



LANGTREE SCHOOL TRUSTEES’ TRIPS AND VISITS POLICY

LANGTREE SCHOOL ACADEMY TRUST COMPANY
AN EXEMPT CHARITY LIMITED BY GUARANTEE
COMPANY NUMBER 7980335

In this policy as in all documents of The Langtree School Academy Trust Company (“TLSATC”) any reference to Langtree School, School, Trustees of Langtree School or Trustees of Langtree School Academy Trust Company is a reference to The Board of Directors of The Langtree School Academy Trust Company and any reference to the Head Teacher of Langtree School is a reference to the Chief Executive Officer of TLSATC.

STATUS:			
RECOMMENDED	✓	STATUTORY	
REVIEW FREQUENCY		3 Years	
DATE OF POLICY		March 2026	
DATE OF LAST REVIEW		March 2026	
REVIEW DUE		March 2029	
EXECUTIVE LEAD		Carolyn Ventress	
COMMITTEE		Finance	
Signed: Chair of Trustees			

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1. Introduction

This policy covers trips and visits off site and local sports fixtures. These range from visiting events to walks around the locality, residential visits of several days' duration, outdoor and adventurous activities and visits abroad. A policy such as this cannot cover all eventualities which might be encountered, but seeks to put in place a framework within which, visit leaders and/or the EVC (Educational Visits Coordinator) can apply their own decision-making processes.

2. Background

- Langtree School has a stated commitment to learning in the 'outdoor classroom', and trips, visits and activities for educational purposes will be a consistent aspect of a student's experience as they progress through their school career.
- Trips, visits and activities are designed to promote the school's commitment to creativity, allowing students to learn and work in different, challenging and collaborative contexts very different from those experienced in the school day.
- Trips, visits and activities are intended not only to extend learning, but also to develop the self-esteem, self-confidence, and the collaborative, communicative and interpersonal skills of each participant.

3. Aims

- To ensure that all students, staff and associate staff taking part in agreed trips, visits and activities as part of Langtree's commitment to the 'outdoor classroom' are safe, happy at all times, and able to benefit from the full range of educational opportunities on offer during each and every event.
- To ensure that all students are able to access the full range of educational trips, visits and activities on offer at Langtree School as part of our equal value principle.
- School will endeavour to ensure that all children have equal access to extra curricular clubs and activities.
- To ensure that Langtree School follows all published procedures required by the Local Authority in the planning and running of all trips, visits and activities during the school year.

4. Responsibilities relating to school visits are :-

- The Board of Trustees ensures there are robust procedures in place for the management of Health & Safety within school and monitors the effectiveness of these procedures. All residential trips and visits out of school will be proposed to the Board of Trustees in advance in the HT's termly report to the Board, and approval will be sought and recorded in the minutes in order for the trip to proceed.
- Safeguarding, any safeguarding concerns during the trip must be communicated to the trip leader immediately who will contact the designated safeguarding lead (DSL) or Head Teacher for advice.
- The EVC develops school visit procedures in line with national guidance; ensures staff are aware of national, local and school policy; monitors visits and activities to ensure they are run in a safe manner; and quality assures risk assessments for each visit to ensure safe practice is being followed.
- The Trip Leader(s) takes overall responsibility for the well-being of the students during the visit; follows school procedures for visit management; provides a risk assessment that has been adapted according to any circumstances which may occur including consideration of the nature of the visit and the students taking part.

- Responsible adults (staff and those volunteers with a DBS check) under instruction from the visit leader take immediate responsibility for a group of students, follow risk assessments, and ensure students are kept safe at all times.

All proposals for trips, visits and activities will be raised with the nominated EVC in the first instance before any further planning takes place. Trips and visits out of school will only be published in the school calendar once agreed with SLT.

5. Risk assessments

Risk assessments must be compiled for all Educational Visits off site. This includes visits arranged by the school with an external provider. This requires that the Visit Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a risk assessment appropriately. Risk assessments should be done on the Langtree Template which are simple, manageable, proportional, suitable and sufficient.

The risk assessments must

- identify significant hazards;
- assess the risk of harm;
- put control measures in place;
- check if anything else is needed;
- use a simple assessment language e.g. high/medium/low;
- consider the site and its environment, the group, the activity and the leaders;
- consider whether the residual risk is an acceptable level for the visit to take place.

Risk assessments must be signed off by the Visit Leader, the EVC and the Head Teacher before the visit takes place. All responsible adults should be made aware of the risk assessment(s).

Trip Leaders must also check that there are no safeguarding issues with the DSL or mental well being issues with HOYs and DSL that they need to be aware of for any students travelling on the trip.

6. Access to School Trips and Extracurricular Activities

Langtree School will endeavour to ensure that all children have equal access to trips and extracurricular activities. Reasonable adjustments will always be sought to try and make the trip or visit accessible for all. However, a risk assessment may need to be carried out to ascertain that trips and activities do not have a detrimental effect on the young person's mental health or physical well-being, as well as that of their peers. The risk assessment will also include the impact of the additional costs incurred of running the trip or activity.

If at any time a parent or guardian is concerned about their child's inclusion in extracurricular activities or school trips, they should in the first instance see the class teacher and then if appropriate arrange a discussion with the school SENDCo, EVC or Head Teacher.

7. Financing and payment for trips

- Costings for each trip will be agreed by the finance office well in advance of the event, and the costed proposal must be signed off by the school business manager before any financial commitment is made with any trip provider, box office or ticket provider, travel company or provider of accommodation. Refer to the Financial Procedures Manual for current approval levels.
- There can be no obligatory charge for trips, visits or activities during school hours with the exception of music tuition (please refer to the Langtree School Charging and Remissions Policy). However, in such cases the school will request a voluntary contribution from parents and carers in order to make such trips, visits and activities viable.

- Similarly, there can be no obligatory charge for trips, visits or activities that take place outside of school hours when they are:
 - part of the set curriculum, part of the syllabus for a public examination that the student is being prepared for by the school,
 - or part of the school's basic curriculum for religious education (please see the Langtree School Charging and Remissions Policy).

However, in such cases the school will request a voluntary contribution from parents and carers in order to make such activities viable.

- In such cases, where a student is entitled to pupil premium funding please see the Charging and Remission Policy.
- All costings for trips will include a surcharge for insurance where necessary (and at a variable cost depending on the level of risk of the trip) which will be advised by the school business manager when costings are being agreed.
- Places on oversubscribed trips and visits will generally be allocated on a random basis, where a trip is oversubscribed. For trips such as theatre trips, teachers will consider which students have not yet had the chance to attend in the year.
- Payments for all trips, visits and activities are to be made online via the school website.

8. Cancellations / Withdrawals

- In the event that a student cancels their participation on a trip or visit, any monies due to be refunded will be refunded electronically to the parent/carer who made the payment.
- The amount of refund is dependent on how late the student is withdrawn from the activity, whether a replacement student can be found and what costs have already been met by the school which cannot be reclaimed.
- Where the trip has been organised through a tour operator or other external supplier, the cancellation charges which are described in the booking conditions / terms of the insurance will apply.
- Where a trip is not paid for in full by the deadline set by the trip leader, the school reserves the right to withdraw any student from an Educational Trip / Visit.
- A student can be withdrawn from any trip or visit at any time by the Head Teacher on the grounds of behaviour.

9. Student Behaviour

- The Head Teacher reserves the right to withdraw any student from a trip or visit on the grounds of behaviour. This can happen before places are allocated or at any time after place allocation as deemed appropriate by the Head Teacher.
- In such a circumstance the school will not refund any payments to parents already made to the tour operators or external suppliers.
- [LINK](#) to Langtree Student Code of Conduct during Trips and Visits

10. Communication with parents/carers

- The standard Langtree School template letter for trips and visits should be used. The EVC will approve all letters before they are published; they will alert the Head Teacher to any concerns before publication.
- The school will seek specific consent from parents for any visit for which any of the following apply:
 - Involved travelling by coach, minibus or car;
 - Takes place outside of the school day;
 - Involves hazardous activities.

11. Staffing Ratios

- Staffing ratios should be considered with regard to the nature of the visit and the students taking part.
- In almost all circumstances, there should be
 - (i) at least one qualified teacher per class and
 - (ii) one other adult present.

The exception to this may be, for example, where activities are taking place at another local school and their staff are part of the overall supervision. Any variation to this should be discussed with the EVC.

12. DBS checks

All helpers should be appropriately vetted, and careful consideration should be given as to whether voluntary helpers are engaging in regulated activity. If so, they should be required to have a Disclosure and Barring Service (DBS) Enhanced check with barred list check. Regulated Activity includes taking sole responsibility for a group of children or participating on a regular basis.

13. Transport

- The driver of a vehicle cannot drive and supervise young people at the same time. Therefore, if in the schools judgement the young people may need supervision during the journey - because of age, maturity, behaviour, special needs or medical issues etc, then a second adult to provide this supervision is normally necessary. This will always be the case for a minibus, with children with significant behavioural or medical issues.
- Drivers of the school minibus need to hold an appropriate DVLA licence for the class of vehicle being driven.
- Where private cars are used, the adult driving should produce to the Business Manager in advance of the visit:
 - A certificate of insurance (this should include Business Use for staff employed by the school)
 - A driving licence (any endorsements should be made aware to the Head Teacher, who will risk assess the suitability of the driver)
 - For vehicles over three years old, a valid MOT certificate.

14. First Aid

- First aid cover should always be planned for. This should take into account:
 - The nature of the activity;
 - The nature of the group;
 - The likely injuries associated with the activity;
 - The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time).
- Qualified first-aiders may not be necessary for all off-site activities and visits. However, a basic level of first aid support must be available at all times. This will require that one or more of the staff leading the activity:
 - Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group;
 - Knows how to access, and is able to access, qualified first aid support;
 - Carries a first aid kit.
- Risk assessments for visits should cover where First Aid provision can be accessed.

15. Students with medical needs.

- Parents should notify when asked about any medical needs for a trip / visit

- Trip Leaders for residential trips will send a confidential data collection form electronically to parents, this is to be completed for all students going on the trip.
- Trip leaders may contact parents for further details if required.
- Where a student requires medication an agreement will be made between the trip leader (or allocated medical lead on trip) and the parents/student as to how this will be managed during the trip. Parents must provide full details of the dosage, timings and any possible side effects of any medication their child requires during the trip. All medication should be in its original packaging.
- Where a student has an Epipen / inhaler / insulin (for example) the student must carry this on their person at all times. Spares to be held by an allocated member of the trip staff.

16. The Use of External Providers

- The school should ensure that any external providers used for hazardous activities are appropriately accredited and licensed. Examples of such schemes include:
 Learning Outside the Classroom (LOtC) Quality Badge (covers both quality and safety of all activities offered);
 Adventure Activities Licensing Authority (AALA) licence (- this statutory scheme covers only safety management);
 Adventuremark (- covers only safety);
 National Board of Trustees centre approval schemes (applicable where the only provision is a single, specialist activity).
- The school will ensure that tour operators used for overseas visits also have industry recognised accreditation such as ABTA, IATA.
- The trip leader will carry out due diligence checks and pass this information onto the EVC. Any areas of concern will be passed on to the Head Teacher

17. Travel abroad

- It is the responsibility of the Parent/carer to ensure that passports meet the criteria of travel, such as time remaining.
- It is the responsibility of the Parent/Carer to ensure that where required when a student travels on a non-UK passport that the required Electronic Travel Authorisation (ETA) has been applied for in sufficient time/ that sufficient time remains for re-entry into the UK.
- It is the responsibility of the parent to ensure that their child holds a valid GHIC card prior to travel.

18. Emergencies

- All visit leaders and accompanying staff should carry details of the school Emergency Procedures
- It is the responsibility of the Visit leader to ensure emergency arrangements are in place for their visit. This includes ensuring that all involved know who the emergency contact point in the school is for the visit. During school hours, this would be the Head Teacher / DSL / EVC or, if the Head Teacher/Deputy Head Teacher/EVC is accompanying the visit, the most senior member of staff present in school. For out of hours and residential visits, the Visit Leader will be provided with 24 hour contact details which should be shared with all staff accompanying the visit.
- In the event of an emergency, staff should:
 - Keep calm
 - Put the welfare of the students first at all times.
 - Risk assess continually and take steps to avoid further accidents or injury
 - Follow directions given by the Visit Leader, or by those in a position of authority (venue staff, emergency services)

- Contact the emergency services first (if required), followed by the Head Teacher and school. The Head Teacher will inform the local authority where required
- Contact the group leader/other staff if they have become separated from the group.

19. Maintenance of records

All paperwork relating to school visits is maintained by the Business Manager. Records will be retained for six academic years, except where there has been an incident recorded, in which case they will be retained in accordance with the relevant protocols for the retention of data.

20. Links to other policies and documentation

This policy should be read in conjunction with:

- The Trustees' Finance Policy.
- The Trustees' Curriculum Policy.
- The Trustees' Charging and Remissions Policy.
- The Trustees' Health & Safety policy