

Kirby Muxloe Primary School



Educational Visits Policy

Date Adopted by Trust Board: 6th December 2023

Date for Review: Autumn 2026

Statement of intent

Kirby Muxloe Primary School 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. The document is a shortened version of 'EV - Guidance for Schools' which expands areas in more detail.

1. Definitions

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.
2. 'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by Kirby Muxloe Primary School which takes students off-site.
3. 'Residential' means any school trip which includes an overnight stay.
4. 'Activities of an adventurous nature' include, but are not limited to:
 - Trekking
 - Caving
 - Skiing
 - Water sports
 - Climbing

2. Key roles and responsibilities

1. The Trust Board has overall responsibility for the implementation of the Educational Visits and School Trips Policy of Kirby Muxloe Primary School.
2. The Trust Board 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.
3. The Trust Board has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
4. The Deputy Headteacher will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.
5. The educational visits coordinator has overall responsibility for educational visits and school trips.
6. 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.
7. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all members of the party.
8. Pupils are responsible for following instructions from teachers while on educational visits and school trips.
9. Pupils are responsible for behaving in a manner which matches the ethos of Kirby Muxloe Primary School, and for following the behaviour rules set out in the school's Behaviour Policy as they relate to the Educational Visits and School Trips Policy.

3. Training of staff

1. Teachers and support staff will receive training on the Educational Visits and School Trips Policy as part of their new starter induction.
2. Teachers and support staff will receive regular and ongoing training as part of their continued professional development.

4. Risk assessment process

1. Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full.
2. The process is as follows:
 - Identify the hazards
 - Decide who might be harmed and how
 - Evaluate the risks and decide on precautions
 - Record your findings and implement them
 - Review your assessment and update if necessary

5. Safe use of minibuses and seatbelts

1. The driver must have a current driving license, be aged 25 years or over, and hold a full licence in Group A or PCV.
2. Drivers must complete the relevant form from the school office and supply a photocopy of their driving licence.
3. The minibus will carry strictly one person per seat and seat belts must be worn at all times.
4. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

6. Parental consent

1. Parental consent is not generally required for off-site activities that take place during school hours.
2. Written consent is required for:
 - Activities of an adventurous nature.
 - Residential trips.
 - Foreign trips.
 - Trips outside of school hours.
3. If preferable, parents may complete a 'one-off' consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays.
4. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

7. Staffing ratios

1. There will be sufficient staff to cope in an emergency. Our suggested staff to pupil ratios are as follows:
 - For pupils in years R-2, a ratio of 6 pupils to one adult
 - For pupils in years 3 & 4, a ratio of 10 pupils to one adult
 - For pupils in years 5 & 6, a ratio of 15 pupils to one adult

NB - Lower or higher ratios will be appropriate depending on type of activity, location or other risks. E.G if on a low risk trip within the village a lower number of staff may be appropriate.

8. Insurance and licensing

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.
2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover.
3. Parents will be informed of the limits of any insurance cover.

4. For European trips, a valid European Health Insurance Card (EHIC) will be obtained for every participant.
5. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
6. Medical expenses will be recorded and stored in the school office.

9. If things go wrong

1. In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin as detailed in the Health and Safety Policy.
2. In the case of accidents and injuries while on a school trip abroad:
3. Organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or child outside of Great Britain may be subject to the law of the land where the accident occurred.
4. The first point of contact with the UK should be the headteacher who will contact the family of the injured person.
5. Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
6. The British Embassy/Consulate will be informed.
7. The insurer will be notified.
8. Written records of the incident will be kept.
9. Media enquiries must be referred to the headteacher or, if they are not available, the deputy head or clerk to the governors.

10. SEN and disabilities

1. Where possible, activities and visits will be adapted to enable pupils with SEN and/or disabilities to take part.
2. Where this is not possible, an alternative activity of equal educational value will be arranged for the pupil/s.

11. Finance

1. The school's financial procedures must be followed when arranging trips.
2. Under no circumstances should school trip money be processed through personal accounts.

12. Foreign trips

1. Validity of passports and visa requirements will be dealt with within 3 months of the initial request to avoid problems when the trip is due to take place.

13. Planning school trips

1. Trips should be planned well in advance with the intention to give parents at least 4 weeks notice of trips.
2. All trips should be planned (using the school's standard risk assessment and planning form) in consultation with the Educational Visits Co-ordinator (DHT) and risk assessments need to be signed off by them before proceeding.

14. Policy review & Monitoring

1. This policy is reviewed every three years by the deputy headteacher.
2. This policy and its implementation will be monitored by the Trust Board