

Holidays and School Trips Policy

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Regulations and Standards:

The Children's Homes (England) Regulations 2015:

- Regulation 9 - The enjoyment and achievement standard
- Regulation 14 - The care planning standard

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1. Holidays or School Trips in the UK:

Where there is a proposal for a child to go on holiday in the UK, the child's social worker must obtain full information about the holiday and seek the views of the child and parent (if appropriate) as soon as possible.

If the parents' consent, their consent must be obtained in writing.

Where parental consent is not given, the social worker should obtain legal advice as to whether the holiday can go ahead.

Where the social worker, parent and staff agree to the proposed holiday, the holiday can be approved.

Children must not be taken on holiday during term time unless there are exceptional



circumstances that would be approved by the social worker for the child and the Head Teacher of the child's school. Generally, requests must be made in writing to the head teacher. Where the social worker considers that the holiday should go ahead despite the parents' opposition and legal advice supports this, the approval of the social worker's manager to the holiday should be sought. The request for such approval should include the legal advice given.

Written confirmation of the social workers manager's decision, together with the reasons, should be provided to the parent.

As a company, HND Children's Care Ltd endeavour to provide at least one holiday per year for our children, at the expense of the company and as part of our children's packages of care. However, where the holiday will involve additional costs (for additional staffing for example), the social worker should obtain approval for the costs from the relevant manager before the holiday can be agreed.

Where the holiday will interrupt contact arrangements between the child and parents / family, consideration should also be given to arranging additional contacts before and after the holiday.

A full holiday risk assessment, and thorough planning must be undertaken prior to any holiday; this risk assessment and plans should always be shared with the child's social worker.

2. Holidays or School Trips Outside the UK:

Where there is a proposal for a child to go on a holiday or school trip abroad, the child will require a Passport. The placing local authority social worker and / or parent will need to be consulted about this in good time. This will also be the case for any Visa requirements.

Where overseas holidays and trips are planned, staff must ensure that a need for vaccination or other preventative measures e.g., anti-malarial medication, are properly planned.

For holidays within the European community children and staff will need to have a European Health Insurance Card. These cards can be obtained via the NHS.

A full holiday risk assessment, and thorough planning must be undertaken prior to any holiday; this risk assessment and plans should always be shared with the child's social worker.

3. School / Organisational Trips of up to 4 days Away:

HND Children's Care Ltd would generally always encourage and support our children



attending educational or social school trips, or trips away with sports clubs for example that our children attend.

However, as we any holiday, we need to ensure that the holiday / trip would need to be well planned.

HND Children's Care Ltd home's staff would be required to gather all information about the holiday / trip; this is inclusive of the destination, persons (adults) supervising and attending, dates to and from, times etc. It would also be wise for staff to share some details with the school or organisation that is facilitating the trip and disclose 'need to know' information about the child to ensure that they are able to keep them safe.

Consent for a holiday / trip of this nature MUST be approved by the child's social worker, and / or, those that hold parental responsibility.

A senior member of staff, and / or the home's manager MUST be on-call throughout the duration of the holiday / trip to enable either the school or organisation facilitating the trip the option to call for help / guidance / support etc. if required.

A full holiday risk assessment, and thorough planning must be undertaken prior to any holiday; this risk assessment and plans should always be shared with the child's social worker.

4. School / Organisational Trips of More than 4 days Away:

As above.

End.