

Educational Visits and Trips Policy

Introduction

This policy sets out Spruce House School's commitment to meet the current statutory requirements. The company recognises that safe Educational Visits and Trips provision must be provided for staff, students and other persons.

This policy and procedures identify the measures to be taken before, during and after Educational Visits to meet each school's statutory obligations and places day-to-day responsibility for meeting the requirements with the Head of Education assisted by the Health, Safety and Maintenance Manager, Lead Teachers and staff.

Specific responsibilities of the Directors:

The Directors are specifically responsible for:

- Checking that Health and Safety Reports (which include information on Educational Visits and Trips) are received and any remedial actions take place.
- Ensure that any issues identified in the above reports are robustly discussed with the Head of Education and the Health, Safety and Maintenance Manager on a monthly basis and resolved promptly.
- Ensuring the safety of the students in Spruce House School whilst on an Educational Visit or Trips at all times.
- Ensuring that all appropriate measures and precautions are made to ensure a safe Educational Visit or Trip will take place.
- Liaising with the Head of Education and the Health, Safety and Maintenance Manager throughout the year to discuss processes, make changes and improvements wherever appropriate and ultimately lead to the highest standards of safety when an Educational Visit or Trip takes place.

Specific responsibilities of the Head of Education

The Head of Education is specifically responsible for:

- Ensuring that Health and Safety Reports (which include information on Educational Visits and Trips) are completed by the Health, Safety and Maintenance Manager and discussed with Directors on a monthly basis.
- Ensuring the safety of the students in Spruce House School whilst on an Educational Visit or Trips at all times through the checking of plans, proposals and Risk Assessments in advance.

- Authorisation of all Educational Visits and Trips.
- Ensuring that all appropriate measures and precautions are made to ensure a safe Educational Visit or Trip will take place.
- Liaising with the Health, Safety and Maintenance Manager and Lead Teachers throughout the year to discuss processes, make changes and improvements wherever appropriate and ultimately lead to the highest standards of safety when an Educational Visit or Trip takes place.

Specific responsibilities of the Health, Safety and Maintenance Manager

The Health, Safety and Maintenance Manager is specifically responsible for:

- Producing comprehensive, monthly Health and Safety reports which include the identification of any incidents or 'near misses' regarding Educational Visits and Trips for discussion and agreement of remedial actions necessary with the Head of Education and Lead Teacher concerned.
- Ensuring that Health and Safety Reports are completed and discussed with the Head of Education and Directors on a monthly basis.
- Ensuring the safety of the students in Spruce House School whilst on an Educational Visit or Trip at all times through the checking of plans, proposals and Risk Assessments in advance.
- Ensuring that all appropriate measures and precautions are made to ensure a safe Educational Visit or Trip will take place.
- Liaising with the Head of Education and Lead Teachers throughout the year to discuss processes, make changes and improvements wherever appropriate and ultimately lead to the highest standards of safety when an Educational Visit or Trip takes place.

Specific responsibilities of the Lead Teacher

The Lead Teacher is specifically responsible for:

- Ensuring that all required documentation for Educational Visits and Trips including Risk Assessments are completed and sent to the Head of Education for approval.
- Ensuring that Health and Safety Reports (which include information on Educational Visits and Trips) are discussed with the Health, Safety and Maintenance Manager and with the Head of Education on a monthly basis.
- Ensuring the safety of the students in Spruce House School whilst on an Educational Visit or Trips at all times through the production of plans,

proposals and Risk Assessments in advance for further consideration by the Head of Education and the Health, Safety and Maintenance Manager.

- Ensuring that all appropriate measures and precautions are made to ensure a safe Educational Visit or Trip will take place.
- Liaising with the Health, Safety and Maintenance Manager and Head of Education throughout the year to discuss processes, make changes and improvements wherever appropriate and ultimately lead to the highest standards of safety when an Educational Visit or Trip takes place.

Specific responsibilities of Staff

Staff are specifically responsible for:

- Ensuring that they have read, understood and are committed to the company's Educational Visits and Trips policy
- Ensuring that when on an Educational Visit or Trip there is a safe learning environment as described by the Risk Assessment and control measures being in place
- Ensuring that students are supervised diligently and with due care for their safety and well-being when on an Educational Visit or Trip
- Ensuring that any necessary remedial actions and control measure they are asked to carry out in relation to Educational Visits and Trips are undertaken promptly
- Liaising with the Lead Teacher, Head of Education and the Health, Safety and Maintenance Manager throughout the year to discuss processes, make changes and improvements wherever appropriate and ultimately lead to the highest standards of Health and Safety when on Educational Visits and Trips
- Ensuring that any weaknesses they feel exist regarding the company's policy and procedures are promptly reported to their line manager.

Trips abroad

Spruce House School does not conduct trips abroad.

Adventure activities using licensed providers

Spruce House School will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 when planning an

activity that will involve caving, climbing, trekking, skiing or water sports, all schools.

Parental consent to off-site activities

Written consent from social workers from placing local authorities is not required for students to take part in the majority of off-site activities organised by a Halliwell school as most of these activities take place during school hours and are a normal part of a student's education at school. Social workers from placing local authorities will be told where their student will be at all times and of any extra safety measures required. Written consent will only be requested for activities that need a higher level of risk management or those that take place outside school hours.

Educational Visits and Trips

Spruce House School ensures that it has robust arrangements in place to actively support students with medical conditions so that they can participate in school trips and visits, or in sporting activities.

Staff are required to be aware of how a student's medical condition will impact on their participation and to ensure that there is enough flexibility for all students to participate according to their own abilities and with any reasonable adjustments. Staff should make arrangements for the inclusion of students in such activities with any adjustments as required unless evidence from a clinician such as a GP state that this is not possible. Staff should consider what reasonable adjustments they might make to enable students with medical needs to participate fully and safely on visits. Moreover, to carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This will require consultation with social workers, students and advice from the relevant healthcare professional to ensure that students can participate safely. Spruce House School is mindful of best practice and adherence to HSE's guidance on school trips.

If an accident occurs while on an Educational Visit or Trip, the accompanying first aider will administer first aid and/or assess whether further action is required. Reports will be completed in accordance with procedures. The trained first aider will carry a travel kit in case of need.

Role of the educational visits coordinator (EVC)

The Head of Education is the EVC for Spruce House School. Where required they liaise with the local authority's outdoor education adviser and manage risks. More specific advice can be found from the Outdoor Education Advisers' Panel (OEAP) which is made up of expert practitioners from local authorities

and is one of several organisations that offer training. The OEAP's website also provides schools with details of local authority outdoor education advisers.

Further sources of Information

- The Management of Health and Safety Regulations 1999
- The Adventure Activities Licensing Regulations 2004
- Health & Safety Executive, Information about reporting injuries Health and Safety Executive, information on a range of health and safety issues
- Outdoor Education Advisers' Panel, information on 'school trips' (not just outdoor activities)
- Outdoor Education Advisors' Panel, National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom
- CLEAPSS,
- Advice on science safety Association for Science Education, for advice on science safety Association for PE, for advice on safety in PE and school sports
- Council for Learning Outside the Classroom, information on 'school trips' including accreditation

This Procedure Must Be Followed

The following procedure **must** be strictly adhered to when organising a trip out of a Spruce House School and we must have evidence of this.

An outline of the steps to be followed:

1. Lead Teacher discuss proposals with the Head of Education to check the date(s).
2. Lead Teacher completes the following forms and submits to the Head of Education and the Health, Safety and Maintenance Manager:
 - Educational Visit (EV) 1 Form.
 - Risk Assessment form.
3. When the (EV) 1 form has been authorised by the Head of Education and the Health, Safety and Maintenance Manager the Educational Visit (EV) 2 Form should be completed and passed to the Executive Headteacher and the Health, Safety and Maintenance Manager.
4. When the (EV) 2 Form has been authorised by the Head of Education and the Health, Safety and Maintenance Manager the Educational Visit or Trip can take place.

5. Students should be briefed on the details of the trip, health and safety, control measures, procedures and expected behaviour.

Related Policies/Documents

Health and Safety Policy

First Aid and Safe Administration of Medicines Policy

Policy review

This policy document will be reviewed by the Education Director on an annual basis to ensure it is up to date with current legislation and best practice.

Date approved: April 2014

Date last reviewed: September 2026

Next review (or before): September 2027

Signed: 

Position: Education Director

Staff Acknowledgement

In signing this document I am confirming I have read the information and have an understanding of the procedures outlined within the information provided.

I have had the opportunity to discuss this document with a Senior Leadership member of staff to gain further clarity.

I also know that if I feel I need further guidance I know I can access through the Head of Education.

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

Date:

School name:

Staff member name:

Position:

Date: