



Trinity

EDUCATIONAL VISITS

Approval	Date of next review	Notes
June 2024	June 2026	

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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.

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning. They also form an integral part of our approach to furthering our pupils' Character Education and Personal Development curriculum.

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](#)

Separate documents for staff go into more depth about in house procedures when planning a trip.

3. Roles and responsibilities

3.1 Executive Headteacher

The Executive 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 (EVC), have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

3.2 The educational visits co-ordinator (EVC) AHA, EWI

Amanda Harvey Primary Head and Ewan Williams AHT are the appointed EVCs 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
- Assess the suitability and quality of risk assessments provided by the trip lead
- 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
- Assess the suitability of outside activity providers
- 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 and volunteers are capable and able to fulfil their roles at all times while responsible for pupils and others

Share the approved risk assessment with all staff on the trip prior to a trip taking place.

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:

- Familiarise themselves with the approved risk assessment prior to the trip taking place.
- 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 up to date 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
- Ensure that their child carries with them any required medication on the day of the trip. If a child does not have the required medication with them on the day of the trip they will not be allowed to attend the trip.
- Ensure their child is appropriately dressed for the trip. Any pupil who is inappropriately dressed will not be allowed to attend 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

In the primary, volunteers are expected to read and sign a code of conduct for adult behaviour on trips. This includes not taking photographs of pupils or posting anything on social media.

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 as advised – pupils who come inappropriately dressed will not be allowed on the trip. For most trips pupils need to be in school uniform.
- In Primary, pupils will likely be asked to wear high visibility vests to ensure they are recognised as Trinitarians.
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor and avoid unnecessary risk
- Pupils must carry any required medication with them. If a pupil does not have their medication with them and this is therefore not seen by the trip lead, they will not be allowed to attend the trip.

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

4. Planning and preparation

Staff must refer to the trip planning documents in consultation with the EVC when planning a trip. The decision on whether or not a visit will take place will be made by Amanda Harvey (EVC – Primary) and Ewan Williams (EVC - Secondary) and the Executive Head Teacher David Lucas.

4.1. Inclusion

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

If a pupil with a disability or an education, health and care (EHCP) 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.

Families of pupils who are Pupil Premium can apply in writing to the school for financial support should cost be a prohibitive factor.

Pupils in the Primary with SEND or behavioural needs may require a known-home adult (parent/carer) to support on the trip. Parents will be made aware of this in advance.

5. Risk assessment

The trip lead will carry out a full risk assessment and consult on all safety matters with the EVC prior to any trip taking place.

This will be completed using the school's risk assessment template which is part of the planning procedures documents that staff refer to when planning a trip. We will also refer to the risk assessments from any external providers, for instance outdoor adventure activity centres.

The risk assessment will include any specific medical issues and allergies for staff, volunteers 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 a copy taken on the visit and another copy left with the EVC.

5.1 Staff and first aid

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

- Endeavour to take both male and female staff on trips where there are mixed gender groups of pupils.
- A first kit will be taken on all trips which staff will administer if required.
- In an emergency refer to the emergency procedures below.
- All medicines will be carried by the pupils that require them, or by staff if deemed more appropriate.
- All supervising adults will be made aware of any medical issues before the start of the trip. All adults must have read the risk assessment prior to the trip taking place.
- Risk assessments documents including medical and home contact details will be carried on the trip.
- Adults/volunteers without a DBS check will not be left alone with pupils at any time
- Trip staff will take regular headcounts and/or rollcalls throughout the trip.

5.2 Transport

We will make sure pupils, staff and volunteers are transported safely and efficiently.

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.

5.4 Safe Guarding

The school's safeguarding policy will apply to all trips. Any incidents of safeguarding must be reported to the schools designated safeguarding lead immediately.

6. Volunteers

Where appropriate, parents/carers/outside agencies that work with the school may be asked to volunteer to attend and supervise pupils alongside staff members on trips.

Those 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.

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

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 in writing, before the proposed date of the trip. Communication will be via letter/email.

We will 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 in accordance with the school's behaviour policy.

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 or via parent pay if sign up is done electronically.

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

In the case of overseas trips, they will be asked to provide passport information and a (GHIC) Global Health Insurance Card information, if available. They will also be in person meetings prior to residentials taking place to communicate all relevant information.

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 1st administer emergency first aid/medication as required whilst establishing contact with emergency services. They will then contact the school office /24 hour designated emergency school contact. The school 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/24 hour designated emergency school contact 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. If a pupil goes missing on a trip the trip will be cancelled and pupils will return to the school with the other supervising adults.

All incidents, accidents and injuries will be reported in line with our health and safety policy.

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

In order to provide the best educational experiences possible, some extracurricular trips will require additional payments. Parents will be given adequate notice and offered several options for payment including Parent Pay or card payments at the school office.

If you are struggling to pay for trips, please approach the school in writing to make a request for financial assistance.

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:

- All necessary permissions and medical forms are obtained 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 staff lead and the destination contact details
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received.
- 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

11. Review

This policy will be reviewed every 2 years by the EVC leads /Executive Head Teacher. At every review, the policy will be shared with the full governing board.