



Elstree School

Including all of the Pre-Prep Department and Early Years
Foundation Stage

Educational Trips and Visits Policy

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Responsible Governor: **James McKinnel**

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Elstree School is a Company Limited by Guarantee No 690450 (England)

Registered Charity No 309101

1. Insurance and Liability

The school holds significant Public Liability Insurance which covers the staff whilst conducting their duties. In addition, we hold insurance for the Occasional Business Use of Private (Staff) Vehicles (for duty travel). Thus, so long as the correct procedures are followed as laid down in the Trips area of the intranet, and attached in Appendix I, there will be no need to worry. It is important to note that a third party suing the school will have to prove negligence and this will be virtually impossible so long as the rules and procedures are followed and the correct paperwork completed. See also section on transport below regarding insurance of self-drive mini buses.

“There is no question of automatic liability on the teacher. A teacher who is able to show that all necessary preparations have been made, including where necessary the instruction and training of the children, and that the activities themselves have been carried out carefully and in accordance with approved practice, would be secure against any claim arising from an accident”

(D. Brierly, Solicitor with Professional Association of Teachers)

2. School Trips

The trips that the pupils make away from school are many and varied. They range from the single child being taken by one of the staff to visit the dentist through to a residential trip. It is the policy of the school that **ALL** trips away from the school be treated with the same respect and that **the safety and security of our pupils take precedence at all times and is inline with Health and Safety on Educational visits (2018).** **Please be aware that the maximum ratio of staff to children is as follows in the table in Section 5.**

3. Trip Procedure Documentation

Comprehensive Trip Preparation documentation has been prepared and is available on the intranet for all members of the staff. It is **ESSENTIAL** that the correct documentation is completed for **ALL** trips and the Headmaster's approval be given prior to the visit being undertaken (please see Appendix I for guidance). Please note that trip forms are not required for all trips as away matches and medical appointments do not require them. Trips from the Pre-Prep Department are authorised by the Head of Home Farm. It is noted however that the Headmaster's approval is not specifically required for teams proceeding on away matches so long as that fixture has been published in advance in the Call List. In addition, there may be circumstances in which waiting for the Headmaster's approval may not be appropriate. For instance, if Sister, or another member of staff acting on her behalf in her absence, is required to transport a boy to surgery or hospital or such organisation in an emergency situation, then he/she is authorised to do so and she should NOT wait for the Headmaster's approval. As always, so long as the member of staff exercises 'due diligence' in the execution of their duties and takes their 'duty of care' seriously, there should be no problem with such trips. The Headmaster expects his staff to use their common sense in such situations. For all trips incurring a cost to be billed on to parents, please consult the Bursar early in the planning process. No estimated costs are to be given to parents without the Bursar's consent.

4. Risk Assessments

It is particularly important that correct, **full and comprehensive Risk Assessment** be conducted prior to a trip away from the school. This is valid for **ALL** trips and will cover such details as:

Parental Consent	All pupils MUST have parental consent (Parents complete the day trip forms annually – these include trips in the calendar. If the trip is not in the calendar you will need to gain permission. Residential trips a separate consent form (see attached in Appendix I & saved on the school intranet)
Transport	Is the hired transport licensed for the carriage of passengers? (The school only uses registered coach companies. The Secretary has details) Do all the seats have seat belts? The children must wear seat belts whilst in the bus/coach. Good behaviour on the bus/coach must be maintained. If hiring self-drive mini buses the Bursar must be informed well in advance of the trip to arrange insurance.
Residential	Is the residence licensed and approved? Is all appropriate documentation held? Has a previous visit been made to check all details? Are the pupils secure from intruders at night? What are the staff arrangements at the residence? Have all the staff at the residence undergone a police check? (appropriate copies of documentation must be held)
Activities	Is the organisation licensed to undertake hazardous activities? (copies of the appropriate documentation must be held) Does the organisation have trained staff? (copies of the appropriate documentation must be held) Has the organisation completed a full risk assessment on each activity? (the documentation held by the organisation must be reviewed and copies held) If NOT, a full Risk Assessment must be carried out and documentation retained.
Other matters	The weather must be taken into account. The fitness of the pupils must be considered Methods of calling for assistance must be considered The number of pupils in groups etc. must be determined. The level of staff cover that is required must be established. (once established the correct staff / student ratio MUST be maintained)

	ANY OTHER RISK TO THE PUPILS MUST BE CONSIDERED
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Copies of the Risk assessment and all appropriate documentation regarding licences, insurance and police checks etc. **MUST** be included with the submission for the Headmaster's approval prior to the trip taking place.

Checks must be completed on the external activity provider to ensure they have appropriate safety standards and liability insurance. The council for Learning Outside the classroom (LOtC) awards the *LOtC Quality Badge* to organisations which meet nationally recognised standards. Where the organisation does not hold the badge, the school must check they are an appropriate organisation to use. This will include checking:

- their insurance;
- they meet legal requirements;
- their health and safety and emergency policies;
- their risk assessments and control measures;
- their use of vehicles;
- staff competence;
- safeguarding;
- accommodation;
- any sub contracting arrangements they have;
- that they have a license where needed.

5. Ratios

Trip Type	Adult: Pupil Ratio	Notes
Local Activities	1:16	GAP students do count as adults, providing they are 18 or over
Day trips	1:12	GAP students do count as adults, providing they are 18 or over.
Residential Trips(Travelling)	1:12	GAP students do count as adults, providing they are 18 or over.
Residential Trips(On site)	1:10	This includes any instructors.
Trips Abroad	1:10	GAP students do count as adults, providing they are 18 or over.
* Pre-Prep Nursery and Reception	1:4	GAP students do count as adults, providing they are 18 or over.
Pre Prep Years 1&2	1:6	GAP students do count as adults, providing they are 18 or over.

*Please note, for EYFS, you will risk assess the supervision ratios according to the children and the place where they are going.

6. Reducing risks and being prepared

If the pupils are well briefed with your expectations and what they should do if there is a problem. The staff are well informed of the pupils needs, health and abilities the element of risk is reduced, Therefore separate risk assessments maybe required for pupils if they have SEND, behavioural or medical needs. All day trips are covered by the schools trip permission forms that are send out at the start of each academic year, however, residential trips will require the residential trip permission form which allows you to act in loco parentis. These forms state that you have parental consent for any emergency medical treatment required in the event that the parents cannot be contacted.

7. Summary

The safety and security of the pupils on a visit away from the school, be it for a few hours or for a number of days, is the responsibility of the school and the staff conducting the visit.

Their safety and security MUST be the overriding priority of all the staff involved. Staff must use their judgement and, if in doubt, they are required to consider postponing or cancelling the visit / activity. All operators that are contracted by the school must be appropriately licensed and carry relevant insurance and it is the responsibility of the member of staff in charge of the visit / activity to satisfy themselves that this is the case. Finally, the appropriate paperwork and planning must be completed prior to the visit and this MUST include parental and Headmaster's approval if appropriate.

In case of emergency see flow chart saved on the school intranet and attached in Appendix 2

8. Appendix I:

Trip Planning Checklist

Please complete the checklist prior to asking the Headmaster to sign the trip form.
Complete the checklist by ticking the right-hand column and attach it as a cover note to your trip form. Documents that you require are here:
<http://intranet.elstreeschool.org.uk/trips/documents>

1	Trip approved by Deputy Head and Bursar. Use 'Trip Proposal Form' http://intranet.elstreeschool.org.uk/trips-1/trip-planning-and-documents	
2	Catering request completed (at least 7 days before the trip departs). http://intranet.elstreeschool.org.uk/admin-forms	
3	I have read the risk assessment for travelling by minibus or coach.	
4	I have read (or created a standalone risk assessment if not activities are not covered – some venues will be able to provide you with a specialist risk assessment), the school risk assessment for off-site visits.	
5	I have checked that any activities arranged are fully licensed by the provider and that all staff have been police checked.	
6	I have read the missing pupil policy (see safeguarding pupil policy in link below). http://intranet.elstreeschool.org.uk/policy-documents	
7	Parents have been informed of the arrangements. Day Trips: Please email parents 7 days in advance, detailing: departure time, ETR, clothing to wear and bring, cost (if it is going to be over £35) and where you are going. If the event has not been calendared you will need parental consent. Residential Trips: A term's notice should be given to Parent's wherever practical. Parents will also need to complete Residential Trip Consent Form http://intranet.elstreeschool.org.uk/trips-1/trip-planning-and-documents	
8	I have a copy of 'Trip Info Day or Residential' (depending on the type of trip – medical and contact' from iSAMS (see guidance on the next page)	
9	I have read the 'Educational Trips and Visits Policy'. http://intranet.elstreeschool.org.uk/policy-documents	
10	Arrange lesson cover with Deputy Head, duties and activities cover with JCM, and games cover with BJC (see cover page): http://intranet.elstreeschool.org.uk/cover	
11	I have met with staff members accompanying the trip and agreed roles and responsibilities. All leaders should have; each other's contact numbers; a copy of the trip form and medical information; lists of the groups of children; a copy of the itinerary.	
12	Trip forms given to Headmaster for approval with the parent contact and medical information, risk assessments, itinerary and the emergency flow chart (on the trip form)	
13	I have organized the necessary PPE with Alison Mason.	

Signed: _____

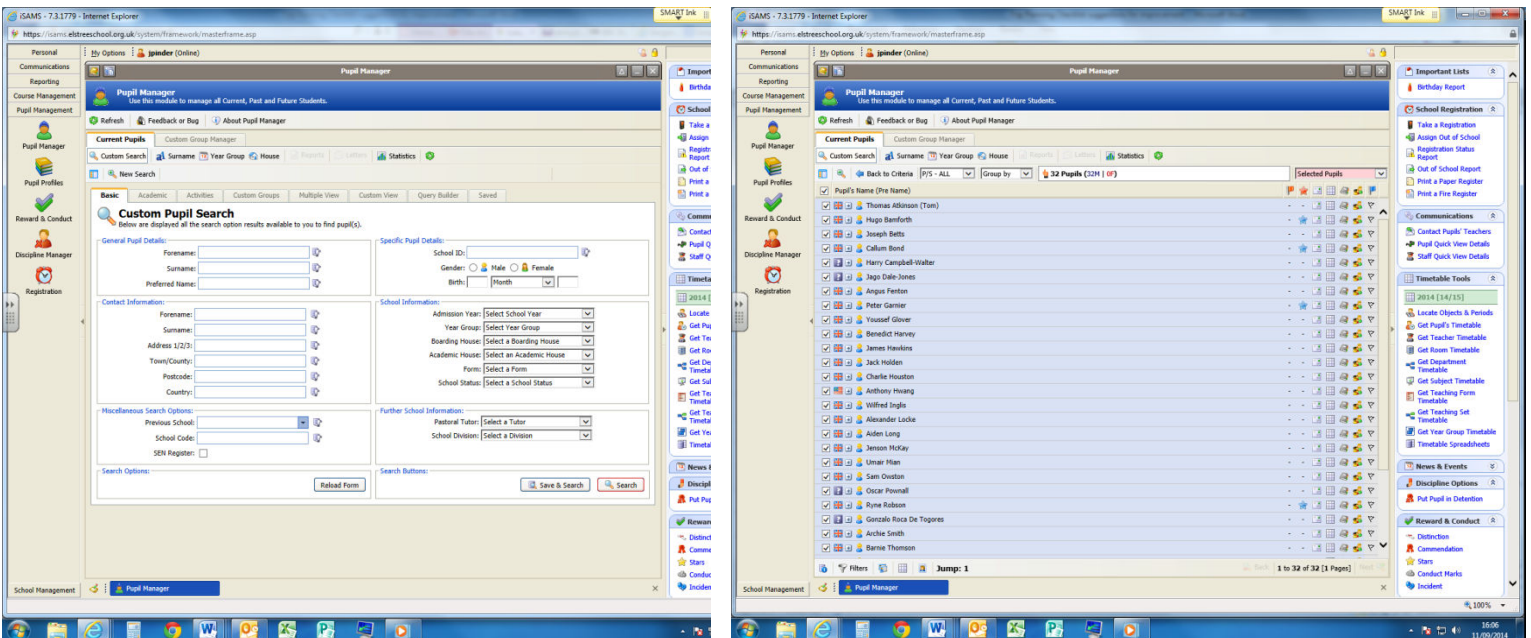
Date: _____

There are guidance notes below.

Guidance Notes on how to retrieve medical information

To create a 'Trip Information – medical and contact' list for trip leaders:

- log into iSAMS
- Click on the Pupil Management tab in the left hand margin.
- Click on Pupil Manager and select the group that you are taking.



- Check that you have selected the full group see red circle above as many user settings are set to the first 25 (you can click on the down arrow to change this) click the in the area circled in green (a pink box 'selected pupils').
- Then click 'Export Pupil records' then 'use a shared export that I or someone else created'. Choose then either Trip info Day or Trip Info residential (you will need to scroll down the options). Click 'Next', then 'Next' again. Then 'create export'. You will then have an excel spreadsheet with all of the information.

ELSTREE SCHOOL – TRIP FORM

Organiser					Mobile Number		
Staff Attending:							
Date of Visit:							
Children Involved <i>Please list the children involved or state the year group or class.</i>							
Number of pupils				Pupil : Adult ratio	1:		
Purpose of visit:							
Venue (s):							
Address and Telephone Number of Venue:							
Transport:							
Departure time:		ETA @ Venue				ETR @ Elstree	
Emergency & reporting procedures understood							
Parental Consent received?		Event in Calendar?		Deputy Head informed if event not calendared?			
Trip Checklist completed?	(This should be attached to this form.)						
PPE ordered?							
Signature						Date:	
Authorisation by Headmaster:						Date:	
Contact Numbers	School Office: 01189 713302 Headmaster: (home)0118 9710645 Headmaster Mobile: 07764 758024 Housemaster: 0118 9714665 Deputy Head (office) 0118 9710601 Deputy Head(home)01189714680						

ELSTREE SCHOOL EVENT SPECIFIC RISK ASSESSMENT

Visit Details:

Carried out by:

Date:

Hazard	Risk	Who?	Level	Control Measures	Outcome

Probability Rating:

High – very likely

Medium – fairly likely = both are unacceptable

Low – Unlikely = acceptable

9. Appendix 2:

Action in case of Emergency on School Trip

