

## 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