



Educational Visits Policy

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.



Policy Review Information

| | |
|---|---|
| Policy | SHPA Educational Visits Policy |
| Review schedule | Every 3 years |
| Statutory Policy | No |
| Policy owner | Principal |
| Lead Reviewer | EVC |
| Approver and date of last approval | Principal |
| Key review dates | |
| Changes made | |
| 05/2016 | Policy written |
| 09/2018 | Review and no change |
| 05/2020 | Adapted for WPA for school opening |
| September 2023 | Adapted for SHPA for school opening |
| 05/2024 | Review: updated appendices, named EVC & most recent version of KCSIE link |
| Next review due: 05/2027 | |

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1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the principal or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, providing enriching social and cultural experiences and form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but 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

2. Legislation and guidance

This policy is based on the Department for 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](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Principal

The principal is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the Trust to approve residential trips of more than 24 hours

3.2 The educational visits co-ordinator (EVC)

The School Business Manager is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the Executive vice Principal/ Executive Principal and Trust board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed



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- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

3.4 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the principal
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.5 Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

3.6 Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.7 Pupils

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

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

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



4. Planning and preparation

The decision on whether or not a visit will take place will be made by Executive Principal or Vice Principal, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Executive Principal/ Vice Principal will seek approval of the Trust board.

Once the risk assessment has been approved by the principal, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits (see **appendix 3**).

4.1. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.



5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template which is found on our school's shared drive. and in **Appendix 4**. Existing risk assessments on the school drive or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the principal and, where appropriate, third party vendors.

Every risk assessment will be approved by the principal, and a copy taken on the visit and another copy left with the EVC.

5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all trips that involve children in EYFS
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found in the medical room.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or roll calls

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit,



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those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing (this could be through email). They will also be asked to confirm they agree with the expected behaviour. See **appendix 2** for our volunteer checklist for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via email or letter and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school this may be collected electronically.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.



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In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

9. Charging and insurance

We will follow our school's charging and remissions policy at all times.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

10. Residential visits

The principal, together with the governing body, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks



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Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

11. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy



Appendix 1

| Initial Booking – at least 8 weeks before the visit | |
|---|--|
| Preferred dates (week/day of the week) | |
| Venue | |
| Workshops (if applicable) | |
| Link to National Curriculum | |
| Lead teacher | |
| Name of First Aider (Paediatric FA for EYFS) | |
| Number of children | |
| Number of staff | |
| Number of parent volunteers needed | |
| Transport/coach booked (toilet required?) | |
| Itinerary arranged | |
| Depart school time | |
| Return to school time | |
| Walking route planned (if applicable) | |
| What will children wear/bring | |
| Confirmed date added to school calendar | |
| Letter sent (date) | |

Authorising signatures

SLT: _____

Educational Visits Co-ordinator (HA): _____



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| Preparations – at least 1 week before the visit | |
|--|--|
| Names of staff attending | |
| Name of First Aider (confirmed) | |
| Risk assessment (for travel and venue) | |
| Individual risk assessments (if applicable. Signed by SENDCo for SEN pupils) | |
| Lunch arrangements | |
| Kitchen informed of FSM/UIFSM lunches | |
| Names of parent volunteers selected (parents informed and confirmed) | |
| Children organised into groups with designated adult | |
| Parent's information pack collated and sent in advance (copy of risk assessments, groups, map, itinerary, any other relevant information). | |
| Final reminders email to parents | |



Appendix 2

| Final Checks – on the day | |
|--|--|
| Signed risk assessments returned to the office | |
| First aid kit (checked and replenished if needed) | |
| Medical information printed | |
| Medicines collected | |
| Emergency contact list | |
| Spare clothes (EYFS/KS1) | |
| Sickness kit for coach (bowls, cleaning equipment, tissues, nappy sacks) | |
| Parent briefing (by lead teacher) | |
| Cones for coach in front of school (ask Premises Manager) | |
| Post-trip debrief with EVC – what worked well, what could be improved | |

Parent briefing notes

- Run through risk assessment, answer any questions from parents
- Itinerary
- What to do in an emergency/lose a child
- Safeguarding – what a parent should do if they have any concerns.
- Medical needs – a number of children with asthma/allergies. Let a staff member know if you have any concerns
- Toileting - staff members only to take children to the toilet
- Use of mobile phones – please do not use in the presence of the children, no photos/videos please.
- No additional snacks for the children please.
- Meeting point if separated from the group



Appendix 3

| Visit Leaders Review Form | |
|--|---|
| To be completed by the Visit Leader and returned to the EVC | |
| Visit/activity title | |
| Class/Year group/ group involved | |
| Date of visit/activity | |
| Visit Leader | |
| Were there any incidents or concerns during this visit/activity | Yes No If no please provide details and attach your incident log |
| Would you undertake this visit/activity again? | Yes No |
| If yes do you have any recommendation for enhancing the pupils experiences or improving the logistics | |
| Signature of Visit Leader | |

Appendix 4

VISITS AND ACTIVITIES RISK ASSESSMENT FORM

| | |
|-----------------------------|-------------|
| Visit/activity title | Date |
|-----------------------------|-------------|

| Activity/item or hazardous action | Persons affected | Risk level | Action required | New risk level |
|--|-------------------------|-------------------|--|-----------------------|
| School staff and accompanying helpers unclear of number of pupils on trip and pupil/s becomes lost | Pupils | high | Ensure that signed parental/carer permission forms are returned before each child can go on the visit. Ensure that permission slips are carefully filed and cross-referenced to make sure that only those with permission from a parent attend. Visit Leader has full list of pupils who are on trip (ensuring that anyone off sick that day has been crossed off list). Copy of full list is left with the school office. Frequent headcounts are done throughout trip. | low |
| Pupils becoming separated from group | Pupils | high | Each member of staff/helper to have specific pupils to look after according to correct ratios for age of the pupils. Visit Leader to have a list of each group. Adults to know which pupils are in their group. Each group to walk in controlled manner with their designated adult, with supervision at the front and rear of the party. All accompanying adults selected because considered reliable and with good control of pupils. Any pupils likely to cause concern are placed with qualified staff, especially those who are asthmatic; have anaphylactic allergies; behavioural or medical problems. | med |
| Teacher with his/her group being separated from the rest | All | high | Visit leader to ensure that all be adults supervising the trip can contact each other. School mobile number given to any parent/carer helper/adult supervising the trip. Meeting venue to be agreed | low |

| | | | | |
|---|------------------------------|------|--|-----|
| Accident crossing road | Pupils, staff parent helpers | high | The safest route has been chosen and tested prior to the trip. Nominated staff to act as road officers. Road officers to wear high vis jackets. Pupils and adults to line up safely before road officers allow anyone to cross the road. Always cross at zebra/pedestrian crossings where available Road officers to stop traffic before allowing pupils to cross. | low |
| Child injury during trip | Pupils | high | At least one qualified first-aider to accompany trip. First-aider to carry fully stocked first-aid bag and accident book. Visit Leader to carry school mobile phone in case emergency services required or school office needs to be contacted. Visit Leader to carry complete list of pupils and adults on trip. Visit Leader to carry emergency information list for each class on trip. | med |
| Child with medical condition may need treatment and there is no provision | Pupils with a condition | high | First-aider to carry name epipens / antihistamines / asthma medicine etc. for each child with such condition. | low |
| Unsuccessful trip. i.e. poorly planned or poorly executed | All | med | Visit/Activity Plan completed. Previously visited venues chosen. | low |
| Injury to pupil on minibus/coach | all | med | Adults supervise pupils ascending and alighting All pupils to be seated and wearing seatbelt throughout journey. Each seatbelt to be checked and correctly adjusted by adults on trip. The number of adults to be on each bus must correspond with the correct ratios for that age group | low |
| Unsafe driving by driver | all | high | LA recommended bus companies to be used Other companies if used, to be checked by school office prior to trip for their insurance and risk assessment policies etc. | low |
| Travel sickness | all | med | Medication given to pupils with parental/carers consent to take travel sickness medicine Each bus to carry sick bags. | low |
| Pupils losing own possessions | all | med | Visit Leader to ensure all possessions are picked up at each change of venue/location. | low |

Please add further points to this list, specific to your trip