

Educational Visits Policy

Document Management Information

Applicable to:	All staff in all academies All Members and Trustees
Dissemination:	The policy will be available to staff via the Trust's Policy Centre and website
Implementation:	Each academy must appoint an Educational Visits Coordinator (EVC) to oversee planning, risk assessments, and approvals. This must be a member of middle leadership or above. Staff organising educational visits should be familiar with this policy. All visits must follow a standardised approval and recording process. Clear communication with parents and adherence to safeguarding procedures are essential. Regular reviews should ensure compliance and continuous improvement.
Training:	Educational Visits Coordinators (EVCs): <ul style="list-style-type: none"> EVC training course
Review frequency:	Biennially
Policy Author:	Charlie Graham - Head of Estates
Executive Policy Owner:	Kyle Taylor - Chief Finance and Operations Officer
Approval by:	Level 3 - Chief Executive Officer (CEO)
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Revision History

Document Version	Description of Revision	Date Approved
1.1	Policy created	November 2025

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1. Introduction

This policy outlines the commitment of THAT to ensuring the safety and wellbeing of all students, staff, visitors, and contractors, by effectively planning successful educational visits.

Educational visits are activities arranged by, or on behalf of, our Trust, which require students to leave academy premises, having been authorised to do so by the Principal and the EVC.

Educational visits are a valuable way to supplement and enhance the curriculum, expand students’ education, and provide enriching social and cultural experiences, 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 all offsite 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 academy.
- Trips aboard organised by the academy.

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 (KCSIE).

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. Responsibilities

Area of Responsibility	Responsible Person(s)	Supported By
Educational Visits Policy - development and review	Head of Estates	CFOO
Visit planning and risk assessments	Visit Leader (usually teaching staff)	EVC, Principal
Approval of visits (internal and external)	EVC, Principal, external Trips Advisor for high-risk visits	

Oversight of high-risk or residential visits	External Trips Advisor for high-risk visits	EVC, Principal
Communication with parents/carers	Visit Leader	EVC, Principal
Safeguarding arrangements during visits	Visit Leader	DSL, EVC, Principal
Emergency procedures and contingency planning	Visit Leader	EVC, Principal, DSL
Incident reporting (e.g. accidents and near-misses)	Visit Leader	EVC, Principal, DSL
Record keeping (risk assessments, approvals, evaluations)	EVC	Visit Leader
Monitoring and review of visit outcomes	Principal	EVC, Visit Leader
Training (EVC Training)	Principal (Coordinate training)	

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. See section 4 for over 24 hours.
- Making sure staff, including the EVC, have received any necessary training.
- Working with the external Trips Advisor to approve residential trips of more than 24 hours. See section 4

The Educational Visits Coordinator (EVC)

The EVC's 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 Principal 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.

Visit Leader

Every educational visit will have one member of staff designated as the visit leader. The visit leader will:

- Plan the proposed visit, considering the health and safety risks to student, staff, and volunteers.
- Assign staff and volunteer roles, as needed.
- Make sure the academy 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 coordinating 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 academy or a third party.
- Communicate key details about the visit and all locations to staff, students, and parents/carers, including roles and responsibilities, and expected behaviour.

- Seek and obtain approval for all educational visits using Evolve.
- Carry out any required risk assessments and work with the visit leader.
- Communicate with parents and carers and make sure trips are inclusive of all students' needs.
- Make sure staff are capable and able to always fulfil their roles while responsible for students and other staff.

Staff who are part of the Trip

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:

- 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.

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 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.

Volunteers

Volunteers attending educational visits, including parent volunteers, agree to:

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

Students

The Trust Behaviour Policy, and academy procedures, also apply 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 or trip supervisor.

Students will always be reminded of behaviour expectations before going off-site for a visit and will be expected to always uphold the Behaviour Policy.

4. Planning and Preparation

The decision on whether a visit will take place will be made by the Principal, and EVC (if different), 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 academy.
- Health and safety considerations.

- Staff-to-student ratio.
- Inclusion and accessibility.
- Any other factors deemed appropriate and relevant.

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.
- Risk assessment plans and first aid provision.
- What safety measures can be put in place to reduce any risks.

See **Appendix 1** for a template Educational Visit Information Form for the initial plan and outline of the visit, prior to submitting for approval on Evolve.

In cases where an educational visit involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Evolve system will automatically advise our External Trips Advisor, who will review the documentation and approve the visit if they are confident it is safe to do so. They may pose further questions about the trip if there appear to be holes in the information required. An over 24 hour trip must not happen without this full external approval. A video on this is included below:

<https://vimeo.com/1127529492/b1d640cc46?share=copy&fl=sv&fe=ci>

Once the risk assessment has been approved by the EVC, external Trips Advisor, where appropriate, staff will communicate with parents/carers and provide visit information.

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

Each visit will be evaluated after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of future visits.

5. 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, where this is reasonable and possible to provide.

The trip programme will be adjusted where necessary and reasonably possible, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support to staff, and other adjustments as appropriate.

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

For students with higher levels of SEN needs there may be some trips where there is no way to mitigate risk sufficiently to ensure their full inclusion on the trip- but all endeavours will be made to ensure all trips are inclusive.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a student with challenging behaviour from attending a visit to protect their safety and the safety of other students attending. The Principal retains full discretion to make this decision

6. Risk Assessment

A risk assessment will be undertaken for each visit at least two weeks before the visit commences. This will be completed using the Trust's risk assessment template (Appendix 2) and approved by the Principal/EVC.

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

Where practical, staff may make a preliminary visit to the destination as part of the planning and risk assessment process, but this is not mandatory. Any costs for this must be agreed in advance with the Principal.

Visit leaders will raise any concerns or questions about potential risks and safety measures with the Principal, and where appropriate, third-party vendors.

A copy of every risk assessment will be taken on the visit by the visit leader.

Staff ratios and first aid

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

- At least one male and one female supervising adult present (for residential trips).
- At least one supervising adult able to administer first aid.
- At least one qualified paediatric first aider (for primary academies).
- Appropriate first aid equipment on all visits.
- Supervising adults made aware of medical issues and allergies at the start of the visit.
- No adults without DBS checks left alone with students at any time.
- Regular headcounts/rollcalls by the visit leader.

Transport

Transportation for visits will be organised by the visit leader, who will ensure that staff, students, and volunteers are transported safely and efficiently, with the required first aid provision.

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

Use of external organisations

As part of the risk assessment process, it will be checked with external organisations providing an activity that they 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, additional details will be checked as outlined in the DfE guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

A written agreement will be in place with each external organisation outlining what everyone is responsible for during the activity.

Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise students alongside staff members on visits. 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 students going on the visit.
- The settling and circumstances of the visit.
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience.

Parents/carers selected to volunteer will be informed at least two 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 3 for the 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 visit.

Where practical and as required by the nature of the visits (e.g. 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 students or given sole responsibility for the care of a student.

Communication and consent

We will contact the parents and carers of students invited to take part in an educational visit at least one month before the proposed date of the visit. Communication will be in writing and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending. On rare occasions notice may be shorter, but every effort will be made to provide maximum notice.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location.
- Student-to-staff ratios and staff qualifications, where relevant.
- Clothing and equipment required, and whether this is provided by the academy.

- Expected behaviour and consequences of students' failure to meet those 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 academy, usually this will be obtained via Arbor.

Because most visits during the school day will be part of the curriculum, written consent may not always be required. However, parents/carers will always be informed as above out any off-site visits and given an opportunity for them to withdraw their child.

Consent will always be requested 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 visits, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance card, if available.

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

In the case of an emergency, the visit leader or other supervising adult will contact the academy office. The academy office will then contact parents/carers as required and inform them of changes to plans or cancellations of visits 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 visit leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found within thirty minutes, the visit leader will contact the academy office who will notify the parents/carers. The visit 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 student when found. The remaining staff and adults will return to the academy with the rest of the students.

All incidents and accidents will be reported in line with the Trust Health and Safety Policy, including, where 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 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.

Charging and insurance

Our Trust Charging and Remissions Policy will always be followed.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, this will not affect students' ability to take part fully in the visit.

The Trust is a member of the Risk Protection Arrangement (RPA) which provides adequate insurance for school trips.

Residential visits

The Principal, and external Trips Advisor, will approve all residential visits longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as one-day visits. In addition, the visit leader will ensure:

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

Parents and carers will be given information about the visit and asked for permission at least two weeks 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 the 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.

Permissions

Prior to any educational visit, it is essential that appropriate permissions are obtained for all participating students. This includes:

- **Trip consent:** Parents/carers must have provided consent for their child to attend the visit via Arbor. Staff must verify that consent is recorded before finalising attendance lists.
- **Photographic permissions:** Staff must ensure that photographic permissions are up to date on Arbor, particularly if photos or videos may be taken during the visit for educational or promotional purposes.
- **Medical and emergency information:** Relevant medical details and emergency contact information must be checked and accessible to trip leaders.

It is the responsibility of the visit organiser to confirm that all permissions are in place prior to departure.

Appendix 1: Proposed Visit Planning Information

To be completed by the staff member proposing the educational visit and submitted to the Principal/EVC.

Name of staff member proposing the visit	
Date of request	
Response required by (date)	

	Trip Information	Additional Comments
Destination		
Visit date(s)		
Travel distance		
Length of stay		
Purpose of visit/educational benefits		
Number and age of students		
Transportation options		
Cost breakdown, including multiple options, where available		
Resources required, including: <ul style="list-style-type: none"> • Staffing • Volunteers • Physical supplies • Transportation 		
Accommodation options, where needed		
Insurance(s) needed, where applicable		
Risk assessment plans and first aid provision		
Insert additional information as required		

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Appendix 2: Risk Assessment Template

Description of Activity		Review Dates	
Location	Enter School name		
Completed by			
Date of Assessment		Next Review Date	

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L/M/H	What else do you need to do (if applicable)?	Action by who/when?	Date completed
		•				
		•				
		•				
		•				
		•				

Overall Residual Risk for Activity (L / M / H):	
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Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate.
MEDIUM	Control measures need to be introduced within a specific period; continue to monitor and review.
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable; the task or activity should be suspended.

Appendix 3: Volunteer Behaviour and Code of Conduct

This code of conduct sets out the expected behaviour for volunteers attending educational visits. 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 visit leader at the earliest opportunity and withdraw from the visit.

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

Volunteers agree to:

- Always remain professional and respectful with staff and students.
- Listen to and act on instructions from staff.
- Dress appropriately for the visit.
- Arrive at the agreed time and remain until the visit 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 students.
- Report any concerns about the safety or wellbeing of a student to staff as soon as possible.

Volunteers agree **not** to:

- Exchange contact details with students unless told to by a member of staff.
- Engage in physical contact with students unless appropriate or required.
- Share inappropriate personal information (e.g. 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 student unless previously agreed with staff.
- Take photographs or record students without the permission of staff and students.

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

Signed	
Name	
Date	