

Hadrian Learning Trust

Trips, Visits and Residentials

Policy and Procedures

Scheduled Review Date	Review Completed	Signed-off by Exec Head
01-09-24	12-08-24	30-08-24
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01-09-26		

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1. Introduction

This policy covers all off-site visits and activities organised through the school and for which the Trust Board and Headteacher are responsible.

As the basis for the school's policy for the management of visits and off-site activities, The Trust Board has adopted the following:

- the Outdoor Education Advisers Panel's (OEAP's) 'National Guidance'
- the Department for Education Guidance on 'Health and safety on educational visits'
- use of the Evolve educational visits administrative system
- with external checking by the Trust's external H&S advisers as part of the annual H&S review

The Trust Board seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Trust Board recognises the significant educational value of visits and activities which take place away from the immediate school environment.

This Trust Board aims to provide an educational environment in which all members of the school community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas. They also encourage co-operation, promote team work and help with the application of problem solving skills and the development of independence and self-confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps them to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Trust Board, Executive Headteacher, the Educational Visits Co-ordinator, the visit leader, members of staff, volunteers, pupils and parents. The school also has responsibilities to other members of the public and to third parties. This guidance on visits and off-site activities therefore complements the wider school health and safety policy.

It is the aim of this school to ensure that all visits and off-site activities are safe, well-managed and educationally beneficial.

2. Legal framework

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

- Keeping Children Safe in Education (annually updated)
- The Education (Pupil Information) (England) Regulations 2005 (as amended in 2016)
- DfE: Health and Safety on Educational visits guidance (2018)
- The Outdoor Education Advisers' Panel National Guidance on activities, training and support for outdoor learning and educational visits.

In addition, this policy complies with our funding agreement and articles of association

3. Key Roles

There are a range of key staff who have input and oversight of Trips and Residentials, as at the 1st of September 2025 these are:

Trust Level:

Executive Head:	Graeme Atkins
Educational Visits Coordinator (EVC):	Dave Clay (to 20 th October 2025)
EVC Admin Officer:	Emma Forsyth
Trips Finance Lead:	Amanda Murray
Office Manager:	Kirstie Royce
Admin Officer:	Victoria Bell

HMS Specific Staff:

Head of School HMS:	Liam Watters
Assistant SENDCo HMS:	Jennifer Ballantyne
Finance Officer:	Debbie Graham

QEHS Specific Staff:

Head of School QEHS:	Neil Seaton
Assistant SENDCo QEHS:	Diane Cunningham
Finance Officer:	Sarah Jackson

Within this document other roles are defined as:

Trip Leader:	This is the member of staff who will lead the trip, or residential, they will complete all of the required paperwork working alongside the EVC and the Finance Lead and lead the event “on the day”.
Deputy Trip Leader:	This is the member of staff who is designated to assume leadership “on the day” of the event, should the Trip Leader be unable to perform their responsibilities.
Home Contact:	This is the member of staff; usually the Head of School, who does not attend the trip, but is able to respond to support the trip leader and their team should an unplanned event occur requiring additional support, such as an incident, illness or other such occurrence.
Second Home Contact:	For all residentials a secondary Home Contact is appointed, to provide cover in the event the home contact is unobtainable by the Trip Leader, this is usually an Assistant Headteacher.
Adult Leader:	This may be a member of staff or volunteer who is attending the trip or residential, in all instances such persons will have passed DBS clearance. They follow the direction of the Trip Leader.

4. Responsibilities

The responsibilities of the various persons involved in the planning and delivery of a trip or residential are provided here, note that these responsibilities are not exclusive:

Executive Head

The Executive Head will:

- confirm all visits and off-site activities have specific and appropriate educational objectives
- confirm all visits and activities in line with OEAP National Guidance and the guidance of the Trust's H&S adviser and Educational Visits Co-ordinator
- confirm off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- verify that the staffing ratio is suitable for each visit
- confirm that risks have been assessed, significant risks recorded and any appropriate safety measures are in place.
- bring significant issues to the attention of the Trustees at meetings or via a formal report
- **gives final consent (via Evolve), before an activity can occur**

Head of School

The respective Head of School:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- ensure that the staffing can be provided for this trip on the date(s) specified without undue pressure on school staffing levels.
- **gives initial consent (via Cognito), before an activity can be planned**

Educational Visits Co-ordinator (EVC)

The EVC will:

- support the planning of trips and residential activities across Hadrian Learning Trust
- monitor guidance updates and inform relevant parties, updating Policy as required.
- ensure all visits and activities are planned in line with guidance published by:
 - The Outdoor Education Advisers' Panel (OEAP)
 - The Department for Education
 - The Health and Safety Executive
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- ensure that the staffing ratio is suitable for each visit
- ensure visit leaders have access to a planning checklist, based on the OEAP National Guidance, and adapted as necessary to meet the particular needs of the school or event
- ensure that risks have been assessed, significant risks recorded and any appropriate safety measures are in place.
- ensure that all parties involved in the planning and operation of trips and residentials are abiding by Trust policies and guidance
- complete EVC training and annual updates
- **give initial confirmation to the Head of School that the trip is appropriately planned and prepared for departure (via Evolve), prior to final consent**
- **gives guidance to the Trip Leader and Executive headteacher in respect the individual activity meeting the criteria of the respective guidance**

Educational Visits Admin (EVC-Admin)

The EVC-Admin will:

- liaise with the EVC and trip leader to support the completion of trip planning
- prepare specific reports for trips and residentials
- ensure each trip leader has hard copy information as outlined by this policy
- ensure each trip leader has first aid and other resources as outlined by this policy
- amend trip attendance registers on the day of a trip departure, where there is absence of pupils or staff

Visit Leader

The visit leader will:

- **have overall responsibility for the supervision and conduct of the visit or activity**
- obtain the Head of School's consent before any off-site visit or activity is planned
- obtain the approval of the Executive Headteacher prior to any off-site visit or activity occurring
- follow policy and procedures of the Trust
- work with the EVC to ensure the activity is safe and meets all categories of guidance
- assess the risks involved and amend, as appropriate, any previously recorded risk assessment
- use the 'visit planning checklist' to ensure all procedures have been followed
- ensure that the correct checks on the external 'Provider' have been made
- inform parents fully about the visit and gain their consent, where appropriate
- reassess risks while the visit or activity takes place
- ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to inclement weather or other adverse events, adding this clearly and concisely to the ESP.

Other members of staff, volunteers and parent helpers should:

- assist the visit leader to ensure the health, safety and welfare of young people on the visit
- be clear about their roles and responsibilities whilst taking part in a visit or activity
- be appropriately checked and vetted where required.

Parents:

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct
- inform the party leader about any medical, psychological or physical condition relevant to the visit
- provide an emergency contact number
- sign the consent form having received a letter outlining the visit proposals which gives the parent sufficient information to give informed consent.

Pupils/students should:

- avoid unnecessary risks
- follow instructions of the visit leader and other members of staff
- behave sensibly, keeping to any agreed code of conduct
- inform a member of staff of significant hazards.

5. Trip / Residential Preparation Schedules

There is a specified minimum timeline for trip preparations, these are designed to ensure the preparation process is not rushed and that the checks and balances are in place to ensure the safety of all concerned. Hadrian Learning Trust follows National Guidance as the cornerstone of this process, with adaptations to fit local needs.

There are guidance sheets in the appendix to this document to support staff in the process of completing the relevant paperwork, on time, for trips and residentials, these are:

Appendix A – Curriculum focused day trips, (e.g. GCSE field work)

Appendix B – Fee paying / none curriculum day trips, (e.g. A full day event for a club)

Appendix C – Residential (UK or Abroad).

Appendix D – Sports Match trips (single day, UK Mainland).

These four documents outline the schedule of events that must take place in order for a trip to be authorised by Hadrian Learning Trust.

6. Trip Finances

All trips that involve the provision of a transport, ticket entry or other expenditure will require funding by one of three means:

- A: Curriculum Funding, where the trip is fully funded by a school curriculum department or designated budget.
- B. Curriculum Funding, where the trip is partially or fully funded by parental contributions, with any shortfall being met by a school curriculum department or designated budget.
- C. Non Curriculum, or Fee Paying Activity, where all costs are met by parents / carers and no short fall is permitted in the funding of the trip.

You should discuss your payment options with the finance department (Amanda Murray), taking your quotes and pricing, with 'board and lodgings' details if applicable. Email your Finance Trips Template to Amanda Murray prior to attending this meeting.

The finance team will work with you to set managed payment schedules and ensure your budget is secure and well founded prior to sending any communications to parents re pricing.

The amount Parents / Carers are required to pay, of the standard price, using the Trust Formula is:

Pupil Funding Stream	Curriculum Day Trip	Non-Curriculum Day Trip	Domestic Residential	International Residential
Looked After	Voluntary Donation	100%	30%	100%
Service	Voluntary Donation	100%	50%	100%
Free School Meals	Voluntary Donation	100%	Exclude board & lodging costs	100%
Bursary	Voluntary Donation	Discuss with Student Support	Discuss with Student Support	Discuss with Student Support
Other Pupils	Voluntary Donation	100%	100%	100%
These prices should be taken into account in your communications with parents.				

Please note, once a price and schedule has been created, and payments made, the Bromcom system does not allow it to be changed or edited.

If parents raise issues related to not being able to meet the cost of a Non-Curriculum Day Trip, Domestic Residential or International Trip, they should be directed to the school website, in order to make a claim to the Student Support Fund.

Curriculum Trips are budgeted through the named department budget, any deficit caused by this trip may negatively impact that budget, it is therefore important that you have the agreement of the Curriculum Leader and that budget plans are in place to reflect issues around parents not providing voluntary payments.

For Trips where parents / carers pay, note that:

If a trip costs £100 and a student only needs to pay £40 due to a one of the above price discounts, your trip budget for this student's income is still £100, the remaining £60 will be internally transferred from the relevant support fund to your trip fund, by the finance team.

Trips should never be planned to deliberately produce a budget surplus.

7. Consent

The Trust issues a generic consent for participation in day trips / visits. This gains parental consent at the start of Year 5 (for Hexham Middle School pupils) and Year 9 (for Queen Elizabeth High School Students).

Consent is gained as a two-part question, with parents / carers consenting to each query:

A: I consent to my child taking part in off site sports fixtures / events, organised by staff of Hadrian Learning Trust.

B: I consent to my child participating in off-site sports fixtures/events organised by staff of Hadrian Learning Trust.

This consent provides for participation in all curriculum and none curriculum day trips and visits, within mainland UK (excluding any trip that has adventurous activities built into it).

Specific consent is gained by the trip leader for trips:

A: Falling within category 3 adventurous activities criteria (climbing, open water, skiing etc).

B: Include any overnight / residential component (UK and abroad).

C: Any day trip that includes travel outside the mainland UK (speak to the EVC for further support).

For curriculum trips that include Religious Faith or Sex Education, parents have the ability to withdraw their consent for a child to participate in the individual trip, this should be reflected in the trip letter.

All specific consent forms are issued by the ADMIN TEAM, not by the trip leader, using the relevant Trust Templates, trip leaders should work with the Admin officers to ensure any variations to the template are added or removed as appropriate. All specific consents are issued with the additional support sheet (see appendix H)

8. Minibus Use

Members of staff have access to school minibuses on the following proviso:

- The driver must be registered with the school and have completed MIDAS training.
- The cost of the use of the minibus is built into the costs of the trip.
- The bus(es) have been booked out for your use:
 - using 'Room Booking System'

OEAP advice is that all minibuses should carry an additional adult, to the driver. This is to permit an adult response to any incident within the main carriage of the vehicle.

At Hadrian Learning Trust we interpret this guidance as follows:

- **For Year 5 and 6 pupils ALL minibuses must have 2 adults in each vehicle**, when planning an activity.
- **For Year 7 to 11 pupils, The Trust recommends a second adult in each vehicle**; the Trip leader may opt for a single driver, based on the specifics of the group travelling, responsibility for this decision lies with the Trip Leader, however this may be overridden by the EVC or Executive Headteacher if they consider the level of risk, in the individual case, to be too high.
- **For Year 12 and 13 pupils a single adult leader is permitted in each vehicle**, however the Trip leader may opt to add a second adult.

Trip leaders should also be aware that although the travel component of the trip may only require a single adult, it is possible that a second adult will be required regardless, due to the activities planned on arrival.

9. Staffing Ratios

In line with OEAP guidance, there is no formal set ration for staffing of an event:

- We use our risk assessment of the trip to set a realistic number of students to adult for the trip.
- In events in excess of 50 pupils, we generally consider the trip leader to be 'additional to the count'.

In all instances for Primary age Pupils the minimum number of attending adults is 2, this provides for safeguarding legislation and in the event of staff injury or incident, this would also be the general guidance for the vast majority of trips for Secondary age Pupils.

Some possible example ratios:

18 x Y5 students on at rail trip and overnight to York, including activities in York

2 adults – one per group of 9 students.

45 x Y7 students walking from school to Queen's Hall

3 adults, one at the front, centre and back of the group.

65 x Y9 students on a day trip to Blyth Harbour

5 adults – one per group of 15, plus the trip leader.

54 x Y10 students on a train trip and residential to London, including activities in London.

4 adults – one per group of 18 students, plus the trip leader.

12 x Y12 students taking minibus to Lake district for adventure walk.

2 adults, including an advanced first aider and a MIDAS trained driver.

There is no single set rule, the numbers are based on the risk associated to the age of the pupils, the means of transport and the type of activity taking place.

for example: a residential with an outdoor activity centre has local staff for the activities, so you can reduce the number of staff based on travel and residential needs, rather than activity needs.

Also, keep in mind that this is 'adults', that may be: teachers, teaching assistants, support staff, parents, members of PTA, Trustees and for some activities you will have locally provided staff.

The final decision on staffing numbers rest with the Executive Head, when authorising the trip, taking into account information from the Trip Leader and advice and guidance from the EVC.

10. First Aid Provision

In line with OEAP guidance, Hadrian Learning Trust, requires that for particular types of trips / residentials particular first aid provision is required. This is in part to comply with The Health and Safety (First Aid) Regulations 1981 and DfE guidance for schools and colleges. It is primarily to ensure that all trips are supported by adequately trained staff, that can meet the potential needs of all of those attending the specific event.

The general rules for trips are:

Minimum of 1 x HLT first aider to each 60 attendees.

For some day trips, first aid provision can be provided by the local establishment being visited, dependent on the pupil group and level of activity (check with the EVC if unsure).

For some local visits, such as walking to the Abbey from school, with a small party of pupil, first aid provision may not be required at all, with support sent from school if needed.

Minimum of 1x HLT first aider for any residential trip (even if local first aid is provided)

Minimum of 1 x first aider provided by either HLT or host school for 'away' sports events.

For specialist trips specific training is required:

Outdoor First Aid Training (2 or 3 day certification) is required for:

Duke of Edinburgh activities

Activities that include climbing (other than a climbing wall).

Activities that include open terrain walking, walks in remote environments or extreme sports.

Paediatric First Aid (3 day certification) if required for:

Overseas and residential activities that include pupils from Years 5 or 6.

11. Administration of Medication

No specific training is required for the administration of medication whilst on a residential or day trips. Staff should only administer medication that has been dispensed by a pharmacist and where the container has clear guidance on how and when to administer the medication. Staff should under no conditions administer medication that is requested by parents, without a pharmacist label / script / prescription. A record of all medication issued must be maintained by which ever member of the trip team leads on this aspect (this may be delegated to another member of the adult team, by the trip leader), a form is provided within the appendix.

For residential visits, staff can request permission from parents / carers to administer paracetamol to pupils, permission should be checked prior to administration and a record of all doses administered. For pupils in years 5 and 6 this should be administered as Calpol 6+, and for students in years 7 to 13 as Paracetamol 500mg tablets. The staff member issuing should be aware of permissible doses and follow the instructions on the packaging.

An example record sheet is within the appendices of this document and should be maintained with the trip records in line with the Trusts Retention Policy.

12. Participation of students with greater needs on trips and residentials

Taking any pupil / student on a school trip requires meticulous planning and careful consideration of potential hazards and safety measures, this is particularly so where a pupil has significant needs or potential risk factors to be considered.

Students with greater needs may include the following:

- Students experiencing high levels of emotional, social and behavioural need, including risk of suicide or significant levels of self-harm.
- Students receiving treatment for an eating disorder.
- Students with a physical disability that may impact on their ability to access all activities on the trip.
- Students with acute anxiety who may have emotional based school avoidance.

We are committed to inclusion and ensuring that all students have the chance to participate in trips and visits. Where there is a known need that could impact on the running of the trip or on other students, staff must consider how risks are mitigated and that suitable plans are in place.

It is important that the planning takes into account not only the needs of the individual pupil / student in question, but also the impact or otherwise of mitigations on the other participants taking part in the activity and the staff leading the activity.

A comprehensive risk assessment is crucial, including identifying potential risks, outlining emergency procedures, and ensuring adequate supervision. Parental participation may also be appropriate in the early stages of the planning process.

The following procedure should be applied by the trip leader for all trips:

1. Identify if any students within the group have significant needs, specifically medical, mental health, social or emotional. Your primary point of reference will be the relevant head of year, DSL or the school SENDCo.
2. Contact the Head of School to inform them that a Student Trip Review is required for a specific student and identify who will attend this review (the review may be physical or via email chains).
3. Complete the risk assessment (Appendix H of this document).

As part of this you will be required to assess risk and the extent to which mitigations reduce the risk to student, the other participants or the ability for the trip to operate successfully. In exceptional circumstances you may recommend that the risk is so great that the student will be unable to participate in the trip.

4. Share the completed risk assessment with the other members of the Review Team.
5. The review team will consider your risk assessment, and a discussion will be held to make a final decision on the implementation of the mitigations and the participation in the activity of the student.
6. Any decision for a student NOT to attend must be robust and have solid reference to the safety and wellbeing of both the identified student and the party of students as a whole.

In most cases this format of risk assessment will be linked to students already identified by the school staff as 'in crisis', 'flight risk', or 'undergoing significant health interventions' (these may be medical or mental health).

Most medical conditions are NOT a reason for the completion of this risk assessment and review. Students with diabetes, mobility issues or other conditions that are routinely managed within the school day will already have risk assessments in place, these should be adhered to which the student participates in your activity. You may need to seek the inclusion of specific staff or first aiders as appropriate to your staffing needs

13. Communications with Parents / Carers

There are a number of letter templates that are frequently updated by the EVC in respect to ongoing changes to guidance and legal frameworks. These can be obtained from the EVC Admin and should always be used to form the basis of any letter sent to parents in respect to trips or residentials.

They include:

Trip / Visit Letter

A specific copy is available for each school.

This should be adapted and added to, to meet your specific needs.

This should be used for all **none adventurous day trips**.

Consent is not required for any trip using this letter.

Trip / Visit Letter – Adventurous Activities

A specific copy is available for each school.

This should be adapted and added to, to meet your specific needs.

This should be used for all trips **including adventurous day activities**.

Consent is required for any trip using this letter.

Residential Visit Letter

A specific copy is available for each schools.

This should be adapted and added to, to meet your specific needs.

This should be used for all residential trips.

Consent is required for any trip using this letter, the school has a framework document already in place. Trip leaders should make a request to the EVC Admin for an adapted copy of the consent to be added to the parent communications, please ensure you are clear in your instructions if this should include additional items, such as swimming, climbing, use of motor vehicles, riding etc.

14. Residential and International Activities

There are some additional points that staff planning UK or international residentials must be aware of as part of their planning and preparations:

1. There is a different ESP for international trips, please request this from the EVC.
2. Consents should be gained for all such events using the Trust Frameworks, that should be prepared in consultation with the EVC Admin or EVC.
3. Appendix I is issued to all parents (in letter form) alongside the link to the consent form.
4. For pupils in Years 5 and 6 a member of staff trained in Primary First Aid must be in attendance for any residential activity.

Appendix A – Trip Leader: Curriculum Day Trip Planning

Initial Steps:

- Obtain estimated (if possible: actual) costs for all aspects of the trip.
- Identify department that costs will be leveled against, and obtain Curriculum Leader consent.
- Discuss possible staffing with colleagues.
- **Complete Trip Request Form** (Cognito form on Sharepoint), submitting to your Head of School.
- Organise bookings for venue, transport etc.

Finance Requirements – if department funded activity:

- **Complete the Trip Costs Template** (not final tab), emailing this to Amanda Murray informing her which department funding is to be taken from, cc the Curriculum Leader into this email.

Finance Requirements – if voluntary contribution activity:

- **Complete the Trip Costs Template** (not final tab), arranging a meeting with Amanda Murray.
- Working with Finance team (through Amanda Murray) to establish a pupil payment plan, on Bromcom, appropriate to meeting the needs of the trip.

Parental Communications

- **Send initial letter to parents informing them of the trip / activity** (use the school template, if you do not have access, this can be gained from either the EVC or Office Manager). Include information about payment schedule for the trip if this is relevant
- **Specific consents will not be required for none adventurous trips**, consent is already gained via the standing consent form for each pupil – do check the names of pupils who do not have consent to attend trips and make appropriate arrangements if relevant.
- **Consent will be required for any trip that includes adventurous activities.** Discuss with the EVC if you are unsure.
- **If a trip is impacted by religious beliefs or sex education; parents have the right to withdraw.**

Minimum of 8 days, prior to trip date:

- **Submit your Completed Evolve Trip Plan** to the EVC.
- **Submit your 'Event Specific Plan' (ESP)** to the EVC either by email or via Evolve.
- Inform the EVC of any cover you have arranged internally as a department, otherwise cover will be arranged by the HLT Cover team and charged to your trip / department accordingly.
- Confirm the pupils attending and **send this list to the EVC** either by email or via Evolve.
- Obtain and upload to Evolve any insurance and risk assessment documentation for special providers (adventurous activities, venues etc).

At this point the EVC and EVC Admin will work through your trip and liaise with:

- the Trip Leader to clarify any points within the trip or gather additional information.
- the HLT Cover team to ensure all lessons are covered (individual staff do not submit cover requests to HLT Cover Team when attending a trip, this is done by the EVC on your behalf).

Minimum of 5 days prior to the trip date:

- **All Trips close to pupil additions or staffing changes.**
- Order any packed lunches required (FSM pupils).
- **The Executive Head will complete trip authorisation**, your trip cannot occur if this is not completed.
- Check the Medical Care Plans and health notes, added to your Evolve / ESP.
- Confirm with Cover team that your cover is in place.

See Appendix E for Day Prior to Trip and Day of Trip

Appendix B – Trip Leader: Non-Curriculum Day Trip Planning

Initial Steps:

- Obtain estimated (if possible: actual) costs for all aspects of the trip.
- When planning, take into account that all costs must be met from compulsory fees paid by parents / carers.
- Discuss possible staffing with colleagues.
- **Complete Trip Request Form** (Cognito form on Sharepoint), submitting to your Head of School.
- Organise bookings for venue, transport etc.

Finance Requirements – for a fee paying activity:

- **Complete the Trip Costs Template** (not final tab), arranging a meeting with Amanda Murray.
- Working with Finance team (through Amanda Murray) to establish a pupil payment plan, on Bromcom, appropriate to meeting the needs of the trip.

Parental Communications:

- **Send initial letter to parents informing them of the trip / activity** (use the school template, if you do not have access, this can be gained from either the EVC or Office Manager). Include information about payment schedule for the trip if this is relevant
- **Specific consents will not be required for none adventurous trips**, consent is already gained via the standing consent form for each pupil – do check the names of pupils who do not have consent to attend trips and make appropriate arrangements if relevant.
- **Consent will be required for any trip that includes adventurous activities.** Work with the EVC Admin to set up your consent form and the link that will be sent to parents / carers.

Minimum of 8 days, prior to trip date:

- **Submit your Completed Evolve Trip Plan** to the EVC.
- **Submit your 'Event Specific Plan (24/25)' (ESP)** to the EVC either by email or via Evolve.
- Inform the EVC of any cover you have arranged internally as a department, otherwise cover will be arranged by the HLT Cover team and charged to your trip / department accordingly.
- Confirm the pupils attending and **send this list to the EVC** either by email or via Evolve.
- Obtain and upload to Evolve any insurance and risk assessment documentation for special providers (adventurous activities, venues etc).

At this point the EVC and EVC Admin will work through your trip and liaise with:

- the Trip Leader to clarify any points within the trip or gather additional information.
- the HLT Cover team to ensure all lessons are covered (individual staff do not submit cover requests to HLT Cover Team when attending a trip, this is done by the EVC on your behalf).
- the finance team (if there appears to be an anomaly).

Minimum of 5 days prior to the trip date:

- **All Trips close to pupil additions or staffing changes.**
- Final date for payments to close (if not already done so)
- Order any packed lunches required (FSM pupils).
- **The Executive Head will complete trip authorisation**, your trip cannot occur if this is not completed.
- Ensure all team meetings have occurred.
- Check the Medical Care Plans and health notes, added to your Evolve / ESP.
- Confirm with Cover team that your cover is in place.

See Appendix E for Day Prior to Trip and Day of Trip.

Appendix C – Trip Leader: Residential Trip Planning

Initial Steps: (this should be at least 8 months prior to departure):

- Obtain estimated (if possible: actual) costs for all aspects of the trip.
- When planning, take into account that all costs must be met from compulsory fees paid by parents / carers.
- Consider alternate funding streams that would reduce costs to parents.
- Discuss possible staffing with colleagues.
- **Complete Trip Request Form** (Cognito form on Sharepoint), submitting to your Head of School.
- Organise bookings for venue, transport etc.

Finance Requirements (this should be at least 8 months prior to departure):

- **Complete the Trip Costs Template** (not final tab), arranging a meeting with Amanda Murray.
- Working with Finance team (through Amanda Murray) to establish a pupil payment plan, on Bromcom, appropriate to meeting the needs of the trip.

Parental Communications:

- **Send initial letter to parents informing them of the trip / activity** (use the school template, if you do not have access, this can be gained from either the EVC or Office Manager). Include information about payment schedule for the trip if this is relevant
- **Consent will be required for all residential events**, if the trip includes adventurous activity, this should be made clear both in the parent letter and the consent form. Work with the EVC Admin to set up your consent form and the link that will be sent to parents / carers.

Minimum of 3 months, prior to departure date:

- **Submit your Completed Evolve Trip Plan** to the EVC.
- **Submit your 'Event Specific Plan (24/25)' (ESP)** to the EVC either by email or via Evolve.
- Inform the EVC of any cover you have arranged internally as a department, otherwise cover will be arranged by the HLT Cover team and charged to your trip / department accordingly.
- **Send the provisional list of pupils to the EVC** either by email or via Evolve.

At this point the EVC and EVC Admin will work through your trip and liaise with:

- the Trip Leader to clarify any points within the trip or gather additional information.
- the HLT Cover team to ensure all lessons are covered (individual staff do not submit cover requests to HLT Cover Team when attending a trip, this is done by the EVC on your behalf).
- the finance team (if there appears to be an anomaly).
- **The Executive Head will complete trip authorisation**, your trip cannot occur if this is not completed.

Minimum of 30 days prior to the trip date:

- **All Residential Trips close to pupil additions or staffing changes.**
- **Confirm the pupils attending and send this list to the EVC** by email.
- Final date for payments to close (if not already done so)
- Check the Medical Care Plans and health notes, added to your Evolve / ESP.
- Confirm all sub-contractors (flights, accommodation, buses, venues etc).

10 days prior to the trip date:

- Ensure all team meetings have occurred.
- Confirm with Cover team that your cover is in place.
- Order any packed lunches required (FSM pupils).

See Appendix E for Day Prior to Trip and Day of Trip

Appendix D – Trip Leader: Sports Match Trip Planning

Finance Requirements

- If the Trip requires payment from parents / carers – then this trip **MUST** be operated using **Appendix B with all of the applied conditions of that Appendix**. The trip will sit as a standard trip, not a PE activity and require a standard Evolve and ESP submission.

Termly advance planning:

- EVC produces Termly ESP and Evolve
- Department Leader confirms ESP and Evolve
- The Executive Head will complete trip(s) authorisation

For individual events

Minimum of 5 days prior to the trip date:

- Relevant PE teacher submits activity details on: [PE Away Fixtures Booking Form](#)
- This information includes:
 - Sport being played
 - Date and times of departure and return to / from school
 - Venue of the match
 - List of adults and pupils / students attending
 - Means of transport
 - Any cover needs (and internal cover you have arranged)
- **The Information provided is then shared with;**
 - EVC – to confirm legal coverage
 - Admin – who will arrange issuing of letter
 - PE Leader – for reference
 - Cover – who will book your cover needs
- **Send initial letter to parents informing them of the trip / activity** (use the school template, if you do not have access, this can be gained from either the EVC or Office Manager).
NOTE: this will be done by the Admin Team, unless you inform them that you are doing so yourself.
- **Specific consents have already been gained for pupils attending PE matches**, staff should confirm that all pupils attending the match have permission to do so.

Minimum 2 days prior to trip date:

- **Confirm your cover is in place**
- **Check any required Medical Care Plans and health notes**

See Appendix E for Day Prior to Trip and Day of Trip

Appendix E – Trip Leader: Day Prior to Trip and Day of Trip

Day Prior to Trip:

- Confirm your adult team is fully prepared and still able to attend the trip.
- Ask them to check their cover plans and cover arrangements if not already done so.
- If not already done, re-check your own cover plans and cover arrangements.

Day of Trip / or day before if an early departure:

- Collect your first aid kit, mobile phone and hard copies of the ESP / Pupil Information from the EVC Admin.
- Sign for any additional resources – such as epi-pens.
- Confirm your pupil list is correct.
- Look through your Consent and Medicals list (C&M) and note any specific needs.

At the Start of the Trip:

- Gather and log all medication, assign controls or ownership to staff as identified in your ESP.
- Take register of adults and pupils – LEAVE A COPY OF THIS WITH HYDRO RECEPTION, clearly document on the register any last minute changes, due to absence.
- Where a pupil withdraws on the day of your trip, another pupil; who is not on your Pupil Information list cannot be added as a last minute substitution – unless consent and payment have already been obtained, this child must be added to an updated Pupil Information list prior to departure.

During the event:

- Abide by the criteria you have set within your ESP and other documentation; deviation leaves you exposed.
- If a residential, ensure you contact the School Office to inform them of your safe arrival at the accommodation upon your arrival.
- If a residential, ensure you contact the School Office to inform them that you are departing your accommodation and starting the return trip.
- If on an adventurous activity, and you feel the level of supervision or the training level of the 3rd party leaders is insufficient, withdraw pupils from the activity immediately.

On return to school from the trip / event:

- Ensure any medication is returned to parents.
- Return paperwork to the EVC Admin, together with your first aid kits and school mobile (do not leave in either Hydro or HMS reception).
- Pass a log of any medical first aid events to the first aid lead.
- If there have been any incidents or close misses whilst on this trip complete the incident form for each such event / incident.
- Return any additional resources to the Admin EVC. Note, where an epi-pen is lost, replacement costs will be billed to the relevant department (not the case is used to support student).

Appendix F – Event Specific Plan (ESP)

EVENT SPECIFIC PLAN

THIS FORM BE COMPLETED BY THE VISIT LEADER AND ALL ACCOMPANYING STAFF INFORMED OF THE PLAN

Establishment:		Activity / Venue		Trip Leader:	
Departure Date from school:		Return Date (if residential)		Deputy Trip Leader:	

Other Adults Attending:		Is there a qualified First aider in the team? If yes, who? If not, how will first aid provision be provided?	
Total Number of Attending Adults (inc. Trip Leader and Deputy):			

Total Number of pupils attending:		Year Groups from which pupils will attend:	
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Itinerary:			
Time	Event	Any identified Hazard	Hazard Resolution / Risk Assessment Attached

Potential hazards or significant issues that may be faced by any trip	Arrangement in place to mitigate these potential hazards and issues	Trip Leader's Confirmation / Date that action has been / will be taken
LEADER/SUPERVISION TEAM (School staff, including volunteers) Lack of experience, judgement and behaviour management by visit leader or members of visit team. Lack of knowledge, experience and behaviour management skills by staff Lack of understanding of the trip environment.	The Headteacher has assessed and verified visit leader as competent to plan and manage visit.	<i>Confirmed via Headteacher consent.</i>
	Visit leader is an experienced lead within pupil and behaviour management.	<i>Confirmed via Headteacher consent.</i>
	Tasks/ responsibility allocated to staff on the basis of verifiable competence	
	Each member of staff is contactable via mobile phone, and each member of staff to have the contact details for all other staff on the event.	
	Staff are briefed by the visit leader prior to the visit.	
	Staff are aware of their responsibilities throughout the visit, in terms of monitoring student behaviour	
	First Aid provision is in place (named first aider identified above)	<i>See front page.</i>
	Staff are made aware of specific medical issues of individual students and have print outs of Medical Care Plans.	
TRANSPORT TO VENUE Inappropriate transport used for the group in question Unable to park on site Road and weather conditions.	Transport is provided by reputable bus company with appropriate seats and seat belts for the age group.	Company:
	If a minibus is used, the driver is MIDAS trained.	Driver:
	Trip Leader to monitor weather and road conditions prior to departure and over the course of the event.	
	Trip leader is aware of contents of Terrorism Risk Assessment and how to respond in such emergencies.	

VENUE / ENVIRONMENT / ACTIVITIES: Staff familiarity with the venue and its location from the school Implications of weather and traffic levels Student and Staff conduct at venue Activities are appropriately managed and safe.	Staff ratio is appropriate to support pupils within the party.	
	Adult Leadership team briefed on the venue and travel plans.	
	The Adult team are familiar with the venue (describe how)	
	No smoking / vaping rule applied to all staff, volunteers and students.	
	The students are grouped in appropriately manageable sub groups with assigned leaders who are aware of their pupils' needs.	
	Students briefed on the need for appropriate behaviour throughout the visit; to remain in groups.	
	Students informed that they should wear school uniform for the event to allow for easy identification in an emergency, or otherwise (please indicate in your confirmation).	
	Risk has been adequately assessed and appropriate planning and mitigation is in place.	<i>Confirmed via EVC form progression.</i>
	Instructions re risk issued to Trip Leadership Team: Throughout the visit there will be hazards that require a dynamic risk assessment. An Assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event. Staff will assess the risk in pairs and disseminate information and actions required by Adults and Students in order for all to remain safe	
PARENTAL COMMUNICATIONS Inability to contact parents or school in event of an emergency	Parents informed about nature of the visit and have given consent.	
	Visit leader to carry contact lists.	

Attendance of events occurs without parental consent	In event of emergency admission to hospital, suitable plans are in place to provide continued supervision both of the admitted student and those remaining within the main party.	<i>If hospitalisation is required, one member of staff will accompany the student, whilst the other(s) remains with the group. The trip leader will contact school and parent will be notified.</i>
ALTERNATIVE ARRANGEMENTS – PLAN B (a brief outline of what will occur if this event is not able to take place or is cut short due to conditions beyond your control)		
This ESP should be used to brief all supervising staff, adults and students and will form the basis of the ongoing management of risks during the visit.		

Appendix G – Trip Medication Form

Pupil:				Medication issued (date and time)							
Medication	Dose	Regularity	Evidenced								

Pupil:				Medication issued (date and time)							
Medication	Dose	Regularity	Evidenced								

Pupil:				Medication issued (date and time)							
Medication	Dose	Regularity	Evidenced								

Appendix H – Trip / Residential Risk Assessment for students with greater needs

Pupil / Student impacted by Risk Assessment			
Name of Pupil / Student			Pupil / Student Year Group
Trip / Residential destination			Departure and Return Dates
Trip Leader completing risk assessment			Date of completion
In respect to the below assessment, does the Trip Leader find it acceptable that this student participates in the activity?	Yes / No	What is the Trip Leader's rationale for making this decision?	
Team Review			
Date of Review Team meeting			
Review Team Members (and roles)			
Outcomes of the Review Team			

Identified, hazard, concern or condition	How may this outwardly impact the identified student?	How may this impact the other trip participants and leaders?	Level of Risk to all group members (High, Medium, Low)	Is it possible to mitigate risk levels?	Mitigations that can (and will, if student attends activity) be applied to lower risk

Appendix I – Consent, School Rules and Insurance for Residential or Adventurous Activities

Consent

Although the vast majority of parents have given consent through Bromcom (MCAS) for their child's participation in day trips, fixtures and other offsite activities, those activities that involve an overnight stay or an adventurous activity (climbing, hill walking, boating, abseiling, etc) require **specific consent** that parents will be asked to give prior to the trip taking place. Students without this specific consent will be unable to participate.

Specific Consent is provided through the use of Microsoft Forms which will be issued by the Trip Leader using a framework created by the Trust.

Completion of the Trust's Consents also indicates that you agree to your child's adherence to the school's behaviour, drugs and substance abuse policies. It also indicates that you agree to your child's adherence to local and international laws.

Where a student's removal from an activity that is either in the United Kingdom or abroad, due to infractions of school policy expectations, or breaches of local or international laws, the total cost of such repatriation will fall to the parent / consent-giver of the child.

Insurance

Hadrian Learning Trust provides cover for off-site activities, inclusive of residential activities, both within the United Kingdom and abroad.

This includes:

- Cancellation of Trip (or part of)
- Travel disruption
- Emergency evacuation
- Loss of baggage
- Medical costs in excess of GHIC provision
NB: There is an exclusion to these costs if an underlying medical condition relevant to the costs has not been prior declared to the school, as part of the consent process (see your consent form)
- Medical evacuation costs
NB: There is an exclusion to these costs if an underlying medical condition relevant to the costs has not been prior declared to the school, as part of the consent process (see your consent form).
- Accidental injury
- Theft or loss

The cover is provided through the Department for Education Risk Protection Arrangement and information about this scheme can be found [here](#).

Parents do not need to seek independent insurance for any event operated by the school unless specifically requested to do so.