

Policy: Educational Offsite
Trips and Visits
Policy

Approval: Headteacher

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**CHELTENHAM
BOURNSIDE
SCHOOL**

Policies

Revision History

Date	Version	Changes made	Approved by
24/06/2025	4	Section 3 and 4 internal operational changes	Mr S Jefferies

Contents

1. Rationale	2
2. Aims	2
3. Health and Safety	2
4. Communication with Parents/carers	4
5. Insurance	4
8. Further information	5

1. Rationale

Bournside operates a vast programme of educational trips and visits. The school fully recognises that this enriches the diet we offer our students immeasurably, providing opportunities and challenges beyond the classroom and adding a vibrant dimension to our provision. Staff are encouraged and supported in their planning of a full range of experiences for students that take place outside the classroom.

This policy is written in the context of:

- the Local Authority offsite visits manual
- the DfE 'Keeping Children Safe In Education (September 2024) document
- the school's Equality and Diversity Policy
- the school's Charging and Remissions Policy.

2. Aims

- To implement procedures that ensure the health and safety of students and staff on trips and visits
- To establish criteria that manage any disruption to the daily life of the school and timetabled lessons.

3. Health and Safety

This is of primary importance on all trips and visits.

- All trips and visits must be approved in advance by a member of the SLT who is a trained, off-site Educational Visits Coordinator (EVC).
- For day trips/visits teachers must complete all sections of the eVisit 'visit plan' and submit it to the EVC, who checks the plan and approves the visit if all is in order. If necessary, it is returned to the visit leader for further work/information and resubmitted.
- For Category 1 trips and visits, involving overnight stays, travel overseas or potentially hazardous activities, teachers must complete all sections of the eVisit 'visit plan' and submit it to the EVC. The visit plan is then reviewed by the EVC and then submitted to the Local Authority's SHE advisor who will review the visit and offer further advice and/or comment if necessary.
- Risk assessments must be completed for all trips and visits and must include management measures for students with medical care plans. Only risk assessments from the eVisit document library should be used and must be attached to the eVisit visit plan and submitted to the EVC. Risk assessments from the venue can also be added.
- For all Category 1 trips, initial and pre-trip safeguarding checks need to be conducted by the trip leader in consultation with the DSL. These must be communicated as complete to the EVC and logged on the trips log (which is maintained by the EVC and shared with the Finance team and Admin Services).
- The number and nature of staff accompanying any trip or visit must be agreed with the EVC; LA guidelines are used to inform decisions about student; staff ratios. The staff should normally work at Bournside as a teacher, teaching assistant, cover supervisor or a volunteer appointed by the school. Specific training will be required for some trips and visits. PGCE students often attend trips or visits during their placements at Bournside. Any plans to take other adults on a trip or visit must be discussed fully with the EVC well in advance of the event as child protection guidelines must be followed and it may be necessary to obtain Disclosure and Barring Service (DBS) checks.
- A School Contact Person (SCP) must be nominated for any trip or visit that includes time outside the school day. The SCP must have the full itinerary and know how to contact the party. They should have a list of all the participants. For all overseas/Category 1 trips and visits, the SCP must be a member of the SLT. Wherever possible, the second SCP should also be a member of the SLT – **essential** for all overseas trips and visits.
- For all trips and visits that take students out of registration and/or lessons, the group leader must complete a trip information card and leave it with attendance. For all overseas/Category 1 trips an emergency procedures card **must** be completed and left with both SCP's along with a list of all pupils attending the visit and their contact numbers.
- **The group leader must take with them on the trip or visit:**
 - Trip information card/emergency procedures card.
 - Emergency Information Booklet
 - More than one copy of all the parental emergency contact and medical consent forms. A second member of staff must also have these.
 - Additional medical care plans for any students who have one.
 - A first aid kit-
 - A school mobile phone: bookable on the school's booking system.
- When travelling by coach, staff should be seated throughout the coach to minimise the possibility of all staff being incapacitated in the result of an accident.
- Students and staff will be expected to conform to the student and staff codes of conduct for trips and visits. Staff will implement the agreed staff guidelines for student behaviour on trips and visits. These codes of conduct are available on the educational visits page on SharePoint and [here](#).

- Students may not be permitted to take part in an off-site activity if they have shown a lack of co-operation with members of staff or have behaved in a careless way that could endanger themselves or others. Any students who behave poorly will be sanctioned in line with the School's ladder of consequences (behaviour policy) and their name will be added to the prohibited list of students who cannot participate in any future trips/visits. A letter confirming this will go home.
- Any incidents or accidents must be reported through the school's normal systems.
- **For Sports Fixtures:**
 - Students are responsible for advising their parent/carer that they have been selected for a fixture.
 - For all away fixtures, the member of staff overseeing the fixture takes with them:
 - Emergency contact details for all students
 - All relevant medical information held at school about each student
 - A mobile phone that can be used to contact parents/carers or a member of staff back at school/at home to contact if necessary.

4. Communication with Parents/carers

- Communication with parents/carers is required for all trips. Parents/carers complete an on-line Microsoft form, giving consent for their child to be out of school
- timings, activities, insurance and costs. All letters must be approved by the EVC before being issued.
- The letter will outline the selection process to be used in the event of the trip or visit being oversubscribed.
- An information evening for parents/carers will be held for **all** overseas/residential trips and visits.
- Parents/carers will be required to agree to the school's code of conduct for students on trips and visits and complete an up-to-date medical form prior to their son/daughter commencing the trip/visit.

5. Insurance

- All UK trips and visits will be covered by the school's annual travel insurance. The only exception to this is for particularly adventurous/potentially hazardous trips and visits or where insurance is also offered by any tour operator or activity provider. The EVC can provide advice where necessary on this as can the Insurance department of the Business Centre.
- If a staff member uses their car to transport students, insurance is provided through the school's annual trip insurance.
- The package (and hence price) of all overseas trips and visits must include additional full travel insurance taken through the operator. This must be incorporated into the budget for all overseas trips. The EVC will ensure that this is the case when the LA eVisit paperwork is completed ahead of it going to the LA for review. This is easily organised via tour operators. Parents/carers will be given a copy of the insurance policy for all overseas trips and visits for their reference.
- The only exception to this is for trips and visits overseas where a tour operator is not used due to the nature of the trip, for example for school exchanges and certain school-led MFL trips. In these cases, the protocol is:
 - The trip or visit organiser discusses this in principle with the EVC.
 - The trip leader sources a provisional quote for insurance from an external provider.
 - If the EVC is confident that the level of cover is sufficient, the trip or visit leader will agree to a confirmed price and purchase the policy.
 - This cost will be planned into the budget and hence the price charged for the trip or visit.

- The trip leader will liaise with the Finance department regarding payment as with all other invoices relating to the trip or visit.

A copy of the insurance policy will be included in the LA eVisit paperwork.

6. Charging

Please refer to the [Charging and Remissions Policy](#).

7. Minimising Disruption

In order to control disruption to lessons for both staff and students the following guidelines are applied:

- The proposed outline programme of trips and visits is agreed and published at the start of the school year. The programme is monitored by the Governing Body.
- All trips and visits which take place during school terms must have clear curricular links or form part of the agreed programme of Outdoor Education activities.
- Individual members of staff should not normally miss more than 10 days of teaching for trips and visits during the academic year and never more than 5 days consecutively.
- Trips and visits are avoided whenever possible during September and during the last weeks of the term before the Christmas, Easter and Summer holidays. To avoid disruption to all year groups and especially those outlined below, trips should be planned into Activities Week (which is usually the last week of the academic year).
- Disruption to Year 10 lessons is not usually permitted from the start of Term 4 up to the final date of the Year 10 internal examinations (as per the calendar).
- Disruption to Year 11 lessons is not permitted unless the activity is directly related to examination or coursework/controlled assessment requirements
- Disruption to Year 12 lessons is not usually permitted from the start of Term 4 up to the final date of the Year 12 internal examinations (as per the calendar).
- Disruption to Year 13 lessons is not permitted unless the activity is directly related to examination or coursework/controlled assessment requirements.

The only exception to the above four bullets is exceptional circumstances such as students reaching competitive cup finals, national events, etc. or approved school events such as school concert rehearsals and these must be approved at Deputies level.

Any event that requires one of these four year groups missing lessons during these periods (on the grounds of exceptional circumstances) will need approval from the EVC.

Students are made aware by the members of staff leading an activity, event, or trip that failure to catch up the work missed whilst absent will lead to them not being able to be involved in future events of this type.

8. Further information

- Staff must follow the specific procedures for organising a school trip, including requirements for transportation of students outlined on the [‘Educational Visits’](#) site on SharePoint.
- Staff must also be aware of and follow the [Staff Conduct of Conduct](#) for school trips and visits which can be found on the school’s ‘Educational Visits’ site. This is referred to in the Classroom Teacher job description.