



# The Chalfonts Community College

## Educational Trips/Visits Policy

### 2024-2025

**Approved by:** FGB Committee **Date:** 9<sup>th</sup> July 2024  
**Last reviewed on:** July 2024  
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The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises (Learning Outside the Classroom – LOtC). In 2008 Ofsted researched and concluded in their report 'How far should you go?' "that well-planned out-of-classroom activities, which include trips, not only enhance pupils' learning, but can also re-engage those who are hard to motivate."

The procedures outlined in this document are designed to support the safe and successful conduct of all off-site activities.

## Definition

The definition of a 'educational trip/visit' includes any activity which involves students leaving The College site where The College can be deemed to have an element of responsibility. These include (but are not limited to):

- Sports Fixtures (Although a separate procedure is in place within PE)
- Day/Evening Visits
- Residential Trips
- Overseas Trips
- Adventurous Activities

## Considerations

Whilst planning an educational visit/trip, please consider the following:

- the curriculum benefits to students
- the impact of students missing lessons (for trips during normal College hours)
- ensuring a balance of trips across subjects and year groups
- the cost demands on students, and their parents
- the staffing demand on the college

## Inclusion

The Equality Act states that the responsible body must not discriminate against, harass or victimise a pupil or young person because of one of the protected characteristics (disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation) in the way that it provides (or not) a benefit, facility or service. There is a duty to make reasonable adjustments. Activities should be available and accessible to all, irrespective of special educational or medical needs or protected characteristics. **When a visit or activity is being planned, all reasonably practicable measures must be taken to include all.**

Every reasonable effort should be made to find a venue and activities that are both suitable and accessible and that enable the whole group to participate fully and be actively involved.

## Procedure

### 1. Outline Approval

- Outline trip details on Evolve
- Cover and Calendar Approval

[www.bucksccvisits.org](http://www.bucksccvisits.org)

(Password reset: <https://evolve.edufocus.co.uk/evco10/loginreminder.asp>)

For help, please login then click this link:

<https://evolve.edufocus.co.uk/go/help/guidebookview.asp?guideid=10&guidestep=6&categoryid=1>

### 2. Detailed Planning

- Complete Finance form, including all cover.
- Complete Event Specific Plan (Risk Assessment)
- Complete Letter to Parents

Once 'Outline Approval' has been granted, please complete the detailed plans, including the above 3 documents. Trips will be automatically returned if these documents are not included.

### 3. Trip Approval

- Finance/Governor Approval
- EVC Approval- This includes attending the mandatory training for Trip Leaders/ ad hoc if missed.
- Principal Approval

### 4. Communication

- Letters sent to parents via arbor
- Students informed
- ParentPay (Collect funds)

### 5. Bookings

- Firm bookings can now be made
- Deposits paid

### 6. Meeting

- Book a meeting in with the EVC to discuss the trip, risks and plans
- Book a meeting in/ send the list of students to the safeguarding team/send team/ medical team to factor in student needs.

## 7. Trip

- Collect a trip pack from Victoria Gibb
- Collect a First Aid kit from Charlotte Holman

Before departure, Victoria Gibb will issue a trip pack to Trip Leader. Trip leader **must** also inform the Attendance team/ other teachers if students are missing lessons. **Any student missing lessons must get approval to do so by year leader / subject leader or subject teacher.** This is to ensure a student is not missing lessons for a trip when they are behind in their classwork. Arbor will also have a register on with key student information

## 8. Trip Evaluation

- Complete the trip evaluation on Evolve
- Return the Incident Log to Jamie Howard, include any near misses.

## Timescales

Once stage 1 is completed (Outline Approval), the trip leader can start the detailed trip planning on Evolve, **the minimum time line for submitting the Evolve application (Stage 2) is as follows:**

- Day/Evening Trip – **6 weeks** in advance
- UK Residential Trip – **12 weeks** in advance
- Abroad Day/Residential Trips – **6 months** in advance

Provisional bookings may be made, but no deposits paid until the Evolve application is completed and monies collected. Any trip not adhering to the above will not be approved.

## Planning & Preparation

The trip Leader is responsible for the detailed trip planning. No marketing, or letters sent to parents, or money collected, or bookings made until the trip is authorised.

### Letters to parents

- All trip letters must be approved by SLT, and sent out via Victoria Gibb. These are not to be sent until the trip has been approved.
- All trip letters must be uploaded onto Evolve.

### All Trips

- A Parental Permission Slip must be completed and returned to Victoria Gibb for all students participating in the trip. This can be digital
- All trips should have student lists checked by medical and the SENDCo.
- A meeting must be held with the EVC

### Residential Trips

- A Code of Conduct form must be completed and returned to Victoria Gibb for all students participating on a residential trip.

- A Medical & Emergency Contact details form must be completed and returned to Victoria Gibb for all students participating on a residential trip.
- A residential trip must have a trip meeting for parents. This **must** be calendared. This can happen online or in school.
- Due to an increase in mental health issues, the trip leader must run a proposed list past the DSL Team. If there are any concerns, a risk assessment must be completed and added to evolve.

#### A meeting must be held with the EVC **Trips Abroad**

- All students must have a passport with at least **6 months'** validity on the return date of the trip.
- The Trip Leader should check up to date foreign office advice: <https://www.gov.uk/foreign-travel-advice> No bookings can be made if the FCO Advise against travel.
- All students travelling on a trip to, or including countries of the EU must have a European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC).
- Travel insurance is required for all overseas trips. (See below re. Insurance).
- Visas may be required for certain countries.
- Affidavits may be required for 'Loco Parentis'. This must be planned in advance an any costs planned for.
- Covid passports/ details may be required.
- Due to an increase in mental health issues, the trip leader must run a proposed list past the DSL Team. If there are any concerns, a risk assessment must be completed and added to evolve.

#### **Risk Assessment**

- The trip leader is responsible for the safe conduct of the trip.
- A risk assessment for the trip is completed by the trip leader as part of the application. In the case of a SEND student, the trip leader is to liaise with learning support.
- The trip leader is responsible for ensuring that other staff, students and parents are fully informed of the identified risks and how to manage these.
- All staff on the trip must be vigilant for any unanticipated risks and inform the trip leader immediately of any concerns. The trip leader must respond appropriately to any new risks.
- Trip leaders are expected to continuously assess any risks whilst out on a visit. This is known as a dynamic risk assessment and trip leaders should look to reduce risks in all situations.

#### **Event Specific Plan (part of the Risk Assessment)**

- The Event Specific Plan is for the leader to consider the significant issues given the staff team, the needs of the group and the visit venue.
- The issues that the leader considers to be significant will depend upon the leader's experience but issues that commonly need to be addressed include any special medical

needs within the group, arrangements for 'free time/ down time' and overnight supervision while on a residential.

This plan by the leader must involve consultation and be shared with the staff team and participants and parents where appropriate. **First Aid Kits / Medical Conditions**

- Requests for First Aid kits should be emailed to Charlotte Holman at least 1 week prior to trip. Trip leader to check with Charlotte Holman (Medical Administrator ) for any student medical concerns/issues. This can also be downloaded into Arbor

## **Finance**

- Trips must be financially viable. Any shortfall will be deducted from the subject department's budget. A finance spreadsheet is available on the P Drive to help with the planning. A copy of this **must** be uploaded onto Evolve.
- Schools and local authorities must not charge for:
- Education provided during school hours;
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Transport provided in connection with any educational visit of this type;
- Supply teachers to cover for teachers who are away from school on a visit. It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based but includes, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement'. Schools and local authorities may charge for optional extras, which include: Education provided outside of school time that is not: a) part of the National Curriculum; b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; c) part of religious education; board and lodging for a pupil on a residential visit, except to parents in receipt of certain benefits (broadly equivalent to those that qualify children for Free School Meals); • extended day services offered to pupils (e.g., activity clubs). Schools must inform parents on low incomes and in receipt of relevant benefits of the support available to them when they ask for contributions.

## **Definition of "School Time" and "Non-school Time"**

Where an activity or visit takes place partly during and partly outside normal school hours, the Education Act 1996 prescribes a basis for determining whether the activity is deemed to take place either "in" or "out" of school hours. This depends first on whether the venture is residential or non-residential.

**Single Day (Non-Residential) Activities** A non-residential activity is deemed to take place during school hours if 50% or more of the activity occurs during school hours. This includes any travelling time that falls during school hours. School hours do not include the midday break. Where less than 50% of the activity falls during school hours, the venture is deemed to take place in non-school time.

An example might be an activity that requires pupils to leave school an hour or so earlier during the afternoon and which does not end until late in the evening. Residential Visits If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions.

A "half day" means any period of twelve hours ending with noon or midnight on any day. A school session is treated as being part of a residential visit when 50% or more of the time allowed for that session at the school is taken up by the visit.

Example 1: Visit during school hours Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as nine half days including five school sessions, so the visit is deemed to have taken place during school hours.

Example 2: Visit outside school hours Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as seven half days including three school sessions, so the visit is deemed to have taken place outside school hours.

## **Voluntary Contributions**

The restrictions on charging do not prohibit the local authority or school from seeking voluntary contributions in support of an activity or visit. Such contributions must, however, be genuinely voluntary. Consequently, it must be made clear to parents that there is no obligation to contribute, and students must not be treated differently according to whether their parents have made any contribution. The policy on allocating places for such a visit must be clear at the outset. It is important to provide written information to parents. This should explain the nature of the proposed activity or visit, the likely value in educational terms and the financial contribution per student which would be required if the activity were to take place. If a parent cannot contribute, no student will be excluded because parents are unwilling or unable to contribute. However, it must be made equally clear whether the activity or visit is likely to be cancelled if there are insufficient contributions. There is no limit to the level of voluntary contribution, nor is there any restriction on the way in which such contributions may be used. Thus voluntary contributions may be used to subsidise students of lesser means and to pay the travel and accommodation costs of accompanying teachers.

- All trip payments must be collected **4 weeks prior** to the trip departure.
- A contingency fund is built into the finance spreadsheet, either 5% of the trip, or a fixed amount (to be determined by the trip leader). If this contingency is not used, it **must** be refunded or spent on the students that have contributed to the trip.
- Cover costs **must** be included at a charge of **£35 per lesson requiring** cover. Include all lessons, including 6<sup>th</sup> form and registration.
- ParentPay costs are included in the Finance Spreadsheet at a cost of 0.17%.
- A phone contract cost will be added to each trip. This will cost £10.

## **Travel Insurance**

- Most trips are insured under the school's standard insurance policy. It is the responsibility of the trip leader to ensure that he/she understands the extent of this

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policy prior to the departure of the trip. Please liaise with Grant Walpert regarding this

Any trip that is outside the remit of the school's standard insurance policy (e.g. winter sports, adventurous activities, overseas) must have an approved insurance policy in place. **Trip**

### **Leader (Responsibilities)**

- The Trip Leader must have previously deputised on another similar (Day/Residential/Overseas Day/Overseas Residential) trip to be suitably experienced. Check with the EVC if you are unsure.
- Plan the proposed visit taking into account the health and safety risks that may arise before, during and after the visit.
- Attend the mandatory training sessions led by the EVC
- To appoint competent adults to help supervise the trip, where appropriate appoint a deputy or deputies.
- To ensure that as much relevant information is obtained on any proposed visit, venue and location to enable an appropriate risk assessment to be carried out. This may include an exploratory visit beforehand.
- To ensure that the needs of all those included on the visit are assessed and provided for.
- To ensure that the risk assessment(s) also determine the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel.
- To ensure parents are provided with all the necessary information about the educational visit, any equipment etc they need to provide and the standards of conduct expected of their child(ren).
- Where appropriate, invite parents to any briefing sessions. This should take account of any difficulties that parents may have if they have disabilities, if English is their second language etc.
- To brief all group members, including students and parents, on the main elements of the visit, the standards expected and the roles and responsibilities of all prior to commencing the visit.
- To finalise all details and arrangements with the responsible person named in this policy.

### **Staff involved with the trip (Responsibilities)**

- Support the Trip Leader in all requirements and follow instructions.
- Look out for the health and safety of themselves and those around them and for whom they also have appointed responsibility.
- Assist in general control and discipline requirements.
- Inform the Trip Leader of any concerns, observed or otherwise.
- Do not to force students to partake in any activities during the visit that they may not wish to do.
- Follow all of the school's policies at all times on the trip, including

## Staffing ratios

- The following arrangements are a '**starting point for consideration**'. Please note that this can change depending on the type of activity.

Number of pupils	20 or less	21-30	31-40	41-50	51-60	61-70	71-80	81-90	91-100
Day visits	2 x staff	2 x staff	2 x staff	3 x staff	3 x staff	4 x staff	4 x staff	5 x staff	5 x staff
Residential /overseas	2 x staff	2 x staff	3 x staff	3 x staff	4 x staff	5 x staff	5 x staff	6 x staff	7 x staff

## Minibus

Minibus must be booked in advance with Jo Sinclair in Curriculum Support. Only named drivers have permission to drive the minibus. Keys to be collected from/returned to Jo Sinclair. Bookings can be made on Google Calendar.

## Documentation

The following documentation is required from each student prior to departure:

	Day - UK	Residential - UK	Day - Abroad	Residential - Abroad
Parental Permission Slip	X	X	X	X
Code of Code Form		X	X	X
Medical & Emergency Contact Details Form		X	X	X
Passport (with at least 6 months validity)			X	X
EHIC /GHIC (EU Countries)			X	X
Covid Documentation (if required)			x	x
Visas (if applicable)			x	x

**It is the responsibility of the trip leader to ensure that no student may leave The College site without all of the documentation (above) being received and recorded.**

## **Trip Information Pack**

This is prepared for all trips by Victoria Gibb. This will contain the following:

- Names of staff
- Parent Contact Details (contact name + at least one contact number)
- Emergency School Contact Details
- Emergency Travel Insurance Contact Details
- Emergency Procedure Sheet
- First Aid Record
- Incident Log
- Incident Record Sheet
- Code of Conduct Form
- Names of students (as a register)

**It is the responsibility of the trip leader to ensure that the trip does not depart trip without the Trip Information Pack.**

## **Local Learning Area**

### **General**

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during normal school hours follow the Operating Procedure outlined below.

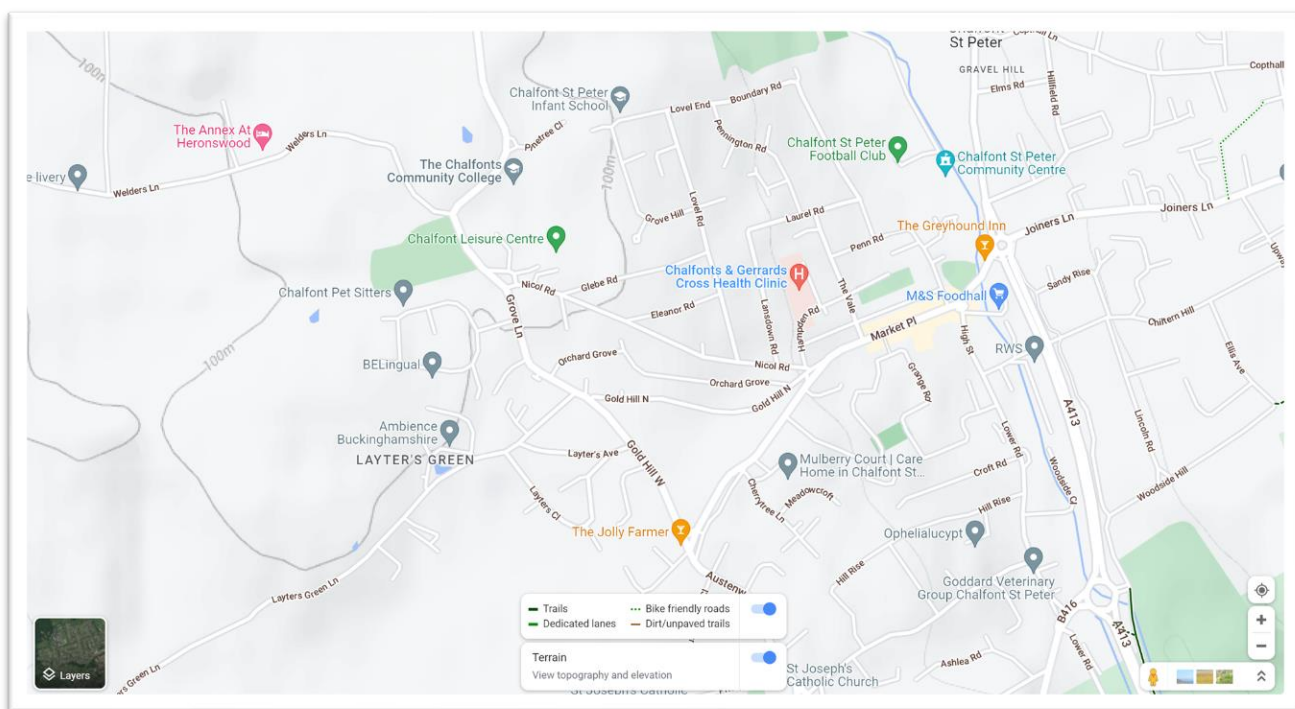
These visits/activities:

- do not require parental consent
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).  
Must be recorded on Evolve under Local Visit category

### **Boundaries**

The boundaries of the Local Learning Area are shown on the attached map (*optional*). This area includes, but is not limited to, the following frequently used venues: *e.g.*

- *The local area outlined below*
- *Gold Hill Church*
- *The local shops*
- *Welders Lane/ any lane mentioned below should be avoided due to the lack of footpath for pedestrians.*
- *Along Narcot Lane Towards Chalfont St Giles*
- *Please liaise with EVC for confirmation on Border*



## Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces (→ slips, trips and falls)
- Weather conditions
- Activity-specific issues when doing fieldwork (nettles, brambles, rubbish, etc.)

These are managed by a combination of the following:

- The Head, or EVC must give verbal approval before a group leaves.
- Must be recorded on Evolve under Local Visit
- Only staff judged competent to supervise groups in this environment are approved. Staff leading this will have had to attend a T&V training session. A current list of approved staff is maintained by the EVC
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any "no go" areas, and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.

- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff/adults, a proposed route, and an estimated time of return.
- A designated Emergency Contact 'back at base', who is aware of the proposed visit/activities, will have been identified beforehand and ensure that s/he remains contactable until notified of the group's safe return.
- A school mobile (**battery charged and with sufficient credit**) is taken and the office will have a note of the number(s)
- Staff take a designated emergency bag with them containing first aid kit, small eye wash, laminated Serious Incident Action Card, space blanket etc.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)

Date	Issue	Status	Comments
September 2023	1	New	
July 2024		Update	Srction 6: Meeting added Update of staff names throughout Section 7: Information to be added to Arbor Finance updated and phone contract cost added