contact me should you wish to discuss any issues or concerns you may have.

Yours sincerely,

Phill Arrowsmith
HEADTEACHER

GENERIC CONSENT FORM – OFF SITE EDUCATIONAL VISITS

Name: _____ **Date of Birth:** _____

I / We agree to the student named above taking part in a variety of off-site Educational Visits, and having read the information letter agree to his/her/their participation to any, or all, of the activities described, including bike rides. I acknowledge the need for co-operation and responsible behaviour on his/her/their part.

I understand that the teacher in charge of the party will be acting in loco parentis, and in the event of an accident I agree to my child/ward receiving emergency medical treatment, which may include the use of anaesthetic and blood transfusions, as considered necessary by the medical authorities present.

I understand that Wirral Borough Council is insured in respect of its legal responsibilities only, and that there is no Personal Accident, or other cover, unless I have been advised specifically by the organiser.

Accidents may therefore arise for which the Council is not responsible. You may wish to obtain suitable insurance to cover such eventualities.

I understand that travel arrangements for these trips could include the school minibus, a staff car or walking.

Emergency contact telephone number:

Name: _____ **Relationship:** _____

Number: _____

Any relevant medical information: _____

Signed: _____ **Parent/Carer Date:** _____

Appendix 2 – Risk benefit analysis

Educational Visits & LOtC Risk Benefit Assessment



Visit to:

Leader in Charge of Visit:

Carried out by:

Date of Visit:

Persons considered in the assessment:

Date of Assessment:

GENERIC BENEFITS - WHY ARE WE DOING THIS?	SPECIFIC OUTCOMES
E.g. Comparing and contrasting environments	E.g. Young people experience an environment they may never otherwise access

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY
<p>1 ENVIRONMENTAL ISSUES</p> <p>e.g. Weather,</p>	<ul style="list-style-type: none"> <i>Weather forecast checked where appropriate</i> <i>Activities programme amended where necessary</i> 	<p>Staff to check forecast and adapt trip or cancel depending on outcome.</p> <p>Appropriate clothing, footwear to be considered and checked.</p> <p>Sunscreen, sunhats, sunglasses if needed.</p>
<p>2 TRANSPORT</p> <p>e.g. vehicles, drivers, arrival and departure of vehicles, breakdowns</p>	<ul style="list-style-type: none"> <i>Driving hours limited, with back-up driver on long journeys</i> <i>Seat Belts used at all times</i> <i>Marshalling as group leaves mini-bus/car..</i> <i>Appropriate stops for eating and care arrangements en route</i> 	<p>Driver to be LA checked and completed appropriate courses, theory and practical.</p> <p>First aid kit, fire extinguisher and hi-vis vests to be available.</p> <p>Mini-bus has weekly inspection.</p> <p>Mobile phone carried by staff on all journeys.</p> <p>Safe parking for entry and exit of mini-bus.</p> <p>In case of breakdown exit vehicle if safe and stand away from vehicle and road.</p> <p>Hi-vis vests to be worn by all members of group.</p> <p>School to be contacted in case of breakdown.</p> <p>Business insurance for staff cars.</p> <p>Current up to date road tax and MOT.</p> <p>Where possible 2 members of staff including driver.</p> <p>Mobile phone carried by staff on all journeys.</p>

		<p>Sick bags/paper towels and water for long journeys.</p> <p>School contacted for delayed return.</p>
<p>3 EQUIPMENT CLOTHING SUBSTANCES</p>	<ul style="list-style-type: none"> • <i>All clothing appropriate to the activities and location, including the use of weatherproof clothing</i> • <i>Appropriate footwear worn</i> • <i>Special equipment checked</i> • <i>All equipment appropriate to the activities and location</i> 	<p>Students receive kit list of appropriate clothing dependent on trip.</p> <p>Equipment will be on kit list or provided by school dependent on trip.</p> <p>Medication checked prior to departure (inhalers, EpiPen's and daily medication).</p>
<p>4 ACTIVITIES and PROCEDURES</p> <p>e.g. Programme of activities, down time etc</p>	<ul style="list-style-type: none"> • <i>Detailed programme, including alternatives for bad weather</i> • <i>Adequate supervision at all times, to be agreed by SLT.</i> • <i>Agree standards of behaviour and conduct</i> • <i>Equipment suitable for activities and abilities of pupils</i> 	
<p>5 SUPERVISION COMPETENCE DISCIPLINE</p>	<ul style="list-style-type: none"> • <i>Prior assessment of leaders and helpers in relation to the visit, the pupils involved and the activities taking place</i> • <i>Supervision ratio to keep sufficient check on all the party- including accompanying children other than pupils</i> • <i>Adequate staffing numbers available</i> • <i>Police check for helpers under the Child Protection Act</i> 	<p>Pre-brief on behaviour expectations before trip.</p> <p>Staff ratio decided by SLT dependent on students taking part in trip.</p> <p>Group removed from any negative reaction from public regardless of blame and SLT informed.</p> <p>Regular headcounts on start of trip, during trip and leaving for return journey.</p> <p>Toilet breaks for students in pairs.</p>

		<p>Agree emergency meeting point at venue.</p> <p>Emergency contact in school for pick up if needed.</p> <p>Emergency contacts</p> <p>Phill Arrowsmith 07976 027161</p> <p>School Number 0151 488 7680</p>
<p>6 OVERALL PLANNING MONITORING AND CONTROL</p> <p>e.g. Accommodation</p> <ul style="list-style-type: none"> • Emergency Contacts and Communication • Insurance • LA Approval via EVOLVE • Medical Arrangements • Parental Information • Research • Special Needs • Visits 	<ul style="list-style-type: none"> ▪ <i>Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the leader of the party</i> ▪ <i>Mobile telephone available for emergency use</i> ▪ <i>Established appropriate emergency contacts with schools and parents</i> ▪ <i>Set up effective communication procedures with the group</i> ▪ <i>Insurance cover checked and parents informed of the limits of cover provided</i> • <i>Prior approval via EVOLVE of adventurous activities, overseas visits and or residential visits</i> • <i>Specific adventure activity guidelines being followed</i> • <i>All relevant medical information of all participants maintained</i> • <i>All appropriate medical arrangements, including first aid</i> • <i>Special potential health hazards associated with the site</i> • <i>Have you provided appropriate information for parents?</i> • <i>Meeting with parents</i> • <i>Parental Consent</i> • <i>Do you need and have they given their consent</i> • <i>Researched the area, site accommodation,</i> 	<p>First aider available on all trips.</p> <p>Student data sheets available for staff on trips.</p> <p>Mobile phone with school and emergency contacts carried on all trips.</p> <p>The school office will make the trip leader aware of who needs medication during the trip. This will be indicated on the student list form.</p> <p>The trip leader will be responsible for ensuring that any medication needed by any student during the trip is taken out of school.</p> <p>A medication form will be filled out by the trip leader so that they are clear on what medication, when and how much.</p>

	<ul style="list-style-type: none"> • <i>Pre visit carried out</i> 	<p>EVOLVE form filled out for all trips off site including non-hazardous.</p> <p>Generic consent forms signed by parents for non-hazardous activity and specific consent for hazardous activity returned signed by parent/carer.</p> <p>Group is briefed prior to session and medication checked before leaving.</p>
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A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC, HEADTEACHER/MANAGER AND ADDED AS AN ATTACHMENT TO THE EVOLVE VISIT FORM

Signed _____

Date _____

Please ensure that the risk benefit assessment actually relates to this visit or Learning Outside the Classroom activity.

i.e. It reflects this activity/these activities, at this location/these locations, led by these staff with these young people. Account has been taken of any young people with particular needs and an informed judgment regarding weather and water levels (if relevant) has been made. Please ensure this is shared and understood by all involved in leading the visit. The last column requires specific written control measures; a ‘tick’ or a ‘yes’.

