EDUCATIONAL TRIPS & EVENTS POLICY

NAMED PERSON:	Mrs Rebecca Beaumont Assistant Headteacher

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Mr Andy Crossey **Chairman of Governing Body**
Signed: A.D. Crossey
Date: September 2026

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Contents

Contents 2
1. Aims and scope 2
2. Legislation and guidance 3
3. Roles and responsibilities 3
4. Planning and preparation 6
5. Risk assessment 7
6. Volunteers 9
7. Communication and consent 9
8. Emergency procedures and incident reporting 10
9. Charging and insurance 10
10. Residential visits 11
11. Sporting events and fixtures 11
12. Local Learning Area Plan 12
13. Review 14
14. Links with other policies 14
Appendix 1: Volunteer behaviour and code of conduct 15
Appendix 2: Student behaviour and code of conduct 16
Appendix 3: Timelines for organising a school trip or event 17
Appendix 4: Local Learning Area Map 18

1. Aims and scope

Vision: All students in each Key Stage will have the opportunity to take part in trips and events for each of their subjects, outside of the normal curriculum. The purpose of these will be to enrich learning, in line with The Buckingham Way.

The Buckingham School aims to offer a broad and balanced range of exciting and stimulating educational trips and events. The opportunities from these have a positive impact on raising standards and seek to develop key employability skills within the students: organising/time-management, communication, teamwork, creativity, initiative, self-management and problem solving. The rationale behind trips for each Key Stage should be rooted in The Buckingham Way and seek to support the students in being:

- **Engaged** in Key Stage 3
- **Independent** in Key Stage 4
- **Exemplary** in Key Stage 5

All students are encouraged to take part in the variety of trips and events available to them and all members of the school community (students, staff, families and governors) have a right to be informed of the many and varied opportunities available. Students will not be barred on financial grounds from any courses/visits considered a necessary part of the curriculum. When additional funding is necessary, the school will endeavour to source appropriate funds.

Trips and events should be consistent with the aims of the school and be fully researched, approved, clearly targeted and reviewed. Trips and events can lead to pressure (on family's purses) and stress (on staff and students). All trips and events should follow an agreed pattern, to be part of the overall academic planning cycle in order to allow for sufficient notice periods to be given and payment schedules set-up, where necessary.

The purpose of this policy is to therefore ensure that all educational trips and events, irrespective of their nature and duration, are well-planned and co-ordinated and take into account the health and safety issues

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that may foreseeably arise during any trip or event. Only competent persons and organisations will be selected for the purpose of planning and organising any visits and all venues visited will be carefully assessed beforehand

2. Legislation and guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2025

3. Roles and responsibilities

3.1 Headteacher

The Headteacher is responsible for:

- Approving staff requests for educational trips and events, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the Educational Visits Co-ordinator, have received any necessary training
- Working with the governing board to approve overseas and/or residential trips

3.2 The Educational Visits Co-ordinator (EVC)

Rebecca Beaumont (Assistant Headteacher) is the appointed EVC at our school. Their role is to:

- Ensure that educational trips and events follow National, Local Authority and School Policies
- Oversee and guide other staff to arrange and organise educational trips and events
- Assess the ability of other staff to lead trips and events and designate suitable trip/event leads
- Assess outside activity providers
- Advise the Headteacher and Governing Board when they're approving trips
- Access the necessary training, advice and guidance
- Ensure that feedback is obtained from all educational trips and events and utilised, where practicable, to both enhance and improve any future arrangements and selection processes
- Ensure that any systems and procedures laid down for dealing with educational trips and events follow the principal requirements of this policy and are fully in place prior to the commencement of any educational trip or event
- Ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported
- Deliver training for planning and leading trips/events as part of both the staff induction programme and the ongoing CPD programme

3.3 Trip/event lead

Every educational trip or event will have 1 member of staff designated as the trip/event lead. The trip/event lead will:

- Seek and obtain approval for all educational trips or events from the Headteacher via Evolve
- Plan the proposed trip/event, taking into account the health and safety risks to students, staff and volunteers
- Assign staff and volunteer roles, as needed

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- Make sure the school has accurate and up-to-date information about the trip destination, where applicable, to be used in risk assessments
- Carry out any required risk assessments and share these with the staff accompanying the trip/event
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed and making all staff involved of any medical and SEND needs
- Make sure families are given accurate information about educational trips or events, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the trip or event and all locations to staff, students and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for students and others
- Ensure that there is always a member of staff 'on duty' 24/7 during residentials and that this is communicated to all staff and students
- Hold briefings for all staff and students every morning and evening on residentials
- Communicate at least once daily with their Base Manager (residentials only) with updates on safeguarding/medical/behavioural concerns
- Ensure that the trip/event is added on to Unifrog as an 'Interaction' for all students involved
- Communicate with the marketing team about the success of the trip/event and key skills that the students have developed as a result of taking part

3.4 Staff

Staff have a responsibility to make sure all students and staff who take part in trips or events are kept safe and understand the proper way to prepare for them, as well as how to act while taking part. Staff will:

- Work with the trip lead to ensure they are familiar with the itinerary and risk assessments involved
- Communicate with families, as directed by the trip lead, and make sure trips and events are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage student behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate
- Adhere to the following guidance around alcohol being consumes when on trips/residentials: if they are the designated 'duty' staff, no alcohol should be consumed during this time, nor should alcohol have been consumed earlier in the day so as to impact the 'duty time'; all other staff may have a drink in the evening but ensuring that they remain role models and effective in an emergency scenario. This may typically be within UK driving limits, i.e., 2 drinks, however adults should be aware of their own limits if they are less than this.

3.5 Base Manager

Every overseas or residential trip will be assigned a Base Manager who will be one of the Senior Leaders at the school. The Base Manager will:

- Be on-call 24/7 throughout the trip in case of emergencies or the trip staff needing advice – this involves remaining under UK drink-driving limits throughout the duration and having access to necessary communication methods at all times
- Provide guidance when changes to the ESP during the trip need to be considered
- Communicate with the trip leader and travel providers should any issues arise
- Attend the pre-departure briefing with the EVC, DSL, families and trip staff

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3.6 Families

By agreeing that students can take part in educational trip/events, families agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Return consent forms and any other documentation required in-line with published deadlines
- Share any concerns or information about the student that may affect or impact their ability to safely take part in the trip/event
- Adhere to the terms and conditions as published with the trip/event communications
- Be available to collect their child in the event of an emergency brought about by either a safeguarding, behavioural or medical issue that cannot be resolved
- Support their child to complete the work for any lessons missed as a result of attending a trip that does not apply to all of the year group/class, i.e., lessons that have still been taught in the student's absence. This is applicable for all types of trips/events/sporting fixtures

3.7 Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for students
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible
- Follow guidelines as set out in the Volunteers' Code of Conduct which can be found in Appendix 1 of this document

3.8 Students

Our school behaviour policy also applies to all educational trips and events. This includes the expectation that students will:

- Follow instructions given to them while taking part in the trip/event
- Dress and behave as expected for the length of the trip/event
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or other appropriate adult
- Follow guidelines as set out in the Students' Code of Conduct which can be found in Appendix 2 of this document
- Ensure that they complete the work for any lessons missed as a result of attending a trip that does not apply to all of their year group/class, i.e., lessons that have still been taught in their absence. This is applicable for all types of trips/events/sporting fixtures

Students will always be expected to uphold the school's behaviour policy at all times and will be reminded of the opportunities during the trip/event to be rewarded for Respect, Reflection and Responsibility, as per the The Buckingham Way and the rewards policy.

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4. Planning and preparation

Educational trips and events, to which this policy applies, will meet at least one of the following criteria:

- Students are off their usual timetabled lessons
- External agencies interact with our students (virtually or in person)
- Students going off-site (either before, during or after the school day)

Each trip or event which meets at least one of the above criteria can be categorised into one of the following categories of trip or event:

1. In-house events that take place within the normal school day and do not involve our students going off-site. These may or may not involve external agencies coming into school and working with our students but, will take the students off their normal timetabled lessons, e.g., Sports Day, Careers Events, etc. The event leader is responsible for entering these events on to Evolve for checking by the EVC and then the Headteacher.

2. In-house events that take place outside of the school day. These will involve external agencies working with our students before or after the school day, e.g., open evenings, on-site sports fixtures, speakers for extra-curricular clubs, etc. The event leader is responsible for entering these events on to Evolve for checking by the EVC and then the Headteacher.

3. Activities within the school's 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day. These are off-site trips that are local to the school (within walking distance) where a register of students is left with the school office and a first aid kit is taken by the trip leader, e.g., Geography field work in Buckingham Town Centre, etc. The trip leader or Curriculum Leader is responsible for entering these trips on to Evolve for checking by the EVC and then the Headteacher. Consent for these is requested as part of the Admissions process and will not always be required as an additional request.

4. Off-site activities outside of the school day. These are off-site trips which may require transportation and that take place away from the school's Local Learning Area, e.g., volunteering, etc. The trip leader or Curriculum Leader is responsible for entering these trips on to Evolve for checking by the EVC and then the Headteacher.

5. Other non-residential visits within the UK that do not involve an adventurous activity. These are off-site trips which also take students off their normal timetabled lessons. They may also start/end outside of the normal school day, e.g., Natural History Museum, Theatre visit, etc. The trip leader is responsible for entering these trips on to Evolve for checking by the EVC and then the Headteacher.

6. Visits that are overseas, residential, or involve an adventurous activity. These are off-site trips which may or may not take students off their normal timetables lessons but, that require further levels of planning regarding safety, e.g., ski trip, PGL, etc. These should be given initial approval by the attached governor. The trip leader is responsible for entering these trips on to Evolve for checking by the EVC and then the Headteacher. Trips of this nature also then require LA approval via Evolve.

The decision on whether or not a trip/event will take place will be made by the Educational Visits Co-ordinator, as directed by the Headteacher, and based on factors including:

- Cost (including any potential cost to families)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility
- Alignment to the Vision as stated in section 1 of this policy

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As part of the planning stage, information will be gathered by staff proposing the trip/event, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

The trip/event will then be added to Evolve, with a budget form if costs are involved, to be considered for approval – within the timeframes detailed in Appendix 3.

Once Outline Approval has been granted, the trip/event will be added to the school calendar and the remainder of the planning and risk assessment can be uploaded to Evolve for final processing. Following Outline Approval, staff will communicate with families and provide trip/event information.

Written consent will be required for trips/events that take place outside of normal school hours and/or for any trips outside of our Local Learning Area (as detailed in Section 12 of this policy).

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

Document to support the planning and processes for trips and events, including, timelines, checklists, FAQs, model ESPs, can be found in the 'Trips and events – Key Documents' folder on the school's Google Drive.

4.1. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including trips and events.

SEND

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the trip/event, they will have the same support that is available to them during the school day.

We will adjust the trip/event programme where necessary, working with families to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and students.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a student with challenging behaviour from coming on a trip/event to protect their safety and the safety of the other students attending.

We will consider all reasonable options to help the student go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the student can be supervised on a 1:1 basis.

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5. Risk assessment

Risk Assessments (as referred to as Event Specific Plans (ESPs)) will be completed and reviewed as part of the planning and approval process for all trips and events.

This will be completed using the school's risk assessment template which can be found in the 'Trips and Events – Key Documents' folder on the Google Drive or in the documents section of Evolve and approved by the Headteacher/EVC. Existing risk assessments, which can also be found in the previously mentioned folder or on previous Evolve entries, and/or risk assessments provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and students), the role of additional support during the trip/event, specified activities to be carried out, as well as risks associated with transport to and from the destination, where appropriate.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the Headteacher/EVC and, where appropriate, third party vendors.

Every risk assessment will be approved by the Headteacher, and be accessible by the trip/event staff throughout the duration of the trip/event.

In the case of overseas and residential visits, there must be a briefing for families ahead of the visit taking place. This will be for staff to share aspects of the risk assessment, meet the families and advise them on any relevant information for preparing for the trip.

For all trips/events where there is to be an element of remote supervision (i.e., free time where students aren't directly supervised), families will be made aware of this and be told about the measures in place to monitor the students.

5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. In line with National Guidance recommendations, we will make sure:

- Where possible, a qualified First Aider will accompany off-site school activities. Approval for a trip without a designated First Aider will only be granted by the Headteacher, following a full risk assessment that considers the nature of the activity, location, duration and transport arrangements.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip/event
- Adults without a DBS check will not be left alone with students at any time
- The trip/event lead will take regular headcounts and/or rollcalls and/or will delegate this responsibility to accompanying staff, as appropriate

The following table shows recommended starting points to consider for staff/student ratios for visits:

Destination	Year group	Minimum adult:student ratio
Overseas	7-11 12-13	1:11 1:15
UK residential	7-9 10-11 12-13	1:11 1:15 1:20
UK day trip, requiring transport	7-11 12-13	1:15 1:20
Local Area Visit	7-9 10-11 12-13	1:15 1:20 1:30

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Ratios may change according to the proposed activity and environment and during the course of the trip/event. Further guidance on ratios can be found in the document titled *'NG – 4.3b-Ratios-and-Effective-Supervision'* which can be found on Evolve or in the *'Trips and Events – key documents'* folder.

5.2 Transport

Transportation for the majority of trips will be organised by the school. We will make sure students, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with families, transport for visits will leave from, and return to, the school site.

On occasion, we will ask families to transport their own children to/from trips and clear communication will be provided around the roles and expectations of all stakeholders should this be the case.

5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use. In line with Buckinghamshire Council requirements, any providers that do not hold a LOtC certification will be required to complete and submit a Provider Statement Form which is then taken into consideration when completing the risk assessment.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Volunteers

Where appropriate, family members or members of the wider community may be asked to volunteer to attend and supervise students alongside staff members on trip/events. Where there are more volunteers than required for the trip/event, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the students taking part in the trip/event
- The setting and circumstances of the trip/event
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Volunteers selected to support with the trip/event will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, safeguarding procedures, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with students without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with students or given sole responsibility for the care of a student. Where volunteers would normally have parent responsibility for a student also taking part in the trip/event, they cannot be counted towards the ratio of staff:students.

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7. Communication and consent

We will contact the families of students invited to take part in an educational trip or event at least 3 weeks before the proposed date of the trip/event and only after the trip/event has been granted outline approval and added to the school calendar. Communication will be via letter on ParentMail, and information provided will include the date, travel times, destination, purpose of the trip/event, and any costs associated.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of students' failure to meet these standards

Where required, families will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school. This will be online via Evolve however paper copies will be available if required.

Visits during the school day and within our Local Learning Area will not require written communication however we endeavour to inform families in advance of these taking place.

Families will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available, and any relevant visas. Whilst we will do our best to support families with making sure that these documents are in place and valid for the dates of travel, this responsibility ultimately lies with the family of the student travelling.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the Base Manager for the trip/event. The Base Manager will then contact families as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a student seeking medical treatment.

In a case of a student being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a students cannot be found within 30 minutes, the trip leader will contact the Base Manager who will notify the family. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the student when found. The remaining staff and adults will return to the school with the rest of the students. In the event that there is only 1 staff member with the trip, the whole group will remain together until a second member of staff can attend and support with either returning the students to the school or staying with the police.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

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9. Charging and insurance

We will follow our school's charging and remissions policy at all times.

Families won't be obliged to pay for any educational visit that takes place during school hours. They also won't be obliged to pay for any educational visit that takes place outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational trips/events, but this will be entirely optional (except for residential visits) and will not affect students' ability to take part fully in the trip. However, should the school not receive enough voluntary contributions to cover the cost of the trip/event, it may not be financially viable for it to go ahead.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

Financial support will be available for any families in receipt of Free School Meals and all families are encouraged to contact the school if they require support, regardless of whether they currently receive Free School Meals.

10. Residential visits

The Headteacher, together with the Governing Board, will approve all residential trips.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary final permissions and medical forms are obtained within 21 days of the start of the trip so as to ensure its relevance
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with students – this will include relevant DBS checks

Families will be given information about the visit at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received
- Clothing and equipment provided, and what students must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

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11. Sporting events and fixtures

Throughout the year, the PE department will run various team activities which will be categorised as Sporting Events or Sporting Fixtures. Details of how each type will run are detailed in this section

11.1 Sporting events

Sporting Events are classified as such if any of the following criteria apply:

- The event has any charges for participation or travel, including entry fees
- The students leave site before 1pm or miss more than 2 lessons (in the case of morning events)
- The event is more than 30 miles from the school
- More than 30 students are removed from a year group

Events that fall within these criteria are categorised as per Section 4 of this document. They therefore follow the same procedures as all other trips. The Head and/or EVC may withdraw approval from the trip at any time should there be any concerns regarding Health & Safety.

11.2 Sporting fixtures

Sporting Fixtures are classified as such when all of the following criteria apply:

- There are no associated costs
- The fixture does not leave before 1pm
- The fixture is within 30 miles of the school
- Less than 30 students are removed from a year group

Prior to departure for the fixture, the PE staff member accompanying the students should ensure families have given consent via Squad In Touch and staff have been notified of the students' absence from lessons. To ensure this is the case, last minute team changes are strongly advised against therefore, inclusion of replacement players should be considered. A single member of staff may supervise a sports team. The teacher in charge of the fixture should input all fixture details on Squad In Touch via the app or www.squadintouch.com. All families are sent a letter at the start of the academic year and are reminded of the importance of signing up for an account on Squad In Touch, where they can find out all details of their child's fixture. Those details include:

- Time of fixture/ Start time/ Kick off
- Kit/ Equipment required
- Location of fixture
- Opposition school
- Departure time
- Arrival time back to school (approx.)
- Match report, where possible
- Any other relevant communications from the teacher regarding the fixture itself via the app.

The PE risk assessment for home and away fixtures applies to all sporting fixtures that take place.

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12. Local Learning Area Plan

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during normal school hours follow the Operating Procedure outlined below.

These visits/activities:

- do not require parental consent
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below)
- must be recorded on Evolve under Local Area Visit category

12.1 Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces (→ slips, trips and falls)
- Weather conditions
- Activity-specific issues when doing fieldwork (nettles, brambles, rubbish, etc.)
- Rivers/flooding

These are managed through the following points being applied:

- The EVC must give approval via Evolve before a group leaves
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new families when their child joins the school as part of the Parent Consent Forms booklet.
- There will normally be a minimum of two adults. Although, depending on the students and circumstances, 1 member of staff may be sufficient. The key determinant will always be "What would the pupils do if the only adult collapsed?" and this will be considered by the trip leader and EVC before approving the Local Area Visit on Evolve
- Staff are familiar with the area, including any "no go" areas, and have practised appropriate group management techniques
- Students have been trained and understand standard techniques for road crossings in a group as part of their school induction and a briefing before the visit
- Where appropriate, students are fully briefed on what to do if they become separated from the group. For our school, this will be to return to school or enter the nearest business and ask them to call the school. The student must then wait in the business until a member of staff collects them
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs, as a minimum
- Students' clothing and footwear is checked for appropriateness prior to leaving school.
- A L3 First Aider will accompany each visit and be aware of any relevant medical information and ensure that any required medication is available. Exceptions to this are made only by the EVC and/or Headteacher.
- Staff will deposit a list of all students and staff/adults, a proposed route, and an estimated time of return with the Attendance Team.
- A designated Emergency Contact 'back at base', who is aware of the proposed visit/activities, will have been identified beforehand and ensure that they remain contactable until notified of the group's safe return. This will be the Main Reception but the trip leader will also have the EVC's contact number as a secondary contact.
- A school mobile (battery charged and with sufficient credit) is taken and the office will have a note of the number(s).

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12.2 Buckingham-specific procedures

Staff should be aware that the river through Buckingham is easily accessible and prone to flooding – please therefore check the weather forecast before leaving the school and ensure that all students are aware of the expectations around going near the river. For further guidance, including how to safely enter the river, please refer to the 'National Guidance – Group safety and Water Margins' document which can be found in the 'Trips and Events – Key documents' folder and on Evolve.

12.3 Boundaries

The boundaries of the Local Learning Area are shown on the map in Appendix 4 of this policy. This area includes, but is not limited to, the following frequently used venues:

- Buckingham Town Cricket Club
- Buckingham Library
- Buckingham University
- Chandos Park
- Bourton Park
- Local schools
- The Old Gaol

Venues also included in the School's Local Learning Area (but fall outside of the area on the map) and therefore do not need additional risk assessments are:

- East Claydon C of E School
- Lace Hill Academy
- Lace Hill Sports & Community Centre
- Maids Moreton C of E School
- Marsh Gibbon C of E School
- Roundwood C of E School
- Steeple Claydon C of E School
- Stowe School & Stowe Gardens
- Twyford C of E School

13. Review

This policy will be reviewed every year by the Headteacher. At every review, the policy will be shared with the full governing board.

14. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy (including First Aid)
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- Supporting pupils with medical needs policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan

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Appendix 1: Volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips/events. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to a member of school staff at the earliest opportunity and withdraw from the trip/event.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and students at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to students
- Report any concerns about the safety or wellbeing of a student to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with students unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit/event
- Allow themselves to be left alone with a student unless previously agreed with staff
- Take photographs or record students without the permission of students and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

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Appendix 2: Student behaviour and code of conduct

The school expects students to follow the Behaviour for Learning policy when on school trips and visits. In addition to this is the following code of conduct that all students are expected to adhere to.

Students will:

- Follow the instructions of staff and supervising adults, without delay or argument
- Take responsibility for their actions and do nothing to endanger themselves or others
- Report all accidents or damage to the group leader or a member of staff
- Will wear school uniform or other suitable clothing (as required)
- Show respect and act with courtesy towards others, including the general public, in particular, the host country (if overseas)
- Be helpful, co-operative and considerate to others, including the general public

Students will not:

- Smoke
- Consume alcohol
- Take illegal substances
- Act inappropriately that will endanger themselves or others
- Use inappropriate language
- Leave the group and go off on their own
- Take part in any activity which has not been authorised by their parents or group leader
- Drop litter or do anything that might damage the environment.

When using transport all students will:

- Stay seated and face forwards and do not speak to the driver while the vehicle is in motion
- Wear seat belts where provided
- Follow instructions for the safe embarkation and disembarkation from the vehicle
- Ensure that bags are safely stored and do not block emergency exits
- Not eat or drink on the vehicle without the permission of the group leader
- Clear any litter at the end of the journey

When a student is on a school trip or visit, the student is representing the school and themselves. Therefore, they must do nothing that will bring the school or themselves into disrepute.

The school reserves the right to withdraw any student from a school trip that does not meet the expectations outlined above. Where a student is withdrawn from a school trip or visit, families will be responsible for any costs involved in transporting their child and accompanying member of staff. No refund of money will be given where students have been removed from trips due to their behaviour either before or during a trip. This ensures that the school is not at a loss once bookings have been made.

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Appendix 3: Timelines for organising a school trip or event

Allow plenty of time for planning; the longer the lead-in time for a trip, the more successful the running of it is likely to be. As detailed in Section 1 of this document, trips and events should be planned into the school's curriculums and pastoral plans so as to maximise their impact and the notice periods given to families. The majority of trips and events should therefore be proposed for the School Calendar in Term 6 for the following academic year. For any additions to the planned trips and events, the following table provides a minimum timeframe for staff to work to. This takes into account the impact of workload on all stakeholders, as well as financial implications for families and the impact of the students' learning:

Category of trip (see section 1)	Deadline for submitting the proposal on Evolve, including a budget form signed by the Business Manager	Deadline for submitting Evolve entry to EVC	Deadline for approval of event by Headteacher
1 – 5*	• End of Term 1 for Trips or Events in Term 2 and beyond • End of Term 2 for Trips or Events in Term 3 and beyond • End of Term 3 for Trips or Events in Term 4 and beyond • End of Term 4 for Trips or Events in Term 5 and beyond • End of Term 5 for Trips or Events in Term 6 and beyond • End of Term 6 for Trips or Events in Term 1 and beyond (and at least 3 working weeks in advance) *with the exception of Cat. 3 trips (i.e., within the LLA), these can be added the day before	2 weeks ahead of the Trip or Event	1 week ahead of the Trip or Event
6 (domestic only)	• End of Term 1 for Trips or Events in Term 4 and beyond • End of Term 2 for Trips or Events in Term 5 and beyond • End of Term 3 for Trips or Events in Term 6 and beyond • End of Term 4 for Trips or Events in Term 1 of next academic year and beyond • End of Term 5 for Trips or Events in Term 2 of next academic year and beyond • End of Term 6 for Trips or Events in Term 3 of next academic year and beyond	Term ahead of Trip or Event	4 weeks ahead of the Trip or Event
6 (overseas only)	• End of Term 1 for events in Term 1 of next academic year etc.	1.5 terms ahead of Trip or Event	Term ahead of Trip or Event

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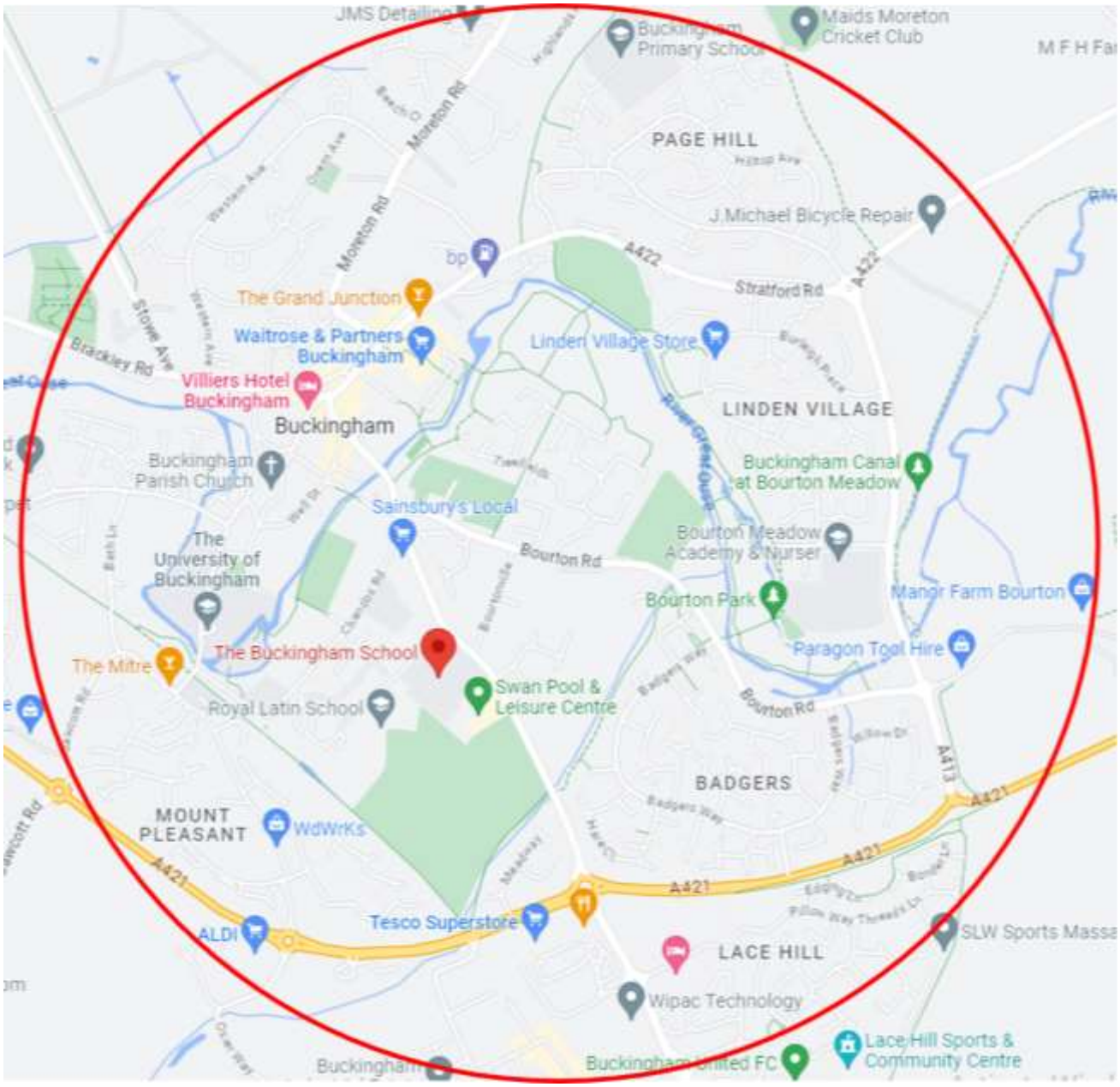
Appendix 4: Local Learning Area Map

As referred to in Section 12 of this policy, our Local Learning Area map is as follows:



NB/ There are specific extensions to this map which are listed in Section 12 of this policy.

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