



# St. Gregory's Catholic High School

## Educational Visits and Trips Policy

### Monitoring

The implementation of the policy will be monitored by the Assistant Headteacher, Catholic Life

### Evaluation

The policy was reviewed by the Assistant Headteacher, Catholic Life and Senior Leadership Team on 10<sup>th</sup> June 2021 prior to the submission of the policy to Governors' Community Committee for scrutiny and recommendation to the Full Governing Board for approval.

#### Policy Review Dates:

**Date last approved by Full Governing Board:** 11<sup>th</sup> July 2018

**Date submitted to Governors' Committee:** 17<sup>th</sup> June 2021

**Date submitted to Full Governing Board:** 13<sup>th</sup> July 2021

**Review Frequency:** Every 3 years

**Start date for policy review:** March 2024

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## **Statement of intent**

**St. Gregory's Catholic High School** understands that visits and trips can be effective ways of encouraging interest and motivation in pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school also takes the health and wellbeing of our staff and pupils very seriously. We take reasonable steps, as stated in the Health and Safety at Work Act 1974, to ensure the health and safety of our employees, as well as our pupils. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

**St. Gregory's Catholic High School, as the employer, is responsible for the health and safety of pupils, members of staff and volunteers and aims to protect them from getting hurt while out on educational visits of school trips.**

# 1. Legal framework

- This policy has been created with regard to the following legislation, including, but not limited to:
  - The Health and Safety at Work etc. Act 1974
- This policy has also been created with due regard to the following guidance:
  - DfE (2018) 'Charging for school activities'
  - DfE (2018) 'Health and Safety: Advice on Legal Duties and Powers'
  - HSE (2011) 'School Trips and Outdoor Learning Activities'
  - DfE (2013) 'Driving school minibuses'
  -
- This policy should be used in conjunction with the relevant school policies including, but not limited to:
  - **Complaints Procedure Policy**
  - **Behaviour Policy**
  - **Business Continuity Plan**
  - **Critical Incident Policy**
  - **Health and Safety Policy**
  - **Charging and Remissions Policy**
  - **Minibus Policy**
  - **Safeguarding Policy**
  - **Inclusion Policy**
  - **Equal Opportunities Policy**
  - **E-Safety Policy**

# 2. Definitions

- **'In loco parentis'** means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent
- **'School trip'** means any educational visit, foreign exchange trip, away-day or residential holiday organised by **St. Gregory's Catholic High School** which takes pupils and staff members off-site
- **'Residential'** means any school trip which includes an overnight stay
- Activities of an **'adventurous nature'** include, but are not limited to, the following:
  - Trekking
  - Caving
  - Skiing

- Water sports
- Climbing
- Camping

### 3. Key roles and responsibilities

The **governors** are responsible for:

- The overall implementation of this policy
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Approving residential / trips abroad

The **headteacher and senior leadership team** are responsible for:

- The day-to-day implementation and management of this policy
- Liaising with the **educational visits coordinator** and communicating information regarding any planned trips to parents
- The headteacher or person delegated by the headteacher is responsible for giving initial approval for an educational visit / trip, subject to discussion with the senior leadership team, which will be subject to the subsequent satisfactory completion of all paperwork and risk assessments, after considering the potential impact on the efficient running of the school
- The headteacher and senior leadership team will give final approval for an educational visit / trip when the designated member of SLT has confirmed that all aspects of the 'Evolve' process have been satisfactorily completed
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary
- Supporting the educational visits coordinator in appointing designated trip leaders for each trip
- The headteacher / designated member of SLT will provide summary information to the Governing Board about educational visits at the Community Committee of the Governing Board

If St. Gregory's Catholic High School does not have an educational visits coordinator, the headteacher should undertake their duties until one can be appointed

The **educational visits coordinator (EVC) and educational visits headteacher (EVH)** will:

- Oversee all issues and controls regarding extra-curricular activities and trips
- Liaise between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips
- Work with the local outdoor education adviser to help staff assess and manage risks
- Ensure the systems and procedures for dealing with educational visits adhere to the requirements of this policy
- Organise any relevant trip training so staff and volunteers can feel confident in conducting their duties
- Partake in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance

- Oversee the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader
- Approve all relevant documentation, including risk assessments, to ensure educational visits have been well planned for and are safe
- Appoint an appropriate and competent member of staff to be the designated trip leader for each trip
- Ensure the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers
- Ensure that any problems are raised in a meeting with the SLT and governing board

The **designated leader** in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip. The **designated leader** must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the school and LA policies and procedures
- Identify the educational purpose of the extra-curricular trip or activity and present its benefits to the Headteacher and SLT
- Undertake any relevant training or courses which are arranged by the educational visits coordinator
- seek initial approval for educational visits / trips before any formal communication with parents is made using the appropriate documentation
- Plan and prepare for the visit and assess the risks
- Create an itinerary prior to an educational visit or school trip and distribute it to pupils, parents and staff to ensure the day is well organised and safe
- Ensure they have all relevant medical information on staff and pupils
- Submit all relevant documentation and information on the EVOLVE educational visits system for approval by the educational visits coordinator and Head Teacher (or Deputy Head Teacher) where a record of all communications between the EVC, EVC (Head), Local Authority Safeguarding team (where appropriate) and the designated leader is kept
- Delegate responsibilities to other staff members, including the designated deputy leader, in the school trip
- Communicate to other staff on the arrangements and organisation of activities and students during the visit e.g. provide an itinerary, register of student grouping and inform of any specific medical and dietary requirements of those taking part
- Be aware of the school's emergency contact procedures for during and out of school hours (see EVH/EVC for details) and be able to act in accordance with them
- Identify another member of staff who can deputise and lead the visit in the event of the designated leader's absence\illness and keep them informed of visit arrangements
- Provide timely feedback to the headteacher on return to school about the educational visit / trip and feedback to the EVC to inform policy and practice in order that the school continue to maintain the highest possible standards for educational visits / trips

- Make sure that the paragraphs in appendix 1 are included in the initial visit letter to parents and follow through any necessary action immediately

**The designated deputy leader** supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip e.g. is unwell at short notice. They are also responsible for:

- Supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks

**Staff** are responsible for:

- Following this policy, and for ensuring pupils do so too
- Ensuring the policy is implemented fairly and consistently
- Ensuring they are competent and comfortable with their delegated responsibilities by undertaking training
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip

**Staff** must seek advice where there is lack of clarity or understanding or need advice on:

- Risk assessment processes (see Site Manager)
- Staffing of trips (see School Business Manager)
- Liaison with parents (Head of Department, relevant Pupil Progress Manager (PPM) or Pastoral Support Manager (PSM))
- Managing budgets (see School Business Manager)

**Volunteers and/or carers** on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities
- Participating in any relevant checks before the trip in line with the DBS Policy
- Reading and understanding relevant policies, such as the Behavioural Policy, to enforce the Pupil Code of Conduct while on the school trip
- Ensuring they are competent and comfortable with their delegated responsibilities by partaking in relevant training
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader
- Assisting pupils with needs during activities, e.g., escorting them to the toilets
- Attending any relevant meetings or induction evenings before the trip

**Pupils** are responsible for:

- Following instructions from staff while on school trips

- Behaving in a manner which matches the ethos of **St. Gregory's Catholic High School**, and for following the behaviour rules set out in the school's **Behaviour Policy** with regards to this policy

#### 4. Training of staff

- Staff will receive training on this policy as part of their induction
- Staff will receive regular and ongoing training as part of their CPD

#### 5. Planning school trips

- Prior to planning a school trip, the following guidance should be read by organisers:
  - St. Gregory's Educational Visits and School Trips policy
  - Warrington Borough Council Learning Outside the Classroom policy
- A thorough risk assessment will be conducted by the **designated leader** during the planning of the trip, which will then be checked to ensure pupil and staff safety via EVOLVE
- When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present
- Where there is a maximum capacity of pupils for a trip, places will be allocated by their names being drawn randomly in the presence of those pupils who have applied for the trip. In such cases pupils will have the right to withdraw from the trip before the draw. There will be no guarantee that pupils can go on a trip with friends if a random draw is made. This will be clearly communicated to parents in a **letter home**

#### 6. Risk assessment process

- Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. Risk assessments will take into account individual risks to pupils and staff where their needs dictate
- The process is as follows:
  - Identify the hazards
  - Decide who might be harmed and how
  - Evaluate the risks and decide on precautions
  - Record findings and implement them
  - Review assessment and update if necessary
- A risk assessment form is available on the school shared computer drive

#### 7. Safe use of minibuses, coaches and seatbelts

- Warrington Borough Council, in conjunction with the Site Manager, will arrange the on-going statutory inspections and maintenance of the minibuses, including MOTs and road tax
- The use of minibuses will be in accordance with the **St Gregory's Catholic High School Minibus Policy**
- Drivers will be subject to a 6-monthly licence and driver authorisation check by Warrington Borough Council. The authorisation check will confirm eligibility to drive relative to the classification on their



driving license. A database of eligible drivers will be kept and cross referenced prior to any use of the minibus.

- Drivers will undertake a competency test prior to driving the minibus. This will be carried out by a driver trainer from Warrington Borough Council. New drivers who do not pass this test will not be allowed to drive the minibus
- Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs
- The minibus will carry strictly one person per seat and seatbelts must be worn at all times
- The coach will carry strictly one person per seat and seatbelts must be worn at all times
- The minibus can carry a maximum of 15 persons including the driver
- A pre-use check must be completed by the driver and any concerns raised prior to taking the minibus out
- Drivers are expected to comply with the Road Traffic Act at all times
- Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed
- Starting and closing mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school

## 8. Parental consent

- Parental consent is required for all off-site activities including:
  - Residential trips.
  - Foreign trips.
  - Trips outside of school hours.
  - Activities of an adventurous nature

## 9. Staffing ratios

- There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:
  - Abroad: **1:10**
  - Other residential: **1:10**
  - High risk: **1:10**
  - Day trip visits: **1:15-20**

## 10. Insurance and licensing

- When planning activities of an adventurous nature in the UK, the **designated leader** will check that the provider of the activity holds a current licence
- Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover
- Parents will be informed of the limits of any insurance cover

- For European trips, a valid European Health Insurance Card (EHIC) will be obtained for every participant
- Where a crime is committed against a member of the party, it will be reported to local police as soon as possible
- Medical expenses will be recorded and stored in **the school office**

## 11. First Aid

- For all visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment (e.g. urban, remote, water, etc)
- Based on the nature of the particular visit, the EVC (or designated leader) should make a professional judgement regarding the level of first aid required. However, any residential visit or adventurous activity should be accompanied by, or have access to, qualified first aid provision. For residential visits the visit leader should ensure that first aid is available at all times
- A first aid kit appropriate to the visit should be carried, and there should always be someone who is nominated to deal with first aid issues

## 12. Accidents and incidents

- In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the **Health and Safety Policy**
- In the case of accidents and injuries while on a school trip abroad:
  - Organisers will cooperate fully with the emergency services at the location and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred
  - The first point of contact within the UK will be the **headteacher** who will contact the family of the injured person
  - Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted
  - The British Embassy/Consulate will be informed
  - The insurer will be notified
- The **headteacher** will keep written records of any incident
- Media enquiries will be referred to the **headteacher** or, if they are not available, the **deputy headteacher**
- Staff will use guidance as set out in the **Critical Incident Policy**, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack
- Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack
- Relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments

- Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency

### 13. Missing person procedure

- The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad
- Before embarking on the trip, extensive risk assessments are undertaken in accordance with section six of this policy
- The **designated leader** will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting
- When travelling with a pupil with SEND, the **designated leader** will ensure an adult is with them when and where the needs of a SEND pupil dictate, and that the visit is adequately modified to suit the pupil's needs in accordance with section 13 of this policy
- In accordance with this policy, all people on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group
- All staff members and pupils will be required to carry mobile phones with them at all times; if a pupil does not own a mobile phone, they will be paired up with a pupil who has a mobile phone. In all other instances, the school's E-safety policy on mobile phones applies
- Upon arriving at every venue, the designated leader will identify a rendezvous point, where pupils and adults should go if they become separated from the rest of the group
- Regular head counts of all pupils and staff will take place sporadically throughout the day to ensure all persons are present at all times
- In the event someone goes missing whilst on a school trip domestically or abroad:
  - The designated leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing
  - The designated leader will immediately identify at least **one** adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive
  - Where possible, the venue will be notified of the missing person to help ensure the person is found quickly
  - If the person cannot be contacted or located within **10 minutes**, the local police or relevant authorities, e.g. British Embassy, should be contacted
  - If the police are called, the designated leader should contact the **headteacher**, or other available person, back at the school and inform them of what has happened
- If a member of the party has gone missing and is subsequently found, the designated leader will:
  - Review the group sizes and staffing ratios to ensure no one becomes separated from their group
  - Review whether more registers should be conducted throughout the day
  - Assess which venues they attend to ensure they are suitable for the group

- Make recommendations to the **educational visits coordinator** to ensure similar incidents can be avoided in the future
- If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin
- If the missing person cannot be found, the group will return to school; if this is not possible, e.g. when a trip is taking place abroad, the **educational visits coordinator** will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits

## 14. Pupils with SEND

- Where possible, activities and visits will be adapted to enable pupils with SEND to take part, having full regard to the terms of a pupil's EHC plan when organising trips
- Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils

## 15. Finance

- The financial procedures outlined in the school's **Charging and Remissions Policy** will always be followed when arranging trips
- The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2014) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:
  - Part of the national curriculum
  - Part of a syllabus for an examination that the pupil is being prepared for at the school
  - Part of Religious Education
- Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts
- All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip
- In the event that the trip is cancelled due to unforeseeable circumstances, it is at the **headteacher's** discretion as to whether a refund is given to parents. The **headteacher** will consult the **governing board** on the matter, taking into account the cost to the school, including alternative provision costs
- In the event that a pupil cancels their place on a trip, it is at the **headteacher's** discretion as to whether a refund is given to parents. The **headteacher** will consult the **governing Board** on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else
- If a child is withdrawn from the trip by parents/carers and the school is unable to secure a refund, parents/carers will be liable for the full cost of the trip
- **St. Gregory's Catholic High School** will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally

- Any charge made in respect of pupils will not exceed the actual cost of providing the trip, divided equally by the number of pupils participating
- Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil
- The **designated leader** of the trip will be able to apply for subsidies to contribute towards the cost of a school trip for those pupils in receipt of Pupil Premium funding where the aim is to enrich a pupil's academic, social, moral, spiritual and cultural life

## 16. Foreign trips

When planning school trips abroad, St. Gregory's will consider the Foreign and Commonwealth Office's guidance 'Safer adventure and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK

- Validity of passports and visa requirements will be dealt with within **three months** of the initial notification of the trip, to avoid problems when the trip is due to take place
- Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens
- Before the trip the educational visit coordinator will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations of time limitations
- Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Lichtenstein, within a 180 day period if they intend to participate in any of the trips within these countries
- Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU
- Before the trip, staff will be trained in spotting suspicious behaviour and remaining vigilant whilst abroad
- Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers
- Registers will be taken at the start and end of each day, as well as before, during, and after, events and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times
- Staff will check the town/city's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead
- At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the designated leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting

## 17. Complaints

- Complaints will be dealt with in accordance with the school complaints procedure available on the school's website or from school

<b>Approval for school trips / visits</b>	
<b>Group leader:</b>	
<b>Visit to:</b>	
<b>Purpose of visit:</b>	
<b>Departure date and time:</b>	
<b>School days missed (please include if your form needs covering)</b>	
<b>Year group:</b>	
<b>Number of students:</b>	
<b>Staff accompanying the visit:</b>	
<b>Purpose of visit:</b>	

<b>Breakdown of costs:</b>	N/A	
<b>Cost for pupil (inc meals, transport and admission fees)</b>		
<b>Additional meals</b>		
<b>Transport costs</b>		
<b>Cost of staff places</b>		
<b>Total cost per pupil for trip:</b>		

<b>Payment schedule:</b>	<b>Amount</b>		
<b>Deposit</b>			
<b>Dates for further instalments to be made</b>			
<b>Final invoice total:</b>			



## Appendix 2

1. The following paragraph must be included in any letter to parents informing them of an organised school trip:

*'All appropriate staff will be consulted as to whether they consider each student to be reliable and responsible enough to be included on this trip. Following confirmation of a place on the trip, if a student's poor behaviour results in a member of the Senior Leadership Team being called to their lesson or being placed in the internal exclusion (Columba Room) you will be informed of specific expectations that will have to be met by your son / daughter for him / her to be considered to participate on the trip. Your support will be required to ensure that your son / daughter understands these expectations.*

*Please note that a Fixed Term Exclusion will result in the School withdrawing the student from the trip immediately. Any student withdrawn will forfeit his / her deposit and non-refundable monies associated with the trip.*

*We are required by our insurers to remind you that the cost of non-accidental damage caused by any students whilst on the trip will be charged to the parents / carers concerned.*

*If you withdraw your child from the trip and school are unable to secure a refund you will be liable for the full cost of the trip or monies paid in up to the time of withdrawal. On top of a school administration charge of £25, you will also incur any charges from the trip provider for a change of name as a result of your child being removed / withdrawn from a trip.'*

## **Planning and conducting educational visits and school trips during the coronavirus (COVID-19) pandemic**

### **Statement of intent**

The school aims to act in accordance with the Educational Visits and School Trips Policy set out above as much as possible; however, we understand the necessity for additional considerations and protocols during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions the school will take during this time to ensure school trips are conducted in line with compulsory health and safety regulations. The appendix covers pre-trip planning procedures as well as actions to carry out when off the school site during the school trip.

### **1. Planning a school trip with control measures**

School trips will be planned in relation to the most up-to-date government guidance, and continuously reviewed to ensure the proposed school trip is compliant with all relevant restrictions. The school will also have a contingency plan in place to mitigate the disruption caused to planned trips by any possible changes to government guidance. Any changes to proposed plans for school trips will be communicated to parents, pupils and staff as soon as possible.

The designated trip leader will conduct a comprehensive Coronavirus (COVID-19): School Trip Risk Assessment that considers specific coronavirus-related control measures to ensure the trip is safe to proceed. An individual risk assessment will be conducted for each individual school trip to account for the necessary covid-secure measures which may differ from trip to trip. The educational visits coordinator will approve each specific individual risk assessment to ensure the proposed trip is safe to conduct.

The number of attendees and size of the group travelling off site will be considered by the educational visits coordinator to ensure it is appropriate and compliant with health and safety measures.

The school ensures that the trip destination's infection control measures and social distancing rules are communicated to pupils who are attending the trip in advanced. Staff will be informed of the control measures before the pupils so they can enforce the rules at all times. All participants on the trip will adhere to the Coronavirus (COVID-19): School Trip Risk Assessment in order to enforce adequate and practical measures to protect the health and safety of both staff, pupils and the general public.

Pupils are expected to participate in any infection control and social distancing measures deemed necessary, e.g. wearing a mask off the school site. Pupils whose behaviour is purposefully contrary to the outline infection control measures will be disciplined in line with the Behavioural Policy.

Parents will be informed of arrival and departure procedures for the school trip in advance to avoid congestion when dropping off and collecting their children from school. Parents will be made aware of safety control measures and assured that the trip is safe to go ahead.

## **2. Vetting providers**

The designated trip leader will ensure that the school trip provider and/or destination is compliant with the relevant government guidance regarding social distancing measures and procedures.

The designated trip leader will ensure the travel company providing transportation for the school trip is compliant with the relevant government guidance. The school will maintain ongoing contact with the school trip provider and/or destination to keep up to date with any additional information.

The school will also ensure the school trip provider has conducted a risk assessment which makes specific consideration for coronavirus restrictions. When considering external providers for activities, the educational visits coordinator will check whether the destination is able to host pupils adequately and safely.

## **3. Foreign trips**

In accordance with national government guidance, the school will not carry out school trips which involve travelling abroad. This will be reviewed in line with the government guidance.

## **4. Insurance and refunds**

Before booking any trips, the school will enquire as to what the trip provider's refund policy is.

Before booking any trips, the school will ensure the booking has been checked with the insurance company to check it is covered in the event of a cancellation.

Parents will be notified of any refund procedures before payments are made and in the event of a cancellation will be refunded as per the outlined agreement.

## **5. Monitoring and review**

The headteacher is responsible for continually monitoring PHE and DfE updates and updating this appendix in line with any changes to government guidance. Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.