



Trips Policy

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1. Introduction

This policy applies to all trips organised by the Leys School (the 'School').

The School recognises that trips provide a valuable educational extension to both the academic and the wider curriculum. They support Key Aims for the School, by offering excitement in academic study, increasing exposure to sporting, cultural and creative opportunities, widening pupils' range of experience, allowing them to develop in mind and body and building their self-esteem.

Trips offered by the School aim to cover a wide range of academic and wider curricular activities, within a range of cost that attempts to take into account the financial circumstances of all pupils' families, thus allowing access for most pupils to the valuable educational experience that trips provide.

This policy has been written with reference to, amongst other things, the following legislation and guidance:

- Education (Independent School Standards) Regulations 2014;
- Equality Act 2010;
- Health and Safety at Work etc Act 1974;
- Data Protection Act 2018 and UK General Data Protection Regulation 2018;
- Health and Safety on educational visits (DfE, November 2018);
- Health and Safety Executive: School trips and outdoor learning activities (HSE, June 2011);
- First aid in schools, early years and further education (DfE, February 2022); and
- Keeping children safe in education (DfE, September 2024).

2. Responsibilities

The School's Governors have ultimate responsibility for all matters which are the subject of this policy.

2.1 Head

The Head is delegated day-to-day responsibility, by Governors, and has appointed the School's Senior Deputy Head and the Deputy Head (Wider-Curriculum) to act as the Schools' Educational Visit Coordinators (EVC) overseeing day trips and residential and overseas trips respectively.

The EVCs will be appropriately trained and have access to, and be aware of, appropriate guidance and advice.

The EVC's responsibilities are as below:

- Coordinating and overseeing all issues and controls regarding trips and to liaise between all appropriate parties during the planning and organisation;
- Ensuring that a Trip Leader is appointed, who is competent to plan, undertake and supervise activities and monitor/assess the risks in preparation for and throughout the trip;
- Oversee the appointment of the Trip Leader;
- Ensuring that the requirements of this policy are adhered to and reporting to the Head any difficulties in meeting the requirements of the same;



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- Providing appropriate advice to the Head, and the Leys Committee of Governors, where appropriate, in approving Educational Visits;
 - Ensuring that trips do not take place unless they have, and where appropriate, the Head has, given approval;
 - Ensuring that the systems and procedures laid down for dealing with educational visits are adequate and adhered to (including but not limited to, appropriate risk assessments and contingency and emergency plans);
 - Ensuring that there is adequate insurance cover for trips;
 - Ensuring that any relevant qualifications claimed by the Trip Leader, or other relevant member of the group, are checked, verified and up to date, as required for the trip;
 - Ensuring that the Trip Leader has full details of the trip so that they can provide information to parents in good time;
 - Ensuring that accompanying adults are properly assessed, which will include barred list checks if they are likely to be left unsupervised or will otherwise work in regulated activity;
 - Ensuring that one (or more) pre-trip meeting(s) is held with the Trip Leader prior to all residential/overseas visits, with the Head's involvement for residential/overseas;
 - Ensuring that adequate records are retained throughout the planning process, and following the trip; and
 - Ensuring that feedback is obtained from all educational visits and utilised, where practicable, to both enhance and improve any future arrangements and selection processes. This may include updating risk assessments, procedures, and this policy.

The EVC may delegate specific tasks from the above and is responsible for ensuring that such delegation is appropriate and clearly understood.

2.2 Trip Leaders

The Trip Leader, where so instructed and delegated by the relevant EVC (see section above), will:

- Prepare for and plan the proposed trip taking into account the health and safety risks that may arise before, during and after the visit.
- Appoint, where considered appropriate, any competent deputy or deputies in support of any visit;
- 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;
- Ensure that the needs of all those included on the visit are assessed and provided for, taking into account any reasonable adjustments which may be needed;
- Ensure that the risk assessment(s) also determine the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel;
- Ensure that all equipment and materials required for the visit are adequate and arrangements are made to store them safely and correctly;
- Ensure parents are provided with all the necessary information about the educational visit (to amount to informed consent, where necessary), any equipment 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 accessibility requirement that parents may have – for example, if they have disabilities, or if English is their second language;
- Brief all group members, including students and parents, on the main elements of the visit, the standards expected (including behaviour and discipline) and the roles and responsibilities of all prior to commencing the visit;
- Finalise all details and arrangements with the relevant EVC; and
- Ensure that any insurance conditions are complied with.

2.3 Staff accompanying trips

The staff accompanying trips will:

- 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;
- Support the Trip Leader, Deputy Trip Leader and other staff accompanying the trip with control, behaviour and discipline of the group;
- Assist in general control and discipline requirements;
- Inform the Trip Leader immediately of any suspected, or confirmed, risks to the welfare, health and safety of themselves or others during the trip;
- Be properly checked and assessed in accordance with the School's policies;
- Not force students to partake in any activities during the visit that they may not wish to do; and
- Be aware of potential conflicts of interest, if their own children are members of the group and excuse themselves from situations, where appropriate.

2.4 Parents/Carers

The Parents/Guardians shall:

- Provide the School with clear, and accurate up to date information on their child's health, individual needs, and/or any special educational needs (SEN).
- Provide appropriate consents, where this is not otherwise covered by the terms of the School's Terms and Conditions.
- Provide emergency contact details prior to the trip.
- Provide any relevant information known to them regarding the (current) health of their child including providing the School with their child's medication in advance of the trip, and any accompanying instructions for administering the same.
- Ensure that their child has had the required vaccinations to enable them to safely take place on the trip.
- Ensure that their child's passport has sufficient validity and that the necessary visas are in place for travel to the destination country, as directed by the Trip Leader.
- Ensure that their child, appropriate to their age, understands the standards of behaviour and conduct expected of pupils on the trip.



- Disclose any specific details of concerns for their child that may be appropriate to the nature of the trip and any activities planned.

2.5 Pupils

Pupils participating in trips:

- Must dress and behave appropriately and strive to meet the expectations placed upon them, including using safety equipment appropriately and as instructed;
- When overseas, be sensitive to local codes and customs and abide by local laws;
- Must follow the instructions given to them by any accompanying adults during the trip and comply with the School policies, in particular the School rules, Code of Conduct, Behaviour and Discipline Policy, Alcohol Policy, and Smoking Policy;
- Must not take any unnecessary risks or place themselves or others at unnecessary risk;
- Report to any supervising adult any concerns they may have during the visit and, in particular, if and when they are asked to partake in any activities;
- Be aware that any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from participating in the whole trip or an activity. It may also be arranged for pupils to leave during a trip, in exceptional circumstances; and
- Report any concerns that they have to the Trip Leader or an accompanying adult.

3. Risk and compliance

- The School's Health, Safety and Security (H, S & S) Manager will - in conjunction with the EVC, Trip Leader, and the Compliance department - be responsible for ensuring that the systems and procedures for ensuring the health and safety of the whole group are adequate (this includes any necessary risk assessments being implemented and reviewed, as appropriate).
- The School's Compliance department will work with the EVC and the Trip Leader to ensure that appropriate data protection assessments are undertaken.

4. Planning and controlling trips

Individuals responsible for planning and controlling School trips (known as the 'Trip Leader') has an important role to play. Not only are they responsible for the safety of the pupils in their care, but they are also the Head's representative. They must always bear in mind that the behavioural standards displayed by the group in their care will not only have an effect on pupil safety, wellbeing and benefit from the trip but will also ultimately reflect on the whole School.

When a pupil joins the school, parents/guardians provide consent for their child to participate in trips and visits organised in the normal course of a child's schooling. As part of this they agree that they can take part in contact sports, and other sports activities and for the School to administer emergency medical treatment if required. The School will always seek specific consent from parents for trips which involve overseas travel, an overnight stay and/or those which are higher risk or amount to an adventure activity.



5. Residential Trips

For residential trips, this policy should be read in conjunction with the 'Residential Trips Pack A and B. "Pack A: Guidance for Trip Leaders" provides a series of considerations when planning a trip (including health and safety), paperwork and meetings required, administration on return from a trip and template documents for the trip leader. 'Pack B: Trip Request and Administration' provides confirmation from the trip leader that the requirements for running a trip have been adhered to. These are authorised by the relevant members of staff.

Trip leaders should make themselves familiar with the content of both packs, as proper and timely completion of the paperwork associated with a trip is essential to its success and to the wellbeing of all participants. Where the guidelines set out in these booklets are followed, benefits to pupils on a trip will be maximised and the risks will be reduced to a minimum. No trip will be allowed to depart without all relevant paperwork being completed.

6. Day Trips

For day trips, staff must read this policy in conjunction with the guidance for arranging day trips, which can be found on the SharePoint entitled, 'Instructions for organising day trips'.

When a member of staff wants to organise a trip, this should be discussed initially with the Head of Department. Once the trip has been agreed, the first stage should be to check whether there is a suitable date on the calendar to avoid any clashes, before contacting the Senior Deputy Head to see if the trip can go ahead. The Senior Deputy Head will liaise with the Deputy Head (Academic) and the Deputy Head (Wider Curriculum) to minimise disruption to pupils' academic lessons and wider curriculum commitments. When the Senior Deputy Head has agreed the trip can take place, details should be added onto the rolling calendar. This can be done via the intranet or by alerting the Administration Officer in the School Office. The entry into the calendar should provide details of which year groups/departments are involved, as well as the approximate timings of the trip.

Staff in charge of a trip should familiarise themselves with the school's risk assessment templates and process and ensure that due consideration is given to any potential risks inherent with the trip. It is important that any trip can be staffed appropriately. When determining ratios, due consideration should always be given to the complexity and level of risk that the trip involves. As a general guide, there should be a minimum ratio of 1:15 for day and non-hazardous trips with older pupils (e.g. to a lecture series) and 1:12 for younger pupils.

However, if the nature of the trip is likely to involve more risk (e.g. an afternoon of ice-skating or adventure activities/expeditions) then a further risk assessment needs to be sent to the H, S & S Manager for checking and additional staff may be required up to a ratio of 1:10. The H, S & S Manager may also want to see the credentials and risk assessments of a company which runs activities (e.g. a trip to a climbing wall or leisure park) to ensure that they are fit for purpose. With the occurrence of recent terrorist incidents, staff running trips also need to look at the guidance about how to prepare for any emergency. Another useful source of information is www.nactso.gov.uk.



Once the details of the trip have been looked at in more detail, a purple day trip form should be filled in, giving the names of those attending (including staff). At the Heads briefing on a Monday morning (ideally at least a week in advance of the trip) Common Room colleagues should be informed about the trip and a list of those involved should be put on the noticeboard. The Administration Officer will prepare relevant medical details about the pupils attending and the trip leader should take this list to the Medical Centre to ensure that they are aware of any confidential medical information relevant to an individual pupil and this should be considered in the risk assessments for the trip.

Trip leaders should write to parents to inform them of the trip. This is particularly important where the pupils will leave the school site early in the morning or will return late, where there is a cost involved which will be added to the School bill and/or where the trip involves hazardous activities. However, good practice is that parents are informed when pupils are going off site for a non-routine activity, as it helps parents understand where their children are, and the benefits their child is gaining from their Leysian education. Letters should be passed to the Senior Deputy Head for a final check. Once the details of the trip have been finalised and all the relevant details provided, the Senior Deputy Head (or for trips with more inherent risks, the H, S & S Manager may also need to sign this off as indicated above) will 'sign off' the trip.

For trips outside of Cambridge where pupils will be given a phone number, this should be a school phone (which can be obtained from the IT Department). Staff in charge of a trip also need to ensure that they order packed lunches (where required) in good time and let the Catering department know that pupils will not be eating a hot lunch that day. Housemasters/Housemistresses should be told about the trip, especially where the trip spans a House registration period, involves an early departure or late arrival back on site.

If there are any last-minute changes to the list of pupils going on the trip, the School Office should be informed. Staff should alert School if there are any unexpected delays regarding the return to School so that Housemasters/Housemistresses can be informed accordingly, or alternative catering arrangements made if necessary.

7. General safety considerations

A thorough understanding of matters affecting safety is essential.

General safety issues for consideration include:

- Child protection, safeguarding and the general promotion of welfare (see below);
- Any accessibility considerations, including pupils' medical and other health conditions, dietary needs, special needs and disabilities and other needs. For further information please see the 'Finding out Medical Details before Trips' guidance on the 'Trips' section of the School SharePoint;
- The reputation, level of safety and any relevant qualifications of external providers. Checks are made, which confirm whether they hold the appropriate accreditations to deliver the relevant activity. For example, when planning an activity involving caving, climbing, trekking, skiing or water sports (other than rowing), trip leaders must provide certification with their submitted paperwork that the provider holds a licence (in accordance with the Adventure Activities Licensing Regulations 2004);



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- Parental consent and methods of communication with parents;
 - Emergency procedures and contingency plans;
 - The areas, times and activities of potential risk;
 - Standards of behaviour and conduct;
 - The provisions of the School's Alcohol Policy, available on the School website;
 - Organisation e.g. communications, meeting times, registrations and group movement;
 - Supervision arrangements, including staff ratios;
 - Implications of changes in the weather;
 - Methods of transport. Where applicable, staff will consult the school's Minibus Safety Policy;

8. Child protection and safeguarding

The School's Child Protection (Safeguarding) Policy will apply at all times during School trips. All members of staff, and volunteers, must be aware of the School's Safeguarding and Child Protection Policy and report any concerns accordingly.

9. Insurance

The trip leader will ensure that there is adequate insurance cover for trips and that this is notified to parents, as appropriate. The trip leader should have an awareness of any requirements of the School's insurers when planning a trip.

The School cannot accept liability for the failure of insurance for reasons beyond its control or where it has made reasonable enquiries and exercised reasonable care.

10. Fire prevention and control

"No smoking" rules must be observed. Smoking in buildings and tents is a particularly serious offence. Trip leaders and accompanying staff must be aware of fire alarm procedures, position of fire-fighting equipment and emergency exits in each of the locations where pupils are accommodated. They must ensure that the pupils are aware of these.

11. Accidents and illness

Accidents and illness may require the application of first aid, but proper medical assistance should be sought in appropriate cases. In case of hospitalisation, sufferers should be accompanied by an adult they know and arrangements should be made for regular visits. Accidents involving injury to an individual require that the party leader (or other adult at the scene) make a contemporaneous written record of the exact circumstances of the incident, listing all relevant factors, including diagrams where helpful. Such records should be retained and used in support of a formal incident report to the H, S & S) Manager, as soon as practicable, and certainly on return to school.

12. Emergency Procedures and legal matters

Staff must be aware of and comply with the information about Emergency Procedures contained within the guidance booklet. These are designed to ensure the rapid transfer of information leading to specialised assistance. Only the Head (or a person designated by them) will deal with the media.



Under no circumstances should a Trip Leader or accompanying staff discuss or admit any liability in the case of any accident, injury or other serious incident.

Under Common Law, staff have a duty of care to look after pupils who are under their control and trip leaders will often be acting “in loco parentis”. The actions that trip leaders and accompanying staff take to safeguard the wellbeing of pupils on a trip should encompass everything that a responsible parent would be doing under similar circumstances. Areas of Statute Law, such as the Health and Safety at Work Acts have implications for trip leaders and accompanying staff, about which they should make themselves aware through the assistance of the School’s H, S & S Manager.

13. Data Protection

Under data protection legislation, all staff have a legal duty to ensure that School personal data and special category data in their care is kept securely and is not disclosed either orally or in writing, accidentally or otherwise, to any unauthorised third party. Staff should treat all personal information as valuable and ensure appropriate security safeguards are in place, particularly those contained in the School Residential Trips Pack. This includes:

- Securely sharing personal data, and particularly special category data internally, via the School’s encrypted email software or by password protecting the document;
- Storing personal data securely during the trip, such as in a sealed envelope marked ‘Private and Confidential’ and/or on a password protected device;
- Signing documents containing personal data out of the School Office. Return the documents to the Administration Officer for secure disposal not more than two weeks after the return of the trip; and
- Ensuring that a Data Processing and/or Data Sharing Agreement has been put in place with any travel company/third party involved before data sharing takes place with them.

The School will carry out due diligence on the data protection arrangements of any companies/third parties involved the trip to ensure that the data will be shared and processed in accordance with data protection legislation.