

# Educational Trips & Visits Policy

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## Contents

1. Aims	3
2. Legislation and guidance	3
3. Definitions and scope	3
3.1 Definitions	3
3.2 Roles and responsibilities	4
4. Planning	6
4.1 Preliminary visits	6
4.2 Pre- approval of trips	6
4.3 Budget	7
4.4 Bookings	7
4.5 Staff ratios	7
4.6 Assessing risk	7
4.7 Pupil selection	8
4.8 Preparing pupils and parents for residential trips	8
4.9 Parents information and consent	8
5. During a trip	9
5.1 Potential issues during a trip	9
6. Return from a trip	9
7. Checklists and references	10
8. Monitoring arrangements	10
9. Links with other policies	10

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## 1. Aims

The British School of Amsterdam is a forward looking, forward thinking educational centre that believes that learning outside the classroom is an important component of a well-balanced, rounded education. All trips run by The British School of Amsterdam must therefore have clear educational aims and objectives, evaluation procedures and follow-up work, in line with the aims of the curriculum and for pupils' personal development.

The purpose of this policy is to ensure that school trips and visits are undertaken as safely as reasonably possible whilst retaining the power to nurture, inspire and empower our pupils. The complete eradication of risk is impossible but this policy aims to ensure that trips and visits are well planned in advance, that all foreseeable risks have been considered and that safety measures are put in place. The policy applies to activities taking place within and outside of normal school hours, including weekends, and holiday periods. This includes but it is not limited to:

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

All trips will be overseen by the Head of Extra Curricular Programmes (Head of ECP) and the Head of the relevant school section (Early Years/Junior/Senior), who will ensure that all staff members and third parties taking pupils on trips understand what is required of them.

## 2. Legislation and guidance

This policy is based on the Department of 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 2023](#)

For the Early Years School we must also consider:

- [Statutory framework for the Early Years Foundation Stage](#)

The policy also follows guidance from the Dutch educational authority regarding safety in schools. This can be found [here](#). Please, note there is no specific guidance from the Dutch Ministry of Education on safety during educational trips and visits at the time of the publishing of this policy.

## 3. Definitions and scope

### 3.1 Definitions

Educational trips: activities arranged by, or on behalf of, our school, which require pupils to leave the school premises.

Risk: any situation involving potential exposure to danger, harm or loss.

Adventurous activities: an activity that entails greater risk than the norm. These include -but are not limited to- all activities mentioned in [The Adventure Activities Licensing Regulations \(1996\)](#)

Risk assessment: the systematic process of evaluating potential risks that may be involved in an activity and implement preventive measures to avoid negative consequences.

## 3.2 Roles and responsibilities

Head of the relevant school section is responsible for:

- Ensuring that each trip has specific and stated educational objectives and that such objectives are appropriate to the age and abilities of the participants.
- Ensuring that guidance is available to inform the School's policy, practices and procedures relating to the health and safety of all educational visits.
- Being satisfied that the necessary assurances have been obtained from any external third parties about competence and insurance cover.
- Ensuring that any children with special educational needs or a disability are included as far as is reasonably possible in any educational visit and that adjustments are considered prior to the trip.
- Providing final approval of staff requests for educational visits, including having the final authority to approve any educational visit of less than 24 hours.
- Making sure staff, including the Head of ECP, have received any necessary training, including safeguarding, first aid and any other relevant courses to complete the educational trip safely and effectively.
- Having oversight of all communication with parents/ guardians/ carers, pupils and third parties, providing approval before it is sent.
- Working with the Management Board to approve residential trips of more than 24 hours.
- Ensuring that arrangements are in place to enable the Management Board to monitor the proper management of the educational visit.
- Ensuring that the School has emergency procedures in place in case of a major incident.

The Head of Extra-Curricular Programmes is responsible for:

- Overseeing and guiding staff to arrange and organise educational visits, making sure that the School's Educational Trips policy is followed.
- Ensuring that visits have a stated and appropriate educational objective.
- Assessing the ability of staff to lead visits and designating a suitable trip lead for each visit.
- Assessing suitability of outside activity providers.
- Advising the Head of the relevant school section and the Management Board when they are approving trips.
- Receiving the necessary training, advice and guidance.
- Ensuring that appropriate risk assessments, including pre-visit assessments, have been undertaken.
- Ensuring that supervision ratios are appropriate.
- Considering how pupils with special educational needs or a disability are accounted for in the planning and execution of school trips and visits.
- Attending training sessions to ensure that they have the necessary competence and skills to fulfil their role.
- Ensuring that the financial aspect of the proposal is sound and discussing finances and other requirements of the visit with the proposer.
- Advising the Head of the relevant school section of the feasibility of the proposed educational visit.
- Ensuring that the correspondence with parents/ guardians/ carers and pupils is accurate and informative and is not issued until it has been approved by the Head of the relevant school section
- Evaluating all educational trips once they are complete and using this evaluation to improve future arrangements.

Each educational visit will have one member of staff designated as Trip Leader. The Trip Leader must be aware and follow all child protection and safeguarding policies and the Code of Conduct, including safer recruitment practices and volunteering vetting practices. If the Trip Leader has not undergone this level of training, they will have to seek support from someone who has.

The Trip Leader is responsible for:

- Planning the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers and ensuring that the visit follows all relevant school regulations, guidelines and policies.
- Assigning staff and volunteer roles, as needed, always ensuring that all are clear about their responsibilities. This should also include briefing them about the risk assessment.
- Making sure that the school has accurate and up-to-date information about the trip destination, to be used in risk assessments.
- Making sure that the needs of everyone taking part in the visit have been considered, including coordination of any additional support needed.
- Making sure that parents/guardians/ carers are provided with accurate information about the educational visit they lead, including any costs or necessary equipment not supplied by the school or a third party.
- Communicating key details about the visit and all locations to staff, pupils and parents/ guardians/ carers, including roles and responsibilities and expected behaviour.
- Ensuring that staff and volunteers are capable and able to fulfil their roles at all times, while responsible for pupils and others.
- Being suitably competent to instruct pupils in an activity and being familiar with the location/centre where the activity will take place.
- Ensuring adequate first-aid provision is available.
- Ensuring that each pupil proposed for the trip is suitable to take part in it.
- Ensuring that the ratio of supervisors to pupils is in line with the school guidelines.
- Being able to stop the trip if the risk to the health of the participants is unacceptable and having procedures in place for such eventuality.
- Overseeing the guidance set out for any other supervisor (staff, volunteers or third parties) below.
- Ensuring he/she has all emergency information/ resources available at all times (risk assessments, medical forms and authorised medicines, consent forms and copies of passports, [Electronic Travel Authorisations](#) and visas)
- Making sure that all confidential information (forms) they might have been given is kept safe at all times during the trip and destroyed upon return.

Note that during the trips the Trip Leader will act "in loco parentis". As such they take legal responsibility to act as a guardian for pupils during the trip, assuming the duties and authority of a parent to ensure pupils' safety, well-being and proper conduct while under their care. The DfE Health and safety advice guidance can be found [here](#) The BSA is insured (policy number DL2609180) for national and overseas trips. Trip Leaders should take a copy of the insurance policy on all overseas or residential trips.

Other staff members participating in the educational visit/trip are responsible for:

- Being aware of and following all relevant school policies, including child protection and safeguarding policies and the Code of Conduct, at all times.
- Being aware of their roles and responsibilities on the trip at all times.
- Being aware of the completed risk assessment/s and following all appropriate safety procedures in place.
- Being aware of the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- Ensuring that they have been provided with all necessary training, as identified by the Trip Leader, to fulfil the role of staff member effectively.

The Trip Leader is responsible for ensuring that non-staff adults participating in the trip are made aware of their roles and responsibilities. If any uncertainties arise, individuals should seek clarification from the Trip Leader.

Volunteers are responsible for:

- Doing their very best to ensure the health and safety of everyone in the group.
- Never being left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- Following instructions of the Trip Leader and other staff members and helping with control and discipline.

- Behaving appropriately and model good behaviour for pupils.
- Report any concerns to the Trip Leader or other staff present as soon as possible.
- Adhering to the guidelines for volunteers provided by the school.

All volunteers must have relevant police clearance (VOG or other) and must undertake safeguarding training for all overnight trips or if they are parents accompanying Early Years pupils. In this latter case, the Head of Early Years School will determine the level of checks necessary. These will be done via attending a pre-visit meeting to clarify expectations and via checks with the DSL to ensure that there are no active safeguarding cases involving a volunteer. Volunteers will never be left alone with children unless it is their own child.

Outside Providers/ Third parties are responsible for:

Delivering activities as per contractual terms and conditions and doing so in a professional manner, ensuring that they do not expose pupils to any risk.

Any staff of an outside provider or third party must be supervised by BSA staff at all times during their interactions with children unless they satisfy BSA Safe Recruitment Policy. The Trip Leader is responsible for ensuring that staff from third parties behave suitably with pupils and has the authority to stop any activity that they consider inappropriate.

Pupils must take into account:

The school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them whilst on the trip/ visit.
- Dress and behave as expected for the length of the trip/ visit.
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or Trip Leader.

Pupils will always be reminded of our behaviour expectations before going off-site for a trip/ visit, and will be expected to uphold [the school's behaviour policy](#) at all times.

## **4. Planning a trip**

### **4.1 Preliminary visits**

If the main trip/visit venue is identified in the risk assessment as a source of potential risk, the Trip Leader will make a preliminary visit to the trip location to become familiar with the facilities/area. The preliminary visit is also required when leading Early Years School trips. The document [here](#) should guide your preliminary visit checks. Pre-visit will also be made -if possible- whenever visiting a venue for the first time.

### **4.2 Pre- approval of trips**

The intention to lead a day trip must be communicated at least 2 months prior to the trip departure date. The intention to lead a residential trip must be communicated at least 3 months prior to the trip departing date. In exceptional circumstances, these time frames might be adapted if approved by the Head of Extra Curricular Programmes and the Head of the suitable school section.

There is a written Pre-Approval procedure for arranging trips. See document link to Pre-Approval form [here](#)

### **4.3 Budget**

If the trip is not included in the school budget (camps, for instance), the trip budget template (see [here](#)) should be used to ensure that there are sufficient funds, making allowances for unforeseen developments and currency exchange fluctuations (at least 5% of the budget)

The budget should be discussed and agreed with the Bursar if it is a residential trip included in school fees. Otherwise, the budget must be approved by the Head of the relevant school section.

## 4.4 Bookings

Once the pre-approval form has been returned and approved, the necessary bookings for venues, flights, insurance, hotels and any other necessary services can be made. If a third party provides or supports staff fully or partially with any of these bookings, the Trip Leader is responsible for ensuring that proposed costs are in line with reasonable expectations. If assistance for trip bookings is needed, it must be sought from the Secretary of the relevant school section.

## 4.5 Staff ratios

Adequate staffing should be planned for any day or residential trip. The correct staff/adult : pupil ratio for school visits is dependent upon the results of the risk/benefit assessment of the visit, the activities involved within the visit and the number of children participating. On school trips/visits, teachers retain primary responsibility for supervising groups at all times. One teacher should accompany each group or subgroup and be able to manage and supervise it with their full attention. Ratios themselves do not guarantee safety, but facilitate it. Therefore, if in doubt, increase the number of adult supervisors and, in mixed groups, have at least one male and one female member of staff. Use the following minimum guidance:

Type of trip	Year group of pupils	Ratio
Day trips inside the Netherlands that do not include adventurous activities	Nursery	1:2
	Year R to 1	1:4
	Years 2 to 6	1:10
	Years 7 to 13	1:15
Residential trips or any trip outside The Netherlands or any trip that includes adventurous activities	Years 1 to 2	1:4
	Years 3 to 6	1:10
	Years 7 to 13	1:10

## 4.6 Assessing risk

Once the trip has been approved, a thorough risk assessment/s must be completed by the Trip Leader and reviewed by the Head of ECP and the DSL (safeguarding risks for different types of trips) and finally approved by the Head of the relevant school section. Any risks posed for staff and pupils must be assessed and reflected in a specifically written risk assessment. A document with information about risk assessments, examples and forms can be found [here](#). Staffing should be adequate for the nature of the trip, the activities undertaken throughout the trip and the age/ maturity of the pupils attending the trip.

Trip Leaders must also liaise with our DSL and our Learning Support team for pupils with special educational needs and with the school nurse for pupils with medical needs. Trip Leaders must be fully aware of any pupil with any condition (physical, educational or emotional) that might impact on their visit and include these in their risk assessment plus make all adults attending the trip aware of them.

Compliance with the First Aid policy is required; therefore, a minimum of one staff member with first aid training must be present on all trips.

Non-BSA staff on trips must be competent and responsible adults aged 18 or over, approved by the Head of ECP, the relevant school section Head, and the DSL, in adherence to safeguarding standards.

A contingency plan must be in place in case any activity/activities' level of risk were to change. Therefore, risk assessments must also be considered in case the planned activity/activities cannot go ahead. See 5.1.3.

## 4.7 Pupil selection

Before confirming trip attendance to pupils or parents, pupil selections should be confirmed by the Year Group Leader or Head of the respective Key Stage, the Deputy Heads and the Head of the relevant section. The Head will authorise absence from school for participants and Year Group Leader or Heads of Key Stage

will ensure that measures are put in place to avoid significant learning disruption due to attendance on the trip.

It is at the Head of each section of the school's discretion how many trips are authorised, but this needs to be done after careful consideration of the impact on pupils' learning outcomes in terms of school attendance, academic progress, attendance on other trips across the year, behaviour and/or other pastoral concerns.

Pupil selection must take into consideration the nature of the trip, but this can never be used as the sole argument to reject any pupil. All pupils must be considered to participate in all trips unless their safety cannot be fully guaranteed throughout the trip.

#### **4.8 Preparing pupils and parents for residential trips**

There may be times, due to low pupil signup, that trips do not take place. Pupils should be informed of planned events at the earliest possible stage to generate interest, but also making them aware -if in Years 11, 12 and 13- of our pupil selection policies, to avoid disappointment.

At least two weeks before the trip date, a meeting must be held with parents to discuss arrangements, the expected standards of behaviour and code of conduct and any other relevant information.

#### **4.9 Parents' information and consent**

The Heads of each section of the school with the support of the Head of ECP will publish a list of all overseas trips prior to the start of each term. This will give an overview of what is on offer and enable parents to make an informed decision on whether their child should participate in a trip.

Whilst good attendance to trips is important, parents are expected to support the school's guidelines for attendance mentioned in section 4.6.

Within the specified deadline before the trip departs, parents/ pupils will need to provide the Trip Leader with the following:

- Emergency contact details (numbers/ email addresses).
- Signed consent form.
- All relevant information on their child's emotional, psychological and physical health which might be useful during the trip.
- Signed code of conduct (Secondary only).

Parents should never pack any in-case medicines or any other potentially dangerous items.

Parents are kindly asked to refrain from using AirTags or other similar tracking devices. If it is necessary to use one, please inform the Head of Extra-Curricular Programmes in advance.

Parents will be required to obtain a visa for their child to travel overseas, if necessary. It is the responsibility of the parent to investigate visa requirements and obtain the visa in a timely manner to ensure their child is able to travel. The school takes no responsibility if this is not in place and will not refund any trip fees if parents fail to acquire the visa on time.

Trips that cost up to €500 will require 2 instalments (including the deposit) and trips that cost over €500 will require 3 instalments (including the deposit). The final instalment must be paid at least 2 weeks before the trip departs. The finance department will be responsible for billing parents in a timely manner.

## **5. During a trip**

### **5.1 Potential issues during a trip**

5.1.1 Illness and minor accidents: In this event, the Trip Leader will contact the school and the pupil's parents. If the trip is overseas, they will notify the School to request the insurance company settle the medical bill, if possible, directly and/or for the pupil to be returned home.

5.1.2 Emergency procedures: The Trip Leader's first priority is the safety of the whole group and to ensure that emergency services are summoned to arrange for medical attention for the injured. Two of the

accompanying staff should go with the injured to hospital. The Trip Leader should ensure that the rest of the party is safe and looked after and should then inform the school, giving as full and factual account as possible to the Head of the relevant school section. Where the full facts have not yet emerged, the Trip Leader should ensure that these are made known to the Head of the relevant school section as soon as possible. A full record should be kept of the incident, of the injuries and the action taken. A template for this can be found [here](#). No staff member should make comments to the press.

5.1.3 If the circumstances of the trip were to change and any of the planned activities were not available or their level of risk had significantly changed, making them potentially dangerous despite the measures in place via the risk assessment documents, the Trip Leader has the authority to change the activity/ies to ensure that everyone is safe. The intention to do this must be immediately communicated to the Head of the relevant section of the school, who will authorise the change. Communication with parents will then be made. The new activity/ies in place of the originally planned must be safe and must have been risk assessed as part of a contingency plan or if not, must be risk assessed before going ahead.

5.1.4 Delayed return: this is a common scenario. Parents should be given flight details -if using planes as a means of transport- so that parents can check on suitable websites the progress of the flight. The Trip Leader will contact the Head of the relevant section of the school and the Head of ECP who will update parents first via the communication management system. Then pupils will be encouraged to contact their parents/ guardians/ carers using text messages to advise of delayed arrival times, if that is a viable option. Where pupils do not hold mobile phones, the Trip Leader will contact parents. If delay leads to an extra night away from home, liaise with the airline and contact insurance. Refer to previous guidance regarding means of communication with parents.

5.1.5 During the trip, staff must not leave confidential information in an unsecure location at any time.

5.1.6 Misbehaviour during a trip: if a pupil were to behave in a way that is putting themselves or others at risk this will lead to disciplinary action.

## **6. Return from a trip**

Once the trip is safely back, confidential information such as medical forms and parental consents, for instance, must be destroyed, unless keeping this information for longer is necessary due to any pending investigation. If so, confidential information must be kept safe and in school.

Any potential claims due to cancellations, poor service or similar circumstances must be dealt with by the Trip Leader with the support of the Head of ECP and the Finance team.

Within a month of the trip having taken place, the Trip Leader will have to evaluate the trip and complete a report, focusing on what went well and including information that might be valuable to make future trips safer/more enjoyable. The Post-trip Evaluation form can be found [here](#)

If any pupil has misbehaved in a manner that goes against The BSA ethos or expectations, this must be noted and might have consequences in terms of this pupil's eligibility to future visits. This must be communicated to parents by the Trip Leader, once communication has been approved by the Head of the relevant section of the school. Heads should aim for this communication to be sent to parents as soon as possible.

Where necessary a post evaluation meeting will be held at the earliest opportunity and will involve the Trip Leader, the Head of ECP and the Head of the relevant school section to discuss the written feedback. For camps this will be compulsory and ideally completed no later than one week after the camp.

## **7. Checklists and references**

The Primary School (EYS and Junior School) Trip Checklist can be found [here](#)

The Secondary School Trip Checklist can be found [here](#)

## **8. Monitoring arrangements**

The Head of Extra-Curricular Programmes will monitor the effectiveness of this policy.

This policy will be reviewed by the Head of Extra-Curricular Programmes at least once every two years. At each review, the policy will be approved by the Management Board.

## **9. Links with other policies**

This policy links with the following policies and procedures:

[Anti-bullying policy](#)

[Behaviour policy](#)

[Child protection policy](#)

[Data protection policy](#)

[Drugs and alcohol policy](#)

[Electronic Communications and Social Media Policy](#)

[EYFS policy](#)

[Health and safety policy](#)