

Travel Policy

Purpose

This policy outlines the procedures and guidelines for travel undertaken on behalf of Next Steps Ed, including business-related travel, educational trips, and travel for training or development purposes. It ensures that all travel is conducted safely, efficiently, and in line with the organization's values and budgetary considerations.

Scope

This policy applies to all staff, learners, volunteers, and any individuals traveling under the auspices of Next Steps Ed. It includes:

- Business travel for staff.
- Travel associated with educational activities, including trips and excursions.
- Travel for training, conferences, or meetings.

Principles

Next Steps Ed is committed to:

- Ensuring the safety and well-being of all individuals traveling under its guidance.
- Promoting cost-effective and environmentally responsible travel.
- Providing clear guidance to staff, learners, and parents/carers regarding travel arrangements.

Roles and Responsibilities

Staff

- Plan and conduct travel in accordance with this policy.
- Ensure the safety and well-being of learners during travel.
- Follow all health, safety, and safeguarding protocols.

Senior Leadership Team (SLT)

- Approve travel plans and associated budgets.
- Ensure that travel arrangements comply with organizational policies and statutory requirements.

Parents/Carers

- Provide consent for learner participation in trips or activities involving travel.
- Inform the school of any specific needs or concerns related to their child's travel.

Learners

- Follow the instructions of staff during travel and behave responsibly.

Travel Arrangements

Approval of Travel

- All travel must be pre-approved by the SLT or the relevant budget holder.

- Educational trips must align with curriculum objectives or the school's ethos.
- A risk assessment must be completed for all trips involving learners.

Transportation Methods

- Staff must choose safe, cost-effective, and practical modes of transport.
- Public transport, hired vehicles, or school minibuses should be used where appropriate.
- Private vehicles can only be used with prior approval and must be insured for business use.

Travel Costs

- Staff may claim reimbursement for approved travel expenses, including transport, accommodation, and subsistence, in line with the school's expense policy.
- Receipts must be provided for all claims.

Risk Assessment

- A risk assessment must be conducted for all trips and travel involving learners or staff.
- The assessment should address:
 - Travel safety and potential hazards.
 - Medical and dietary needs of participants.
 - Emergency procedures.

Safeguarding and Supervision

Supervision Ratios

- Appropriate staff-to-learner ratios must be maintained during all travel, in accordance with statutory guidance and the nature of the trip.

Safeguarding Measures

- Staff must adhere to the school's safeguarding policy at all times.
- No learner should be left unsupervised during travel.

Emergency Procedures

- In the event of an emergency during travel:
 - Staff must follow the pre-agreed emergency plan and contact the designated school contact immediately.
 - The DLS will then contact the commissioner immediately.
 - Parents/carers will be informed as soon as practicable.
- Staff must carry an up-to-date list of participants, emergency contact details, and any relevant medical information.

Environmentally Responsible Travel

Next Steps Ed encourages environmentally sustainable travel practices, such as:

- Using public transport where possible.
- Combining trips to reduce travel frequency.
- Choosing eco-friendly accommodations and suppliers.

Insurance

- All travel must be covered by appropriate insurance, including personal accident and liability coverage.
- Staff using private vehicles must ensure they have valid business insurance.

Monitoring and Review

- The SLT will review the travel policy annually to ensure it remains effective and compliant with legal and organisational requirements.
- Feedback from staff, learners, and parents/carers will inform updates to the policy.

This policy ensures that travel conducted by Next Steps Ed is safe, efficient, and supportive of its educational mission.

Policy Review Date: 10th December 2025

Policy Approved By: Mica Smith - Director