

Our Lady Queen of Peace

Catholic High School



Trips Policy

Date of Policy	October 2026
Date of Review	October 2027

MISSION STATEMENT

In Christ We Grow – As a learning community we live out our mission statement striving for excellence through caring, sharing and achieving.

This policy should be read in conjunction with all other appropriate policies, including:

- Lancashire County Council Educational Off-Site Visits Policy and Guidelines September 2025 to August 2028
- Inclusion
- Whole School Policy for Safeguarding & Child Protection
- Behaviour & Rewards Policy
- Attendance Policy
- Single Equality
- Charging and Remissions
- Control of Finances
- Health and Safety
- Teaching to Support Learning
- Debt Management
- Electronic Payments Policy

Documents available via EVOLVE to Assist the Planning of a Trip

Policy	Educational and Off-Site Visits Policy and Guidelines September 2025-August 2028
Forms	Document Page (EVOLVE)
Form 1	Application Process for Approval of an Educational/Off Site Visit. (Type A and B visits)
Form 2	Visit Leader's checklist. (Type A and Type B visits)
Form 3A	Medical information and Consent Type A visits.
Form 3B	Medical information and Consent Type B visits.
Form 3C	Medical Information and Consent Exchange Visits.
Form 5	Risk Assessment for Type A and B visits Risk Assessment Template 2025-2028
Form 5A	Risk Assessment for D of E Expeditions Risk Assessment Template 2025-2028
Form 6	Application as Approval as an Instructor to deliver Outdoor and Adventurous Activities Instructor Application Form
Form 7	Registration of Providers for Educational Off Site Visits.
Form 8A	Staff/Volunteer Drivers' Declaration Form.
Form 8B	Parent/Carer Consent Form for Transporting child(ren).
Form 9	Base Contact Checklist and Response Sheet for incidents and emergency off-site situations. (Type A and B visits)
Form 10	Visit Leader's Emergency Procedures for Type A and B visits Example Staff/Volunteer Emergency Information Form
Duke of Edinburgh Expedition Module Form To be completed and attached when taking a D of E Expedition	

Appendices Contents – EVOLVE	
Appendix 1:	Part 1 Service Offer for Educational Off Site Visits
Appendix 1:	Part 2 SLA Educational Off Site Visits
Appendix 2	Safeguarding and Educational Off Site Visits
Appendix 3	Accident/Incident Reporting Procedures
Appendix 4	Background Checks for Volunteers and Adult Helpers
Appendix 5	Planning Transport for Educational Off Site Visits
Appendix 6	Educational Off Site Visits Key Contacts
Appendix 7	Legal Implications
Appendix 8	Insurance
Appendix 9	Exchange Visits
Appendix 10	Swimming
Appendix 11	Disability Discrimination
Appendix 14	Collaborative Cluster Visits

All appendices and guidance referred to in this policy are available on the EVOLVE website.

OVERVIEW

At Our Lady Queen of Peace, staff are encouraged to organise extra-curricular trips and activities to support the development of the whole-child. The safety and well-being of all participants is of paramount importance. This policy is designed to give guidance to any member of staff who wishes to organise and undertake an educational visit. When organising an activity you should seek additional guidance from the Educational Visits Co-ordinator(s) Mrs M Henshaw and/or Ms D Field. All aspects of this policy and the above policy and guidance, located on the EVOLVE website, must be adhered to in full. **This document also identifies the school's requirements for the approval of trips and the protocol for the selection of participants.**

The school fully adopts the Lancashire County Council Educational and Off-Site Visits Policy and Guidelines September 2025-August 2028. Please refer to this policy when planning a trip.

TYPES OF VISITS

LOCAL LEARNING AREA

These are routine Type A visits, outlined by the DfE as those visits which are covered by a school's current policies and procedures. A Local Learning Area refers to a designated geographical area where Local Area Visits and activities can take place as part of the normal curriculum and within the normal school day. The area designated should be within comfortable walking distance to and from the school and will not require transport of any kind. If the school has designated a Local Learning Area, then these activities should follow the Standard Operating Procedures set out and should not normally need additional risk assessments or notes added. A 'Signing Out' sheet containing relevant information should be left with the base contact/ office before departure

Trips and excursions fall into two main categories: Type A trips and Type B trips:

TYPE 'A' VISITS (Approval by the School/Service)

Educational low risk off-site visits, up to one-day duration, for example:

- Theatre visits
- Zoo visits
- Museum visits
- Lake cruise, river cruise, ferry, or canal boat visits
- Crazy golf, mini golf and Tri-Golf
- Bushcraft low level activities i.e. group fires, woodland art, and simple supported shelters (not freestanding), tool use not to include open bladed tools
- Escape rooms

Informed Parental/Carer Consent for Type A Visits

Unless consent has been obtained, a child/young person must not take part in the educational off-site visit. For all Type A visits, consent can be sought using a general consent form at the beginning of a year, or even upon registration of a young person with the school/ service (Form 3 or Form 3A). It is still a requirement that parents/carers must be informed of individual off-site visits in advance, and advised where their young person will be, and of any extra safety measures or clothing required. Schools must be aware of the need for up-

to-date medical information and must build in a way to obtain this and incorporate it into their process.

Approval of Type A

Visits Approval for Type A visits must be obtained within the school. Responsibility for the approval of Type A educational off-site visits rests with the Headteacher. All Type A visits, unless they fit the criteria above outlined in the section 'Local Learning Area Visits' must be managed using the EVOLVE database and this approval process. The Management arrangements for the approval of visits must be established and reviewed annually. Within these arrangements, authorisation to approve visits may be delegated, e.g. to the Headteacher/ Manager/EVC. Any delegation of authority must be recorded in writing. In the case of schools, Governing Bodies and Management Committees, this must be included in the annual return to the County Council.

TYPE B VISITS (Require Approval by the County Council)

Educational Off-Site Visits:

- Involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment *. Travel on a lake cruise, river cruise, ferry or canal boat is regarded as a form of public transport and is therefore not necessarily a hazard.
- Involving adventurous activities **.
- To farms.
- To theme parks.
- Trampoline parks and one-off sessions at British Gymnastics registered trampoline centres. PE examination groups and participation in a series of curriculum lessons are not included in Type B criteria
- Involving overnight stay or residential accommodation or overseas visits including foreign exchange visits.
- London day visits (includes visits to Greater London)
- Multi venue city visits, involving more than one venue and or public transport. This is not a Type B criterion for schools who are from an LCC district that includes the city, i.e. district 6 schools and Preston, and district 1 schools and Lancaster.
- Laser tag or Paintballing.
- Golf activities including irons and woods on golf simulators, golf driving ranges or golf course context
- Bushcraft activities where a qualification is required: areas of activity able to lead will be specified as a competence in the course syllabus. (refer to instructor pack)
- Paddle sport; canoeing, kayaking, stand up paddle boarding.
- Mountain sport; climbing, hillwalking, scrambling, gorge walks, 'river' walks.
- Caving: including show caves/tourist mines.
- Motorsports: karting, MX riding, quad biking, BMX riding.
- Artificial climbing structures: walls, high/low ropes.
- Snow sports: skiing, boarding.

- Water sports: sailing, power boating, SCUBA diving, kite surfing, wild swimming.
- Horse riding.
- Ice skating.
- Skateboarding and roller blading
- Archery.
- Activities with armed forces.
- Establishment led walks. Further clarification and advice should be sought from the Educational Off-Site Visits Service if there is any doubt about the classification of an activity.

Informed Parental/Carer Consent for Type B Visits

For every Type B visit specific written consent and full medical information must be obtained (Form 3B or Form 3C). In order that parental/carers consent can be fully informed, it is important that the school provides full information regarding all activities to be undertaken on the visit (Sample activity sheets are available in the Resources section of EVOLVE). Unless consent has been obtained, a child/young person must not take part in the educational offsite visit. If there is to be a linked programme of such visits, it may be appropriate from the outset to obtain parental/carers consent for the linked programme.

Approval of Type B Visits

It is the responsibility of the Management to ensure that approval is obtained from the County Council for all Type B visits. In seeking approval for an educational off-site visit, submission must be made to the Educational Off-Site Visits Service, via EVOLVE, at least 4 weeks prior to the visit taking place. The chain of approval for both Type A and Type B Visits on EVOLVE is illustrated on the 'Approval of Educational Off-Site Visits' flow chart. This can also be found on Form 1 which is located under the Resources section of EVOLVE

SEEKING GOVERNORS' APPROVAL

In order to present a trip for approval to the governing body, an EV1 form must be completed. Part 1 must be presented to the EVC/Headteacher so that it can be processed for approval. **Type A visits must be presented at least 5 weeks in advance with final approval being given by the Headteacher. Type B visits must be submitted at least 1 term in advance for approval at a Governing body meeting.**

ORGANISING THE ACTIVITY

- EV1 forms must be fully completed for authorization. No commitment to any supplier must be given before full approval is received. This includes, where applicable, the head-teacher, governing body and the LA.
- All EVC documentation, through Evolve must be completed fully, including post visit forms
- Staff must comply with the school's regulations on the financial management and control of trips. Further information is available within this document:

Form EV1 - pg12

Trip financial breakdown - pg14

Payment procedures and vat implications – pg15

Balancing trips on your return – pg16

- Time scales and deadlines must be adhered to at all times, otherwise authorisation for the visit may be removed.

ESTABLISHING THE REQUIREMENTS FOR PARTICIPATION

The criteria for eligibility to attend a trip will be presented up front to students and parents, and is the responsibility of the Headteacher responsible for trips. In addition, the trip leader must highlight to parents any monetary support available for pupil premium students that has been agreed up front by the pupil premium co-ordinator.

- If the trip is undersubscribed from the original defined catchment, should you wish to open the trip to a wider audience, approval must be sought from the Headteacher and/or governors
- If the trip is oversubscribed, the selection process will be open and transparent and attended by a minimum of 4 staff which must include one member of the senior leadership team. This selection will take into account the representation of the percentage of pupil premium students within each year group. Once the selection process is complete parents will be notified by parent mail or phone call as to whether or not their child has secured a place.
- Once the selection process is complete, and ensuring that all protocols have been followed, students will be placed on the reserve list in the order that they are selected from the original process. The reserve list must be made available to parents and students.
- Students who have not adhered to the school's behaviour policy, attendance policy or other policies may not be eligible for trips. The Assistant Headteacher leading on whole school behaviour and trips will have responsibility for this. This will have been clear in the initial criteria.

SUPERVISION OF OFF-SITE VISITS

Effective supervision is about fulfilling your duty of care. School staff should ensure that young people are supervised effectively. When planning supervision, they should consider:

- The planned learning outcomes or benefits of the activity/visit.
- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.
- The age, maturity and gender of the young people to be supervised.
- The attitudes and behaviours of the young people (including their medical, emotional and educational or additional needs).
- Staff competence and experience. Any supervision plan should reflect the group's uniqueness.

It is, therefore, important that when planning a repeat or on-going series of activities, the previous plan (no matter how well it worked) is reviewed to ensure that it meets the current group's needs. Higher levels of responsibility will normally be assigned to teachers/young people's workers than to volunteers, and a higher standard of care is expected of them.

Responsibilities Applicable to Every Person Involved in Educational/Off Site Visits

NOTE:

- (i) Every person has a duty of care for the welfare and safety of all children/ young people taking part in the Educational/Off Site visit.**
- (ii) Every person has a duty to stop or curtail any activity when it is considered that unsafe practice has been observed.**
- (iii) Every adult accompanying the visit must have a role.**

All staff members should be aware of the expectations placed upon them and should appreciate the nature of their relationship to the pupils and other staff. They should fully understand and be comfortable with their role before undertaking the visit. All staff must:

- a) Conduct themselves in a manner compatible with their own safety and with the safety and well-being of the pupils/ children/young people.
- b) Inform the Visit Leader if they are unsure of their ability to perform any supervisory function requested of them.
- c) Recognise the limits of their responsibilities and act within these at all times.
- d) Report to the Visit Leader any concerns they may have concerning pupil behaviour or well-being during the visit.

Higher levels of responsibility will normally be assigned to teachers/young people's workers than to accompanying adults, and a higher standard of care is expected of them.

It must be noted that staff/volunteers who take their children with them on a school trip cannot be counted in the staffing to student ratio. They must be supernumerary and they take sole responsibility for their own children.

All staff/volunteers involved in school trips/excursions must be DBS checked at enhanced level.

CHARGING AND REMISSIONS

For information about the charging for educational and off-site visits, please see the school's Charging and Remissions Policy available through our website.

RESPONSIBILITIES OF SCHOOL GOVERNING BOARD

As part of their responsibility for the general conduct of the school, the Governing Body has adopted this policy for the effective and safe management of Educational Visits.

The Chair of Governors monitors the school's procedures for trips/visits.

RESPONSIBILITIES OF THE HEADTEACHER/EVC

Headteachers are responsible for ensuring that all school activities are properly planned and appropriately supervised and that the Governing Body and the County Council's policy are implemented.

In respect of Educational/Off Site Visits, Headteachers, with the approval of the Governing Body, may delegate some or all of their tasks and functions to a senior member of the teaching staff, nominated as the Educational Visits Co-ordinator (EVC). Ms D Field assumes responsibility as the active school's EVC.

The Headteacher retains overall responsibility for the following:

- a) Ensuring that the planning of visits complies with the County Council's Policy and Guidelines on Educational/Off Site Visits and with the Governing Body's policy.
- b) Ensuring that the visit or activity specific risk assessments (EVOLVE Form 5) are undertaken and that the Visit Leader is involved in that process. It is particularly important that within the Risk Assessment the school identifies children with disabilities, special educational or medical needs. The Risk Assessment should confirm whether it is necessary to ask if the venue can meet these needs. If there is any swimming during the activity, this must be specifically addressed in the Risk Assessment (EVOLVE Appendix 9).
- c) Ensuring that the visits are planned in such a way as to provide adequate supervision at all times. In the case of a residential visit, this will mean that supervision is provided by the school 24 hours a day.
- d) Approving the appointment of visit leaders, deputy leader, assistant staff and voluntary helpers.
- e) Verifying the competence and suitability of the Visit Leader and assistant staff/volunteers, taking account of the planned arrangements for the visit and the number and nature of the pupils involved. The personal qualities of the individuals concerned are equally as important as any formal qualifications.
- f) Ensuring that appropriate DBS/vetting and barring requirements are fulfilled (EVOLVE Appendix 4).
- g) Ensuring that the EVC/Visit Leader is allowed sufficient time to organise the visit.
- h) Ensuring that transport arrangements are appropriate and that risk assessments also take account of traffic hazards where the visit involves crossing roads (EVOLVE Appendix 5).
- i) Organising and monitoring the training/induction of Visit Leaders and assistant staff/voluntary helpers as appropriate.
- j) Organising emergency planning for Educational/Off Site Visits and ensuring that Base Contact arrangements are made (EVOLVE Forms 9 and 10).

NB the Base Contact must not accompany the Educational/Off Site Visit

- k) Ensuring that a senior member of staff on the visit is nominated to co-ordinate any child protection duties (EVOLVE Appendix 2).
- l) Monitoring visits, including accident and near miss reporting, and reviewing school procedures (EVOLVE Section 6 & Form 4).
- m) Ensuring the Post Activity Form (EVOLVE Form 4) is completed and submitted to the County Council if necessary (EVOLVE Section 6).

Please refer to the Policy on Evolve for the full detail of responsibilities of ALL Staff. Particular attention should be paid to the detail on Duke of Edinburgh, Adventurous Activities, Responsibilities of the Visit Leader and Volunteers.

A dynamic risk assessment must be completed and loaded in Evolve for each trip. This should be updated following the guidance and procedure within the LCC EVC Policy.

Visit Leaders must inform the Headteacher if at any point during the planning of the visit concerns arise which lead them to feel unsure of their competence to lead the visit safely.

FIRST AID

When planning off-site visits and activities, it's essential to include first aid provision as part of the risk assessment and planning process. Establishments should already have a risk assessment in place that determines their on-site first aid provision. Off-site first aid arrangements should be an extension of this. The appropriate requirements should consider:

- The nature of the activity
- The nature of the group
- The potential injuries related to the activity
- The degree of isolation from emergency services support (both in terms of distance and response time)

Type A visits will have at least one attending staff member with a valid level 2 Emergency First Aid at Work certificate, a suitably stocked first aid kit will be carried at all times. The exact number of first aid trained staff will be subject to the Risk Assessment findings and will depend upon other considerations (for example, the numbers in the group, the likely activities proposed, etc.).

Type B visits, will have at least one member of attending staff with a valid level 3 First Aid at Work certificate, a suitable first aid kit will be carried at all times. The exact number of first aid trained staff will be subject to the Risk Assessment findings and will depend upon other considerations (for example, the numbers in the group, the likely activities proposed, etc.).

On any kind of visit, all adults in the group should know the emergency arrangements and how to contact the emergency services.

If any member of staff regularly undertakes Educational/Off Site Visits, it is strongly recommended that they attend first aid training.

CONSUMPTION OF ALCOHOL

Staff participating in educational off-site visits of any kind are potentially on duty and may be required to assume responsibility at any time of the day and night. Therefore, Lancashire County Council's guidance for school staff involved in educational visits is to abstain from consuming alcohol.

Our Lady Queen of Peace adopt this policy and therefore all Staff on a school trip must understand that they are not permitted to consume alcohol during this time since they have a duty of care to pupils on the visit and may be required to make professional decisions or actions.

RESPONSIBILITIES WHEN MAKING USE OF STAFF, PARENTS/CARERS VEHICLES

In addition to any requirements set out in the publications listed in the Introduction to this Policy, the County Council requires the following:

Minibuses

- Any person driving a minibus must hold a Category D1 entitlement on their driving licence.
- All seats must be forward-facing and fitted with seat belts.
- Trailer use must comply with national licence requirements.
- Where a trailer is in use the rear door over the tow bar will not be accepted as an emergency exit and an alternative emergency exit must be available.
- Vehicles with all age seat belts are recommended.

Bus/Coach Hire

- The operator must hold a PSV licence, appropriate to the type of vehicle and/or nature of the journey being undertaken.
- The vehicle must display the operator's license disc in the front window of the vehicle.
- Every passenger must have their own seat. All coach seats must be fitted with seat belts.

Staff, Parents/Carers Vehicles

- Drivers must hold a current valid driving licence (EVOLVE Form 8A).
- It must be confirmed that there is proper insurance cover for the driver's use of the vehicle.
- Parents/carers must have consented to their child/ren being transported in this way (EVOLVE Form 8B).
- Vehicles must be fitted with seatbelts.
- Booster seats must be used as required by the law.
- If the driver is unsupervised this is regulated activity and an enhanced DBS certificate with barred list check should be obtained.

Further information, guidance and checklists on transport issues can be found in EVOLVE Appendix 5.

POST VISIT EVALUATION (PVE) FOR ALL TYPE A AND TYPE B VISITS

A Post Visit Evaluation must be completed on EVOLVE once a visit is closed. Schools should keep records of individual visits including what worked well, what did not work well and any accident/incident reports. For all Type A and B visits which have been processed on EVOLVE, the Post Visit Evaluation section on EVOLVE should be completed within 28 days of the visit. An evaluation report of all educational off-site visits should be made to the management as part of the monitoring procedures. There may be an incident or situation that could be classified as a 'near miss' or 'close call'. It is important to discuss this with experienced colleagues enabling all parties to learn from the experience and inform future actions. This should be recorded on EVOLVE in the Post Visit Evaluation section. Further guidance on accident and incident reporting can be found in Appendix 3 which is located in the

Resources section of EVOLVE. Failure to complete the Post Visit Evaluation may leave the school vulnerable to legal action. What is a near miss? It is an event or situation that could have resulted in injury, damage or loss, but did not do so due to chance, corrective action and/or timely intervention.

Educational Visits Trips & Events Form – EV1

Visit organiser		
Visit Name		
Date of trip		
Participation Criteria	Please state the participation criteria clearly. Who is eligible?	
Governors' Approval	Committee, date and time of governors approval	
Suppliers involved (CT336)	Tickets, Transport etc...	
Deadline payment date	If known	
Times	Leave school:	Return school:
Online payments name	What parents will see when they are paying for the visit.	
Online payments availability	Please indicate the start and end dates for the trip to show in the online payments system. This could be two dates if the trip should be removed for deposit payment purposes.	
Payment schedule	Are payments a one off cost or are they to be made in instalments. If so when and how much e.g. December 10 th £50 and then January 10 th £50. Not less than £15 each. Payment date should be more than 3 days before any break to allow administration and banking time.	
Total cost of trip	This is the total cost that the school will pay suppliers. Is a VAT invoice available? If yes we may be able to offer the visit at a reduced rate.	

Cost to each learner	To include tickets, activities, transport, accommodation, meals, contingency, insurance (add 50p per child / adult to cover insurance costs and 50p per transaction for ParentPay transaction). This amount will appear in the online payment system.	
Part funding (CT336)	Dept. cost centre:	Amount funded £
Staff attending	Initials	
Cover required (T1)	If yes please complete a separate trip cover request form T1	
Additional Information		
Learners offered place initially for deposit purposes	This can be year group, form group or a list of names.	
Learners confirmed on trip	Only the learners listed below should be eligible for online payments and all other learners should be removed. Do this as soon as this decision has been made.	

Trip Financial Breakdown

Event tickets	
Activities	
Transport	
Accommodation	
Meals	
Contingency	
Insurance	
ParentPay	
Additional costs	
Total Cost	Total cost / places on trip = Cost per child

PAYMENTS TO SCHOOL

The school don't accept cash for trips. All parents/carers are requested to make payments via ParentPay as this can be traced. This will minimise the chance of discrepancies, losses and allow us to keep the Private Fund software up-to-date.

PAYMENTS TO SUPPLIERS

Payments to suppliers can be made using a CT336 form. Please attach your supplier invoice and cost centre report to the back of the sheet. Payments will not be made without this information because we cannot verify that the appropriate funds are available. Cost centre reports are available on request from Schools Finance.

ACCOUNTING FOR VAT

We do not need to account for VAT if the following conditions are met:

- Items are purchased from the **School Budget account** and will remain the property of the school
- Item is an educational trip purchased from the school budget account

VAT **must** be accounted for if the following conditions are met:

- Items are purchased from the **Private Fund account**
- Items purchased from the School Private Fund account that will not remain the property of school e.g. sold on to learners

BALANCING TRIP FUNDS ON YOUR RETURN

On return from your trip you must balance any monies taken with you. Please keep all receipts to enable you to do this. There may be some purchases where receipts are unavailable such as purchases from a street vendor. These purchases should still be accounted for below.

Funds taken on trip	
A1 Cash sterling	
B1 Cash other denomination	
Funds returned from trip	
Cash sterling present	
Sterling receipts present	
Sterling spend receipts not present	
Total (should equal A1 above)	
Cash other denomination present	
Other receipts present	
Other spend receipts not present	
Total (should equal B1 above)	