



Educational Visits Policy

Contents

Contents	2
1. Aims and scope	2
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. Planning and preparation	4
5. Risk assessment.....	5
6. Communication and consent	6
7. Emergency procedures and incident reporting.....	7
8. Charging and insurance	7
9. Residential visits	7
10. Review	8
11. Links with other policies.....	8
Appendix 1: Group trip request form	10
Appendix 2: Off-site risk assessment template	11
Appendix 3: Off-site emergency procedures	113

1. Aims and scope

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

Educational visits are a valuable way to supplement and enhance the curriculum, expand students' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, and form an integral part of our approach to furthering our students' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and to make sure that our visits are available to all students. It sets out the roles and responsibilities of staff, students 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 2025](#)

3. Roles and responsibilities

3.1 Headteacher

The headteacher 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 proprietorial board to approve residential trips of more than 24 hours

1.2 The educational visits co-ordinator (EVC)

Jacqui Brooks and Andrea Cresswell are the appointed EVC's 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 designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the proprietorial board when they are approving trips abroad
- 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

3.2 Trip lead

Every educational visit will have one 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 students, staff and volunteers
- Assign staff and volunteer roles, as needed
- 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, where applicable
- Communicate key details about the visit and all locations to staff, students 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 students and others

3.3 Staff

Staff have a responsibility to make sure all students 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 headteacher
- 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 students' needs
- Look out for the health and safety of themselves and those around them
- Help manage student behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.4 Parents and carers

By agreeing that students 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 student that may affect or impact their ability to safely take part in the trip
- Parents are asked to sign consent forms for educational visits when their child starts at the school. These forms cover consent for the period of time their child is attending the school.

3.5 Students

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

Students 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 the Head Teacher and EVC, 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-student ratio
- Inclusion and accessibility
- Availability of appropriate transport

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, 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
- Add any additional minimum standards, depending on the age of the children

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

Once the risk assessment has been approved by the headteacher, and the proprietorial 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.

4.1. Inclusion

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

SEND

If a student with a disability 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, 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 students. All students have individual management plans and risk assessments.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a student with challenging behaviour from coming on a trip to protect their safety and the safety of the other students attending.

We will consider all reasonable options to help the student attend the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the student can be supervised on a 1:1 basis.

5. Risk assessment

We will carry out a risk assessment prior to the start of all trips. Staff attending the trip will read the risk assessment prior to attending the trip.

This will be completed using the school's risk assessment template (located on the staff drive) and in **appendix 1** and approved by the Head Teacher/EVC. Existing risk assessments (which can be found on the staff 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 students), 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 should make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory providing risk can be safely managed without it.

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

Every risk assessment will be approved by the Headteacher/Deputy Head Teacher, and a copy made available on the visit and another copy left on the school staff drive.

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
- 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 school vehicles.
- All supervising adults may be made aware of any medical issues or allergies at the start of the trip if these are likely to impact on the management of the visit
- Adults without a DBS check will not be left alone with students at any time
- The trip lead will take regular headcounts and/or rollcalls

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures [Please refer to individual student management plans and risk assessments and the Health and Safety Policy]. We will make sure students, 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 agreed prior to the trip with each external organisation what everyone is responsible for during the activity.

6. Communication and consent

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. Parents/carers are asked to complete consent forms for educational visits on their child's admission to the school. On rare occasions, we may request further consent for an educational visit (for example, something which is going to go beyond the school day times, or overnight/residential visits).

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.

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.

7. 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.

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.

One member of staff will always accompany a student seeking medical treatment.

In a case of a student being unaccounted for, the trip leader will follow the guidance in the student's individual IMP and risk assessment, which details the actions to be taken in the event of a student going missing. In the unlikely event that a student cannot be found within 10 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will contact the police if this is part of the procedure for that child and provide them with the relevant information so they can take over the search, staying with them to be available to the student when found. The remaining staff will return to the school with the rest of the students.

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.

8. 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.

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.

9. Residential visits

The headteacher, together with the proprietorial board, 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 2 weeks before the start of the trip
- All adults have had adequate safeguarding checks. This will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 1 month 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 students 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 holds 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.

10. Review

This policy will be reviewed every year by the headteacher. At every review, the policy will be shared with the full proprietorial board.

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 students with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- School's emergency planning and procedures

Approved by:	Jacqui Brooks	Date: August 2025
Last reviewed on:	10/08/25	
Next review due by:	August 2026	

Appendix 1: Group trip request form

Application to the Head/Deputy Head Teacher for Approval of a Class Educational Visit

(Not all sections will be relevant to every proposed visit)

Teacher organising trip:		
Details of proposed destination:		
Proposed purpose of visit including curriculum links:		
Intended participants: (Include ratio of adults to students)		
Date and time of proposed visit: (including return time)		
Travel arrangements:		
Financial arrangements and details of budget to be charged:		
Details of activities to be completed during visit:		
Risk assessment completed and attached?		
Details of leaders' competency to lead this trip		
Details of other adults involved and their ability to supervise/support the visit.		
Contact details of those on the trip to be held by:		
Named contact at school in case of emergency:		
Visit organiser's knowledge of the destination and whether exploratory visit is required:		
Details of any medical needs of those on trip + first aid cover:		

The head teacher should be informed of any subsequent changes in planning, organisation or staffing.

Signature giving permission for trip to go ahead:Date:

Appendix 2: Off-site risk assessment template

Person completing the risk assessment and adult leading the trip plus emergency mobile number:			
Activity or trip planned:			
Date of trip:			
Arrival time to meet and leaving time			
Destination Address including Postcode:			
Meeting place description			
Names and roles of those taking part:	Student's Initials	Staffing support	

Generic/standard controls – please tick when in place

Activity

- ☒ Leader familiar with destination or sufficiently low risk for it to be safe.
- ☒ Adults competent to lead the activity.
- ☒ Clear about aims and objectives of trip, including educational purpose.
- ☒ Clear activity plan, details also to be left at school.

Travel planning

- ☒ Route plan, including any stops.
- ☒ Breakdown numbers and emergency procedures known.
- ☒ Refreshments/toilet stops planned.
- ☒ Students safe to travel

Pedestrian safety

- ☒ Plan for safe parking.
- ☒ Plan for road crossings if required.

First Aid, Slips and trips

- ☒ Remain vigilant for hazards.
- ☒ Check First aid kit available within the vicinity (E.g. in the car).
- ☒ At least one first aider available at all times
- ☒ First Aid at venue

Responding to the weather

- ☒ Rain/sun/wind/cold clothing and protection reminders given (emailed) as appropriate.
- ☒ If plans are weather dependent, alternative plan in place

Medical issues

- ☒ Check student medical conditions on Arbor and with care team
- ☒ Discuss any medical information before trip disembarks and raise awareness as required

Baseline behaviour

- ☒ Morning ring around to check baseline behaviour and student safe to attend trip
- ☒ Plan in place if student(s) can not attend due to behaviour/risk

Managing behaviour –

- ☒ Appropriate ratio between young people and adults for the activity
- ☒ IMPs read by group leader
- ☒ Emergency contact details for notifying others if necessary. (House, care manager, School, parent, HQ)
- ☒ Out of school hours trip emergency contacts if required (on call)

Members of the public acting inappropriately –

- ☒ Be aware to remove students from vicinity if members of the public seem inappropriate.

Terrorism threats – only for trips to high risk venues/locations

- ☒ Check current alert status and consider whether trip is appropriate
- ☒ Plan for minimising collection and waiting time in vulnerable areas e.g. outside large venues, public transport.
- ☒ Identify a meeting point/safe place plan should you become involved in an incident:

Assessment of risk (see guidance info below)	Minor	1	2	3	4	5	6	7	8	Major
---	--------------	---	---	---	---	---	---	---	---	--------------

Activity/Destination Specific Risk Assessment

Consider how you will manage the risks of the specific activity/destination under the following headings, write bullet points for your plans to manage and reduce risk.

- ☒ **Destination Address** (e.g. *student(s) known to go on unauthorised absence to or from this place, transport links etc.*)
- ☒ **Location/setting** (e.g. *working machinery, heights, uneven/muddy ground, valuable objects on display, crowds etc.*)
- ☒ **Expected activity** (e.g. *is it too demanding, is there a risk of embarrassment, is it too easy or aimed at a level below chronological age, are you suitably experienced/qualified to lead the activity?*)
- ☒ **Student/care staff medical conditions** (e.g. *do these increase risk, can it be managed?*) *None known.*
- ☒ **Student/care staff appropriate clothing/footwear** (e.g. *alternative plan, spare items required, extra phone call/email to provide reminders?*)
- ☒ **Weather on the day** (e.g. *could this cause you to cancel, do you have a plan B?*)
- ☒ **Group Dynamics** (are there any relationships issues between students or between students and staff which may impact on the activity? Have you shared contact details to aid communication?)
- ☐ **Other –**

Assessment of risk (see guidance info below)	Minor	1	2	3	4	5	6	7	8	Major
---	--------------	---	---	---	---	---	---	---	---	--------------

Risk assessment score (multiply initial assessment by new assessment) =

If score is greater than 16, further measures need to be put in place to control risk before activity can take place.

Activity OK to go ahead: Head teacher signature. Date:

NB: Please remember to log your visit and confirm that no incidents/accidents have been reported to you during the trip.

For visits with significant expenditure, whole class visits or overnight visits, written feedback should be provided to inform future use of this venue/location.

Appendix 3: Off-site Emergency Procedures

	IMMEDIATE ACTION		✓
Preserve	Ensure own safety		
	All subsequent actions are better delegated to other members of the leadership team when possible – allowing the visit leader to remain in charge of the whole situation		
	Ensure safety of uninjured group members and other leaders		
	Ensure safety of any casualties and triage		
	Deal with life threatening first aid		
	Call emergency services as appropriate		
	URGENT ACTION		✓
Prevent Worsening	Take stock and make a plan		
	Allocate resources to maximise concurrent activity		
	Continue first aid		
	Inform emergency contact as per your plan		
	Liaise with emergency services as they arrive		
	Deal with urgent physical needs of group:	Shelter	
		Warmth	
		Water	
	Deal with urgent emotional needs of group:	Remove from stress	
		Protect from intrusion	
		Useful things to do	
	Control outwards communications		
	Begin written log/note keeping		
	FOLLOW UP ACTION – Much of this can be done at the same time as Urgent Action with efficient use of people (including young people) and resources,		✓
Promote Recovery	Take stock again and re-plan next phase – what have you forgotten?		
	Deal with casualties in care of emergency services	Accompanied to hospital	
		Keep track of who is where	
	Consider needs of self and fellow leaders – are you / they coping		
	Liaise with establishment/employer as per your emergency plan		
	Deal with further physical needs of the group:	Food	
		Toilets, washing facilities, clean clothes	
		Accommodation and/or onward travel	
	Deal with further emotional needs of group:	Emotional support	
		Contact with home	
	Deal with press – via employer		
	Contact support agencies eg travel company, insurers, Consular assistance etc		