

Wenlock CE Academy



Educational Visits and Journeys Policy

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1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are a valuable way to

At Wenlock CE Academy, we value pupils' education and aim to provide a rich and deep curriculum that is accessible to all. We aim to ensure pupils enjoy learning and feel prepared for life after junior school and beyond. We intend to offer our pupils new and exciting experiences through educational visits that are designed to build resilience, confidence, self-esteem and form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Internal and external residential trips organised by the school

2. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2024](#)

3. Roles and responsibilities

3.1 Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having the final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

3.2 The educational visits co-ordinator (EVC)

Matthew Hudson is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

3.4 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.5 Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner on Arbor.
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

3.6 Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible
- Follow school policies, including but not limited to the Safeguarding policy, behaviour for learning policy and acceptable use/ media procedure.

3.7 Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow the instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

Our three school rules are:

- Be Eager
- Be Respectful
- Be Safe

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Senior Leadership Team, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance details, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **Appendix 1** for our trip checklist form for the planning and approval of a visit.

Once the risk assessment has been approved by the headteacher, staff will communicate with parents/carers and provide trip information.

Parental consent, via Arbor, will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

4.1. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

SEND

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from attending to keep them and others safe.

We will consider all reasonable options to help the pupil attend safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

5. Risk assessment

We will carry out a full risk assessment at least 3 weeks before the start of all trips.

This will be completed using the school's risk assessment template. This can be found on the school Google Drive and in **Appendix 2**, and approved by the headteacher and EVC.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may should make a preliminary visit to the trip destination as part of the planning and risk assessment process.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

For more complex trips, such as residentials, Wenlock CE Academy uses EVOLVE which is an online an online system for monitoring planning and approving school visits. All trip risk assessments are uploaded to this platform. Risk assessments can also be checked by using Handsam which is an online management system.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the EVC Co-ordinator and Office Manager.

5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be take on all trips, in accordance with the school's first aid and health and safety policies. These can be found on the school Google Drive.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls.

5.2 Transport

Transportation for trips will be organised by the school. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining the responsibilities of each party during the activity.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **Appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

7. Communication and consent

We aim to contact the parents and carers of pupils invited to participate in an educational visit at least one month before the proposed trip date. Communication will be via Arbor, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits on Arbor.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and UK Global Health Insurance Card if available.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of the other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

9. Charging and insurance

We will follow the Diocese of St Albans Multi Academy Trust charging and remissions policy at all times.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

10. Residential visits

The headteacher, together with the governing board, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

11. Review

This policy will be reviewed every year by a member of the Senior Leadership Team.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection & Safeguarding policy
- First aid policy
- Supporting pupils with medical conditions procedure
- Special educational needs (SEN) policy
- Equality information and objectives

Appendix 1: Proposed Visit Planning Information

To be completed by the staff member proposing the educational visit, and submitted to the EVC Co-ordinator.

Wenlock CE Academy Trip Planning Checklist

<i>Year Group/Class</i>	
<i>Trip</i>	
<i>Trip Leader</i>	
<i>Trip Organiser</i>	

Pre-booking checklist

	<i>Person responsible</i>	<i>Date Complete</i>
Complete Trip Planning Proforma		
Check available dates with the venue		
Coach enquiries		
Provisional date added to schooldiary@wenlockacademy.co.uk		
SLT approval (OB, MH, RA, TC, NB and JW)		
Coach booked		
Venue booked		
Final date confirmed on schooldiary@wenlockacademy.co.uk		

Prior to visit

	<i>Person responsible</i>	<i>Date complete</i>
Arbor email to parents with date and costings etc		

Consent for attendance requested		
Consent for minibus requested (if applicable)		
Consent to walk requested (if applicable)		
FSM packed lunch requested (if applicable)		
Pre-trip risk assessment visit (if applicable or new trip)		
School risk assessment - email to SLT 3 weeks before the visit		
Individual pupil risk assessments (if applicable)		
Social stories shared with children and families.		
Individual staff risk assessment e.g. pregnant staff (if applicable)		
Adults for trip, including parent volunteers		
List of children for the minibus (if applicable)		

Week before visit

	<i>Person responsible</i>	<i>Date complete</i>
Order FSM packed lunches (if applicable)		
Packed lunch orders to Diane in the kitchen (if applicable)		
Order high-visibility vests from Sam		
Check all consents		
Chase any missing consents		
Organise children into groups		
Medical and medicine lists with the Risk Assessment		
Inform office of any medical equipment or medicines you may need		
Check permissions for photography and add to trip pack		

Day before visit

	<i>Person responsible</i>	<i>Date complete</i>
Collect high-visibility vests		
Print visit packs for the office, trip leader, SLT on site		
Ensure class medical bag is packed with the classroom medical equipment Check you have basic first aid stocked in your bag		
Ring parents if any inhalers etc are out of date/not in school		
Liaise with office for list of pupil contacts/medical conditions		

Day of trip

	<i>Person responsible</i>	<i>Date complete</i>
Collect additional medication from office		
Ensure all medication is accounted for		
Ensure every child has a high-visibility jacket		
Ensure every adult has a high-visibility jacket		
Collect FSM lunches from the kitchen (if applicable)		
Ensure every child has lunch (if applicable)		
Volunteers without DBS are accompanied by staff member at all times (not allowed to supervise toilet visits)		
SLT on site/office has trip leader's/staff's numbers for emergency contact		
Trip Leader to let SLT/office know when arrived at venue (and update if any issues en route such as traffic)		
Trip Leader to let SLT/office know when leaving venue (and update if any issues en route such as traffic)		

At end of day return High Viz vests to office		
Return any medication to the office that is not usually in your bags.		
Check medical bags to ensure that everything is present for the following day.		
Evaluate the trip at the end of the RA to inform future visits - what went well, even better if, things to remember/ avoid		

Appendix 2: risk assessment templates

Trip risk assessment

Wenlock CE Academy

Assessment conducted by:	Job title:	Covered by this assessment: All pupils, staff and volunteers.
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Risk rating		Likelihood of occurrence		
		Probabl e	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe: Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor: Causes physical or emotional discomfort.	M	L	L

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Risk rating with procedure
Insufficient awareness of school procedures	Staff and pupils	M	<ul style="list-style-type: none"> The school has an Educational Visits and School Trips Policy and Child Protection and Safeguarding Policy in place with clear procedures for planning and undertaking school trips and safeguarding pupils. Year 3 staff have worked collaboratively to organise and lead the trip. Parental permission is gained through Arbor to take the children on short local visits. This has been specifically asked for School staff have regard for the following legislation and guidance: <ul style="list-style-type: none"> DfE (2018) 'Health and safety on educational visits' DfE (2022) 'Keeping children safe in education 2023' 			M
Inadequate supervision	Pupils	M	<ul style="list-style-type: none"> Staffing ratios adhere to the school's Educational Visits and Journey Policy. A head count is taken of all pupils before leaving school, during the walk and arrival at the church. Repeated in reverse on the way back. Pupils are supervised and escorted safely when outside, with staff members at the front and back of the groups. 			M

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Risk rating with procedure
			<ul style="list-style-type: none"> Staff ensure pupils remain in sight at all times and warn pupils who are wandering off. Pupils who need to leave the group at any time, e.g. to use the toilet or take medication, are supervised by a staff member. All volunteers attending the trip undertake the necessary level of DBS check, where applicable. 			
Incident during travel – minibus and walkers	Staff and pupils	M	<ul style="list-style-type: none"> The school follows procedures in its Travel Risk Assessment. Staff ensure pupils who are travelling by minibus only board and disembark the transport at a safe location, e.g. car park. Staff members are the first and last off the transport. The transport only departs once staff confirm all passengers are wearing seatbelts. Incidences of poor behaviour are managed in line with the Behaviour Policy. Adults to supervise the crossing of all roads, with adults standing on either side facing oncoming traffic. Staff on the minibus are within the ratio limits required for educational visits. 			M

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Risk rating with procedure
Missing or lost pupil	Pupils	M	<ul style="list-style-type: none"> Pupils follow a buddy system to ensure responsibility for each other and they are never left alone- this will include travelling to the church. Children will be escorted to the toilet by a member of staff and will not go alone. Members of staff will wait outside the toilet, unless they have a health care plan where the children require toileting support. In this case, a second adult will be present for safeguarding reasons. Pupils are made aware of the areas of the church they are not allowed in. Staff inform a member of staff at the church as soon as possible if a pupil is missing and contact the police where necessary. Up-to-date contact numbers are available to contact parents in event of an emergency. Head counting will be conducted at school, when leaving the school grounds, when we arrive at the church and in reverse on the way back to school. 			M
Public interaction	Pupils	M	<ul style="list-style-type: none"> Staff remain alert to suspicious behaviour from any strangers. Pupils are instructed to never leave the group and not approach strangers. 			M

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Risk rating with procedure
			<ul style="list-style-type: none"> Pupils report any concerns to the nearest staff member. Pupils are reminded to act in accordance with the Pupil Code of Conduct. Staff member to be vigilant of member of the public approaching the children, even if the children know them (e.g. family members, friends, acquaintances). 			
Adverse weather	Staff and pupils	M	<ul style="list-style-type: none"> The weather forecast is checked prior to the trip and parents are advised on suitable clothing and footwear for pupils. The headteacher postpones the trip if the weather poses a significant risk to staff and pupils. 			M
Accessibility issues	Staff and pupils with a disability	M	<ul style="list-style-type: none"> The school's SENCO is involved in preparation for the visit to ensure the needs of any pupils with SEND are accounted for. The school liaises with a church representative to check what accessibility arrangements are in place for those with disabilities. 			M
Injury or medical incident	Staff and pupils	M	<ul style="list-style-type: none"> A trained first aider attends the trip and carries a fully stocked first aid kit. 			M

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Risk rating with procedure
			<ul style="list-style-type: none"> Any medication required by a pupil is taken on the trip in line with the Administering Medication Policy. A member of staff at the church is contacted where appropriate to provide help with responding to an injury or accident. Staff carry a mobile phone at all times to enable emergency services to be contacted immediately where necessary. Staff who are pregnant will travel on the mini bus to ensure a safe trip and will not be accounted for within the ratio for SEN/behaviour on the mini bus. 			
Evaluation						

Travel risk assessment

Wenlock CE academy

Assessment conducted by:	Job title:	Covered by this assessment:
Date of assessment:	Review interval:	Date of next review:

Related documents

[Behaviour Policy, Child Protection and Safeguarding Policy](#)

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	M	<ul style="list-style-type: none"> All staff and relevant stakeholders are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Behaviour Policy Child Protection and Safeguarding Policy Health and Safety Policy A member of staff is appointed as the trip coordinator, who is responsible for organising and being in charge throughout the trip. The headteacher ensures that all relevant policies undergo any necessary reviews. The headteacher conducts annual reviews of this risk assessment to ensure it remains up-to-date. 				M
Travel planning	M	<ul style="list-style-type: none"> The headteacher and governing board approve the travel plans prior to the trip. An itinerary is created by the trip coordinator and distributed to all relevant staff members, pupils and parents. The trip coordinator ensures that approval has been sought from the relevant authorities, e.g. the LA, where necessary. The trip coordinator ensures that the school has appropriate travel insurance, and informs parents and pupils to organise additional, suitable travel insurance. The trip coordinator also ensures that members of staff know to organise their own travel insurance. Where necessary, pupils and staff obtain health insurance and visas. The trip coordinator informs all group members about the potential risks involved during travel and obtains written consent from parents before allowing pupils to attend. 				M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The trip coordinator ensures that the costs of travel have been accurately calculated and approved by the governing board. Where necessary, parents are provided with a letter detailing the costs. • The trip coordinator ensures that only reliable services are used during the planning process, preferably one the school has experience working with. • The trip coordinator ensures that at least two members of staff attending are first aid trained. • A list of the staff and pupils travelling is kept in the school office. • The trip coordinator ensures all necessary travel documents, e.g. passports, are in date and have the minimum amount of time left before expiry that is required to travel. • The trip coordinator sets a time by which pupils must arrive at the school, which is communicated to all relevant staff and parents. • Staff are given a 'trip pack' containing all travel details. • The trip coordinator consults with the SENCO during travel planning to ensure that appropriate consideration is given to pupils with SEND. • The trip coordinator ensures that appropriate consideration is given to pupils with specific medical conditions during travel planning. 				
Travelling to the mode of transport	M	<ul style="list-style-type: none"> • Pupils are advised to wear sensible and comfortable shoes and clothing for the duration of the journey. • The trip coordinator ensures that all relevant risk assessments have been completed regarding how the group intends to travel to the main mode of transport, e.g. minibuses 				M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The trip coordinator ensures that pupils' luggage is checked for any unauthorised items, e.g. liquids. Pupils are responsible for looking after their own luggage, if appropriate. Supervising adults conduct regular checks to ensure pupils' luggage remains accounted for. Pupils are permitted to bring food and drink with them on the journey. Pupils and their parents are made aware of the time of departure from the school ahead of time. 				
Preventing injury to passengers	M	<ul style="list-style-type: none"> Pupils do not run or jump at any time while on the chosen mode of transport, and are instructed to remain seated at all times when the mode of transport is in motion. Where stairs are provided, all group members will use the handrails when going up or down the stairs. The trip coordinator ensures that pupils are aware of the increased hazards of the chosen mode of transportation. Pupils will follow the school's Behaviour Policy at all times. Group members are instructed to use seatbelts at all times during the journey. Modes of transport without seatbelts are avoided if possible. Aisles and emergency exits are kept clear from obstructions. Appropriate arrangements are in place to accommodate wheelchair users. 				M
Travel sickness	L	<ul style="list-style-type: none"> The trip coordinator communicates with pupils and staff members before departure to identify individuals who may suffer from travel sickness. 				L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Known sufferers are identified and seated near the front of the vehicle or close to the toilet. Sick bags are taken on the journey and provided to any group member who requests one. The trip coordinator ensures that a sufficient amount of water is taken on the trip and provided to group members who request it. 				
Toilet use	L	<ul style="list-style-type: none"> Pupils ensure they inform the trip coordinator when they go to the toilet while on the chosen mode of transport. Where modes of transport will not provide toilets, e.g. a minibus, pupils are informed of this ahead of time and are encouraged to go to the toilet before boarding. 				L
Safeguarding	M	<ul style="list-style-type: none"> The school's Child Protection and Safeguarding Policy is adhered to at all times. Pupils are made aware of what to do if they are approached by a stranger or separated from the group. Any safeguarding concerns or incidents that occur during travel or on the school trip are recorded as soon as they occur, and reported to the DSL immediately upon return to the school. 				M
Lost group members	H	<ul style="list-style-type: none"> Where appropriate, large groups are divided into smaller groups with adequate supervision that maintains the staff:pupil ratios. Name checks are conducted at each rendezvous or stop point. The trip coordinator ensures that boarding and leaving the transportation is carefully supervised by a staff member. The trip coordinator will conduct a head count before and after boarding the transportation. Pupils are made aware of where they should go and who they should speak to in the event that they become separated from the group. 				L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Where appropriate, roll calls of pupils will be called at set intervals throughout the journey. Pupils are provided with the contact details of the supervising adults attending the trip, e.g. mobile phone numbers. Supervising adults will be provided with contact details of attending pupils, e.g. mobile phone numbers. A buddy system is utilised to ensure that pupils are never left alone. 				
Pupil behaviour	M	<ul style="list-style-type: none"> Pupils adhere to the school's Behaviour Policy at all times. The trip coordinator sets clear behaviour expectations for all pupils. When deciding which pupils will be permitted to attend the trip, behaviour logs are reviewed so that any behaviour issues can be identified. Pupils who misbehave during the trip will be closely monitored by staff and disciplined in line with the school's Behaviour Policy. 				M
Emergencies	M	<ul style="list-style-type: none"> All emergency contacts are up-to-date. The trip coordinator is aware of all known medical conditions, SEND and behavioural conditions. In the case of accidents and injuries, the school's Health and Safety Policy and accident reporting process will be followed. If an emergency occurs, staff and pupils will follow the procedures specific to the chosen mode of transportation, e.g. in-flight safety instructions. In the case of a breakdown in the school minibus, children have to get off. They will also be taken to a safe area and wear high visibility jackets. 				L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The minibus break down details are in the mini bus at all times (at the back of the vehicle usage book) 				
Travel by coach						
Driving	M	<ul style="list-style-type: none"> Written assurance is obtained from the coach company stating that the driver has: <ul style="list-style-type: none"> Been checked and vetted appropriately. A full, current Passenger Carrying Vehicle (PCV) license. Not received past convictions for driving offences. No pending prosecutions for driving offences. Adhered to strict working hours. Been prohibited from using mobile phones whilst the coach is in motion. If any inappropriate driving is displayed by the driver, or the trip coordinator has reason to believe the driver is unfit to drive, the trip coordinator voices concerns to the driver. If the trip coordinator feels that the group is at risk, they ensure that the coach is stopped and contact the coach company to voice concerns and/or ask for a new driver. 				M
Defective vehicles		<ul style="list-style-type: none"> Only reputable companies are used, preferably a company that the school has used before and developed a good working relationship with. Written assurance is obtained from the coach company that they have the following in place: <ul style="list-style-type: none"> A current Public Service Vehicle (PSV) Operator's license Appropriate insurance and tax 				L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Regular assessments by the Vehicle and Operator Services Agency (VOSA) Confederation of Passenger Transport membership, or a similar national organisation that monitors standards A suitable replacement vehicle available in the event of a breakdown Current MOT certificates Full service history Working seatbelts for all seats Fire extinguishers and first aid kits Emergency exits that are checked daily 				
Stop-off points	M	<ul style="list-style-type: none"> Group members are informed in advance of the purpose and timing of any stops. All pupils are made aware of how and where to contact staff members. The trip coordinator conducts head counts before and after each stop. 				L
Luggage	L	<ul style="list-style-type: none"> Small bags are stored safely and securely either in the overhead compartments or underneath seats. Large bags are held in the coach's luggage compartment. All bags are checked by a supervising adult prior to departure. Supervising adults prompt pupils to check they have all their possessions and luggage before disembarking the vehicle. 				L

Appendix 3: Volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to a member of the Senior Leadership Team at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date: