

14d Visits and Trips Policy

Scope:	Whole School including EYFS
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Reviewed by:	Head
Approved by:	Board of Governors

Linked documents

Policy for Administration of medicines
 Medicines Alert List (Internal)
 Safeguarding Policy
 Health and Safety Policy
 Risk Assessment Policy
 Major Incident Policy (Internal)
 Safeguarding Policy
 Keeping Children Safe in Education
 Education Health and Care Plans (Internal)
 Safeguarding Policy
 Individual Education Plans (Internal)
 Safeguarding Policy

Acronyms

AAP - AAP - Approved Activity Provider
 EVC - Educational Visits Co-ordinator
 PCV - Passenger Carrying Vehicle
 SLT – Senior Leadership Team

Principles

The School is committed to incorporating visits and trips into schemes of works in order to enrich the educational experience of pupils. Opportunities for other non-curriculum, recreational trips and visits organised by the School enrich the personal development of pupils.

The Governing Body and Senior Leadership Team fully recognise their Health and Safety responsibilities to safeguard the wellbeing of pupils in their care and staff employed by the School. This policy has been drawn up in accordance with Health and Safety Law, Child Protection procedures, GDPR and relevant statutes and national guidance relevant for educational visits.

The School is active in its responsibilities under the Equalities Act 2010 and supports pupils with medical conditions, disabilities and special educational needs. This ensures that reasonable adjustments are made to enable all students to have opportunities to access educational and recreational trips and that individual needs are met with regard to trips and visits.

All staff in the School have the option to take part in trips and visits. If for any reason they do not wish to participate they should be prepared to cover for others.

Educational trips and visits should have clear, relevant and achievable aims and objectives.

Aims

The primary aim of this policy is to ensure that all staff are aware of and adhere to agreed procedures to safeguard pupils in their care and staff during trips and visits.

The policy sets out protocols for trips and visits to ensure a safe and consistent set of protocols are followed when planning and carrying out trips and visits.

Types of Trips

Trips and visits at Derby Grammar School fall broadly into four categories:-

1. Day or half day trips for curriculum enrichment, such as to a museum or to a theatre or concert performance, a lecture, or to an outdoor pursuits centre
2. Residential trips to support the curriculum, for example the Y12/13 geography and biology fieldwork trip to Yorkshire
3. Residential trips abroad, for example the German Exchange, Barcelona visit or Tanzania expedition
4. Outdoor educational visits, such as the Y6 PGL trip and the Duke of Edinburgh Award Scheme Expeditions programme.

The different categories of trips and visits may involve different levels of organisation and different risks and hazards. Some trips and visits will involve working with an external agent that takes responsibility for all or some aspects of Health and Safety during the trip. Consultation with SLT, at the earliest opportunity, is important when thinking about organising a trip or visit.

Trip Protocols

Mr Hilliam is the designated educational visits coordinator (EVC). Proposals for trips and visits must be approved by the EVC, Head or Head of Department as appropriate. The dates and times for the proposed trip should be discussed with the EVC with regard to its impact on the School calendar, the timetable and its implications regarding staffing.

The trip leader will be responsible for the organisation of the trip and its safe and thorough execution in line with established protocols. Staff leading and accompanying trips and visits must be suitably experienced and trained and the Senior Leadership Team may revise proposed staffing or any other aspect of any trip.

Before a Trip or Visit

Thorough planning is essential to ensure the quality and safety of the trip. Effective communication with pupils, parents and staff is also of vital importance.

In the case of any outdoor activity a member of staff should, if possible, have made a preliminary visit to the venue - preferably at the same time of year as the planned visit. This preliminary visit is essential for safety reasons, but also for reasons of sound educational planning.

Permission and consent for the pupils to participate in whatever the visit involves must be obtained in writing from their parents or guardians using a google form. Letters should be written by the trip leader, produced by the School secretarial staff and submitted to the EVC for approval.

- The dates, nature and purpose of the trip (to include aims and objectives).
- Any costs involved and methods of payment
- The programme/itinerary making reference to particular issues or hazards, such as working near rivers or roads
- How and when pupils will be supervised, making special reference to any activities not directly supervised.

Examples of letters to parents/guardians are available on the Shared Drive.

When the organisational details of the visit have been confirmed, all relevant forms must be completed, and all other requirements detailed in the School's policy documents must be observed.

Pertinent details of the visit will need to be given to those involved; to the participating pupils, to any accompanying teachers, secretarial staff, the Bursar and, where applicable, to any officials or external agents who will receive and perhaps work with the School party. Any information circulated, particularly when given to outside bodies (for example companies organising outdoor educational activities) must be in accordance with data protection protocols.

In addition to everyone being acquainted with the date, time, venue, programme details, nature and purpose(s) of the visit in question the pupils will need to be made aware of its relation to and implications for their recent, current or impending learning. They will need to know what will be expected of them during the trip or visit in terms of their work and behaviour.

Any accompanying teachers and any non-teacher supervisors need to be carefully advised about their particular roles and responsibilities and any participating officials will need to know how their contributions are intended to enhance or to complement the pupils' work in School.

The organising teacher must also ensure that everyone involved is aware of any contingency plans for inclement weather or unforeseen circumstances, aware of the first-aid facilities, and aware of any emergency telephone numbers.

If transport by coach or minibus is to be involved, the organiser must be satisfied that the vehicles and the operators comply with the statutory requirements, and with any other requirements laid down by the School.

On any occasion when pupils will be away from School, the catering staff should also be notified at least two weeks prior to the visit. Any requests for catering should be made on the appropriate forms making particular note of any pupils with dietary requirements. The teachers from whose lessons or extra curricular activities pupils will be absent should be advised.

The Principles underlying Risk Assessment

When a risk assessment is being prepared and carried out, it should not be seen as something which prevents an activity taking place, but as a proactive measure to ensure that the activity takes place in safe circumstances and in a controlled environment. However, the safety of the pupils is always the paramount consideration. Pupils must never be put in situations that expose them to an unacceptable level of risk.

Risk Assessments by external agents

In situations where the School engages an external agent (for example a Duke of Edinburgh Award Approved Activity Provider such as Adventure Expeditions to organise and deliver Duke of Edinburgh Expeditions), then it is important to establish the extent and nature of the School's responsibility for the Health and Safety of pupils during the trip. Staff may have responsibility for transporting pupils to the start of an expedition and then returning pupils to School after the expedition. However, the responsibility

for Risk Assessment during the expedition will rest with the external agent. School staff accompanying the expedition may then be involved in a supporting pastoral role (for example, being available to return a pupil home if necessary).

Safety

Safety is a top priority. We expect parents / guardians to support the School in ensuring that pupils follow the instructions given either by a member of staff, or by a qualified instructor. We reserve the right to send any pupil home early at their parents' expense, if they decline to follow reasonable instructions given for their own safety, or do not follow the School's behaviour code.

Checklist before producing Risk Assessment

1. All the necessary preparation has been completed
2. The type of activity and the level at which it is to be undertaken is taken into account, along with the age, competence, fitness and temperament of the group members
3. All potential hazards have, within reason, been identified and safety measures and emergency procedures put in place
4. Training needs of staff have been considered, for example do staff accompanying the trip hold a valid first aid qualification?
5. The group leader is suitably experienced to organise the group and where necessary a suitable deputy trip leader has been nominated.
6. Supervision ratios are appropriate – for most trips 1 member of staff to 10 pupils, but is may be less for lower Junior School years (eg 1:6 in Yr 3)
7. Non-teacher supervisors are appropriate persons to supervise children and have a DBS
8. All special needs of particular pupils have been taken into account
9. Parents have signed and returned consent forms
10. There are adequate arrangements for medical needs and special educational needs of pupils
11. There are adequate first-aid facilities and trained staff
12. Travel arrangements are appropriate and travel times out and back home are known
13. There is adequate insurance cover for the visit
14. Any necessary catering arrangements have been made
15. The address and telephone number of the venue and a contact name are available
16. There is a contingency plan for any delays or other changes in the itinerary, including a late return home, with site security notification if appropriate.

Producing, Logging and Distribution of the Risk Assessment and Health and Safety Forms

The member of staff organising the trip should produce a detailed risk assessment and upload this along with the relevant Trips and Visits Proforma information to the Trips and Visits area on the Team Drive. The completed documentation and Proforma should be checked, signed off and dated by the Trip organiser and the EVC (or if not available by another member of the SLT).

To comply with GDPR staff accompanying a trip or visit should, whenever possible, access all relevant data and documents via Schoolbase (e.g. parent contact details) or the Team Drive in accordance with GDPR. However, the trip leader may take a hard copy of relevant data if appropriate (e.g. to use when internet access is judged to be an issue). The decision to take a single hard copy of data must be made by SLT. If a copy of the Proforma is given to an outside agency, directly involved with the organising of the trip (e.g. Adventure Expedition Staff responsible for the Health and Safety of pupils during a Duke of Edinburgh expedition), then this should be done in accordance with Data Protection protocols and policy. The data should be collected by School staff at the end of the trip or visit and shredded.

Consent forms for trips and visits should be collected by the member of staff organising the trip prior to departure. The Trips and Visits Proforma should be archived on the Shared Drive after the visit (see GDPR policy).

Pre-Trip Parents' Meetings

For most residential trips pupils, parents and guardians should be invited to attend a pre-trip meeting at School (usually arranged during an evening a few weeks before the departure of the trip). Parents need to have full information, particularly where journeys abroad or extended residential journeys in this country are concerned. It is important that parents receive detailed written information, so that they can raise any questions and clear up any uncertainties at the meeting.

At this meeting exchange of additional relevant information should include

1. Any additional health and safety information and consent forms (for example for particular hazardous activities)
2. Passports and EHIC/GHIC forms if appropriate
3. Additional details of the itinerary
4. A checklist of the items the pupils should take with them, for example wellington boots for field trips
5. Arrangements regarding pocket money
6. Insurance cover (what is provided, what optional extra insurance is suggested)
7. Any inoculations necessary
8. The staff accompanying the party, including leader and deputy leader,
9. The rules and expectation to be observed
10. The staff contact telephone numbers (ie the leader on the trip and the School contact number, especially during holidays)

Discipline and Rules

From the earliest possible opportunity during the preparation of the trip, the importance of good order and discipline should be emphasised to everyone taking part. As well as reminding them that they are representing the School, and that School rules apply off-site it should be pointed out that a climate of responsibility is essential for their health and safety and to ensure the trip is as enjoyable and successful as possible.

A number of basic rules are necessary for all School trips, for example suitable clothing, what articles and how much money may be taken and rules about free time and unsupervised activities. The pupils should also be clear about what to do in cases of emergency. Other rules may be necessary depending upon the circumstances of the trip and the age of the pupils. Where there are outdoor activities, the rules of the Country Code will be relevant. When pupils are at an activity centre, it is essential that they know and understand the safety and general rules of conduct of the centre. Similarly, they must be aware of particular rules that apply when travelling by transport or walking along roads.

During the Trip or Visit

Primary responsibility for the safe conduct of the visit rests with the Group Leader. He or she has sole responsibility for amending the itinerary in the event of an unforeseen delay or a sudden deterioration in weather conditions. For exchange visits, he or she will liaise with the partner school regarding any issues, for example in the event of difficulties between a pupil and their host family. He or she may delegate part or all of the responsibility for Health and Safety to an external agent (for example to an AAP while on a Duke of Edinburgh Expedition) or some or all of the following to one or more of the accompanying School staff:

1. Carrying out a head count when getting on and off transport, entering or leaving a museum, restaurant, activity centre, or hostel.
2. Checking that all pupils wear seat belts.

Version 23.1 Page 5 of 9

3. Checking the fire exits and escape routes at each hotel or hostel and ensuring that every pupil walks through the emergency escape route at each hotel.
4. Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor).
5. Setting times for pupils to be in their rooms at night. Conducting checks (using the other staff).
6. Taking note of pupils' mobile phone numbers and giving all pupils the number of the School's mobile (if they are going to be allowed out in small, unsupervised groups).
7. Setting agreed times and locations for checking pupils when they work or are allowed out unsupervised in small groups.
8. Enforcing expected standards of behaviour.
9. Looking after passports and valuables
10. Storing cash and tickets in the hotel safe.
11. Keeping an account of all expenditures.
12. Recording all accidents and near misses.

There must be daily contact with the School by telephone to say all is well or to report any incidents/accidents etc. This telephone call must be logged, dated, and a brief transcript of any issues filed in the trips and visits file.

Emergencies during Trips and Visits

Everyone involved should know who will take charge in an emergency, who has been nominated as back-up cover and what they will be expected to do should an emergency arise. The person who is to act as the School contact (usually a member of SLT) should also be known.

The group leader will normally take charge in an emergency and the main considerations will be:

1. To establish the nature and extent of the emergency as quickly as possible;
2. To ensure the safety of all the group(s);
3. To identify any casualties and get them immediate medical attention;
4. To ensure that any casualties taken to hospital are accompanied by a teacher and that the rest of the group are adequately supervised and kept together;
5. To ensure that emergency procedures are being followed by the group;
6. To notify the police if necessary;
7. To inform the School contact. The information given should include details of the incident, where it occurred and the date and time, details of the persons concerned, any injuries and action taken so far. One of the important responsibilities of the School contact is contacting parents.

While the group is away, parent contact details should be available at all times (accessed via Schoolbase as far as possible in accordance with GDPR). If there is an emergency, the parents should be kept as well informed as possible. On no account should the name of an injured person or the name of any of the participants be released to the press. The emergency procedure should also deal with accident reports, insurance notification, report arrangements and the other formalities if the emergency happens abroad. All accident reports and other records must be completed carefully.

Where possible, communication with the media should be left to the Head (or Assistant). The group leader should refer the media to the School. If comment is unavoidable, it should be factual, calm and no attempt made to cover gaps in knowledge. Pupils should be discouraged from talking to the media.

Illness or Minor Accidents

If a Pupil has a minor accident or becomes ill, the Group leader, or another member of staff will take him/her to the local hospital or clinic. If the trip is outside the UK, s/he will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the School's medical

Version 23.1 Page 6 of 9

insurers may arrange for the pupil, accompanied by a member of staff to be repatriated to the UK. We expect the Group Leader to phone the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment – as opposed to minor cuts and bruises.

Personal Liability and Insurance

The law places the Group Leader "in loco parentis". The DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," (www.teachernet.gov.uk), should be read by all Group Leaders. It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances."

Staff who take part in visits and activities outside School may feel concerned about the possibility of being held personally liable if an accident should occur. However, they can be assured that Derby Grammar School, as their employer will always stand behind them in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the School's guidelines.

Derby Grammar School has Employers' Liability Insurance and Public Liability Insurance, as well as a group travel policy that covers most visits inside the UK and overseas. Cover includes cancellation or delay, medical expenses, replacement of passports, personal possessions and money. The policy covers most school visits, but does not cover all adventurous activities, such as climbing or scuba diving. Any member of staff organising an adventurous or hazardous activity should therefore check, via the Bursar, whether or not the activity is covered by the School's policy. An extension usually can be arranged. The Group Leader should ensure that s/he takes a copy of the School's travel insurance with him/her on all but the shortest of visits.

The School's policy is to discourage staff from transporting pupils in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the School). Where a member of staff transports a pupil in his/her car, insurance cover is automatically provided through the School's "occasional business use" motor policy. That ensures that motor insurance claims arising whilst a member of staff is using their own car for School business purposes can be settled without involving their own motor insurer.

After the Trip or Visit

In general, work completed by pupils either during or subsequent to an educational visit, should be displayed as and when appropriate, in a public area of the School. The teacher in charge should ensure that Senior Management are informed of the conduct of the pupils so that appropriate comments/praise can be made in assemblies. Staff that have covered lessons should be thanked in an appropriate way.

If appropriate, a report of the visit should be forwarded to the Head of Admissions, Marketing and Development, for inclusion in a Newsletter and on the School Website or for other publicity purposes. This might be written by a member of staff or a pupil.

Cash for Trips and Visits

Please order any cash requirements using the appropriate request form, again available from the Bursar's office, giving as much notice as possible. Receipts for all expenses during the trip or visit must be kept and submitted to the Bursar for reimbursement.

School Credit Cards

A school credit card is made available for those trips and leaders where expenditure is likely or needed, eg German Exchange. The request to have access to this credit card would need to be discussed in the first instance with the EVC.

Version 23.1 Page 7 of 9

Charging for Trips and Visits on end of term fee invoices

Whenever possible charges for School trips and visits should be added to the end of term invoice. Please see the Bursar if you are unsure.

When costing a School trip, please ensure to include all expenses e.g. minibus diesel costs, entrance fees (including staff), staff and pupil refreshments etc. Please also add a 2% additional amount into calculations to cover the cost of travel insurance.

Food

If you require food and drink for an outing or other event, please email the Bursar and the Chef with your requirements. The Chef will require at least 14 days' notice. This must be factored into your request.

Examples of Educational Trips and Visits

Activities Week (Penultimate week of summer term)

Year 7: Local visits and Outdoor Education.

Year 8: Outdoor Education programme.

Year 9: Bronze DofE and Outdoor Education programme.

Year 10: Work Experience for all pupils.

Year 12: Pupils are expected to either be on work experience or taking part in an organised School activity, for example DofE (Silver/Gold), or the Tanzania visit.

Exchange Visits and Tuition based Courses

All language students are expected to take part in an exchange programme or language based course abroad depending on their GCSE language course. During exchanges families will play host to pupils from the partner school on a reciprocal arrangement. Latest guidance on DBS and Barred List checks will need to be followed as appropriate for families hosting pupils from another school and for anybody over the age of 16 also resident at the host address during the period of the stay.

Use of the School Minibuses

The School owns a 17 seater minibus and a 15 seater minibus (this number includes the driver). 1. In order to drive the minibus, you need a PCV entitlement on your licence or a D1 entitlement. 2.

Before driving the minibus, all staff must give the Bursar a copy of their licence and undergo training with the site manager

3. The minibuses must be booked out via the on-line booking area on Schoolbase, together with the mobile phone.

4. A generic risk assessment for use of the minibus is available. This should be read by all staff and strictly adhered to.

5. Keys for the mini buses are kept in the Bursar's pigeon hole

6. It is the driver's responsibility to make sure all pupils using the minibus are seated, one to a seat, with their seat belt fastened

7. Pupils aged 11 and under or who are under 1.35 metres tall should be restrained appropriately, or if that is not possible wear available seat belts.
8. Pupils in the Junior School who may need a booster seat should be identified and suitable arrangements made.
9. The Log Book (kept in the minibus) should be completed for every journey
10. The interior condition at the end of the journey is checked by the member of staff in charge of trips / visits. It should be left clean and tidy.
11. Make sure that if the fuel is less than $\frac{1}{4}$ full at the end of a journey it is noted in the logbook so that the caretaker can fill it up.

Version 23.1 Page 8 of 9

12. Any accidents, bumps or scrapes should be reported at the end of the journey to The Bursar.
13. Any defects/faults should be reported to The Bursar who will inform the caretaker or the garage as appropriate.
14. If you propose to use the trailer, please make sure you give the site manager plenty of notice so that the tyres etc can be checked, and the trailer cleaned. You may only drive with the trailer if you have D1 on your licence.

If there is an accident involving the minibus whilst the bus is on the public highway, pupils must leave the bus by the side door and proceed to a safe waiting area whilst appropriate action is taken by the member of staff. All staff must stay with the pupils and telephone for help.

Trip and Visits during a Covid pandemic

The planning for any trips and visits organised during a Covid pandemic must take into account all current, relevant DfE guidance and guidance given by the venue being visited and particular consideration must be given to issues involved in transporting pupils in Year group bubbles by minibus or coach (e.g wearing masks). Planning for trips and visits during the pandemic will inevitably take longer, so the request to organise a trip for visit must be made in good time.

