



ST HILDA'S
CE HIGH SCHOOL

School Trips Policy

Approved by Governing Committee: Health & Safety Committee

Ratified by Full Governing Body: 18th June 2026

Next Review Month: June 2027

Policy Owner / Author: KK/JCo

Review Frequency: Annual

This policy remains in force until superseded by a revised policy approved by the Governing Board.

CHRIST JESUS AS OUR CORNERSTONE

Ephesians 2:20

THE ST HILDA'S FAMILY

We are the St Hilda's family, with **Jesus Christ** as our **cornerstone**.
Building on foundations of **wisdom hope community dignity and equality**
we nurture and support one another to be our very best.
We rejoice in our **diversity** and celebrate our many achievements.

Policy Statements

- School trips take place to improve the learning opportunities for all students and complement the curriculum they study within the classroom.
- School trips will be made available to all students and will be enjoyable, rewarding and safe.
- The Headteacher must approve all school trips and educational visits.
- Students will be charged for school trips in accordance with the School Charging Policy.
- Appropriate staffing will be provided by the school for all school trips, taking into account staff: pupil ratio and relevant experience / expertise of accompanying staff.
- At least one member of staff will have knowledge of the school safeguarding procedures.
- The school will provide a mobile phone to the group leader accompanying a school trip.
- In the event of an emergency, a serious breach of discipline or child protection matter emerging, the group leader will contact the 'on call' 'emergency contact' senior member of staff at the earliest available opportunity.
- All relevant documentation will be checked and approved by the Educational Visits Coordinator prior to the departure of a school trip.
- All trips other than Local Area Visits (PE fixtures) will be approved via Evolve by the Head Teacher or Deputy Head Teacher
- A first aid kit will be taken on all school trips there will be first aid provision available.
- A pupil with special educational needs or a disability will be given an equal opportunity to participate in a school trip.
- The School Behaviour and Learning Policy applies to all students whilst on a school trip.
- Any pupil who consumes tobacco, vapes, alcohol or other illegal substances whilst on a school trip is liable to exclusion.
- Students will only be allowed to participate in a school trip if they demonstrate good conduct and behave responsibly whilst at the school.
- A trip is open to all School staff.
- Where possible, a school trip should incorporate a cross-curricular element.

Responsibilities

Group Leader

- To complete a Trips Approval form prior to beginning the organisation of any trip (including financial information).
- To complete all relevant School Educational Visits documentation online using Evolve. (Including risk assessments, and a supplementary form for establishments that do not hold a Learning outside of the classroom badge)
- To acquire risk assessments completed by external agencies (for example, a tour operator)
- as appropriate, and ensure that only reputable transport companies are used.
- To ensure that all staff accompanying the trip are fully briefed and aware of their responsibilities and for a deputy group leader to be designated.
- To be responsible for the smooth and safe running of the trip.
- To be responsible for the reconciliation of finance after the trip.
- To complete an online evaluation of the trip via Evolve.
- For an overseas visit, to ensure pupil passports are valid and to collect in passports prior to the trip (as appropriate)
- For an overseas visit, to collect pupil spending money (as appropriate).
- For an overseas visit, to ensure all non-British citizens have visa entitlements to re-enter the country.
- To ensure that all parents know it's their responsibility to provide up to date medical/allergy information on parent SIMS/Synergy. This should be done via a trip letter and Parent pay/Evolve/MS Forms.

Accompanying Staff

- Staff who accompany a school trip will be delegated responsibilities by the group leader, including responsibility for first aid and child protection.
- Where significant numbers of students are participating in a school trip, they will be organized into smaller groups. Accompanying staff will be assigned to each of these groups.

Headteacher and Deputy Head Teacher

- To give final approval for trips on Evolve.
- If necessary, to withdraw a pupil from a school trip for disciplinary reasons.
- If necessary, to ban a pupil from participating in any future school trips for an

appropriate and determined period of time.

- To be available to offer appropriate guidance, advice and support to the group leader in the event of an emergency, a serious breach of discipline or child protection matter emerging.
- To determine whether a pupil will be sent home from a school trip in the event of a serious breach of discipline.

Governors

- To approve all overseas trips.
- To have an overview of all trips.

Educational Visits Coordinator

- To check the school calendar to coordinate the timing of all school trips
- To approve trip booking request forms.
- To liaise with the group leader regarding dates, participants, staffing and correspondence.
- To 'sign off' all documentation completed by the group leader prior to departure through Evolve. (Including risk assessments approved by head teacher)
- To be available to offer appropriate guidance, advice and support to the group leader.

Designated Safeguarding Lead/Deputy Safeguarding Leads

- To provide appropriate training/information to the teacher with responsibility for child protection who is accompanying a school trip.
- To be available to offer appropriate guidance, advice and support in the event of a safeguarding matter.

Business Manager

- To approve the costings of school trips prior to invitation letters being sent out to parents.
- To review finances after the trip and to ensure that all monies are appropriately accounted for.

Medical/First Aid Provision

- To provide a first aid kit to the member of staff responsible for first aid who is accompanying a school trip.
- To provide students medication to the member of staff responsible for distributing medication on the school trip.
- To provide known medical and medication information to the trip leader.

Head of Department / Faculty

- To reflect the cost implications of any future planned school trips in the Department's forecast
- budget to assist the Business Manager in setting the budget for the forthcoming year.
- To meet regularly with the group leader to ensure effective planning, organisation and record keeping for a school trip within the Department / Faculty.

Human Resources Manager

- To ensure advanced disclosure DBS checks have been completed for all adults accompanying school trips including any volunteers or trip helpers.

Finance

- Administrative support will be provided to the group leader. This will include populating ParentPay, sending out letters, making payments as required and providing ParentPay reports to Trip Leaders and Business Manager.
- To ensure all students have made necessary payments and to follow up on missed payments with parents.

Process and Procedures

Finance

- In order to secure a place on a school trip, a non-refundable deposit must be paid.
- A pupil who withdraws from a trip will lose his/her deposit. The School will attempt to recover any additional money paid and return it to the pupil. If a suitable replacement is found, all monies paid (excluding costs incurred to make the change) will be returned to the pupil concerned.

- A pupil who is withdrawn from a school trip by the Headteacher for disciplinary reasons is liable to lose all monies paid up to that point.
- The additional cost of any member of staff required to accompany the school trip should be met by the students.
- The cost of an additional adult (not in the school's employment) accompanying the trip (beyond those needed to meet the staff: pupil ratio) will be met either by the department or by the individual concerned.
- Students will be given the opportunity to pay in instalments if necessary.
- Students will be withdrawn from the trip if payments are not made in line with the published schedule.

Staffing

- Where an educational visit is offered within a curriculum area, it will be staffed as appropriate by members of staff within that faculty / department. Additional places will be open to all School staff.
- Where an educational visit has a cross-curricular element, a member of staff from the relevant department may attend.
- For remaining places on educational visits, and for all places on recreational trips, the group leader will be expected to consult with all staff to determine who would be willing to participate in the trip. It will then be possible to generate a list of participating staff.
- The following factors will be taken into consideration when determining the staffing of a trip:
 - impact on cover requirements
 - impact on students who remain at the school
 - experience
 - the need for a qualified first aider
 - an appropriate member of staff to handle any child protection matters
- The staff: pupil ratios will be determined by the Headteacher/group leader dependent upon the nature of the visit and students who are participating.
- It may be appropriate or necessary to invite an adult outside the employment of the school to accompany the trip.
- Any accompanying adults must hold an advanced disclosure DBS.

Documentation

- Parents will be asked to provide any relevant updates to their child's medical and allergy information. This request will be sent out via a trip letter and via Parent Pay/Evolve, parents will be asked to ensure all medical/allergy information is up to

date on the parents SIMS app/Synergy.

- The group leader must complete the educational visits documentation via Evolve and submit it to the Educational Visits Coordinator **at least five weeks** before the trip departs for UK trips and **at least 3 months** before a trip abroad.
- All completed educational visits documentation (including risk assessments) must be 'signed off' by the Educational Visits Coordinator and headteacher and submitted to the Local Authority for final authorisation four weeks before the departure date.
- Any risk assessment completed by an external agency must be uploaded to Evolve as part of the educational visit's documentation.

Pre-existing medical conditions and medication

- Accurate records of any participants who have a pre-existing medical condition or allergy / and are taking medication must be retained by the group leader.
- Pupil medication that has been provided by parents must be in the original bottle / container, clearly labelled and contain enough medicine for the duration of the visit, plus an additional 48 hours in case of delays.
- A member of staff accompanying the trip must supervise/administer medication and record it.
- For any pupil who is self-administering medicine, the group leader must ensure a checking system is in place. This must be discussed and arranged prior to the trip and is on an individual basis.
- It may be necessary for staff to receive EpiPen training prior to departure.
- It may be helpful to discuss any pre-existing medical conditions, including their management, with a pupil and their parents prior to departure. Medical health care plans to be created with the relevant people when and where necessary.
- Staff will hold and monitor the taking of all medication on a trip unless discussed and prearranged.

Inclusion

- A child with special educational needs or a disability may require additional supervision during a school trip and, depending upon the nature of the condition, it may be necessary to complete a separate risk assessment.
- If a child with an Educational Health Care Plan needs takes part in a trip, the school may permit an additional member of staff to accompany the trip to provide additional supervision for that child.
- If a child with special educational needs or a disability is participating in a school trip / educational visit, it may be necessary to plan well in advance.

Eligibility

- Appendices give clear guidelines as to whether a pupil is eligible or not to participate in a school trip.

Discipline

- It may be necessary for the group leader to issue an appropriate sanction to a pupil who behaves poorly during a school trip.
- For a serious breach of discipline, the group leader should inform the 'on call' 'Emergency contact' senior member of staff at the earliest available opportunity to discuss the matter.
- In the most extreme cases, a pupil may have to be repatriated back home, at his/her parents' own expense.

Mobile Phone

A School mobile phone can be collected from the student services prior to departure and should be returned after the trip.

School Trips Policy - Appendix

Participation in Educational Visits

St Hilda's School offers a wide and varied selection of educational trips and off-site visits which complement the curriculum and enhance students' learning experiences. Trips are offered by individual departments and participation in such trips is a privilege.

Trip leaders need to be confident that the students who form the group are trustworthy and will be well behaved whilst on the trip.

A pupil will not be selected for, or allowed to go on, any trip or visit if, during the previous twelve months, they have:

- been excluded from school
- been repeatedly excluded internally (isolated) for serious misconduct
- been involved in serious misconduct on previous school trips or visits
- been placed on Behaviour monitoring by a Head of House or Assistant Headteacher or SLT.
- received a disproportionate amount of negative points or demonstrated a poor attitude to learning
- attendance which is lower than 95% (without good reason)

- failed to attend whole school events (e.g., Christmas Carol Concert etc.)

Once selected for a school trip it is important to note that participation is dependent on continued good behaviour prior to departure and failure to maintain high standards may mean that a pupil is withdrawn from the trip.