



ABINGDON
HOUSE SCHOOL

Trips & Education Off Site Policy

Responsible Person: Headteacher Jonathan Mansell

Last Review Date: March 2025

Next Review Date: March 2026

Abingdon House School, Purley (AHSP) is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in AHSP documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996 as updated, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility updated August 2023 considers a 'parent' to include:
all biological parents, whether they are married or not

any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of, among others, the following consulting companies to ensure regulatory compliance and the implementation of best practice:

Peninsula BrightHR
Peninsula Health and Safety
Atlantic Data (DBS)
Educare (online CPD)
SchoolPro (data protection)
Marsh Commercial (insurance)
VWV (legal)

AHSP is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at AHSP.

The policy documents of AHSP are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect before the scheduled re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

School Trips Policy

1. Introduction

AHSP places high value on the place and purpose of educational visits. At AHSP we believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to

understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity.

At AHSP we aim to enhance the first-hand experiences of all students by providing opportunities for day and residential visits. These support the social, moral, physical and academic needs of the students. We recognise the considerable contribution that such visits can bring to students in terms of their social and personal development and their confidence in managing the safety and well-being of themselves and others outside the confines of the school. Additionally, it is recognised that educational visits offer significant opportunities to build upon and enrich work undertaken within the taught curriculum. We also use our local area daily for individual lessons and break times, which enriches the educational experience for our students.

The SLT (Senior Leadership Team) has given its approval to the following types of activities being arranged in support of the educational aims of the School:

- Out of hours clubs (Creative, sports and games);
- Sport and sport training;
- Regular educational day visits (museums, galleries and theatres for example);
- Day visits for particular year groups;
- Daily education visits for specific lessons in the local area (including the park)
- Residential visits;
- Adventurous Activities.

The organisation of an educational visit is crucial to its success. The safety of children and staff is always the overriding priority. With rigorous organisation and control the visit should provide a rich learning experience for the children. The purpose of this policy is to clarify the roles, responsibilities and procedures for all concerned when organising an educational visit.

Trips should be booked in good time and staff are encouraged to think ahead to trips that will add to the student's understanding of a specific area of learning.

Trips that are purely for rewards should be held at the end of term/year on a particular day (that will be calendared) to reduce disruption at these busy times of year.

2. School Trips and Visits

Procedures for Organising a Trip:

1. Fill in the trip Request Google Form minimum 2 weeks in advance (either the Deputy Headteacher or Headteacher can approve this).
2. The Office Manager will add the trip to the school calendar

3. Once approved, complete the Trips Checklist and a Risk Assessment at least one week in advance. Both these forms will be in a personalised folder in the trips folder. Remember we risk assess based upon the activities and students attending; a general rule of thumb is that we aim for a one staff member to six students (excluding any 1:1s required).
4. The Risk Assessment must be signed by a trained EVC (Educational Visits Coordinator)
5. If the trip is considered to pose heightened risk, written consent must be gained from parents/ carers before the visit takes place. Heightened risk activities include; any adventurous activities/ sports (e.g. canoeing or high wire activities), any trip involving water (e.g. swimming or paddling).
6. Parents will be informed using the template email (consent sought if heightened risk).
7. Inform the Office Manager if additional costs are to be passed on to parents.

On The Day of The Trip:

1. Refer to the Trip Checklist.
2. Ensure absent students are accounted for (are they registered as absent, or are they late)
3. Collect the Trip Pack from the Office, which will include:
 - The Risk Assessment
 - First Aid Kit
 - Student Lanyards - contact details of school in event of missing child.
 - Hi Vis Vests (as required on risk assessment)
 - Medication
 - Student emergency contact details
4. Collect Packed Lunches
5. Inform the Main Office when you are leaving and when you return
6. Trip Leader and all other staff (where possible) to carry their mobile phone with them (the number that is registered with the school)

Following the Trip:

1. Return all materials to the office.
2. Evaluate the trip with the members of staff involved, and students where appropriate. Fill in the trip evaluation form..
2. Any incidents should be appropriately recorded using the school systems in place.

During the Visit

On arrival students will walk from the drop off point to the destination in their classes, ensuring the correct ratios are met. The Group Leader will speak to students about groupings and health and safety issues. Students will be told what to do if they become separated from the group:

- Stay where they are as someone will come back to look for them;
- Look around to see if they can see the group or another group from AHSP;
- Not go with anyone even if they tell you where to find the Teacher or adult they were with.

Procedures For SLT:

Deputy Head

1. Review trip requests that come in.
2. Consider other things in the diary and the potential impact on staffing.
3. Consider the educational value of the trip for students, cost implications (are they reasonable?), transport and any risks.
4. Check with the Office Manager (LWI) regarding diary clashes, cover and health & safety.
5. Approve or decline the trip on google sheet for trip request and tag lead staff member into it (so they are aware it has been approved).
6. If approved, add trip to the whole school calendar and inform the Office Manager (LWI) and Cover Lead.
7. Review trip evaluations.

Office Manager (LWI)

1. Note date of trip and when paperwork is due from staff (prompt where required).
2. Create a trip specific folder in the Trip Folder which includes a risk assessment document and trip checklist. This should be sent to the trip leader to be filled in. All other documents relevant to this trip should also be stored in this file.
3. File trip checklist in trip folder, and print copy off.
4. Review trip risk assessment and work with staff if changes need to be made.
5. Create Trip Pack in advance of the day (minimum one day before trip):
 - a. Trip Request Spreadsheet (information about trip)
 - b. Trip Checklist
 - c. Risk Assessment
 - d. Register of students attending
 - e. Contact Details for Students Attending
 - f. List of Medical/Allergies for Students Attending
 - g. Lanyards
 - h. First Aid Kits
 - i. Hi Vis Vests (as required)
 - j. Ensure where charges apply, they are added to termly invoice.

4. Roles and Responsibilities

Role of the Headteacher

It is the Headteacher's responsibility to:

- Oversee the work of the Educational Visits Co-ordinator (EVC);
- Liaise with the EVC on issues arising from educational visits;
- Update, communicate and discuss School policy in relation to educational visits;

- Check and sign risk assessments;
- Ensure the Group leader/EVC has given the address and phone number of the visit venue and has a contact name;
- Ensure they have the names of all the staff, adults and children in the travelling group and the contact details of parents, staff and other adults' next of kin;
- Ensure all know the procedures should there be a large scale accident.

Role of the Educational Visits Co-ordinator (EVC)

It is the EVC's responsibility to:

- Liaise with the Headteacher where necessary;
- Update, communicate and discuss School policy in relation to educational visits;
- Provide support for staff planning and organising educational visits;
- Advise and liaise on current Department for Education and Skills' Guidelines, especially Health and Safety issues;
- Monitor the work carried out during and as a result of the educational visits;
- Oversee the balance of visits within a year group and in a student's time at AHSP;
- Check all risk assessment forms and paperwork before the educational visit. Sign where necessary;
- Train staff where necessary;
- Check there is adequate and relevant insurance cover;
- Check the mode of transport is appropriate;
- Ensure travel times out and back are known;
- Ensure arrangements have been made for children with SEND and medical needs;
- Ensure the Headteacher has the address and phone number of the visit venue and has a contact name;
- Ensure the Headteacher has the names of all the staff, adults and children in the travelling group and the contact details of parents, staff and other adults' next of kin;
- Ensure a copy of all the correct paperwork is kept in the Trips File;
- Check parents have signed Parental Consent Forms;
- Ensure a copy of the Crisis Management Procedure is in the trip documentation and the Group Leader is aware of what to do should there be a crisis.

Role of the Group Leader

For each educational visit there should be a Group Leader. The Group Leader will be a Teacher and is responsible for the supervision and conduct of the visit. It is the Group Leader's responsibility to:

- Undertake an exploratory visit;

- Undertake and complete the planning and preparation of the visit, including the briefing of group members, staff and other adults;
- Undertake and complete the risk assessment form and other necessary paperwork;
- Ensure all dietary and medical factors have been taken into consideration;
- Ensure that the children understand their responsibilities;
- Liaise with the Headteacher/EVC where necessary;
- Liaise with parents where necessary;
- Liaise with other members of staff/adults;
- Carry a list/register of all group members with contact numbers;
- Ensure all staff/helpers have a list of all of the children in their group;
- Sort out costings and raise cheque requisitions;
- Ensure all children are wearing a wristband/label with the School's name and phone number;
- Liaise with the School Administrator regarding times and dates of visits so coaches can be booked;
- Curtail the visit or stop the activity if the risk to health and safety of any participant reaches an unacceptable level;
- Ensure they have explained to other adults what to do if there is a crisis – follow Crisis Management Procedure;
- Ensure a copy of the Crisis Management Procedure is in the trips documentation .

Other Members of Staff Involved in the Visit

Teachers on the visit must:

- Do their best to ensure the health and safety of everyone in the group;
- Care for each individual as any reasonable parent would;
- Carry a list/register of all group members with contact numbers;
- Follow the instructions of the Group Leader and help with managing the group;
- Consider stopping the visit or activity if they think the risk to the health and safety of the children in their charge is unacceptable;
- Regularly check that the entire group is present;
- Have the means to contact the Group Leader/other Supervisors if needing help;
- Clearly understand the emergency procedures and be able to carry them out;
- Have appropriate access to first aid;
- Ensure they know what to do in a crisis.

Other Adults Involved in the Visit

The Group Leader should ensure that other adults follow instructions. During the visit accompanying adults will:

- Ensure they co-operate with the Group Leader and follow the instructions given to them;
- Carry a list/register of all group members with contact numbers;

- Regularly check that the entire group is present;
- Have the means to contact the Group Leader/other Supervisors if needing help;
- Clearly understand the emergency procedures and be able to carry them out;
- Have appropriate access to first aid;
- Ensure students use the bathroom in pairs and they wait outside;
- Should be aware of what to do in a crisis. They will have been given instructions by the Group Leader.

Responsibilities of the Students

The Group Leader should make it clear to the children that they must:

- Follow the instructions of the Group Leader and other adults;
- Not take unnecessary risks;
- Look out for anything that might hurt or threaten the group;
- Should not undertake any task that they fear or that they think will be dangerous;
- Alert the Supervisor if someone is missing or in difficulty;
- Remain where they are if separated and wait until someone comes back for them or look for another group from AHSP if they lose their group;
- Not go with anyone even if they tell them they know where to find the Teacher or adult they were with.

5. Supervision

It is important to have a sufficient ratio of adults to children for any visit. The following factors should be taken into consideration:

- Age and ability of the group;
- Children with SEND and medical needs;
- Nature of the activities;
- Experience of adults on visits;
- Competence of staff, both general and on specific activities.

There should always be enough adults to cope effectively with an emergency. When visits involve activities with a higher risk supervision ratios at AHSP are set accordingly.

At AHSP, we require a minimum staff to student ratio of 1:6.

Regardless of this suggested ratio, each visit will be assessed individually through AHSP's Risk Assessment procedure for educational visits.

As well as any information provided by AHSP, there is additional information about what to do in case of terror incidents or other extreme circumstances on the Government website

<https://www.gov.uk/government/publications/stay-safe-film>

Losing Contact with a Child

In the unlikely event that a child appears to be missing the Group Leader should follow the Crisis Management Procedure. The Group Leader should do the following once Crisis Management Procedures have been put into place:

- Stay calm and ensure the Headteacher is aware of the situation;
- The group will stay still and keep together. Two adults will stay with the group and a minimum of two adults will immediately start searching for the missing child;
- If the child is still missing after five minutes the staff on site will be informed, AHSP will be contacted and the Police will be called;
- The Group Leader will be prepared to give the following information:
 1. The Group Leader's name;
 2. What has happened;
 3. Name, age and address of the child;
 4. Time of the incident;
 5. Any special medical or learning needs.
- AHSP will contact the parent/carer of the missing child to inform them of what has happened and the steps that are being taken to find their child. They will also inform Cavendish Education;
- A search will continue to happen after calling the Police and the School;
- The Teacher/adult involved will complete an Incident Form as fully as possible;
- Teachers/adults should not speak to anyone who has no need to know or who might be a member of the media and under no circumstances should the name of the child be divulged to any such person;
- Legal liability should not be discussed with or admitted to anyone.

The students will be told the following information should they become separated from their group:

- Stay where they are as someone will come back to look for them;
- Look around to see if they can see the group or another group from the school;
- Not to go with anyone even if they tell you they know where to find the Teacher or adult they were with.

6. Emergency Procedures

The School will appoint a member of staff as the emergency contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that may attract media attention. In the event of a serious accident resulting in death or injury of one or more of the students or staff, the priority should be to summon the emergency services and arrange for medical attention for the injured. The School will also keep in regular contact with parents.

The Group Leader will leave full details of all students/young people and accompanying adults on the visit with the emergency school contact, including the home contact details of parents and next-of-kin, as appropriate. All incidents and accidents occurring on a visit must be reported back through the school system.

First Aid

A number of staff at AHSP are paediatric or first aider trained. This is reviewed annually. All staff have first aid training. A first aid bag is taken with the group on the visit. The first aid bags are checked on a regular basis by the Administrative Team. Staff should administer minor first aid while on trips, and for more serious situations, refer to the first aid facilities available on the trip or ring 999 for assistance.

All staff involved in educational visits should be aware of any medical issues regarding the children. Medicine relating to particular children and information regarding administration should be given to the designated member of staff.

Any accident must be recorded on an Accident Form and any other health issue related to the parents.

7. Exploratory Visit

It is essential that the Group Leader undertakes an exploratory visit. The Group Leader should:

- Ensure that the venue is suitable to meet the aims and objectives of the educational visit;
- Assess potential areas of risk;
- Ensure that the venue can cater for the needs of the staff and the students in the group;
- Ensure that they are familiar with the area before taking a party of children;
- Any other factors that may help them in the planning of the visit.

8. Transport

Public transport is used where at all possible for school trips.

The School Office will arrange for an appropriate coach company for day visits and residential as required. The Group Leader will liaise with the School Administrator regarding dates and times of the visit. Records are kept about the coaches used, including insurance details and a list of the named drivers.

All students will wear seatbelts and staff must ensure these are secure at the start of each journey and during the journey at reasonable intervals. Students should be made aware of the basic safety rules for travel. Adults should be seated throughout the coach.

At AHSP we do not use private cars to transport students, as they will not be covered under the School's insurance.

If using public transport, staff should apply for free travel from TfL at least two weeks before the visit. Details of how to do this are on the trip checklist.

When using trains / tubes, the following procedures should be followed:

- Do a headcount at the entrance to the station to one side.
- Go to the barrier and ask the guard to let you through with the students. Six free students with one paying adult.
- Count the students on to the escalator and again at the bottom to one side.
- Walk the students to the end of the platform where it is usually quieter.
- Do a head count as the students are getting on to the tube.
- Use the same carriage.
- With your foot in the door, count the students off the train when you get to your destination.
- Count the students on to the escalator and off again at the top to one side.
- Go to the barrier and ask the guard to let you through with the students.
- Count the students once they are all through the barrier before heading to the exit.

9. Children with More Challenging Needs

Students with more challenging SEND and medical needs will not be excluded from educational visits, provided that the safety of the group is not jeopardised. Any problems/limitations should be considered at the planning stage and when carrying out the Risk Assessment. Special attention should be made to supervision ratios.

The Group Leader should have summary sheets containing details of the student/students' needs. Where necessary the Group Leader should discuss the visit with parents of those children with needs and the Head of Learning Support to ensure that sufficient support is in place.

9.1 Equal Opportunities

Every effort will be made to ensure that all educational visits are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender or religion.

Refer to AHSP Equal Opportunities Policy.

10. Parental Consent

10.1 Day Trips

Parents have provided consent for all day trips, which is held in the main office. As a result consent for individual day trips is therefore not required. However, parents must be informed about trips via an email sent out in advance of the trip.

10.2 Residential / International Trips

Consent for Residential and International Trips must be sought from parents.

11. Insurance

AHSP is a member of the Cavendish Group. All the Schools within the group are all insured under the Group Insurance Policy. AHSP also has Employers' Liability Insurance. These documents are also displayed in the School Office.

12. Evaluation

An evaluation of the visit should be made within a reasonable time and discussed with the staff/adults involved and concerned. After consultation any issues should be addressed, resolved and noted. Students can also be involved in this process. If there were any incidents or concerns, they must be formally documented and filed (eg-accident book, incident forms, My Concern etc).