



**LAURUS**  
TRUST

# **Trips and Educational Visits Policy**

**Date of Review:** May 2025

**Date of Next Review:** May 2028

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# Introduction

Educational trips and visits play an important part in the curriculum as extra-curricular / elective activities, and the Laurus Trust is committed to the additional dimensions experiencing the world outside the classroom can bring to learning.

Trips and visits both enhance the learning and experience and contribute to the growth of social and personal skills which has a beneficial impact in school.

## Principles for organising school trips and visits

Trips and visits will have clear, relevant and achievable educational aims and objectives.

Each trip will have a designated Trip Leader, and in proposing an educational trip or visit they will evidence the educational value of the proposed trip and their plans to manage the timing, practicalities and impact of the trip.

Trip Leaders will inform parents/carers of the rationale behind a proposed trip, and educational aims and objectives of the trip. Prior to departure, the School will inform parents/carers, plus students and pupils, about any specific requirements about standards of behaviour for the duration of the trip. This will include any arrangements that parents will be expected to make should those standards not be met.

Whilst recognising the value and potential for enrichment of trips and visits, schools will remain aware that:

- trips which take pupils, students and staff out of school may be disruptive to other aspects of school life and so wherever possible, trips will be arranged at times and in ways which do not impact significantly on teaching in the timetable i.e. at weekends; in holiday time; or after school and evenings. Trips will be subject to them being practicable considering the limits of staffing, cost and time as well as following Public Health and foreign travel advice.
- All trips present risks of varying degrees of extremity which pose issues of health and safety. Trip Leaders will assess the trip for risk, suitability and the need for additional mitigations - with transport, location, and activities being standard areas for assessment. Those leading trips will dynamically manage risks; taking necessary steps to maintain the educational outcomes and safety of those on the trip.
- Staff:student ratios will vary according to the activity, age, duration, group, location and mode of transport. All residential trips will ideally be accompanied by at least one male and one female member of staff.
- Trips can place a financial burden on parents/carers and the opportunity to participate in trips may not be equally available to all families, and so every effort will be made to ensure that educational trips are organised in the most affordable way.
- Wherever practical, educational trips will be organised so that they are accessible to all pupils, including those with disabilities.

## Approving school trips and visits

Trips will go through a school-level approval and planning process based on the principles of the Trust policy. Residential trips and visits including hazardous / adventurous activities (Category 3 and 4 trips) will be reviewed by a School Governor and risk assessments signed off by the Trust appointed Local Authority Health and Safety team.

## Withdrawals from trips

Participation in any trip or educational visit will be subject to good standards of behaviour and attendance, as well as consideration of any safeguarding concerns. The School can decide to remove a pupil/student from a trip and this decision will be communicated to parents/carers as soon as possible. The decision of the School will be final.

Should a pupil/student be withdrawn from a trip by parents/carers, it may not be possible to offer a refund unless another pupil/student takes up the place or the cost is covered by a successful insurance claim. More detailed Terms and Conditions will be published to parents/carers in relation to School Residential Trips.

## Support to deliver this policy

1. School Governors, together with the Heads of Schools, will ensure that one or more members of staff is designated as a Trips and Educational Visits Coordinator (TEVC), that they are trained in this role and receive regular updates.
2. The Trips and Educational Visits Coordinator/s will be responsible for keeping the school-level trips and visits documentation up to date. They will keep a record of all trips and visits that take place during the academic year and will also ensure that all relevant paperwork is completed.
3. Each School will ensure that all members of staff are made aware who their designated Trips and Educational Visits Coordinator is, and what their role is within the School.
4. This policy will be accompanied by **Trips and Educational Visits Procedures** which will enable staff to follow the process of organising a trip from proposal through to the completion of the relevant paperwork.

## Equality Impact Statement

Names and title of people involved with this assessment	Rachel Robinson Assistant Trust Director of Inclusion
Impact assessment carried out with regard to identified characteristics	<input checked="" type="checkbox"/> Race <input checked="" type="checkbox"/> Disability <input checked="" type="checkbox"/> Sex <input checked="" type="checkbox"/> Age <input checked="" type="checkbox"/> Religious Belief <input checked="" type="checkbox"/> Sexual Orientation <input checked="" type="checkbox"/> Gender Reassignment
Summary of any issue/proposed changes	<p>Trust policy separated from administrative procedures and logistical processes for organising trips and visits which now sit on a SharePoint page for staff.</p> <p>SharePoint now includes updated versions of :</p> <ul style="list-style-type: none"> <li>• Annex A: Trip Leader Flowchart</li> <li>• Summary of Documentation Required</li> <li>• When to Submit Documentation</li> <li>• Finance &amp; Administration Guidance</li> </ul> <p>Notes</p> <ul style="list-style-type: none"> <li>• Copy of Trip costs spreadsheet</li> </ul> <p>The School Residential Trips – Terms and Conditions set as separate document to be on the website and accessible by parents.</p>
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