



**Education  
Partnership  
Trust**

Creating outstanding schools  
which transform learning, lives  
and communities

# EDUCATIONAL VISITS POLICY

**Document Control**

<b>This document has been approved for operation within:</b>	All Trust Establishments
<b>Date effective from</b>	November 2023
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<b>Review period</b>	Annually

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## 1.0 AIMS AND SCOPE

We believe that educational visits enhances learning, improves attainment and enriches a pupil's education beyond the classroom.

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.

Educational visits are a valuable way to:

- Enrich and enhance the curriculum
- Expand pupil's education, improving achievement and attainment across a range of curriculum subjects
- Provide enriching social and cultural experiences
- Teach life skills including ability to cope with change, risk management and building levels of trust
- Improve critical curiosity and resilience
- Improve environmental appreciation, knowledge, and awareness
- Promote independent learning and team working
- 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 any activities taking place off the school grounds, 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 including routine sports fixtures and swimming lessons
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

## 2.0 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](#)

[Driving school minibuses: advice for schools and local authorities](#)

### Outdoor Education Advisors Panel OEAP

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

## **3.0 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 new employees and the Educational Visits Co-ordinator, have received any necessary training.
- Working with the governing body to approve residential trips of more than 24 hours.

### **3.2 The Educational Visits Co-ordinator (EVC)**

**Cheryl Hepworth** is the appointed EVC at our school and their training date is: 19<sup>th</sup> December 2023

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 Headteacher and governing board when they're approving trips.
- Access the necessary training, advice and guidance.
- Utilise the National Guidance from Outdoor Education Advisors Panel (OEAP).
- Provide log on details for EVOLVE to all staff.
- Check final visit plans before submitting them for final approval from the Headteacher or additional approval for residentials.
- 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:

- Use EVOLVE to plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers.
- Familiarise themselves with the '[specific guidance for your role](#)' which can be found on the National Guidance from the Outdoor Education Advisors Panel (OEAP) website and selecting visit leader role section.
- Not sign any contracts or enter into any agreements, pay money or deposits or advertise the visit to pupils until outline permission has been obtained from the Headteacher or Deputy Headteacher.
- 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.
- Evaluate visits using EVOLVE.

### 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 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.
  - Evaluate visits using EVOLVE.

### 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.

### 4.0 PLANNING AND PREPARATION

The decision on whether or not a visit will take place will be made by the Headteacher, 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 competence.
- Staff-to-pupil ratio.

A web-based planning, notification, approval, monitoring and communication system called EVOLVE is used for all educational visits. Log on details for the system are available through the Educational Visits Coordinator.

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

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 Adventure Activities using licenced providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, the School must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

#### 4.2 Staff Competence

We realise that staff competence is the single most important aspect of safe visit management and so we support staff in developing this competence in the following ways:

- A coaching system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by Senior staff of more complex visits where appropriate.
- Regular CPD for all staff involved with visits, including: risk management, emergency procedures, visit leader training, group management and first aid.

In deciding whether any member of staff is competent to be a visit leader the head teacher will take into account the following factors:

- Level of relevant experience.
- Any relevant training undertaken (including any relevant qualifications – eg hill walking).
- The emotional and leadership ability of any prospective visit leader to make on-going risk management judgements and take charge of any emergencies that may arise.
- Knowledge of the children, the venue and the activities to be undertaken.

Accompanying staff should have clearly defined roles, be involved in the planning process and be competent to carry out the roles to which they are assigned.

#### 4.3 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.

## 5.0 RISK ASSESSMENT

Risk assessments are conducted and uploaded to the EVOLVE system that each school uses. We will carry out a full risk assessment at least 2 weeks before the start of all trips including any offsite sporting fixtures.

Risk assessments 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 EVC and, in turn the Headteacher. A signature may be taken from staff to acknowledge their understanding. All risk assessments will be loaded in EVOLVE.

### 5.1 What to consider when carrying out an off-site visit risk assessment?

When considering whether there are any significant risks that need managing it is recommended that staff use the following model:

#### **STAGED:**

**Staffing** (Including competence, experience, ratios, effective supervision)

**Timings** (Timings, itinerary, downtime)

**Activities** (Programme, activities to be undertaken. Who will lead? Adventurous?)

**Group** (Additional needs: learning, behaviour, disabilities, medical. Challenging group?)

**Environment** (Venue, accommodation, weather, water levels, crowds, other users, culture)

**Distance from base** (Including transport arrangements, support systems, residential visits, visits abroad)

### 5.2 Ongoing Risk Assessment

An ongoing risk assessment is what the staff conduct during a visit to keep the group safe – ‘active risk management’. It involves continuously assessing situations as they unfold and adjusting your response to effectively manage any issues/risks that may arise. This is not a written risk assessment.

All staff are responsible for carrying out effective on-going risk assessments based on competence, experience and common sense. Staff teams must be suitably competent and experienced so that they are able to effectively manage any situations they are likely to encounter on the visit.

### 5.3 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required considering the nature of the visit, the location, environment, duration and activities; the age, level of development and needs (behavioural, medical, emotional and educational) of the pupils.

On all educational visits, we will make sure:

- Where available, 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; all first aid trained adults supervising the visit are split amongst the different vehicles and groups.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- 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.

### 5.4 Transport

Transportation for trips will be organised by the school, in line with our safety procedures First Aid Policy, Minibus Policy.

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.

#### School Staff Driving Minibuses (between 9-16 seats)

School staff can drive a minibus without any special licence in the UK, as long as their employer agrees and as long as the following conditions are met:

- The staff member obtained their car driving licence before January 1997; or
- The staff member obtained their car driving licence later, but has held it for at least two years and is over the age of 21; and
- Is not being paid to drive the minibus (because exemption depends on no consideration being received by the driver); and
- The minibus weighs no more than 3.5 tonnes and is not used for hire or reward or to tow a trailer

### Use of Staff's Vehicles

A staff's vehicle should only be used to transport pupils when there is no alternative method available or to respond an emergency.

- The vehicle must be roadworthy (have an MOT) and be taxed
- The driver must hold business insurance and be deemed fit to drive
- 2 members of staff must accompany the pupils in the vehicle

## 5.5 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.

## 6.0 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 in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 1** for our volunteer code of conduct 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.

## 7.0 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 letter or ParentMail, 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
- Pupil-to-staff ratios and staff qualifications, where relevant
- 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.

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.

## 8.0 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 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.

The [OAEP emergency guidance](#) should be followed in the event of an emergency situation arising on a visit.

## 9.0 CHARGING AND INSURANCE

We will follow our school's charging and remissions policy at all times. This policy can be found on the school website.

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.

## 10.0 RESIDENTIAL VISITS

The Headteacher, 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.

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.

#### 11.0 REVIEW

This policy will be reviewed annually by the Trust's Health, Safety and Wellbeing Manager – Nicola Platt.

At every review, the policy will be adopted by the Local Governing Body.

#### 12.0 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 Children with Medical Needs policy
- Special Educational Needs (SEN) policy
- Equality Information and Objectives
- Accessibility Plan
- Minibus policy

### 13.0 APPENDIX 1: VOLUNTEER BEHAVIOUR AND CODE OF CONDUCT

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the Headteacher at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found in the Educational Visit Pack

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

**Signed:**

**Date:**