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Cyril Jackson School
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Inspiring Minds Through Opportunity

Educational Trips And Visits Policy

March 2026

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0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

Document Edition	Section	Details of change
2022/2023 September	All Sections	Formatting
2022/2023 February	Legislation and Guidance	Update to legislation and guidance section
2022/2023 February	Monitoring Arrangements	Update to monitoring arrangements section
2022/2023 February	All Sections	Formatting
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2024/2025 March	All Sections	Formatting
2024/2025 March	Legislation and Guidance	Updates to legislation and guidance section
2024/2025 March	Roles and Responsibilties	Addition of roles and responsibilities section
2024/2025 March	Parental Consent	Updates to parental consent section
2024/2025 March	Appendices	Addition of two appendices
2025/2026 March	Scope	Updates to scope
2025/2026 March	Legislation and Guidance	Updates to legislation
2025/2026 March	Roles and Responsibilities	Updates to roles and responsibilities
2025/2026 March	Planning School Trips	Updates to planning
2025/2026 March	Safeguarding	Addition of safeguarding
2025/2026 March	Risk Assessment	Updates to risk assessment
2025/2026 March	Dynamic Risk Assessment	Addition of dynamic risk assessment
2025/2026 March	Medication	Addition of medication
2025/2026 March	Emergency Contact	Addition of emergency contact
2025/2026 March	Day of Trip	Updates to day of trip

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1. Definitions

The "Trust" refers to the company known as the University Schools Trust, East London and all Trustees, Governors and Staff who work within it.

The "school" refers to an individual academy within the Trust, as denoted by their Unique Reference Number. As such a "school" may span one or several phases of education to the individual academies within the Trust. Depending on the context the term "school" may refer to a singular academy or to all of the academies within the Trust but as separate entities.

"Schools" have a legal duty to work in partnership with families and to involve all those with parental responsibility in their child's education.

"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 the 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

2. Scope of the Policy and Aims

Cyril Jackson understands that visits and trips can be effective ways of motivating 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 takes the health and wellbeing of our staff and pupils very seriously. 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.

3. Links to Legislation and Guidance Documents

3.1. Relevant Internal Documents

This policy should be read in conjunction with the following policies and documents.

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Charging and Remissions Policy
- Complaints Policy
- DBS Policy
- Emergency / Critical Incident Plan
- First Aid Policy
- Health and Safety Policy
- Lone Working Policy

- Medical Conditions Policy
- Minibus Policy
- Online Safety Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- SEND Policy
- Teaching and Learning Policy
- School Risk Assessment Framework
- Trip Specific Risk Assessment

3.2. Relevant External Documents

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- Health and Safety (First Aid) Regulations 1981
- Road Traffic Act 1988
- DfE (1999) Management of Health and Safety at Work Regulations
- Children Act 2004
- Equality Act 2010
- DfE (2018) Charging for school activities
- DfE (2018) Health and safety on educational visits
- HSE (2011) School trips and outdoor learning activities
- DfE (2013) Driving school minibuses
- DfE (2025) Keeping Children Safe in Education
- OEAP National Guidance for Educational Visits

4. Roles and Responsibilities

4.1. The Trust / School Committee

The Trust / School Committee is responsible for

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them life skills and providing new experiences.

4.2. Headteacher

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an Educational Visits Coordinator, liaising with the Trust as necessary.
- Liaising with the Educational Visits Coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.

- Overseeing the work of the Educational Visits Coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

4.3. Educational Visits Coordinator

The Educational Visits Coordinator is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing 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.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.

4.4. Designated Trip Lead

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Undertaking any relevant training or courses which are arranged by the Educational Visits Coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the Educational Visits Coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity six weeks in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

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.

4.5. All Staff

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

4.6. Volunteers

Volunteers are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

4.7. Pupils

Pupils are expected to follow the behaviour policy at all times during trips and visits.

5. Planning School Trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) "Health and safety on educational visits"
- HSE (2011) "School trips and outdoor learning activities"

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

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.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils.

Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents.

When planning an educational trip or activity, the governing board will ensure the trip does not discriminate against a particular individual, group of pupils or single school. School trips will be

agreed upon at board level before any formal plans have been implemented. Each school will have an equal opportunity to participate in a pre-planned trip or activity. Any disputes relating to pre-planned educational trips or activities will be discussed and resolved at board level.

The planning and preparation process needs to contain the following steps:

- Check the online school calendar and arrange the trip with chosen destination.
- Complete EV Checklist, write draft letter to inform parents and careers and undertake a pre-visit prior to completing risk assessment.
- Every EV should be logged digitally on evolve, and sent to the Educational Visits Coordinator, a minimum of 4 weeks before the date of the trip. The EV planning and risk assessment should also be saved onto the school's server in the year groups "Trips" folder.

Staff, volunteer escorts and children are to be briefed, and given:

- A copy of the risk assessment.
- A copy of the EV planning form, prior to EV so that all adults and children are fully aware of the purpose of the trip, the route to be taken and of any possible risks.

Children should be reminded of expectations of behaviour during the trip and to know that they should be responsible for their own and their partners conduct throughout the trip.

Where possible, children should use the "Buddy System" to encourage group responsibility.

6. Safeguarding on Educational Visits

Safeguarding arrangements apply at all times during educational visits and school trips. All staff and volunteers involved in educational visits must adhere to the school's Child Protection and Safeguarding Policy and maintain appropriate professional conduct when supervising pupils.

The designated trip leader is responsible for ensuring safeguarding arrangements are considered during the planning, organisation and delivery of the visit. This includes ensuring appropriate supervision, safeguarding risk assessments and clear communication of safeguarding responsibilities to all accompanying adults.

All staff and volunteers accompanying the visit must:

- Follow the school's safeguarding procedures at all times.
- Maintain appropriate professional boundaries with pupils.
- Avoid situations where they are alone with a pupil where possible.
- Report any safeguarding concerns immediately to the trip leader.
- Follow the school's procedures for reporting safeguarding concerns.

Where volunteers or external adults are involved in the visit, the school will ensure appropriate checks have been carried out in accordance with the DBS Policy and Keeping Children Safe in Education (KCSIE) guidance.

Staff must ensure pupils understand expectations around behaviour, safety and supervision before and during the visit.

The designated trip leader must ensure:

- Pupils remain appropriately supervised at all times.
- Registers and headcounts are conducted regularly.
- Pupils understand what to do if they become separated from the group.
- Safeguarding concerns arising during the visit are reported to the headteacher immediately.

If a safeguarding concern arises during a visit, the trip leader will follow the procedures set out in the Child Protection and Safeguarding Policy, including contacting the school's Designated Safeguarding Lead (DSL) as soon as reasonably possible.

7. Pre Visits

The trip leader and any class teacher in charge of a group should carry out a pre-visit that includes a trial of the journey.

Any roads should be assessed and a plan for crossing made.

If coaches are used, check that they have toilets, and that all seats have seatbelts.

Children should not sit in the front and seatbelts must be worn at all times.

If using public transport to get to the venue, trip leaders should consider all possible alternative routes in the event of disruption to the main travel route.

Applications for Transport for London travel permits should be made at least 20 days prior to travel.

Children with SEND should be considered, and the visit should be planned in order to be as inclusive as possible.

During the pre-visit, notice should be taken of what facilities are available to include those with disabilities.

Packed lunches should be booked at least two weeks prior to the visit using the relevant school booking form.

8. Risk Assessment Process

Risk assessments are an essential part of planning educational visits and activities. The purpose of the risk assessment is to identify potential hazards and implement appropriate control measures to ensure the safety of pupils, staff and volunteers.

The designated trip leader is responsible for completing a risk assessment prior to the visit. Risk assessments must consider factors including:

- The nature of the activity.
- The environment or location.
- Transport arrangements.
- Supervision levels.
- Pupil behaviour and needs.

- Medical conditions.
- Weather conditions.
- Emergency arrangements.

The risk assessment process will follow the recognised health and safety methodology:

- Identify hazards associated with the activity or location.
- Identify who may be harmed and how.
- Evaluate risks and determine appropriate control measures.
- Record findings and communicate them to relevant staff.
- Review the risk assessment if circumstances change.
- Risk assessments must be reviewed and approved by the Educational Visits Coordinator before the visit takes place.

All staff accompanying the visit must be familiar with the risk assessment and understand the control measures in place.

9. Dynamic Risk Assessment During Visits

While formal risk assessments are completed prior to an educational visit, staff must also carry out dynamic risk assessments during the visit itself.

A dynamic risk assessment involves continuously monitoring the environment, activities and behaviour of pupils to identify any emerging hazards or changes in circumstances.

The designated trip leader and accompanying staff are responsible for assessing risks throughout the visit and taking appropriate action to maintain the safety of pupils and staff.

Dynamic risk assessment may be required where circumstances change, including but not limited to:

- Changes in weather conditions.
- Unexpected changes to the environment or location.
- Changes to travel arrangements or delays.
- Behaviour concerns.
- Medical issues or pupil welfare concerns.
- Overcrowding or hazards within venues.

Where a new risk is identified, staff must take appropriate action to reduce the risk. This may include:

- Adjusting supervision arrangements.
- Modifying or stopping an activity.
- Changing the route or location.
- Seeking support from venue staff or emergency services where necessary.

If a significant change to the visit plan is required, the trip leader will inform the Educational Visits Coordinator or headteacher as soon as reasonably practicable.

All staff accompanying the visit are expected to remain vigilant and proactively manage risks to ensure the safety and wellbeing of all pupils.

10. EV Letter

Draft letters should include: venue, date, transport, departure and arrival times, clothing, footwear, packed lunches, cost (including a statement about voluntary contributions) and a clear reply slip for visits outside the local area, see attached for an example. If reply slips are not returned, admin staff may telephone parents/carers and ask them to come in and sign forms. Verbal permission from parents and carers is not acceptable; there must be written consent to take children out of school premises during school hours.

11. Briefing

A detailed itinerary should be prepared for the whole visit, and copied for all accompanying adults and Office Staff. This will form the basis of class briefings as well as for staff and other adults.

The itinerary should include:

- Timetable.
- Address and phone number of destination.
- Mobile number of EV leader and school phone number.
- Groups.
- Transport arrangements.
- Risk assessment.
- Day Before Trip – Check List,

This should be completed and resources collected the day before.

Children and adults should all be aware of who is in each group and who the adult in charge is.

A first aid kit should be taken from the school medical supplies for the trip.

Any first aid kit should contain no medicines. Teachers should ensure that all permission slips have been returned, if there are missing slips then admin staff may make calls to remind.

12. Day Of Trip

On the day of the visit, the designated trip leader will ensure that all arrangements are in place prior to departure.

A copy of the group lists, staffing arrangements and the visit itinerary will be provided to the school office before departure.

Registers will be taken before leaving the school site and pupils will be organised into their allocated groups with a named adult responsible for each group.

The trip leader will ensure that:

- All pupils are appropriately dressed for the activity and weather conditions.
- Pupils bring any required items, such as packed lunches, water bottles and appropriate clothing.

- Pupils are encouraged to wear sun protection during warm weather and appropriate outerwear during colder conditions.
- All required medication and medical information are taken on the visit.
- The first aid kit and medical bag are taken on the trip.
- All necessary documentation is carried by the trip leader, including contact lists and emergency numbers.

Transport arrangements will be checked prior to departure to ensure vehicles have arrived and that all safety requirements are met.

Where coaches or minibuses are used, staff will ensure that:

- Pupils board safely and remain supervised.
- Seatbelts are worn at all times where provided.
- Pupils remain seated while the vehicle is in motion.

Headcounts and registers will be taken:

- Before departure from school.
- When boarding and leaving transport.
- Upon arrival at the destination.
- At regular intervals throughout the visit.
- Before returning to school.

Staff will remain vigilant throughout the visit and ensure pupils remain appropriately supervised at all times.

Where a pupil is not suitably dressed or equipped for the visit and this may present a safety risk, the trip leader may decide that the pupil cannot participate in the visit.

All staff accompanying the visit will ensure that they are familiar with the visit arrangements, supervision responsibilities and emergency procedures before departure.

13. Vetting Providers

When considering external providers for activities, the Educational Visits Coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements.
- Their adherence to legal requirements.
- Their control measures.
- Their use of vehicles.
- Staff competency levels.
- Safeguarding policies.
- The suitability of their accommodation.
- Any sub-contracting arrangements in place.

- The presence of necessary licences.

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

14. Equal Opportunities

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Pupil Equality, Equity, Diversity and Inclusion Policy.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

15. Transport

The health and safety officer is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax. The use of minibuses will be organised in accordance with the Minibus Policy.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy, driver should hold a valid MIDAS Qualification.

Before driving abroad, the Educational Visits Coordinator will contact the LA for guidance on which licence is required. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle. 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. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school. The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus:

Joshua Chivers
Dom Wren

16. Parental Consent

Parental consent is required for all off-site activities that take place.

Parents will also complete an annual consent form at the start of any academic year which gives consent for their child to be involved in local area trips and visits.

Separate consent will be sought for trips which require payment or are not within the local area.

17. Staffing Ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios depend on the ages of the pupils and the type of activity.

1:4 in Foundation Stage
1:6 in Years 1-3
1:10 in Years 4-6

Minimum staff rations will aways be maintained however the school may wish to increase the number of staff to mitigate risks depending on type of activity pupils will engage in.

18. Insurance and Licensing

When planning activities of an adventurous nature in the UK, the Educational Visits Coordinator 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 is in place. Parents will be informed of the limits of any insurance cover.

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.

19. Medication on Educational Visits

The school will ensure that appropriate arrangements are in place to support pupils with medical needs during educational visits.

Prior to the visit, the designated trip leader will review relevant medical information for all pupils attending the trip. This includes medical conditions, allergies, medication requirements and emergency healthcare plans.

Where pupils require medication during the visit, arrangements will be made in accordance with the school's Medical Conditions Policy.

The trip leader must ensure:

- All necessary medication is taken on the visit.
- Staff supervising the pupil are aware of the pupil's medical needs.
- Medication is stored safely but remains accessible if required.
- Appropriate staff know how to administer medication if required.

Medication that may be required during a trip includes, but is not limited to:

- Inhalers for asthma.
- Adrenaline auto-injectors (EpiPens).
- Prescribed medication.
- Medication required for allergies or medical conditions.

Where a pupil has a Healthcare Plan, the trip leader will ensure that the plan is followed during the visit.

At least one member of staff on the visit should be trained in first aid. Where pupils with specific medical needs are attending the trip, the school will ensure appropriate staff are trained to support those needs.

In the event of a medical emergency during a visit, staff will contact emergency services where necessary and inform the school and parents as soon as possible.

20. Emergency Contact Protocol

For all educational visits, the school will ensure that appropriate emergency contact arrangements are in place.

Prior to the visit, the trip leader will provide the school office with:

- A full list of pupils attending the visit.
- A list of accompanying staff and volunteers.
- Emergency contact details for all pupils.
- Copies of risk assessments.
- A copy of the visit itinerary.
- Transport arrangements and venue details.

A designated school-based emergency contact person will remain available at the school for the duration of the visit. This person will hold copies of all relevant documentation and act as the main point of contact between the school and the trip leader in the event of an incident.

The trip leader will carry a mobile phone and ensure they can be contacted at all times during the visit.

If a serious incident occurs during a visit, the trip leader will:

- Ensure the safety of pupils and staff.
- Contact emergency services where required.
- Inform the headteacher or designated emergency contact.
- Follow the procedures set out in the Critical Incident Plan.

Communication with parents or the media will be coordinated through the headteacher and Trust where appropriate.

21. 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.

Classes must bring their medical bags along to each trips.

In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services 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 incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the Trust leader.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' 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. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. 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.

To ensure pupils are easily identifiable, they must wear the school hi-vis for trips. Failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

22. 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 this policy. The Educational Visits Coordinator 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 educational visits coordinator will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with this policy.

Everyone 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 will be required to carry mobile phones with them at all times.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Pupils and staff will wear school branded clothing, in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place 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 trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated trip 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. the British Embassy, will be contacted.
- If the police are called, the trip leader will contact the headteacher, or other available person, back at the school and inform them of what has happened.
- 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.

If a member of the party has gone missing and is subsequently found, the trip 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.

23. Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCO will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

24. Finance

The financial procedures outlined in the Trust's Charging and Remissions Policy and Cyril Jackson's Charging Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document "Charging for school activities" (2018) 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 Trust 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 Trust 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.

Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

The 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.

25. Trips abroad

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance "Safer adventure travel 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, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within six 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 or 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 Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

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 are 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 location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the "Learning Outside the Classroom Quality Badge". If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

26. Evaluating Trips and Visits

Following an educational trip and/or visit, the Educational Visit Coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

27. Appendices

27.1. Appendix 1 – Parent Consent for Trips Template

Appendix 1 – Parent Consent for Trips Template

Inspiring minds through opportunity

Headteacher: Hodo Dirir
Enquiries: admin@cyriljackson.towerhamlets.sch.uk
www.cyriljackson.towerhamlets.sch.uk

YEAR 1 TRIP ON MONDAY 7 APRIL 2025

Monday 3 March 2025

Dear Parent/Carer,

We have been successful in claiming subsidised tickets to the theatre to watch Disney's 'Frozen.' This is an incredible opportunity that we couldn't pass up, and whilst the notice is short, we believe that it will be a magical experience for our pupils. Ticket prices are usually £30.00 however we have managed to secure tickets for £6.92!

Your child will be going on this trip on **Monday 7 April 2025** to **Theatre Royal** in **Drury Lane.**

Children will need to dress appropriately for the weather – if it is sunny, a sun hat. If the weather is cold, please ensure your child has suitable warm clothing. Children need to wear sensible and comfortable shoes for walking, preferably black trainers. We will be leaving school at approximately 1:15pm and returning by 6:30pm. We will be travelling on coach to Druly Lane. You will need to provide your child a **water bottle.**

Please collect your child at 6:30pm from the **South Building playground.**

We are asking all parents for a **voluntary contribution of £6.92 towards the cost of the trip.** As the trip is for next Wednesday, you will have until 10 May 2024 to make your voluntary contribution.

Please return the below permission slip by **Monday 17 March 2025.**

Yours faithfully

Hodo Dirir,
Headteacher

✂----------

YEAR 1 TRIP ON MONDAY 7 APRIL 2025

I give permission for my child..... to go to the theatre to watch Disney's Frozen on **Monday 7 April 2025.**

I have paid the full voluntary contribution of £6.92: ☐

Date		**Signed**	*(Parent / Carer)*
Emergency Number		**Parent / Carer Collecting Pupil**	
Medical / SEND / Dietary Details			

North Building
51 Three Colt Street, Limehouse, London E14 8HH
Tel: 020 7987 3737 **Fax:** 020 7517 9345

South Building
Limehouse Causeway, Limehouse, London E14 8AQ
Tel: 020 7987 3737 **Fax:** 020 7538 9108

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27.2. Appendix 2 – Trips and Visits Process

Appendix 2 – Trips and Visits Process

