Educational Visits Policy

Linking to OEAP National Guidance

Forward As One CE Multi Academy Trust

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1. Aims and scope

Forward As One acknowledges the immense value of educational visits to young people and fully supports and encourages those that are well planned and managed. Learning Outside the Classroom (LOtC) has a vital part to play in meeting the demands of the National Curriculum, and in achieving the goal of preparing young people for life beyond school. Effective schools have always used educational visits, residential experience and activity in the local area of the school and school grounds as an integral part of their whole-school approach. Educational visits are activities arranged by, or on behalf of, the school, which require pupils to leave the school premises, having been authorised to do so by the EVC and Headteacher or other designated member of staff.

This policy statement sets out the framework within which Forwards As One employees must operate. Where an establishment contracts with the LA for provision of its Educational Visits Advisory Services, they must also adhere to this policy.

Forwards As One has adopted the “National guidance for the management of outdoor learning, off-site visits and learning outside the classroom” (www.oeapng.info) as its source of guidance and good practice for educational visits and activities. In this policy this is referred to as ‘National Guidance’.

Support, training and access to further guidance can be obtained from the Outdoor Education Adviser. Contact details are listed in Appendix 6.

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

It does not apply to work-experience placements, work-related learning or alternative provision.

2. Legislation and guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2025

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. Roles and responsibilities

All employees and volunteers involved in the planning, management and leadership of all off-site educational visits and all outdoor learning and adventurous activities must follow this policy.

Headteacher

The headteacher is responsible for:

- Ensuring visits are well planned, risk assessed, and delivered in accordance with the employer's expectations.
- Approving staff requests for educational visits, including having final authority to approve any routine educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the Outdoor Education Adviser to approve adventurous trips and residential trips of more than 24 hours
- Informing the trust and school governing board of any trips prior to their commencement

The educational visits co-ordinator (EVC) Mr Lovgreen 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 liaise with the Outdoor Education Adviser when they are 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

Trip lead

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

- Plan the proposed visit, taking into account the health and safety risks to 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

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

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

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
- Sign and adhere to the volunteer protocol policy

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.

Our 3 school rules : Be Ready, Be Respectful, Be safe (as well as the policy) will be supported by all stakeholders whilst traveling to / from and for the duration of the trip or activity.

In addition, National Guidance sets out the responsibilities and functions of the following key roles:
1. Employer
2. Educational Visits Adviser
3. Governors
4. Headteacher / Manager
5. EVC
6. Visit Leader
7. Assistant Leaders
8. Volunteer
9. Those in a position of Parental Authority

Refer to individual National Guidance documents headed as above.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by Mr Lovgreen 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
- Add any additional minimum standards, depending on the age of the children

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, adventurous activities, an overnight stay and/or travel overseas, the headteacher will seek approval of the Outdoor Education Adviser and will also inform the governing board and trust of the planned trip.

Once the risk assessment has been approved by the headteacher, and the Outdoor Education Adviser where relevant, staff will communicate with parents/carers, trust and governing board 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.

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.

School 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.

School 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.

5. Risk assessment

School will carry out a full risk assessment at least two weeks before the start of all routine trips and at least one month before the start of adventurous and/or residential trips.

This will be completed using the Trust's risk assessment template on the shared drive and in **appendix 2**, and approved by the headteacher. Existing risk assessments on the shared area [insert reference for where these can be found, e.g. which can be found on our shared drive] or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and 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 the school office and the EVC.

Staff ratios and first aid

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

- At least 1 supervising adult able to administer first aid is present on all trips
- For EYFS settings 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. These can be found on the school's shared drive
- 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

Transport

Transportation for trips will be organised by the school, in line with our safety procedures and all relevant policies ie. First aid, H&S etc. 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.

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.

School 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 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 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. Communication and consent

School will contact the parents and carers of pupils invited to take part in an educational visit at least two weeks before the proposed date of the trip for routine trips, and at least one month before the proposed date of the trip for adventurous and/or residential trips. Communication will be via letter/ email, 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. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

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

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

One member of staff will always accompany a 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). The trust must also be informed of all incidents and accidents as soon as reasonable possible.

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. This information must be shared with the trust.

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

School will follow our school's charging and remissions policy at all times. The schools charging and remittance policy will be followed for school trip payments.

Parents/carers will not be asked to pay for any educational visit that takes place during school hours. They also will not 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 Outdoor Education Adviser, will approve all residential trips longer than 24 hours. The trust and school governing board will be informed of all residential trips prior to the start of the trip.

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 one 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 two 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, school will make sure that any organisation providing activities holds the LOtC Quality badge or similar local accreditation. School 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 every two years by the trust board. 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
- Behaviour policy
- Safeguarding and Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan

Appendix 1: Visit planning checklist and approval

To be completed by the staff member proposing the educational visit and submitted and approved according to appendix 4.

Visit Leader (VL)	
Date of Visit	
Length of stay	
Venue/Destination	
Travel distance	
Group (number and age of pupils)	
Adults on Visit	

Educational Purpose	
Initial Approval for Visit (please sign below)	
EVC:	Date:
Final Approval and confirmation of competence of staff for this visit (please sign below)	
HT (Trust staff member to sign if HT is also EVC):	Date:
Outdoor Education Adviser (if necessary – see appendix 4 & 5)	Date:

Prior to Visit	**Responsibility**	**Done**
Contact venue and obtain provisional dates/prices	VL	
Check date in school diary and seek initial approval from HT	VL	
Inform School Office	VL	
Arrange appropriate number of adults including a First Aider if possible	VL	
Confirm with venue	VL	
Enter details in school diary including all staff involved (who must ensure all normal duties are covered in their absence)	VL	
Arrange transport	VL	
Ensure insurance is in place	VL	
Inform parents of visit	VL	

Ensure consent has been obtained for all children		
Order packed lunches from kitchen if required	VL	
Pre-visit if possible	VL	
Complete risk assessment for transport	VL	
Complete risk assessment for venue	VL	
Obtain final approval	VL	
On the day		
Ensure permissions for all children	VL	
Take register of pupils	VL	
Obtain emergency contacts list for the day (from School Office)	VL	
Brief adults who are on trip	VL	
Take copy of risk assessments & useful contacts	VL	
Take First Aid Kit and all pupil medications	VL	
Get lunches from kitchen	VL	
Afterwards		
Evaluation of Visit	VL/EVC	

Appendix 2: risk assessment template

Date of assessment:

Date(s) of trip:

Trip leader:

Additional adults:

Assessor:

Trip destination:

Checked by:

HAZARD	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROLS/WHAT ARE YOU ALREADY DOING?	WHAT FURTHER ACTION DO YOU NEED TO TAKE TO CONTROL THIS RISK?	RISKS AFTER MITIGATION	ACTION: WHO?	ACTION: WHEN?	DATE COMPLETED
E.g. slips and falls caused by wet floor	Pupils and staff	Appropriate footwear to be worn, first aid kit to be carried at all times	Follow additional instructions from destination staff as appropriate.	Low risk of slips and falls due to appropriate footwear being worn. In the event of a trip or fall, first aid can be administered.	Trip leader	Duration of trip	

Appendix 3: 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 on the school's website.

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.

Name:

Signed:

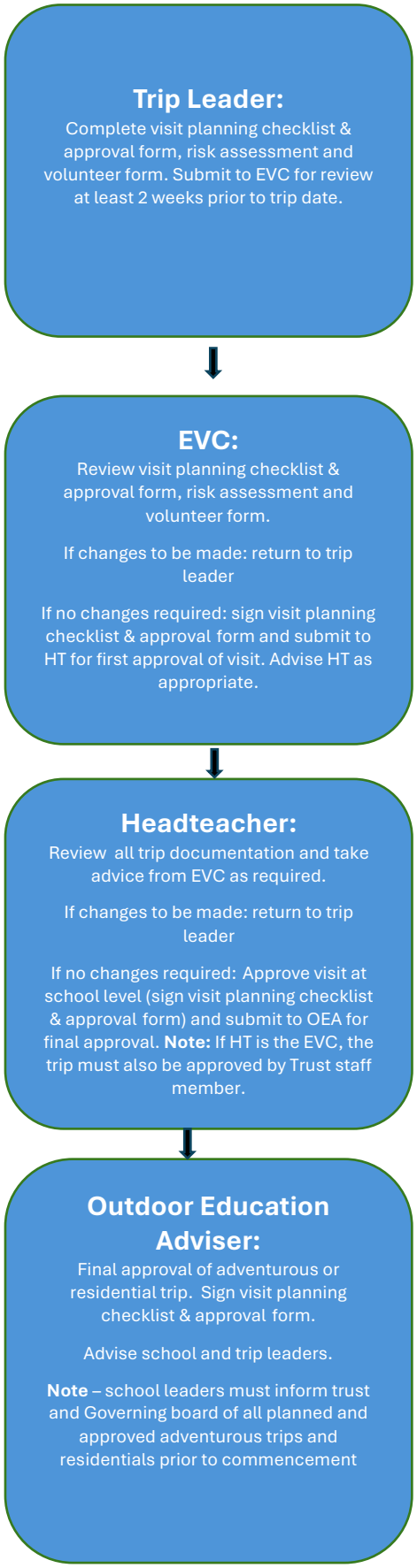
Date:

Appendix 4: Approval of educational visits process map

Routine day trips or local area visits as defined in appendix 5



Adventurous or residential trips as defined in appendix 5



Appendix 5: Types of visit

For the purposes of this policy a range of activities are classed as adventurous and require an enhanced level of planning and scrutiny. The list below gives examples of activities and clarifies whether they should be regarded as adventurous. If in doubt over the classification of an activity, class it as adventurous in the first instance. Unusual activities may need to be discussed with the Educational Visits Adviser to ensure that insurance is in place.

ROUTINE DAY TRIPS OR LOCAL AREA VISITS	ADVENTUROUS ACTIVITIES AND/OR RESIDENTIALS
Athletics	Residentials – trips lasting over 24 hours
Bike training/cycling	Gorge scrambling
Cinema/Theatre	Mine exploration
Park	Mountain biking, BMX and Cylocross
Places of worship	Caving
Shopping	Fell running
Sports fixtures/sports centres	Kayaking
Swimming lessons	Climbing – rock and artificial structures
Restaurant visits	Hillwalking
Ice skating/roller skating	Abseiling
Forest schools/Bushcraft (no bladed tools)	Mountaineering
Geography fieldwork (in everyday environments)	Canoeing
Field studies	Sailing
Laser quest	Stand-up paddle boarding
Segway	Surfing, windsurfing
Professionally lifeguarded pools	Orienteering
Parkour using gym equipment	Seaside

ROUTINE DAY TRIPS OR LOCAL AREA VISITS	ADVENTUROUS ACTIVITIES AND/OR RESIDENTIALS
Libraries/art galleries	Forest schools/Bushcraft (using bladed tools)
Museums	Geography fieldwork (in hazardous environments)
Farms and zoos	Parkour (outdoors)
Universities/colleges	Zorbing
	Trampolining
	High ropes course activities
	Theme park
	Overseas expeditions

Appendix 6: Useful contacts

NAME	ROLE	CONTACT DETAILS
Suzanne Holroyd	Outdoor Education Adviser	suzanne@edvisits.com
Karen Bramwell	Trust CEO	bramwellk@fa1.uk
Michelle Ridsdale	Trust Director of Leadership	ridsdalem@fa1.uk
Lynsey Coleman	Trust Safeguarding Lead	colemanl@sta.fa1.uk
Mr Lovgreen	Headteacher	admin@sts.fa1.uk
Mr Lovgreen	EVC	admin@sts.fa1.uk
Mr Dean	Chair of Governors	admin@sts.fa1.uk