

Educational visits



Approved by: [Name]

Date: [Date]

Next review due by: [Date]

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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 headteacher or other designated member of staff.

The school recognises the significant educational value of visits and activities that take place away from the immediate school environment. Visits and off-site activities support, enrich and extend the curriculum in many subject areas. They can also encourage co-operation, teamwork, the application of problem-solving skills, independence and self-confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Headteacher, the party leader, members of staff and volunteers, pupils and

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](#)

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 governing board to approve residential trips of more than 24 hours

1.2 The educational visits co-ordinator (EVC)

Rachel Tye, Deputy Headteacher, 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 designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing 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

3.2 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
- 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

3.3 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 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 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

3.4 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

3.5 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

3.6 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.

(See Bond Relationships and Behaviour Policy)

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Headteacher, Michelle Bennett, 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
- Inclusion and accessibility

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, volunteers, 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
- Any special requirements for children attending the visit and how these will be accommodated during the trip/visit

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 headteacher will seek approval of the governing board.

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

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.

SEND

If a pupil 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, 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.

Challenging behaviour

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

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis. A risk assessment will be undertaken to determine measures that can be put in place to inform final decision on preventing a child from attending a trip.

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 can be found on our shared drive and in **appendix 3**, and approved by the Headteacher or EVC. Existing risk assessments can be found on our shared drive or in a folder in the admin office 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 headteacher and, where appropriate, third party vendors.

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

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 ensure:

- › Wherever possible at least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- › At least 1 supervising adult able to administer first aid is present on all trips
- › For EYFS trips, at least 1 qualified paediatric first aider 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. Trip leader must inform Ying Lumbea of any pending visits to ensure that first aid bags are fully stocked.
- › 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 rollcalls

5.2 Transport

Transportation for trips will be organised by the school. Free public transport, organised in advance from Transport for London, keeps the costs of educational visits to a minimum. Trip Leader will ensure liaison with TFL for special requirements. Coaches are used when this is not an appropriate option. The taxi service we use is licensed and will always have two staff members accompanying any child/ren to and from the venue. 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, 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 with the class teacher or school office. They will also be asked to confirm they agree with the expected behaviour.

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. See appendix 2

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 wherever possible. Communication will be via letter or email and information provided will include the date, travel times, destination, purpose of the visit, lunch arrangements and any costs associated with the visit.

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.

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.

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 10 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. (See Child protection and Safeguarding Policy)

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 headteacher, together with the governing 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 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

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 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.

11. Review

This policy will be reviewed ever **two years** by the Headteacher and EVC. At every review, the policy will be shared with the full governing board.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Relationships and Behaviour policy
- Child protection and Safeguarding policy
- First aid policy
- Supporting pupils with medical conditions policy
- SEND information report
- Equality information and objectives
- Accessibility plan

Appendix 1: Planning

Procedure for Educational Visits

Tick List

Before

	Jobs	Tick
	1. Obtain costs for entrance fees and coaches and any other anticipated expenses	
Notes		
	2. Visit the proposed venue.	
Notes		
	3. Check venue for toilets, eating environment, shops, and fire precautions.	
Notes		
	4. Complete the risk assessment (from Health and safety co-ordinator)	
Notes	Risk assessment completed by Ellie Bremner 28/3/25	
	5. Complete the Journey Costing Calculation Form (Form A)	
Notes		
	6. Gain authorisation from the Head Teacher	
Notes		
	7. Ensure the booking of coaches or other transport	
Notes		
	8. Write a letter to parents including all relevant details and money for children to bring.	
Notes		
	9. Keep record of money brought in by the children and parent's permission slips, (Usually sent in together)	
Notes		

Just before

Checklist. Have you got;

Children's medical records	
All the permission slips	
All the emergency contact numbers.	
The first aid kit	

A mobile phone for emergency usage	
Do all the adults know their duties	

After

	10. Thank all the children, parents and helper	
Notes		
	11. Write a thank you to the venue (if applicable)	
Notes		
	12. Produce display photo's and work (if applicable)	
Notes		

Journey costing calculations: Form A

Proposed journey

Date: _____

Teacher(s): _____

Timings: Leave school: _____

Arrive back: _____ 3: _____

Entrance fees:

£ 0.00

£ _____

£ _____

£ _____

Coach costs:

£ _____

Other costs:

E.g. resources / adults charges

£ 0.00

£ _____

Total expected costs:

£ _____

Number of pupils expected to go on journey: 26

£ _____

Estimated cost of journey per pupil: 0.00

£ _____

Teacher signature:

Authorised by:

Office Use

Number of pupils:

Hot meals:

Free school meals:

Appendix 2: Code of conduct for volunteers

Bond Primary School Voluntary Helpers

Place:

Date of visit:

Number of pupils and classes:

Teacher in charge:

Other accompanying adults:

1. I agree to act as adult voluntary helper for the purposes of this visit. I have been informed of the arrangements for the visit and with the nature of my duties.
2. I understand that the teacher in charge will be responsible for the conduct of the visit and I am willing to undertake any reasonable duties as a voluntary helper that the teacher or any other accompanying teacher may ask me to perform.
3. I accept that the teaching staff are responsible to the Headteacher for the safety of the children, and I agree that for that purpose I will be under the supervision of the teaching staff and will comply with any reasonable instructions they give.
4. For insurance purposes voluntary helpers are covered by the Borough's Third Party Liability Policy for any claims arising out of their voluntary work. The Borough also provides a personal accident insurance cover for voluntary helpers providing benefits for death, permanent partial disablement and temporary disablement
5. I agree to conduct myself in an appropriate manner ensuring that I am also dressed appropriately
6. I agree that any concerns regarding children's wellbeing are directed to the teacher
7. I must not show any bias in my treatment and supervision of children
8. I must not use my mobile device to take photos or have conversations. In an emergency I will alert the teacher to ensure children are adequately supervised in order to take a call.
9. I will remain with a member of staff throughout the trip and never leave my assigned group of children unattended.

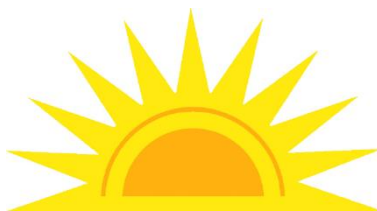
Signed..... Date.....

Address..... Tel No.....

.....

Appendix 3: Risk assessment template

This form should be retained in the school office for reference.



Risk Assessment

Name of Group Leader:

Place to visit:

1. Assess potential hazards and identify the risk level (low, medium or high).

Activity (e.g. walking, travelling by bus/train, crossing road)	Hazards	Likelihood	Severity	Risk level	Control Measures
	Act of terrorism				

Medical	Medicine	Low	Med/ High	Low	All medicine and medical care plans to be taken by Lead Teacher. Adults to know those children with medical needs and how to administer required medicines as needed.
	e.g Asthmatics				

	e.g. administering of Medicine				
	e.g. Diabetes				

Emergency Mobile numbers

Schedule for the day

	• Includes map of journey and walking routes
	•

2. Pre-inspection visit should be made prior to every trip to find out the following;

- Main entry or exit points
- First Aid or Medical Centre
- Toilets
- Fire exits and procedures for evacuation
- Safe meeting points
- Coach parking area
- Facilities for Lunch/Break

Teachers Signature

Head/ Deputy Head Teacher's Signature

Groupings with adults

