



POLICY: Trips policy

STATUTORY: No

DATE AGREED: March 2025

REVIEW DATE: March 2028

RESPONSIBLE MEMBER OF STAFF: R French

GOVERNOR COMMITTEE: Finance, Audit and Premises

SIGNED HEADTEACHER: J Holmes

SIGNED CHAIR OF GOVERNORS: R Whitehouse

# John Masefield High School Trips Policy

## Current key post holders referred to in this document:

Headteacher – John Holmes (john.holmes@jmhs.hereford.sch.uk)

Deputy Headteachers – Chloe Limbrick (chloe.limbrick@jmhs.hereford.sch.uk)

Adem Osbourn (adem.osbourn@jmhs.hereford.sch.uk)

EVC – Natalie Crickett (natalie.crickett@jmhs.hereford.sch.uk)

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Rebecca French (Rebecca.french@jmhs.hereford.sch.uk)

School Business Manager – Rebecca French (rebecca.french@jmhs.hereford.sch.uk)

DSL – Andy Williams (andy.williams@jmhs.hereford.sch.uk)

Deputy DSL – Dean Wyatt (dean.wyatt@jmhs.hereford.sch.uk)

OEA – Claire Prosser (Claire.prosser@herefordshire.gov.uk)

## 1. Scope

The term 'school trip' refers to all expeditions off the school premises that requires completion of an EVOLVE form. This policy is applicable to all members of staff who organise such trips and to the students – and their parents/carers – who are participating in these activities. This does not apply to sports fixtures or supervised trips to and from Ledbury.

## 2. Support

JMHS has a Service Level Agreement with Herefordshire Council to provide guidance and training. The online Educational Visit Advisory & Notifications Service (Evolve) is used to formally notify the Headteacher and Herefordshire Council of planned trips for their approval. This online interaction with Herefordshire Council's Outdoor Education Advisor is used for expert advice on visit planning and risk assessments.

## 3. Roles and Responsibilities

### Governors

As an Academy, JMHS is the employer with the Governors acting as Trustees and they must be aware of their responsibilities under Health & Safety law.

### Headteacher

The Headteacher is responsible for formally approving all off-site trips and informing Herefordshire Council of notifiable trips via the online reporting system, Evolve, within at least 10 days of departure.

### School Business Manager

The School Business Manager assesses the appropriateness of any trip request, considering staffing, dates and impact on the daily routines and life of the school.

### EVC (Educational visits co-ordinator)

The EVC ensures that the EVOLVE system is correctly processed and administered for every trip. The EVC ensures that planning complies with JMHS Trips Policy requirements and that the arrangements are ready for approval within agreed timescales.

### DSL (Designated Safeguarding Lead)

The DSL will ensure that the Trip Leader has relevant information about vulnerable students that will be given only on a need to know basis in order to support all involved on the trip.

#### **OEA (Outdoor Education Advisor)**

Off-site trips should be notified to Herefordshire Council's OEA a minimum of 10 days prior to departure using the online reporting system Evolve for her expert advice on visit plans and risk assessment.

#### **Trip Leader**

The Trip Leader must ensure that when planning a trip that the administration flowchart, **APPENDIX A**, is adhered to. The Trip Leader is responsible for ensuring the trip complies with JMHS trips policy. They should be led by a suitably experienced and qualified teacher who is approved by the Headteacher.

The trip leader assign roles and responsibilities for accompanying staff, including appointing a Deputy Trip Leader should they be incapacitated. They ensure that all pertinent information is completed, including risk assessments. They ensure base contacts are given relevant details of the trip, including: the itinerary, names of students and relevant medical information, emergency contact details, staff contact information and next of kin details and any behaviour plans.

Trip leaders should have a contingency plan in place for unforeseen circumstances or changes (weather, traffic) and should plan accordingly and keep the base contact in school updated.

The Trip Leader will ensure that at all times the safety of all on the trip is of paramount importance. The Trip Leader will not allow any student onto their trip without the required consent (verbal consent is unacceptable) or without the appropriate medication if required.

#### **Base Contact**

Every trip needs two base contacts. These contacts will typically be a member of the ESLT. The suitability of another member of staff to be base contact will be at the Headteacher's discretion. In the instance of an emergency the Trip Leader liaises with Base Contact and devises a plan to ensure appropriate communication and management of the emergency.

In the event of a serious incident occurring the Critical Incident Team will decide on the appropriate steps including communication and will consult with the Emergency Planning Duty Officer at Herefordshire Council on 01432 260000.

#### **Staff on trip**

Staff behaviour will fully comply with the JMHS staff code of conduct throughout the duration of the trip. Staff will ensure they respond appropriately to the needs of the students and ensure that the school expectations of the JMHS Behaviour for Learning Policy are adhered to. Staff will ensure that they are familiar with the trip itinerary and raise any questions or concerns with the Trip Leader. Staff will comply with the reasonable requests of the Trip Leader.

Only JMHS staff and ITT colleagues on placement at JMHS will ordinarily be permitted to act as a member of staff. Any other person accompanying the trip would need to be risk assessed to determine suitability.

#### **Parents/carers**

Parents/carers will ensure that any required administration for the trip is completed in a timely manner. This includes payment schedules, providing medical information, providing consent for the trip via Parent Pay and

agreeing to the trip Code of Conduct, see **APPENDIX B**. The Code of Conduct is a template for trips. Trip leaders may consider making specific amendments for their trip given the schedule and nature of activities.

Parents/carers will abide by the relevant school policies and reasonable expectations required in the running of a safe and successful trip for all.

When signing up to a trip parents/carers are agreeing to pay the deposit which is non-refundable and that their child or children will not be permitted on the trip if they do not have the relevant medical equipment e.g. inhaler if required.

If a parent/carer is finding meeting the payment schedule difficult they should contact a member of the finance team who will discuss their situation sensitively in order to assist.

## **Students**

Students will comply with the trip Code of Conduct and ensure that at all times their behaviour supports the safe and enjoyable experience for all on the trip. Students must understand that if they fail to adhere to the required standards that their place on the trip can be forfeited, including whilst on the trip.

For foreign residential trips the Trip Leader may use an alternative Code of Conduct to cover specific areas such as alternative age limits in other countries and sleeping arrangements.

JMHS trips require students to wear the correct JMHS uniform unless specifically informed otherwise by the Trip Leader.

### **4. Student eligibility for a trip**

JMHS does not operate a first come, first served policy for trips. A timeframe must be given for students to apply for a place. If at the expiry of the time frame there are more students than place then a supervised draw will take place with at least two members of staff. A waiting list will be created for those unsuccessful in gaining a place.

Students on trips need to uphold high standards of behaviour and awareness for the safety of themselves and others. In the event of a concern the Trip Leader will undertake a risk assessment to consider the suitability of a student on the trip. The risk assessment is expected to provide a reasonable assessment of risks and control measures before reaching a final decision.

If JMHS considers that due to a medical condition or ill health that a student may be a risk to themselves or to others then a risk assessment will be completed to determine the suitability of the student to attend the trip.

JMHS reserves the right to withdraw a student at any point if a risk assessment shows that taking the student would compromise the safety, wellbeing or successful running of the trip. The process for making this decision is outlined above.

### **5. Inclusion**

The trip leader should ensure compliance with Equalities Act 2010 and JMHS endorses these principles:

- a. A presumption of entitlement to participate.
- b. Accessibility through direct or realistic adaptation or modification.
- c. Integration through participation with peers.
- d. It is unlawful to treat a disabled young person less favourably and fail to take steps to ensure that they are not placed at a substantial disadvantage, without justification.

- e. Expectations of staff must be reasonable for what is required of them (to include a young person) is within their competence and is reasonable.

## **6. Dealing with significant threat – run, hide and tell**

The priority is to keep our students safe whilst on a school trip. All JMHS trip leaders are aware of the counter terrorism advice provided by the Police and Herefordshire Council based around the Run, Hide, Tell approach. A number of approved documents are available to trip leaders and should be taken on the trip, including Reacting in the Event of a Terrorist Attack and Security and Terrorism Considerations for School Visits. Prior to a longer trip, all staff are made aware of the emergency procedures for contacting students and staff and how to communicate in the event of an emergency

## **7. Finance**

Following initial non-refundable deposit a regular payment plan should be established with parents/carers. Parent Pay is the typical way in which payment would be expected. Receipts and payments must be fully documented and the account details must be available for scrutiny. A teacher should never - even temporarily - pay such money into his/her own account.

When initially estimating the overall cost of a trip, Trip Leaders will include all expenses (including spending money) and to give a realistic global figure to parents. Trip leaders should use travel providers wherever possible to minimise costs in the event of cancellation.

During a trip there are occasions when teachers may take an amount of cash with them for sundry expenses and they need in these circumstances to keep a full record of all expenses with receipts/invoices.

## **8. Refund Policy**

Deposits for trips are non-refundable.

In the event of a cancellation a range of factors will be taken into account such as reason for withdrawal and notice of withdrawal. Students whose place is forfeited due to unacceptable behaviour will be entitled to a maximum 50% return of monies paid, excluding deposit. Students whose place is forfeited on medical grounds will be entitled to a full refund, less non-refundable deposit, providing accompanying medical certification from a doctor/consultant is provided.

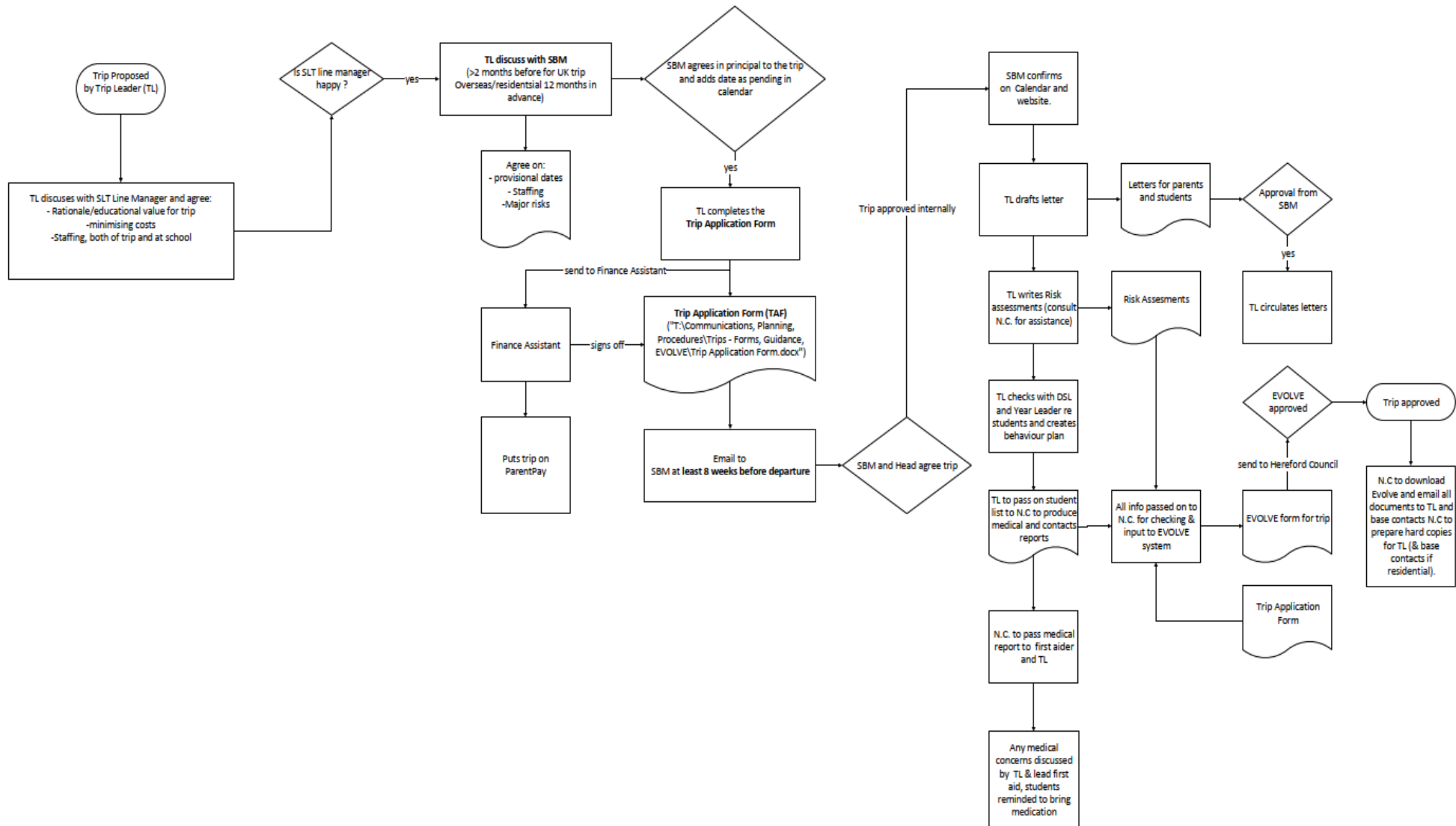
If an alternative student can be found to attend in the place of a student who has pulled out then a full refund will be given to any student whose place has been forfeited.

## **9. Appeals process**

If any person wishes to appeal any decision made about a trip they should follow the JMHS Concerns and Complaints Policy. A copy of this policy can be found on the JMHS website. A paper copy can be provided upon request.

## APPENDIX A – JMHS TRIP LEADER CHECKLIST

*If a trip leader is ever unsure about any aspect of their trip it is their responsibility to check with the relevant person/organisation.*



## TRIP LEADER CHECKLIST

# Check list for Trip Leaders (TL) organising UK non-residential trips

Please familiarise yourself with the planning documents in the Trips folder on the intranet: [Trips](#)

Then use this checklist to help your trip planning.

Action	Note	Done
Agree trip parameters with Line manger	Educational Value, costs, staffing, both on trip and at school	
Agree trip with SBM	Proposed dates, risks	
Complete Trip Application Form (TAF)	T:\Communications, Planning, Procedures\Trips - Forms, Guidance, EVOLVE\Trip Application Form.docx Get input and approval from Finance if there is a cost involved	
Send TAF to SBM for approval	At least 8 weeks before trip date.	
Send completed and approved TAF to Natalie Crickett		
Notify staff on trip, identify a reserve and inform base contacts (if not already done). Consider first aid provision	Most trips will need at least one first aider	
Draft letters for parents/carers	Get agreement from SBM before sending. Consider lunch arrangements and arrange FSMs for those students if lunch needs to be brought. Ensure paragraphs below are included in the letter	
Send letters to parents/carers via ParentPay (Isabel Spiller)	Trips out of Ledbury require consent	
Book transport	Finance have list of approved transport providers	
Book/organise activities		

Write risk assessments and send to Natalie	See templates in T:\Communications, Planning, Procedures\Trips - Forms, Guidance, EVOLVE\Risk assessments	
Check student list with DSL and Year Leaders and complete behaviour plan		
Send list of students going on the trip to Natalie in order to run an emergency contact and medical report		
Check medical conditions of students	Risk assessments as required – liaise with Megan Reece	
Collect paperwork	Trip paperwork (including medical reports and contact list from Natalie Crickett day before) with copies to base contacts	
If required, collect FSM lunches and/or trip mobile		
On leaving check students have medication listed on medical report		
On return, ensure all paperwork is securely shredded		

Letters should include:

- Any students requiring medication must ensure they have it with them on the trip, otherwise they will not be allowed to go. This includes inhalers and Epi-pens and any other medication you have informed the school which may be required by your child during the day. Please can I take this opportunity to remind you that it is your responsibility as a parent/carers to ensure the contact and medical information you have supplied to the school concerning your child is up to date. Updates to this information can be emailed to [data@jmhs.hereford.sch.uk](mailto:data@jmhs.hereford.sch.uk)
- The school reserves the right to withdraw permission to attend a trip at any stage due to any significant behaviour or safeguarding issues leading up to the trip. It is imperative that the trip remains safe for all students and staff in order to proceed.



## APPENDIX B - STUDENT CODE OF CONDUCT

### NAME OF TRIP:

#### Rules for Student Behaviour

Students on educational visits are under the school's jurisdiction at all times. Breaches of the school's Discipline Policy or this Code of Conduct will not be tolerated; those who behave in unacceptable ways will be liable to disciplining as if they were on school premises.

Forms of discipline on a trip could include:

- Withdrawal from scheduled activities
- Restrictions on movement together with increased supervision levels
- Not allowed to participate in future school trips
- Being sent home prematurely at the expense of the parent/carer
- In extreme cases of misbehaviour, JMHS has the right to exclude a student on a fixed term basis, or even permanently

#### General

- You are an ambassador of the school and should always behave well
- Always think about your own and others' safety
- Always wear your seatbelt when travelling on a coach; at the end of a journey, tidy and remove any litter in to the nearest bin
- If you have a problem or are worried about something, always tell a member of staff
- Always follow the instructions of school staff on the trip or any external instructors
- Dress and behave sensibly and responsibly at all times. Think things through carefully before you act and do not take unnecessary risks
- Always show respect to adults and peers
- Students are not permitted to smoke, consume or use drugs or drink alcohol
- If not under direct adult supervision, remain in groups of 3 (minimum) and ensure you have an emergency contact number for member of staff in charge of the trip
- Keep money and valuables secure and have enough money to make a telephone call

I agree to abide by these rules:

Signed: (student)	
Please print name	
Signed: (parent/carer)	
Please print name	

Please return along with your consent form to (        ).

*Students will not be permitted to participate in the trip if they have not returned before date of departure.*

## Trips Policy version log

Version	Date	Completed by	Comment	Approval
2.0	March 2025	Rebecca French	Update names of personnel in post  Update appendices	FGB March 2025