

MARISH

ACADEMY TRUST



Educational Visits Policy

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1. Aims and Scope

The Trust has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. Quality educational visits that extend the knowledge, understanding and experiences of our pupils strongly relate to our curriculum drivers: cultural capital, aspirations and resilience.

The aims of our off-site educational visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone and
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

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 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

3.1 The Executive Headteacher, Headteacher & Deputy Headteachers (DHT)

The Executive Headteacher, Headteacher and DHTs will ensure that off-site activities comply with the procedures in this policy. They will:

- Approve staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Ensure training is given on how to complete risk assessments.
- Ensure that risk assessments are reviewed and that risks have been appropriately assessed and safety measures are in place.
- Work with the governing board to approve residential trips of more than 24 hours
- Review systems and, on occasion, monitor practice.

3.2 The Trip Leader

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Ensure approval has been sought from the Executive Headteacher, Headteacher or Deputy Headteacher before an off-site visit or activity takes place
- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Work out the costing of the trip using the Trust's guidance (see Appendix II)
- 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
- Ensure a pre-visit has been completed
- Assess the reasonably foreseeable risks involved and draw up an appropriate risk assessment using the Trust's guidance (see Appendix III)

- 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

3.3 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part.

Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.4 Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

3.5 Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

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

3.6 Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip

- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

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

4. Planning and Preparation

The decision on whether or not a visit will take place will be made by the Executive Headteacher or 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-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

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the governing board.

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

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

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

4.1 Inclusion

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

SEND

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

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

Challenging behaviour

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

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

5. Risk Assessment

We will carry out a full risk assessment at least 3 weeks before the start of all trips.

This will be completed using the school's risk assessment template which can be found on our shared drive. It will be approved by the allocated DHT. Existing risk assessments, 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.

Staff should make a preliminary visit to the trip destination as part of the planning and risk assessment process.

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 allocated DHT and a copy taken on the visit and another copy shared on the drive.

5.1 Staff ratios and first aid

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

- At least 1 male and 1 female supervising adult is present where possible (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- For EYFS, 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 in the medical room.
- 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

As a minimum, the ratios are as follows:

- KS2 pupils 1:8
- KS1 pupils 1:6
- Reception pupils 1:6
- Nursery pupils – follow statutory guidance on ratios
- Children who may cause concern should be individually supervised. Or, if the risk of taking them out of school is too great, they should be refused the opportunity, unless the child is accompanied by a parent/guardian

The ratio should be increased as the level of risk dictates and should be checked by a member of core SLT.

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

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

5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it is an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 5** 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. Behaviour Expectations

The Trust has a clear code of conduct for school visits based on the Trustwide 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and will include the potential of withdrawal of a pupil prior to and during the visit if any behaviour is unacceptable. The Trust should state the implication for parents (associated costs, collection of child) as part of the signed agreements from parents.

8. 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, email and/or Class Dojo 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. Sometimes this will be via electronic signature on ParentPay.

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

We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

9. 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 requiring 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.

10. Charging and Insurance

We will follow our school's charging and remissions policy at all times.

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.

11. Residential Visits

The headteacher, together with the governing board, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination

- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

12. Review

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

13. 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 pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy

APPENDIX 1

Checklist for Organising an Educational Visit

	TICK
1. Gain consent from the Executive Headteacher/Headteacher/DHT	
2. Use the 'Planning an Educational Visit' checklist (Appendix II) to work out potential costings/dates/adult and ratios etc.	
3. Put the date in the school diary and on the google calendar.	
4. Once approved, complete a risk assessment (see the risk assessment checklist for support – Appendix III). Ensure you visit the venue in advance ideally with a partner. Obtain a copy of the venue's own risk assessment too. NOTE: The risk assessment should be completed and signed off by the Executive Headteacher/Headteacher/DHT a month in advance. See example of a completed risk assessment	
5. Inform the Finance Team and ask for the trip to be set up on ParentPay.	
6. Send a letter home to parents gaining consent (minimum of 3 weeks in advance)	
7. Confirm the adults on the trip – ensure that the DHTs are informed for cover purposes	
8. A week before the visit, organise a meeting with all adults/parent helpers. During this meeting all adults must read and sign the risk assessment. Use this meeting to discuss the finer points of the trip/needs of specific pupils, etc.	
9. Prior to the visit ensure all consent forms have been received.	

APPENDIX 2

Planning an Educational Visit

Proposed date of trip:	Year Group:	MARISH/WILLOW/TRUSTWIDE
Destination:		
Coach Companies telephoned for cost: Name:	Date Phoned:	Cost:
Coach Company Confirmed: Name:	Date Confirmed:	Finance Team Informed? Date:
Number of Free Lunches Needed:	Kitchen Informed? Date:	Confirm Ratio:
COSTING:		
Number of Children:		
Number of Adults:		
Entrance fees: Per child:		
Per adult:		
Total:		
Coach fee:		
TOTAL COST TO BE SHARED:		
TOTAL COST PER CHILD:		
SIGNED: Trip Organiser:	Finance Dept:	Headteacher/DHT:

Notes on the Approval Form

For regular educational and recreational visits, such as to school playing fields, church, the swimming pool, simply complete one form for each academic year. Supporting paperwork, for example the risk assessment for the activity should still be on file, as should any paperwork from providers. An opportunity to regularly review educational and recreational events should be made at least annually.

APPENDIX 3

Risk Assessments: Checklist Points to go through when writing a risk assessment

- Named teacher-in-charge
- Named lead first aider
- Names of adults accompanying
- Teacher-in-charge needs to write / be involved in the writing of the risk assessment. It should be dated and show the date of the forthcoming event
- The Teacher-in-charge is responsible for meeting with all accompanying adults to go through the risk assessment
- The Risk Assessment needs to include (amongst other points):
 - *Messages so pupils are safe from strangers. There needs to be a clear time set aside for when pupils are spoken to prior to the event*
 - *Instructions for walking in public and how to cross roads*
 - *Instructions for children when on other modes of transport*
 - *Expectation that children stay with their group leader – how will the children know who their group leader is?*
 - *Signals to be used in case of an emergency exit*
 - *Names of pupils whose behaviour is of concern and how this will be managed i.e. named adult*
 - *How children who hurt themselves etc. will be able to get the needed assistance from an adult e.g. their partner should alert the group leader*
 - *Instructions to give to children so they stay with their partner and do not get lost etc.*
 - *Medical needs of the children*
 - *Phone numbers of all adults participating*
- Permission slips for participation in off-site activities must ask for up-to-date medical needs and emergency contact numbers
- Medical needs on slips must be checked by welfare so they know it matches their own records and they will query any discrepancies
- Emergency contact numbers need to be taken with you but given into office on return for shredding and the office need to know of all children out of school – this is especially important if it is a small group going out of school. In the case of a whole class going out, the office need to know if there are children from your class who are staying on-site and any absent child.

- Once a date of a trip is confirmed and letters are given out to children, the teacher-in-charge needs to confirm the adults going as soon as possible and this list needs to be recorded in the school diary
- As adults are decided, a risk assessment must be written and sent electronically to dht@marishandwillow.co.uk

APPENDIX 4

School Trips Incidents

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The factors to consider include:

Establish the nature and extent of the emergency as quickly as possible.

Ensure all other group members are safe and looked after.

Establish the names of any casualties and get immediate medical attention.

Ensure that a member of staff and another appropriate adult goes with casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together.

Notify the police if necessary.

Ensure that all group members are following the emergency procedures and roles are allocated as necessary.

Inform the school contact and provider/tour operator (as appropriate). The school contact name and number should be accessible at all times during the visit.

Details of the incident to pass on to the school should include:

Nature of incident.

Date and time of incident.

Location of incident.

Names of casualties.

Details of their injuries.

Names of others involved so that parents can be reassured.

Action taken so far.

Action yet to be taken (and by whom).

The school contact should:

Notify parents providing as full a factual account of the incident as possible.

Notify insurers, especially if medical assistance is required (this may be done by the school contact).

If the emergency happens abroad, notify the British Embassy/Consulate.

Ascertain phone numbers for future calls, try not to rely only on mobile phones.

Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.

Keep an incident log of all events, times and contacts after the incident.

Complete an accident report form as soon as possible and contact the council's Health and Safety Advisor and HSE if appropriate.

No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause further distress to their families.

All media inquiries must go through the authority's Press Office.

No-one in the group should discuss legal liability with other parties, nothing should be signed relating to the accident liability without clear advice from the Trust insurers.

Keep receipts for any expenses incurred as insurers will require these.

Appendix 5: 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 trip leader 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.

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

Remain with your allocated group at all times.

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
- Use their mobile phone in front of the pupils unless it is to directly contact a member of 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: _____

Name of trip: _____