



CRANFORD SCHOOL

Whole School Outings and Trips Policy

Please also refer to the **'Whole School Outings and Trips Procedures'**.

To be read in conjunction with the School's Procedure for Outings and Trips, Procedure for Risk Assessments and the Fixtures Policy. The information within applies, subject to adaptations and restrictions based on travel advice - countries on the travel list and may be subject to change.

Guidance will be taken from: Gov.uk : [Health and safety on educational visits](#) & [OEAP: Planning Advice on off site visits](#)

Policy Statement:

As part of the School's commitment to an all-round education, it places a high value on educational visits and therefore a number are organised each year for pupils. These range from short, one-day visits for a whole class to a local site of interest, overseas visits and sports tours.

Pupils' physical and emotional well-being are of paramount concern. The School accepts that visits and outdoor activities cannot be completely without risk, but it requires that those staff in charge take all reasonable precautions to protect the health, safety and welfare of pupils, staff and other accompanying adults, and minimise the risk of untoward or dangerous situations (in accordance with DfE Guidance Health and Safety of Pupils on Educational Visits).

Every effort will be made to ensure that School visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender or religion.

General Principles:

- The permission of parents will be requested with an online Consent Form for any visit which takes their child out of School, except for local activities such as studies in Moultsford, Church Services or community service visit to local hospitals and old people's homes. Permission for these is sought upon signature of the Acceptance Form when pupils join the School.
- For local, curriculum-based off-site trips, permission will be sought from parents when they are informed of the trip. This is done via an online permission form. For all non-local off-site day trips, overnight stays, residential trips or overseas trips, the School will seek further online consent for the pupil to participate and any cost to be added to the bill.
- Visits which contribute to the curriculum will normally take place during school time. Other visits will normally take place during holidays.

- The safety and welfare of staff, adult supervisors and pupils will be of paramount concern on all visits.
- The School reserves the right to exclude a pupil from trips should there be known or recent conduct challenges or pastoral issues.
- When on a trip, especially an overseas or residential trip in the UK, the School reserves the right to send a pupil home if their behaviour/conduct is not appropriate. Any breaches of the 'Residential Trip Code of Conduct' agreed to by pupils and parents prior to departure, may result in sanctions including those detailed in the **'Whole School Exclusions Policy and Procedures'**.

Responsibilities:

The Headmaster has overall responsibility for all education away from School premises and his permission is required for all off-site visits and expeditions.

The Deputy Heads (Trips and Calendar) are responsible for ensuring that:

- Correct planning procedures are followed;
- An Itinerary Risk Analysis Form has been submitted by the trip leader;
- Appropriate Risk Assessments are completed, and any control measures put in place;
- The Group Leader is competent to lead the planned visit;
- Supervision levels are appropriate to the planned activities;
- Child Protection measures are in place;
- Visits are planned sufficiently in advance and entered into the School calendar;
- Visits are co-ordinated to prevent clashes as far as possible;
- Group Leaders have completed all necessary paperwork;
- A member or members of the SLT is/are available as an emergency contact for all off-site trips which take place outside of normal School hours.

Group Leaders are required to ensure that:

- Their planning follows the procedure set out in the **'Whole School Outings and Trips Procedures'** document;
- They have completed an Itinerary Risk Analysis Form before seeking approval for their trip;
- Parental consent has been given for all pupils, including disclosure of medical requirements;
- Clarification is sought from the School Matron over any medical issues raised on a Consent Form and copies of a pupil's individual medical RA where appropriate are taken on the visit;
- Parents receive all relevant information (see **'Whole School Outings and Trips Procedures'** document for a full list);
- Appropriate Risk Assessments are completed and approved by the Headmaster and any control measures put in place sufficiently in advance of any outing or trip;
- A register of pupils/staff/adult helpers on the trip is left with the main School Office (and with the SLT contacts if the trip is running outside of normal School hours) as the trip departs. This list details who is travelling in which vehicle in the event that more than one coach/minibus is being used;
- Trip Leader carries a School mobile telephone throughout their time on the School visit and the number is kept in the School Office and known to all designated staff, including those on the visit; It is also listed on the RA and shared with SLT Contacts if the trip is out of hours.

- Risks are assessed during the visit in the light of events or situations on the ground, including stopping the visit or activity if they think the risk to the health and safety of the pupils in their charge is unacceptable;
- Pupils are supervised throughout the visit in accordance with the agreed itinerary;
- In the case of residential trips, Parents will have confirmed that their child will abide by the residential code of conduct. Pupil welfare is safeguarded at all times in line with the School's **'Whole School Safeguarding and Child Protection Policy'** and **'Whole School Safeguarding and Child Protection Procedures'**;
- The Trip Leader or designated staff member will collect any medication required and first aid kit(s);
- At least one member of staff accompanying the trip has the appropriate first aid training and Paediatric First aider for EYFS trips.

Teachers and Cranford Staff are required to:

- Follow the instructions of the Group Leader and help with control and discipline;
- Do their best to ensure the health and safety of everyone in the group;
- Notify the Group Leader if concerned about the health or safety of pupils at any time during the visit;
- Familiarise themselves with the emergency procedures as set out in the **'Whole School Outings and Trips Procedures'**.

Parents are expected to:

- Provide to Group Leaders all relevant information (including medical information) which may be needed to protect the welfare of their child(ren);
- Provide accurate contact details to Group Leaders in case of emergency;
- Ensure that their child is provided with all necessary clothing, documentation (e.g. passports or visas) and medication (in original packaging) that may be needed for the visit.

Pupils are expected to:

- Follow the instructions of the Group Leader and Cranford Staff
- Comply with the relevant Code of Conduct for School Visits throughout the visit;
- Do their best not to endanger the health and safety of everyone in the group.

Reviewed October 2025

Review due in October 2026

Headmaster, Deputy Head (Trips and Calendar), and Governors

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