

## School Trips within the UK



### SCOPE OF THIS CHAPTER

This procedure applies to school trips within the UK for all Looked After Children; school trips outside of the UK are subject to the same procedures as those set out in **Day Trips and Holidays within and Outside the UK Procedure**. Also see **Transporting Children and Activities Procedure**

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#### 1. School Trips of up to 4 days Away

This procedure applies to school trips, within the UK, of up to four days.

**Day Trips and Holidays Within and Outside the UK Procedure**, applies to school trips outside the UK Procedure.

The child's participation in school trips should be considered at the time of the placement and the consultation required before they can be agreed should be included in the **Placement Plan**.

Where a child is placed with the parents, the Placement Information Record will usually provide that a school trip of up to 4 days can be agreed by the social worker in consultation with the school and the parent.

Where a child is placed in a Foster Home or a Children's Home, the social worker may delegate authority to the carers to agree to school trips of up to 4 days. Before giving such agreement, the parent(s) should be consulted, if possible.

If this agreement is given it must be set out in the child's Placement Plan. If the staff/carer have not been so authorised, the child's social worker and parents must be consulted before agreement can be given.

For Contact which the Staff/Carer may agree, see **Delegated Authority Guidance**.

Where parental consent is not given, the social worker should consult their manager and obtain legal advice as necessary. Where the manager agrees to the child going on the school trip despite parental opposition, the reasons must be recorded and explained to the parent.

## 2. School Trips of More Than 4 days

This procedure applies to school trips, within the UK, of more than four days.

**Day Trips and Holidays within and Outside the UK Procedure**, applies to school trips outside the UK.

Where the child expresses a wish to go on a school trip that is for more than 4 days, the following procedure should be followed.

The social worker must first obtain full details of the arrangements for the trip including how many staff will be present, and whether all the adults on the trip including volunteers have had the necessary checks.

The child's social worker must seek the views of the parent and school as soon as possible and decide whether it is appropriate to recommend that the child be allowed to go. Consideration should be given to whether or not to conduct a **Placement Planning Meeting** where, for example, there are issues re funding or serious concerns regarding the child.

If the social worker considers that it would be appropriate for the child to go on the trip and there is insufficient time for it to be considered in a Placement Plan Review, the social worker may agree having consulted his/her manager.

The written request for such approval should explain the purpose and length of the trip; the wishes of the child; the views of the parent; the views of the staff/carer (unless the child is placed at home), the views of the school;

arrangements for adult supervision on the trip, whether the adults are well known to the child and vice versa and the likely cost and how it is to be funded. The request for approval may be accompanied by a request for financial support.

Where parental consent is not given, the social worker should obtain legal advice and the request to the social worker's manager should refer to the legal advice given. Where the manager agrees to the child going on the school trip despite parental opposition, the reasons must be recorded and a written explanation should be provided to the parent.