



**CHEPSTOW
SCHOOL**
INSPIRING LEARNING

CHEPSTOW SCHOOL TRIP POLICY

Approved by: Full Governing Body

Last Reviewed on: 14/03/2024

Next Review Date: 13/03/2025

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Introduction

This Policy supports, develops and promotes the achievement of learning through purposeful and planned extra-curricular experiences. School trips and educational visits are an invaluable way to help pupils interact with their learning and develop their interests, experiences, relationships and skills beyond the school setting in an environment which is safe and relevant to learning. These experiences also promote the five core Chepstow Values of Positivity, Perseverance, Ambition, Curiosity and Equity, as opportunities will be offered to develop. This policy supports our 'Chepstow Charter' and provides students with opportunities during their time at the school.

Chepstow School takes the health and wellbeing of staff and students very seriously. These trips and visit experiences will always be offered by trained staff acting in full accordance with the need to keep all those involved safe at all times. This policy has been designed in line *with Monmouthshire Outdoor Learning and Off-Site Visits Policy 2022* as well as the *National Guidance from the Outdoor Education Advisors Panel (OEAP)* and details the school's responsibilities for students and staff members while out on educational visits and school trips.

All Governors and Staff have a duty under common law to take care of students in the same way that a prudent parent would do so. This document outlines the specific policies and procedures for the school.

All policies mentioned in this document, are linked under the appendices.

Roles and responsibilities

The Governing Body:

- Should satisfy itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed.
- Ensure all off-site visits that are residential, overseas or hazardous are approved, and that this is recorded in the minutes of the Governing Body meeting.
- Is responsible for approving hazardous, overseas and residential trips, plus trips over £200.
- The Wellbeing committee to approve all visits and then share with the full governing body.

The Headteacher:

- Is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk and/or visits that are local, daily or regular in nature.

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The School:

- Assesses the risks to staff and others affected by school trips/activities in order to identify the health and safety measures that are necessary.
- Records significant findings of that assessment.
- Maintains measures to manage those risks (risk management).
- Informs employees of any risks and measures to be taken to manage those risks.
- Ensures that adequate training is given to employees on health and safety matters.
- Ensures that DBS disclosures are in place where necessary.
- Adheres to the Critical Incident Plan.
- Ensures parents are aware that visits are run voluntarily by staff and are liable to change. Venues and tour companies set the numbers of visits and while every effort is made to increase this, it is not always possible.

The Educational Visits Coordinator (EVC)

- Oversees all issues and controls regarding extracurricular activities and trips and should ensure that all off-site activities follow the correct School's Trip procedures.
- Liaises with the Headteacher on all matters, relating to the visit.
- Liaises with all appropriate parties, including the local authority's Outdoor Education Adviser (Clare Adams), School Business Manager (Victoria Williams) and helps colleagues in the school to manage risks.
- Checks that an appropriate Group Leader is nominated. The EVC will satisfy themselves as to the Group Leader's competence and ability to maintain discipline.
- Supports the Group Leader in identifying the purpose of the visit, and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Liaises with the designated member of staff who will act as the Group Leader.
- Ensures that Group Leaders brief their staff in accordance with this policy.
- Ensures the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Ensures risk assessments are conducted prior to school trips and educational visits to ensure students and staff safety.
- Arranges emergency contact and draw up proper procedures to be followed in such an event.
- Records and reports any accidents and/or "near accidents".

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- Reviews and regularly monitors procedures for trips and activities.
- Checks and reviews all off-site visits, using EVOLVE.
- Discusses the proposed visit with the proposer as a first step.
- Ensures that visits have a stated and appropriate objective.
- Ensures that the financial aspect of the proposal is sound.
- Ensures that all staff are both competent and appropriate to be on the trip.
- If necessary, trains or arranges for staff to be trained.
- Advises the group leader on supervision ratios and medical arrangements, where appropriate.

The Group Leader

The designated Group Leader in charge of the trip is 'in loco parentis' and has a duty of care to all students and staff on the trip. The Group Leader is responsible for ensuring that the conduct of both students and staff meets the required standards at all times. They must ensure all staff on the visit follow the common law duty to act as any prudent parent would do, when in charge of students.

The Group Leader:

- Must ensure staff follow any health and safety procedures put in place by the school.
- Liaises with the EVC to ensure the schedule is free on the school calendar prior to planning an educational visit.
- Ensures that parents are fully informed about the trip,
- Identifies the educational/enrichment purpose of the extra-curricular trip or activity and presenting its benefits to the Headteacher/EVC.
- Completes all essential documentation using EVOLVE for the trip, including a risk assessment, with the Headteacher and EVC, as well as any financial documentation, using the *Costing Form (Appendix 2)*.
- Ensures parents are fully informed of the proposed extracurricular trip or activity well in advance of the trip, have provided their full and unequivocal consent, this should be confirmed with the Data Manager. However, residential trips require additional consent.
- Follows safeguarding measures throughout the planning, organisation and delivery of the extracurricular trip or activity.
- Ensures that all staff and non-staff are both competent and appropriate to be on the trip.
- Ensures that supervision ratios are appropriate for type of trip.
- Delegates responsibilities to other staff members on the school trip.

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- Ensures all adults on the trip are aware of their responsibilities and that the necessary checks have been conducted on volunteers in line with the *Safeguarding Policy*.
- Ensures all adults on the trip are aware of the plans, including the *Critical Incident Plan*.
- Appointing a deputy leader who would be able to take control of the trip if the leader were unwell or unable to continue as leader.
- Consults with ALNCo, HoY and School Business Manager around any additional needs, including medical plans of students and/or staff that may require additional resources or planning.
- Produces a trip pack, which includes all risk assessments, registers, medical plans, emergency contact details, etc. This must be kept on-hand at all times.
- Arranges parental meetings, where appropriate.

Staff

- Adhere to this policy by its principles when participating in extracurricular trips and activities.
- Ensure the safety of the students is maximised throughout any educational visit or activity.
- Liaise with the designated visit leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Be fully aware of any students requiring additional support or medical attention.
- Ensure that they are fully aware of the trip arrangements and requirements to ensure they are prepared in terms of equipment and knowledge of the planned itinerary.
- Ensure that any space visited or transport used is kept clean and free from litter during the trip.

Participants

- Follow instructions from staff while on school trips and adhere to the Code of Conduct for the trip and the school's Behavioural for Learning Policy.
- Ensure that they have the necessary equipment or clothing as detailed by the trip leader to remain safe throughout the experience.
- Keep pride in their presentation; they are representing the school whilst on an education trip.
- Ensure that, during visits to outdoor spaces, they keep the area tidy and free from litter. This also applies to any vehicles used.
- Behave in a manner which matches the ethos and values of the school.

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Processes and procedures

1. Prior to planning a school trip, the following guidance will be read and followed by the trip organisers:
 - Monmouthshire Outdoor Learning and Off-Site Visits Policy 2022
 - National Guidance from the Outdoor Education Advisors Panel (OEAP)
 - School's Health and Safety Policy
 - It is good practice to take full advantage of the nationally accredited provider assurance schemes that are now available. E.g. Learning Outside the Classroom (LOtC) Quality badge [LOtC Quality Badge - Council for Learning Outside the Classroom](#)
2. Staff wishing to plan and undertake a visit must complete a *Trip Application (Appendix 2)*.
3. Timescales for seeking approval are included in *Appendix 2/3*. Generally speaking, the process for international trips should be approximately 12 months in advance, residentials, trips abroad or any activities costing more than £200, at least nine months, and others at least two months in advance. It is appreciated that there will always be situations in which opportunities become available at short notice, i.e. Sports Fixtures. These will be considered but safety will not be compromised.
4. All visits require planning preparation and levels of approval. This varies according to aspects of complexity and distance. These are explained in Appendix 1, which enables staff to identify the level of risk associated with a visit. Staff should consult the EVC for support.
5. All off site visits to be recorded on the Evolve system.
6. A thorough risk assessment will be conducted by the visit leader and reviewed by the EVC during the planning of the trip, to ensure students and staff safety. The risk assessment, should be uploaded to Evolve. A template is available on Evolve and the TEAMS Staff Communication files
7. Adventurous activities will always be identified at the planning stage and never added during the trip.
8. When planning water sports activities, or activities close to or involving water, the need for instructors and lifeguards will be considered, particularly when using facilities which may not have a trained lifeguard present. This should include the use of a hotel swimming pool which requires a separate risk assessment.
9. The school will do everything in its power to ensure that all students are given an opportunity to participate in school trips, as per our Chepstow School Charter.

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10. Where there is a maximum capacity for students for a trip, places will be allocated on a pre-determined basis. This may be by ballot, first come first served basis or by application. This will be clearly communicated to parents.
11. For Foreign visits, an OE1 form must be completed on EVOLVE and sent to the EVC and Clare Adams via email at ClareAdams@monmouthshire.gov.uk

Finance and funding

The financial procedures outlined in the Chepstow School Charging Policy will always be followed when arranging trips.

Wherever possible, rewards from the school to pupils should not involve a cost to families. Student leadership groups will be involved in developing a range of rewards that can take place in school or in the local area that don't require payment.

When planning trips and experiences, staff should continue to be mindful of costs to parents and as a general rule should seek to minimise cost.

Equity and access

The school will aim to avoid trips with limited places which allow for the majority to go but a minority will miss out. There may be some circumstances in which these are still appropriate.

The school actively encourages parents to seek support with funding, but should not assume that all parents who might struggle with affordability will do this.

Where possible, any participation in a trip abroad will require an element of collective fundraising by those who go on the trip.

Funding can also be requested through our Parents and Teachers Association (PTA), at regular PTA meetings.

Trips close to home and in the UK should be the first choice in most cases and lead staff members will need to demonstrate that this option has been considered.

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Appendices

Appendix 1:

Type of Visit	Who approves the visit?	Timescales
Routine and all other visits not listed in this table.	Headteacher	15 days
Residential (overnight) and visits or activities including adventurous activities and/or in demanding environments	Headteacher , followed by LA	28 days in advance
Duke of Edinburgh's Award or training expeditions	Headteacher , followed by LA	28 days in advance
Overseas visits or expeditions using a provider (e.g. tour operator or travel company)	Initial approval by LA (using form OA1) in the resources section of EVOLVE)	12 months in advance
	Final approval by the Headteacher then LA	28 days in advance
Overseas visits not involving a provider	Headteacher , followed by LA	28 days in advance
Visits must not proceed until the correct level of approval has been obtained. It is the Group Leader's responsibility to check this before proceeding.		

Appendix 2: Trip Application – SLT and Governor Approval

This form should be completed for any trip or activity external or internal that requires cover or will impact on lessons. It must be submitted at **least four weeks** in advance of the proposed trip or activity.

At least one female and one male teacher should accompany a co-educational residential visit.

NQTs cannot lead visits.

Residential or overseas visits must be submitted to the Wellbeing Committee in advance.

Form available overleaf.

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Title of Trip/Activity:		Trip Leader:	
Rationale for the Trip/Activity:			
Has this trip already been included in the school calendar? YES NO			
Proposed Date(s):		Venue/place:	
Time:	Year Group(s):	No. of students in each Year group & gender:	
Method(s) of travel: <i>(If using the School Minibus, who will be driving it?)</i>		Cost per student: Value for money considered: Yes No	
Staffing agreed with EVC:			
Is cover required? <i>(This includes duties)</i>			
Issues to be considered when agreeing Trip/Activity:			
Any training required:			
SLT Decision: Yes No		Date Agreed:	
Governors' approval: Yes No		Date Agreed:	
Name of Governor:			
Action Required/Points:			

Appendix 3 – Visit or Journey Planning Checklist

The following checklist should be used in the planning and administration of an education visit. For Adventurous, Hazardous and Residential Trips this form MUST be used by the Trip Leader.

‘Who’ is the most appropriate person to perform the task, not necessarily the party leader? A name or initial should be used.

‘When’ indicates when the task needs to be completed.

‘Done’ shows that the task has been carried out – the box should be dated

	Who	When	Done
Initial Planning			
Has the rationale been established?			
Will the visit’s aims and objectives be linked to part of a structured programme of classroom learning prior to and following the visits?			
Has the date been initially identified?			
Has the venue been initially identified?			
Have the supervisory requirements been identified?			
What is the cost and who will pay?			
Have contingency plans been included? Eg delays/ strikes/ weather			
Initial approval from Head?			
Approved by Governors (if applicable)?			
The Venue			
Has a venue been chosen, having considered best value, soundness of reputation and its ability to meet the rationale?			
The Preliminary Visit			
Has a preliminary visit been undertaken?			
Risk Assessments			
Has a risk assessment been completed?			
Have the young people been involved in the risk assessment?			
Have all outcomes of the risk assessment been shared with all appropriate members of the party?			
If appropriate, has the risk assessment been approved by Clare Adams, Outdoor Education Adviser?			
GHIC cards arranged (Europe) and passports scanned?			
ALN and medical needs identified?			
Staffing			
Have staff been identified and arranged?			
Are the members of staff capable of meeting any needs that might be in the party?			

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Do staff need any special training or qualifications?			
Is there an appropriately trained first-aider available to the party at all times?			
Have all staff understood and agreed their roles and responsibilities with the party leader?			
Has a deputy leader been allocated and communicated to all persons in the party?			
Has an emergency contact person been identified?			
Have any staff medical needs been identified with the School Business Manager? If so, are risk assessments required?			
Hazardous Activities and Higher Risk Environments			
Has approval been sought from the Outdoor Education Adviser?			
Have the activities been checked by the Adventure Activities Licensing Authorities?			
Has someone checked activities not covered by the Adventure Activities Licensing Authorities?			
Finance			
Has a costing form been completed?			
Insurance			
Does the school's insurance cover the visit?			
Communicate to parents and staff level of cover			
Communications			
Plan schedule of communications			
Emergency communications (plan and tell parents and carers)			
Mobile phone for party leader?			
Accommodation (where appropriate):			
If the centre has not been used before, describe and confirm suitability with the head of establishment.			
Fire drills and procedures			
Fire exits			
Local Authority Registration check (if one exists)			
General			
On-site phone numbers:			
24 hours contact number for site:			
Approval – received from:			(Tick)
EVC			
Headteacher			
Governors			

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