



# Educational Trips & Visits Policy

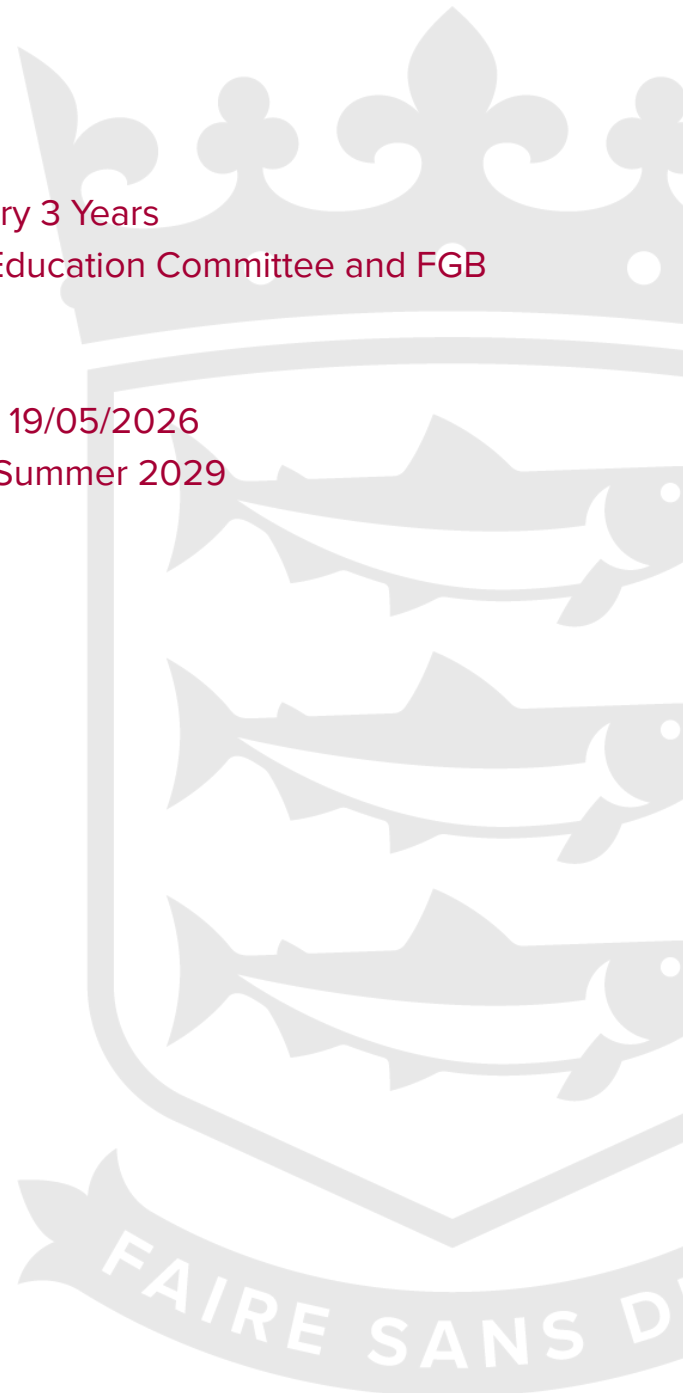
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**Governor's Committee Responsible:** Education Committee and FGB

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# 1. Aims and scope

## Introduction

This policy applies to all educational visits run by Tiffin School and all staff members involved in their successful and safe implementation. These include the Headteacher, local advisors, the Educational Visits Coordinator (EVC), visit leaders, and staff or volunteers who attend visits.

## Statement of support from the Governing Board

The school's governors are committed to ensuring that students experience a rich and stimulating curriculum, which includes a comprehensive range of educational visits. Governors will ensure that systems and staffing lead to worthwhile, high-quality visits that are rigorously planned and effectively managed. We will also ensure that visits are inclusive, safe and rigorously support the development of all students. Our Governor link is Peter Church (Trips and Visits Governor- On behalf of the Governing Body).

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 enhance students' broader learning. They aim to provide access to knowledge and experiences that enhance the curriculum and expand pupils' social and cultural awareness. Therefore, they are invaluable in ensuring students can succeed academically while furthering our pupils' education and personal growth.

## Benchmarks and Categories

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
- Music activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

Trips and visits will fall within one of the following six benchmarks:

1. Civic Engagement
2. Arts and Culture
3. Nature, outdoor and adventure
4. Sport and physical activities
5. Developing wider life skills
6. Academic progression

There are three main visit categories:

**A.** All visits off the School site, journeys between educational establishments, not involving hazardous activities, not involving overnight stays e.g., coach visit to Fishbourne. Parental consent must be obtained via Parentpay (or a Google form/email if there is no cost).

**B1.** Visits abroad, or which involve overnight stays but do not involve hazardous activities. In this case the consent of parents (via Parentpay and the LA representative through ‘Evolve’) is required.

**B2.** Visits outside of the EU, or visits to countries at war or in proximity to war zones, as well as foreign exchange visits require specific written permission from the visits Governor and Chair of Governors.

**C.** Journeys which involve hazardous activities (see below). In this case the approval of parents (via Parentpay) and the LA representative through Evolve is required as above for B and the pupil/teacher ratio rules are tighter (see below). Visits involving hazardous activities require specific written permission from the visits Governor and Chair of Governors (see table in section 8).

**Local Area Visits** do not reach the threshold of Category A visits, and can be completed using the Evolve system. These visits require fewer details, but must be entirely within the school day, and involve no form of transport (walking only).

**School sports fixtures and musical rehearsals and performances** can obtain approval from the Head and EVC on an annual basis. These visits must be governed by an appropriate risk assessment detailing staffing, transport arrangements and appropriate safeguarding procedures. These risk assessments must be reviewed on an annual basis. For each visit in this category, the school office, the EVC, the Head and parents must be notified of arrangements at least 24 hours prior to departure.

	Category A	Category B1	Category B2	Category C
Approval Sought By:	Visit Leader	Visit Leader	Visit Leader	Visit Leader
Approval Required From:	EVC	EVC	EVC	EVC
	Headteacher	Headteacher	Headteacher	Headteacher
		LA	LA	LA
			Governors <i>(if outside of UK, EU,, close proximity to war zones or Exchange Visits)</i>	Governors

The event should be created on SOCS, with student register, for approval and monitoring.

To achieve these aims, we will:

- Plan the curriculum to include progressive experiences for all students, regardless of age or critical stage.
- Where possible, include at least one opportunity for all students to participate in an off-site visit during each key stage.
- Aim to allow every student to experience a residential visit (staying away from home for at least one night) at school.
- Ensure that all experiences offered are of high quality. Where our qualified staff are not available, we will use providers with the necessary skills, training, and confidence to ensure similar experiences.
- Cross-curricular - offer visits (where possible) and embed both the educational and social aspects of learning within them.

## 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 2025

## 3. Roles and responsibilities

### Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours. *(This responsibility can be delegated to another senior staff member e.g. the COO)*
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing board to approve Category B2 and C trips..
- Making sure that where needed, the Headteacher has access to expert advice, such as from an accredited outdoor education adviser.
- Suitable child protection procedures, including vetting at an appropriate level for all adults (including volunteers, helpers, and visitors), are in place. Decisions need to be made about when these adults are engaged in regulated activity, and so should be subject to Disclosure and Barring Service (DBS) checks.

### The Educational Visits Co-ordinator (EVC)

Andrew Dean is the Educational Visits Co-ordinator (EVC)

The EVC should:

- 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 (this may result in trips being declined if it is felt the trip leader does not have necessary experience)
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance, making sure all staff are familiar with the school's policy for trips and visits.
- Ensure that suitable child protection procedures, including vetting at an appropriate level for all adults (including volunteers, helpers, and visitors), are in place.
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements
- Check there are suitable Emergency Procedures in place for each visit, and Tiffin School has a Critical Incident – Trips and Visits plan for off-site visits, including procedures to ensure that parents are appropriately informed in the event of a severe incident.
- Liaise with the Local Authority to ensure all planning is sufficient and in line with current guidance. Where there are concerns or queries, these are to be taken up with the Local Authority.

### The Trip Leader

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
- Make sure all trips are planned with the school's inclusive ethos in mind, being mindful that all disadvantaged groups are able to participate where possible.
- 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 or medical support.
- Make sure first aid is planned to an appropriate level.
- 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, following the staff code of conduct.
- Make sure they check with Heads of Year and Safeguarding team to assess suitability. There may be a concern with a student as a result of a series of previous events or involvement in a significant incident.
- Make sure they have communicated to all staff on the trip the procedure and responsibilities should they have to leave the trip before it departs or during.
- Make sure that for overseas visits a standby member of staff needs to be available to join a visit in the event of an emergency. (This needs to be specified on the Evolve form)
- Make sure all injuries that occur on the trip are reported to the Chief Operations Officer in their health and safety oversight.
- Make sure the finance department have at least 2 weeks notice to set the trip up on ParentPay.

### **Staff attending trips/visits**

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. Staff will use EVOLVE to plan the trip, making sure the trip checklist is complete before the day.

Staff will:

- Seek and obtain approval for all educational visits from the EVC in accordance with the staffing requirements of the trip and the permitted number of days out per year.
- 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
- Behave in a professional manner in line with the schools policies.

### **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 up to date emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip. This includes (but is not limited by) medical, mental health or bereavement.
- Accept the decision of the trip leader should their child not follow the behavioural expectations on a school trip. This may include (but is not limited to) sanctions issued on return to school (less severe breach of behaviour) to being sent home from the trip (severe breach of behaviour)

### **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

### **Pupils**

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

- Follow instructions given to them while on the trip
- Dress and behave as expected for the entire duration 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.

#### 4. Planning and preparation

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

- Cost (including any potential cost to parents/carers, the school and to students not on the trip)
- Timing in the school year and any potential clashes with school events.
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility (What has the trip leader done to make the trip accessible for all)
- Any other factors deemed appropriate and relevant

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 detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- Add any additional minimum standards, depending on the age of the children

Trips should, where possible, have minimal disruption to the normal school week and impact on learning.

- Where possible trips lasting more than 24 hours and are residential, should not impact learning and should use weekend and holiday periods.
- Residential trips should aim to use no more than **2 full school days** to minimise impact on lost learning **unless** there are specific reasons which mean this would be detrimental to the integrity and quality of the trip or where the purpose of the trip is an immersive, primarily educational, experience that mitigates the loss of in-school learning.

Trip Leaders should first seek initial approval from their Line Manager before proceeding to planning by emailing both the AHT in charge of the calendar and the EVC to check i.) the school calendar for proposed trip dates ii.) the trip overview satisfies the school's vision for educational trips. LM

There are periods of the school year which are designated as undesirable for trips and visits due to the impact on the wider school. For example, during assessment weeks and the final week of Autumn term.

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

- 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.
- In broad terms, trips will not be approved in Evolve until all financial commitments can be met and parents/carers have made payments within the required deadlines. There are exceptions to this approach, for example, if the trip is part of supporting learning within the curriculum.

### **Staff ratios, first aid and supervision**

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

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be signed in/out from the EVC.
- 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
- Not fewer than two teachers for categories B1, B2 and C.
- 15:1 for Local Area Visits and Categories A and B, except overseas visits which should be 10:1.
- For day visits where Sixth Form students travel independently to Central London venues (eg, for the theatre), then a ratio of 30: 1 is applicable.
- 10:1 for Category C (during hazardous activity).
- When girls and boys are involved there should be both male and female teachers accompanying the visit.
- Staffing will also take into account any other known risks. Such as any health concerns of the staff going, demographics etc

If a joint visit is arranged with another school so that staff share supervision, members of staff of the other school may be included in calculating the appropriate pupil/teacher ratio, providing they are suitably qualified to do so.

Where the students are in different activity groups, care must be taken that students not participating in the hazardous activity are still supervised at the ratio of not more than 15:1.

While there must at all times be effective supervision of students, it would be unreasonable for students to be kept under direct supervision for the whole time. It is recognised that on certain journeys small groups of students will be asked to undertake non-hazardous remotely supervised activities eg town surveys, foreign language shopping, etc. and may wish to have some free time shopping locally, taking a walk etc. In such circumstances students should be in groups of not fewer than three, be restricted to a well-defined geographical area and be given a clear time by which they should return.

The size of a group for any particular hazardous activity must be governed by the difficulty and seriousness of the venture in question. Similarly it should usually include more than one leader. In planning and making up the group the age and maturity of the members must be taken into consideration and also their state of fitness and training. Leaders must familiarise themselves with all members of the group. Normally young people must be taken through a progression of training and experience and not involved in advanced and demanding pursuits immediately. Where Leaders are less familiar with their charges and do not know their temperaments, intelligence, fitness, etc., they should be all the more cautious.

## **4. Inclusion**

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits. This includes making sure there are no unreasonable/hidden additional

costs such as equipment or uniform (some meals and spending money would be reasonable requests as long as they are highlighted in advance).

We will make sure the range of trips offered is evaluated to make sure there are a range of residential/non residential and low cost trips available. We will avoid trips that rely heavily on students' personal resources (e.g expensive clothing, technology).

Trip Leaders will consider how they can make the trip accessible to all students. This may include: where possible;

- Using additional school funds (such as PP funding) to support the costs of the trip.
- Minimising costs incurred during the trip by booking activities in advance, using cost effective transport methods.
- Allowing realistic payment installments for parents/carers.
- Offering confidential support for students/parents who wish to go on the trip but may struggle with price, payment schedule or another aspect of the trip.
- Share trip information early (dates, costs, payment plans).
- Use plain language and multiple formats (letters, email, text).
- Offer translation or additional support where needed.
- Clearly state that financial assistance is available and explain how to request it.

Trip participation will be monitored and reviewed to measure disadvantaged and SEND students are accessing them. Students who are categorised as disadvantaged (Pupil Premium eligible (PP), Students with Special Educational Needs and Disabilities (SEND), Looked After and Care-Experienced Children (LAC) , Previously Looked After and Care-Experienced Children (PLAC) and Young Carers.) will be given a double weighting in trip ballots.

### **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. Staff will build in this requirement to transport, staffing and costs of a trip.

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 coming on a trip to protect their safety and the safety of the other pupils attending.

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

## **5. Risk Assessment**

We will carry out a full risk assessment at least 4 weeks before the start of all trips.

This will be completed using the school's risk assessment template in appendix 2, and approved by the EVC. Existing risk assessments examples can be found on our shared drive or those provided by the destination itself might also be used to support this process. (not instead of)

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 make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

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

Every risk assessment will be approved by the headteacher, and a copy taken on the visit.

### **Consumption of alcohol on trips**

While undertaking school visits, staff must follow the Staff Code of Conduct at all times. Staff must also always act in accordance with the Safeguarding and Child Protection Policy:

- Students must not consume alcohol at any time, on any trip, regardless of their age.
- Staff must not be under the influence of alcohol or any other substance which may impair their ability to perform their duties, whilst in school or having responsibility for the care of pupils on a school authorised activity.

As the primary concern on any school trip is the students, the following rules regarding the consumption of alcohol by staff must be followed:

- There must be no alcohol consumed on day trips.
- On residential trips, depending on the gender composition of the pupils on the trip, at least one male member of staff and one female member of staff each day must abstain from drinking alcohol and be on duty; others must be ready to act in an emergency and be aware of their duty period on any rota. A record of which staff member/s are on duty each night should be available if requested after the trip.
- If driving students, e.g. in a minibus, staff must refrain from drinking alcohol in the 12 hour period before driving. Whether driving in the UK or abroad, all local laws related to driving and alcohol or drugs must be followed.
- If none of the above apply, those who wish to drink alcohol should be at the lower of the drink limit in England or the level prescribed in the country in which the drinking was taking place.

Staff must not use or be under the influence of illegal drugs at any time on a trip. Anyone found in possession of illegal substances whilst on a trip may be dismissed

### **Transport**

Transportation for trips will be organised by the school, in line with our safety procedures in our Support for Children with Medical Conditions Policy including First Aid Policy. 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.

### **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. Organisations should be ATOL protected, registered with ABTA and be of good reputation.

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 what everyone is responsible for during the activity.

## 5. Volunteers

Where appropriate, parents and carers or others known to the school may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more volunteers 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

Those 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 will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter or email and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending. Staff can find example letters in the shared folder.

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. This will be online via Google Form or via ParentPay. 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 European Health Insurance Card or UK Global Health Insurance Card information, if available. Parents/guardians are

responsible for providing necessary visas for student entrance into the destination country. Trip leaders should advise parents/guardians of the visa requirements.

## **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
- Staff members having to leave the trip for unplanned reasons.

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 emergency contact in the first instance who will then liaise with the EVC. If they are not contactable, the trip leader will contact the school office.

The school office will then contact parents/carers as required by the EVC, 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.

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

In the case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of 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 (or local accommodation, if an overnight trip) 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. This will require a google form evaluation form being sent to the staff, students and parents of those on the trip.

## **9. Charging and insurance**

We will follow our school's Charging and Remissions Policy at all times.

Parents will not 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 and will not affect pupils' ability to take part fully in the trip. However, where voluntary donations are not received, the trip may become unviable and cancelled.

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.

#### **Teaching Cover for staff attending the trip**

- It is the responsibility of the Trip Leader to ensure that cover arrangements are in place for the duration of the trip. This includes lessons, form time and all duties. Individual teachers need to take responsibility for agreeing, organising and setting cover for their own lessons.
- It is the trip leader's responsibility to ensure that any cost of supplying staff is covered. This is £18/lesson required.
- In some instances, the Trip Leader will pass on the cost of any supply staff to the students and add that to the amount payable by parents.
- Alternatively, a Trip Leader may arrange internal cover; this is an arrangement where Tiffin staff agree voluntarily to cover the absence of a staff member attending a trip. Examples may include covering a lesson, before- or after-school duty, break duty, and Form Tutor responsibilities.
- Staff attending the trip must ensure that any before/after school/break/lunch duties are covered.
- All cover requirements should be sent to Tonia Hickman at least one week before the departure of the trip.

#### **Additional costs and financial support**

- Tiffin School passes on various fees to parents of all students wishing to partake in an educational visit. This includes a Parentpay administration fee of 1.5%.
- Trip Leaders need to factor in any costs associated with supply staff; the value for this needs to be checked with the EVC.
- If a currency is required, allow finance to process this in five working days.
- The Visit Leader is responsible for the financial planning of the trip and, where necessary, should submit a financial plan for the cost of the journey in Evolve
- The Visit Leader must ensure that parents/carers make timely payments by the set deadlines. In most situations, Finance will not release trip payments until financial thresholds set out by the Visit Leader have been met. Therefore, the Visit Leader must ensure adequate time for parents/carers to make payments.
- Where possible, the visit leader should keep receipts from the trip and hand them to Finance upon return.
- On a residential trip, it is reasonable for the Visit Leader to factor in costs for necessary refreshments/meals for staff attending the trip.
- The school cannot cover the purchase of alcoholic beverages on a trip.

## **10. Residential Visits**

The headteacher 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** (Where possible) . 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
- The behaviour expectations which their child is expected to follow.

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 the EVC. At every review, the policy will be shared with the SLT first before going to the Full Governing Board.

## Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to EVC once the date has been initially approved by the AHT responsible for the calendar.

**Name of staff member proposing the visit:**

**Date of request:**

**Response required by (date):**

**Proposed trip information**

	Trip information	Additional comments
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none"><li>• Staffing</li><li>• Volunteers</li><li>• Physical supplies</li><li>• Transportation</li></ul>		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
[Insert additional information as required]		

## Appendix 2: risk assessment template

<b>Trip Name:</b>	Caen Exchange 2026		
<b>Date of trip:</b>	January 30th 2026 - February 6th 2026		
<b>Trip Leader:</b>	M.J.Williams		
Evolve ID			
Date(s) and Times of Trip	From	January 30th 7.00a.m.	To February 6th 20.30
Departing from/meeting at	St.Pancras Station		
Returning to/releasing at	St.Pancras Station		
Date & time of meeting with parents and students	Friday October 17th 5.30		
Has the trip leader read the school's trip policy document and discussed trip plans with the EVC?	Yes		
<b>Travel (replace N/A where applicable)</b>			
Minibus Reg. No.			
Minibus ownership			
Minibus driver(s)			
Do(es) driver(s) hold the Midas?	Yes		
	No		
	N/A		
<b>Teacher Experience</b>	<b>Name of Teacher</b>	<b>Experience &amp; qualifications</b>	<b>Contact number</b>

	M.J.Williams	Many years of experience running this precise exchange	07918028528
	P.D. Williams	Has accompanied on this exchange trip for many years. Highly experienced	07961981402
	F.Williams	Wife of the above. This will be her first exchange visit	07961981402
<b>Overseas Trips Only</b>			
	<b>What contingency plans are there in place if a member of staff is unable to go on the planned trip or is taken ill abroad?</b>		
	Richard Courtin, Head of French, will step in if required. But with 3 members of staff, this is unlikely.		
<b>Does any external provider being used have accreditation from a recognised body/authority?</b>			
<b>Please state details of any accreditation:</b>			
<b>Will there be supervision from other sources, e.g. centre staff, instructors for hazardous activities, including those involving water?</b>			
			NO
<b>If YES please give details including details of the qualifications of staff concerned in the case of hazardous activities</b>			
<b>Hazardous Activities</b>			
	NONE		
<b>Are activities planned on water?</b>			
		NO	

**Fill in the trip specific risks** - using your knowledge of the trip, transport and venue, and how you will ensure student safety. You may like to do this in discussion with the members of staff who will also be on the trip. Please see the Educational Visits Co/ordinator (EVC) if you would like to discuss your risks.

Hazards Identified	Tiffin School generic risks and processes	Trip specific risks and processes
In case of an emergency	<p><b>Information retained at school and with Emergency Trip Contact:</b></p> <ul style="list-style-type: none"> <li>- itinerary and contact telephone number of group</li> <li>- a list and group members and name of member of staff with them</li> </ul> <p><b>Information for group leader to take with them;</b></p> <ul style="list-style-type: none"> <li>- a copy of the contract with the coach company and activity centre where appropriate</li> <li>phone numbers and addresses of school contacts</li> <li>- A list of group members and name of member of staff with them</li> <li>- Contact details of other staff members</li> </ul> <p><b>In case of an emergency:</b></p> <ol style="list-style-type: none"> <li>1. Establish nature and extent of emergency ASAP.</li> <li>2. Ensure that the group are safe and looked after</li> <li>3. Get names of casualties and get help for them immediately.</li> <li>4. Ensure that a teacher accompanies the casualty to hospital and that the rest of the group are adequately supervised and remain together.</li> <li>5. Notify the police if necessary.</li> <li>6. Inform the school contact. Do this before parents are contacted to avoid misinformation being provided. It is essential that parents do not receive inaccurate information- pass on - nature/date and time of incident, location of incident, names of casualties and details of injuries, names of others involved so that parent can be reassured, action taken so far, action to be taken (by whom) e.g. Setting up transport home and someone to meet the student(s)</li> <li>7. Notify insurers, especially if medical insurance needed.</li> <li>8. As soon as possible write down accurately all relevant facts and witness details.</li> <li>9. Keep a written account of all events times and contacts after that.</li> <li>10. Complete an accident report form as soon as possible.</li> <li>11. No one in the group should speak to the media.</li> </ol>	<p>Specific emergency risks and processes are:</p> <p>Ongoing monitoring during the activity: (what will you and your team be checking during the trip to ensure that all students are safe – list here)</p>

	12. No one in the group should discuss legal liability with other parties.	
Travel to and from	<p><b>Travelling to and from the activity</b></p> <ul style="list-style-type: none"> <li>- Staff ratios and experience on coaches/public transport will be appropriate to the number of students</li> <li>- Travelling with recognised coach company.</li> <li>- Students will be briefed on the coach about behaviour (food and drink consumption; noise level)</li> <li>- Travelling on public transport accompanied by staff - students will be briefed about behaviour</li> <li>- Travelling on public transport unaccompanied by staff - students will be briefed about timings</li> </ul> <p><b>Student separation from the group</b></p> <ul style="list-style-type: none"> <li>- Students briefed as to route and action to be taken in the event of becoming separated from group.</li> <li>- Students to travel <b>in threes</b> at least.</li> <li>- A register will be taken at sensible intervals (e.g. when a change of transport is involved or as you move from venue to venue). If in a queue, head counts will be done.</li> <li>- Students to have the trip leader mobile number (obtained by trip leader from TH) and school office number in case of an emergency</li> </ul> <p><b>Delay in return</b></p> <ul style="list-style-type: none"> <li>- Notify school or out of hours contact of delay, if possible.</li> <li>- Ask students to phone home to notify parents.</li> </ul>	Specific travel risks and processes are:
Injury/accident / access to first aid	<ul style="list-style-type: none"> <li>- In an emergency – as above.</li> <li>- When in activity centre, use their Emergency and Accident procedure</li> </ul>	Specific access to first aid on the trip...
Management of activities	<p>n/a – dependent on the activity</p> <p><b>Supervision by staff members</b></p> <ul style="list-style-type: none"> <li>- Appropriate ratios will be maintained throughout the trip</li> <li>- Staff will ensure that students have appropriate access to toilets, food and first aid.</li> </ul>	Specific activity management risks and processes are:
Natural hazards	<p>Students to be briefed about appropriate clothing for the activity.</p> <p>n/a – dependant on the activity</p>	Specific geographical features / adverse weather conditions that might affect activities:

Local hazards	n/a – dependant on the activity	Specific local hazards: traffic, urban areas, incidence of theft, festivals and events, local customs and practice – how these local risks will be managed:
Student welfare	<ul style="list-style-type: none"> <li>- Staff should ensure the wellbeing of all students whilst mitigating the likelihood of any party being put into a vulnerable position.</li> <li>- Refer to safeguarding guidance from designated person.</li> <li>- Students to be briefed regarding behaviour</li> <li>- Students with an SEN, medical needs and pastoral needs to be supported through identification and monitoring.</li> <li>- Trip Leader to discuss with HOY potential issues whilst on the trip.</li> </ul>	Student welfare risks and how these will be managed: (dependant on the group that you are taking)

	The Activity	The Individual	The Activity Leader	The Environment	Access to First Aid	External Factors
1	Within the everyday experience of the individual	Very experienced appropriate level of competency	Experienced and qualified at the appropriate level	Urban or rural with hazards that are predictable	First Aid and emergency support available. Staff qualifications at appropriate level	Weather appropriate to the activity, any change will have no adverse effect on the group
2	Outside the everyday experience of the individual but the tasks have familiar aspects	Regular exposure to the activity. An adequate level, some competency	Minimal qualifications, regular participant	Urban and rural with hazards that change quickly	First Aid and emergency support available. Staff minimally qualified in First Aid	Weather appropriate to the activity, any change will have minimal effect but will not affect safety
3	Outside the everyday experience of the individual but competency has	Experience at a recreational level, some competency	Minimal qualifications, recreational participant	Overnight stays	First Aid and emergency support available. Staff unqualified in First Aid	Weather change could lead to problems if the group is not adequately prepared by training or equipment

	been achieved in training					
4	Outside the everyday experience of the individual but training has been given	Some experience at an introductory level. No competency	Some experience as a leader. Limited or recreational participant	Close proximity to water, cliffs, or other dangerous topographical feature	No First Aid and emergency support available; staff appropriately qualified in First Aid	Weather change could lead to serious problems if the group has not achieved a level of competency in the activity or is not adequately equipped
5	Outside the experience of the individual with no similar aspect training, etc	Absolute novice, no experience of the activity and/or has special needs	No experience of the activity in a leader capacity, some experience as a participant	Travel to other countries. Areas classified as hazardous, eg sea, wilderness areas, etc	No First Aid or emergency support readily available; staff appropriately qualified or no qualifications in First Aid	Weather change could have serious repercussions for the group
<b>Score</b>	2	2	1	1	1	2

**Risk Assessment total Score ...9.....**

### **Appendix 3: School Trips and Visits 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 the trip leader 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:**