



# Educational Visits Policy

## (Learning Outside the Classroom)

Review Responsibility: Educational Visits Coordinator

Frequency of Review: 3 years

Date Approved: Jan 26

Approved By: Board of Trustees - Curriculum & Learning Committee

Next Review Due By: Jan 29

# Contents

<b>1. Aims &amp; Scope</b>	<b>3</b>
<b>2. Legislation &amp; Guidance</b>	<b>3</b>
<b>3. Roles &amp; Responsibilities</b>	<b>4</b>
3.1 Headteacher	4
3.2 Board of Trustees	4
3.3 Educational Visits Coordinator (EVC)	4
3.4 Trip Lead	4
3.5 Staff	4
3.6 Parents & Carers	5
3.7 Volunteers	5
3.8 Pupils	5
<b>4. Planning &amp; Preparation</b>	<b>5</b>
4.1 Vetting Providers	6
4.2 Risk Assessments	7
4.3 Staff Ratios & First Aid	7
4.4 Transport	8
<b>5. Staffing</b>	<b>8</b>
<b>6. Communication, Consent &amp; Expectations</b>	<b>8</b>
6.1 Alcohol	9
<b>7. Emergency Procedures &amp; Incident Reporting</b>	<b>9</b>
<b>8. Evaluation</b>	<b>10</b>
<b>9. Charging &amp; Insurance</b>	<b>10</b>
<b>10. Review</b>	<b>10</b>
<b>11. Links with Other Policies</b>	<b>10</b>
<b>Appendix 1 - Trips Procedure Flowchart</b>	<b>11</b>

## 1. Aims & 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 for young people to experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances and form an integral part of our approach to furthering our pupils' education and personal growth. These often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experiences outside the classroom and visa versa. Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.

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.

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school including (1) challenging and inspiring students to achieve their personal aspirations and (2) encouraging the pursuit of excellence in academic, sporting and cultural spheres and (3) providing a caring environment that allows our students to thrive socially and academically.

The range of opportunities and activities are outlined in the school prospectus and parents are notified by letter of the specific visits available, the criteria by which pupils are able to access them and parents are asked to give their consent in writing.

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):

- Out of hours clubs (music, drama, art, science, sport, homework, etc.)
- School teams
- Regular nearby visits (e.g. local field work, places of worship, local charities)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventurous activities, which might be classed as higher risk (e.g. ski trips and World Challenge expeditions)

The criteria for each activity will be published in letters notifying the activity, except in the case of routine local offsite visits, such as sports fixtures. Where possible, visits are offered to all in a particular group (e.g. a year group) who wish to participate, but on occasion a first come, first served policy may have to be operated. When a trip that has elements of 'cultural capital' is oversubscribed, disadvantaged students will be given priority, followed by a random selection.

## 2. Legislation & 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](#)

The school has formally adopted, through its Trustees, the Kent Regulations and Guidance for the Safe Practice of Off Site Visits/Educational Visits which can be viewed on the Kent Outdoor Education website. Further school operating procedures have been agreed with the Trustees to ensure that this policy is adhered to. These operating procedures are updated as necessary to take into account staff changes, new activities etc.) These procedures are available to staff on the school VLE-

Regulations and Guidance for the Safe Practice of Off Site Visits/Educational Visits and resources for teachers are available to view at –

<http://www.kelsi.org.uk/Curriculum/outdoor-education/outdoor-education-information-resources>

The National Guidance (Outdoor Education Advisors Panel- OEAP) publications at <http://oeapng.info/>

DfE publications at [https://www.gov.uk/government/publications/health-and-safety-](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools)

[advice-for-schools/responsibilities-and-duties-for-schools](https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools)

### **3. Roles & Responsibilities**

#### **3.1 Headteacher**

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Appointing a member of teaching staff to be the Educational Visits Coordinator
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the trust board to approve residential trips of more than 24 hours

#### **3.2 Board of Trustees**

Their responsibilities include:

- Chair of Trustees must approve any new residential visits applications
- Monitor educational visits through committee meetings as required

#### **3.3 Educational Visits Coordinator (EVC)**

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
- Approve all trips alongside the Headteacher
- Report to the trust board as required on educational visits
- 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

#### **3.4 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
- 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
- Keep records of important information in a secure file on Google Drive in case of emergencies
- Follow the trips procedures and templates
- Take initial attendance (via Arbor) of all those students due to be attending the educational visit

#### **3.5 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

### 3.6 Parents & 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
- Make payments where these are required according to deadlines or contacting the school if this presents any issues

### 3.7 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

### 3.8 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. The behaviour policy can be found on the school website.

The Headteacher has nominated a teacher as per DfE Guidance as the Educational Visits Coordinator (EVC) and the Trustees have approved this appointment. The Trustees have delegated the consideration and approval of educational visits and other offsite activities to the Headteacher and has nominated the Headteacher or EVC as signatories, as necessary, on behalf of the Trustees.

## 4. Planning & Preparation

Before a new visit is advertised to parents the Headteacher and the EVC must approve the initial plan. The exception to this is new residential trips, these will require approval from the Chair of Trustees. Trustees will not need to reconsider and approve annual visits that have been agreed in the previous year. However, a list of all planned trips for the academic year should be brought to the last Standards Committee of the calendar year.

Visits that include adventurous activities and/or a residential element will require approval by the Local Authority via the on-line Visit Notification and Approval system. 'EVOLVE' Usernames and Passwords will be managed by the EVC.

Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent will be registered (Notification) on the above system (EVOLVE)

Where external contractors are involved in organising all or part of the visit the contract will be made with

the school on behalf of the pupils. All payments for the visit will be made through the school's accounts. An exception to this is World Challenge, who contract directly with parents.

For out of hours clubs, school teams and nearby visits (forming part of the normal school day), parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. As far as possible, the timetable for the activities that pupils are involved in will be available on the website and pupils will be asked to inform their parents if they take part in an activity at short notice or if an activity has to be cancelled. (Arrangements can be made in the school office for pupils to ring home if necessary).

For any visit lasting a day or more, parents will be asked to sign a letter, which consents to their son/daughter taking part. This will include a separate form containing medical consent, dietary requirements and emergency contact details. *If your child is aged 13 and over he/she may also be asked to sign consent for taking part in the trip.* The information collected will be securely disposed of within 28 days of the trip returning, unless information needs to be retained for a live incident.

The school has a document of "essential statements" which must be included in all such letters. All exemplar letters and documents needed for trips can be found on the 'AllStaff->Educational Visits' Google drive.

The decision on whether or not a visit will take place will be made by the Educational Visits Coordinator in liaison with the Headteacher (and board of trustees where required), 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

See **Appendix 1** for our trip procedure flowchart which includes forms and documents for the planning and approval of a visit.

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 Vetting Providers**

When a residential or visit that includes adventurous activities is being considered, the Providers of such services may be vetted by the LEA on our behalf to ensure that it meets the LEA requirements. This is why the Outdoor Education Unit should be contacted prior (pre check) to any contracts being established. It is important that this check is made even if the chosen Provider is one that the school has used on previous occasions. The EVC will work with the trip leader, the Evolve site will indicate whether providers are suitable and the LA Outdoor Education unit will also provide further guidance if required.

Some providers may have the LOtC Quality Badge, AALA License or Adventuremark. Holding one of these is a credible assurance of appropriate Health & Safety management systems, and no further verification should be necessary.

Most providers who offer adventurous activities require an Adventurous Activity License. The adventurous activities that fall within the scope of the Licensing Authority include; Caving, Climbing, Trekking and Watersports. See above.

The status of a provider in terms of licensing will be confirmed during the Pre Check process. The LA Outdoor Education Unit will confirm if any provider requires a license and will check if a provider's license is current.

## 4.2 Risk Assessments

Risk assessment and risk management are legal requirements. For educational visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure wherever possible that no one gets hurt or becomes ill. The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from. Risk assessments should be completed in consultation with all staff on the visit and passed to the EVC in time for approval on the EVOLVE site.

- All trips will need itinerary based risk assessments based on the risk assessment template.
- Only activities identified on the itinerary can take place during the trip
- Visit/site specific risk assessments which will differ from place to place and group to group. These are usually undertaken by the school for each venue and are amended as necessary for different groups. Most venues have risk assessment documents and copies of these should be passed to the EVC.
- However, for visits which are a 'one off' a specific risk assessment for the venue itself as well as for the students is required. Examples of this would be visits to galleries, museums, science parks, garden centres etc.... as part of a specific curriculum module for a specific class group.
- For both of these the EVC will direct the visit leader to the generic risk assessments held on the 'all staff' google drive which can be amended for individual trips & visits.
- Ongoing risk assessments are those that take account of unplanned and unexpected changes, for example, illness of staff or students, changes of weather, availability of preferred activity. The visit leader is responsible for making decisions on an ongoing basis during the visit as to the appropriateness of continuing the visit in the light of prevailing conditions.
- All staff and students should be aware of a "PLAN B" in the event of the planned agenda needing to change. Visit leaders are always in charge. They should trust their own knowledge of the young people and use their own professional judgement. This may include challenging an activity leader where the visit leader's knowledge of the group is superior or intervening to prompt a change of plan, including stopping an activity if they feel uncomfortable or believe that it has become too hazardous.
- Where it is considered unsafe to include a particular student because there are serious doubts concerning their behaviour or it is felt that they represent a significant risk to themselves or others within the group (including staff), the Headteacher will make the final decision on whether the student should access the trip and suitable alternatives that will meet the educational needs of the visit will be planned.

## 4.3 Staff Ratios & 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
- Staff: pupil ratios will not exceed those as recommended by the Local Authority. This is generally 1:8 for adventurous activities, 1:10 for non-adventurous residential. For other local and non-residential trips the ratio will be agreed between the EVC and visit leader in order that suitable supervision is provided. This will be determined by the year group and nature of the trip/visit.
- It may be necessary to include relevant SEN/AEN staff if appropriate.
- On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils, with there always being at least one member of staff of the same gender as the pupils attending.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's First Aid & Sharps and Health & Safety policies. These can be found in the shared area on Google 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

#### **4.4 Transport**

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

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

### **5. Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. The school will ensure that DBS screening is undertaken in keeping with the level of contact required for volunteer adults assisting with educational activities and visits.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the Trustees are not satisfied that there is an educational benefit for the pupils.

The Trip Lead will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

### **6. Communication, Consent & Expectations**

We will contact the parents and carers of pupils invited to take part in an educational visit as far in advance as possible before the proposed date of the trip and may send out an initial letter of interest where trips only have limited spaces but are open to a larger cohort. Communication will be via letter or email, and information provided will include the date, travel times, destination, purpose of the visit, and other relevant information.

We will also communicate (either via further letter/email communication or an information evening/pack):

- Times and details of travel, including drop-off and pick-up times and location
- Cost and schedule of payments where applicable
- 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. The trip leader will store this information in a secure folder on their Google drive and share with the EVC and any other relevant staff in case these details are required.

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the conditions of booking by the parents, and will include guidance in relation to the potential withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

Students will be expected to abide by the school behavior policy while away on school trips while the staff

code of conduct will apply to members of staff.

Copies of codes of conduct for trips and visits can be found on the 'all staff' google drive. For residential trips these will need to be signed by students and parents to ensure all parties are aware of expectations.

During any school trip, the trip leader will be responsible for safeguarding. As such, the trip leader will have responsibility for the conduct and behavior of all students and adults participating in the trip.

### **6.1 Alcohol**

Students will not be permitted to consume alcohol on school trips, even if they are of legal age. Any consumption of alcohol will be dealt with in line with the school behaviour policy.

The school's staff code of conduct requires that they do not consume alcohol, nor are they under its influence, whilst at work. In relation to residential trips any staff responsible for the supervision of students at any time of day are considered to be "at work". It is recognised that circumstances may occasionally enable the trip leader to allow some staff to go "off duty" and those staff may consume alcoholic drinks in moderation at such a time. However, the trip leader is responsible at all times for the decisions made and may decide to not allow staff to be "off duty". In all cases staff should be aware of the need to maintain their positions as role models and the code of conduct applies at all times.

The trip leader will be briefed by the EVC before a residential visit to discuss the above.

## **7. Emergency Procedures & 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.

The school will appoint a member of the Leadership Group (or, on rare occasions, an appropriate other member of staff) as the emergency school contact for each visit. In the case of an emergency or any major incidents, the trip leader should immediately relate information to this person and/or school office where applicable, especially those involving injury or that might attract media attention. The school office/trip leader 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.

The trip leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate for all out of hours visits. A full list of pupils taken off site will also be available on the schools Management Information System (MIS), Arbor.

The trip leader will take with them a copy of the schools (linked to KCC) Major Incident Procedures, along with the contact details of the appointed emergency school contacts.

All incidents and accidents occurring on a visit will be reported back through the school systems and depending on severity will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE). The Outdoor Education Unit should also be advised of any serious incidents or accidents.

The school will have emergency funding available to support the trip leader in any emergency that occurs in the UK or abroad.

For all residential trips both home or abroad there will be at least one member of LG designated as a school contact to act as a link between the visit leader and parents should the need arise.

## **8. Evaluation**

All visits (except routine fixtures etc.) will be evaluated by the trip leader with the EVC. A short evaluation report will be made available for the Trustees if requested.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

The trip leader is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.

## **9. Charging & Insurance**

We will follow our school's Charging & Remissions Policy at all times, this can be found on our school website as well as the shared area on Google drive for all staff.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip; however, if the necessary funding cannot be raised then the trip may not be able to take place.

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. Review**

This policy will be reviewed every 3 years by the Educational Visits Coordinator and will be approved by the Headteacher and Board of Trustees.


## **11. Links with Other Policies**

This policy links with the following policies and procedures:

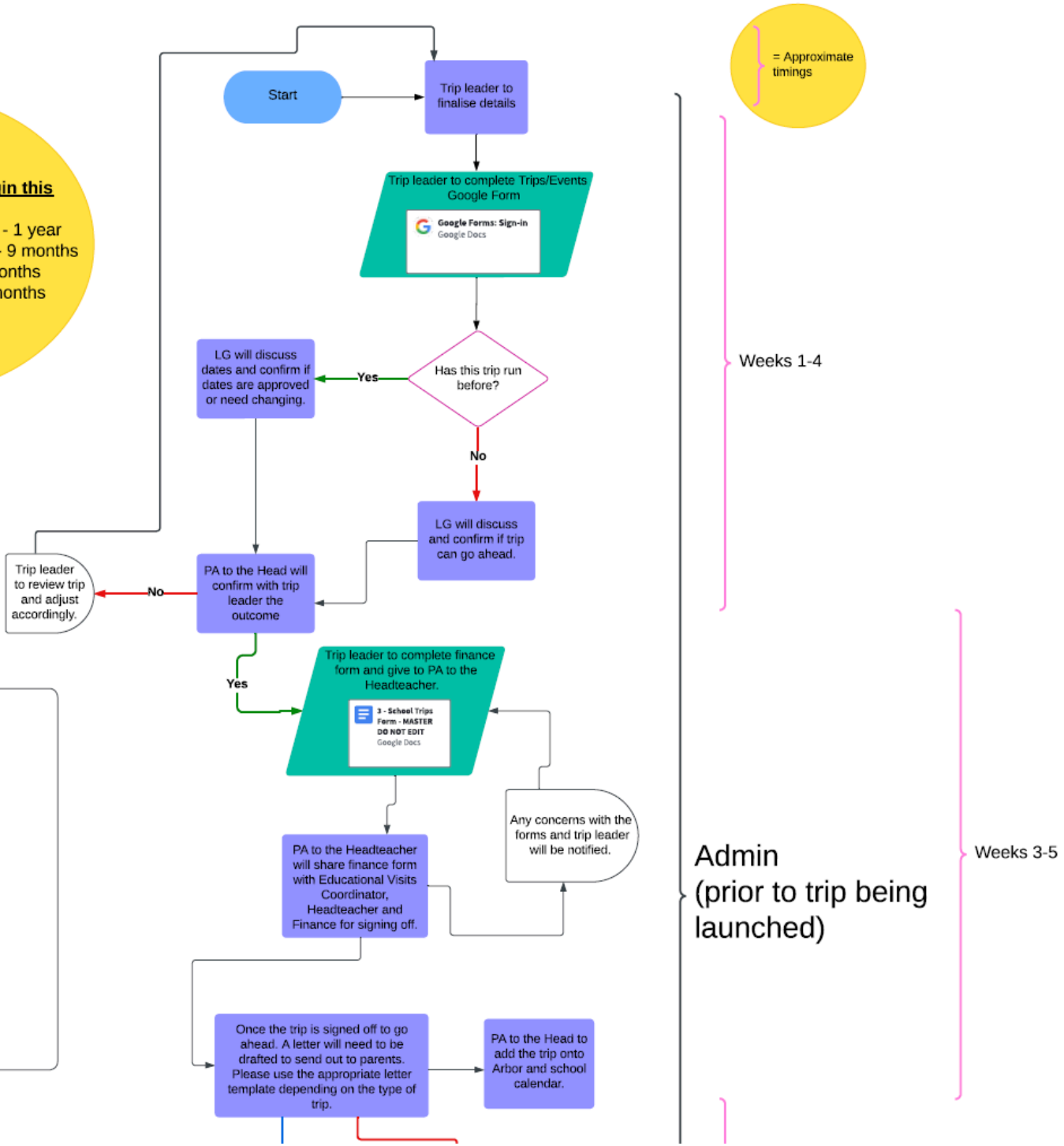
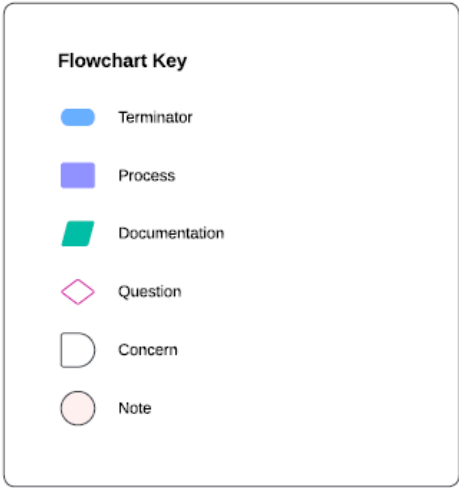
- Health & Safety Policy
- Charging & Remissions Policy
- Behaviour Policy
- Staff Code of Conduct
- Safeguarding & Child Protection Policy
- First Aid & Sharps Policy
- Supporting Students with Medical Conditions Policy
- Special Educational Needs (SEN) & Disability Policy
- Equality Objectives & Policy

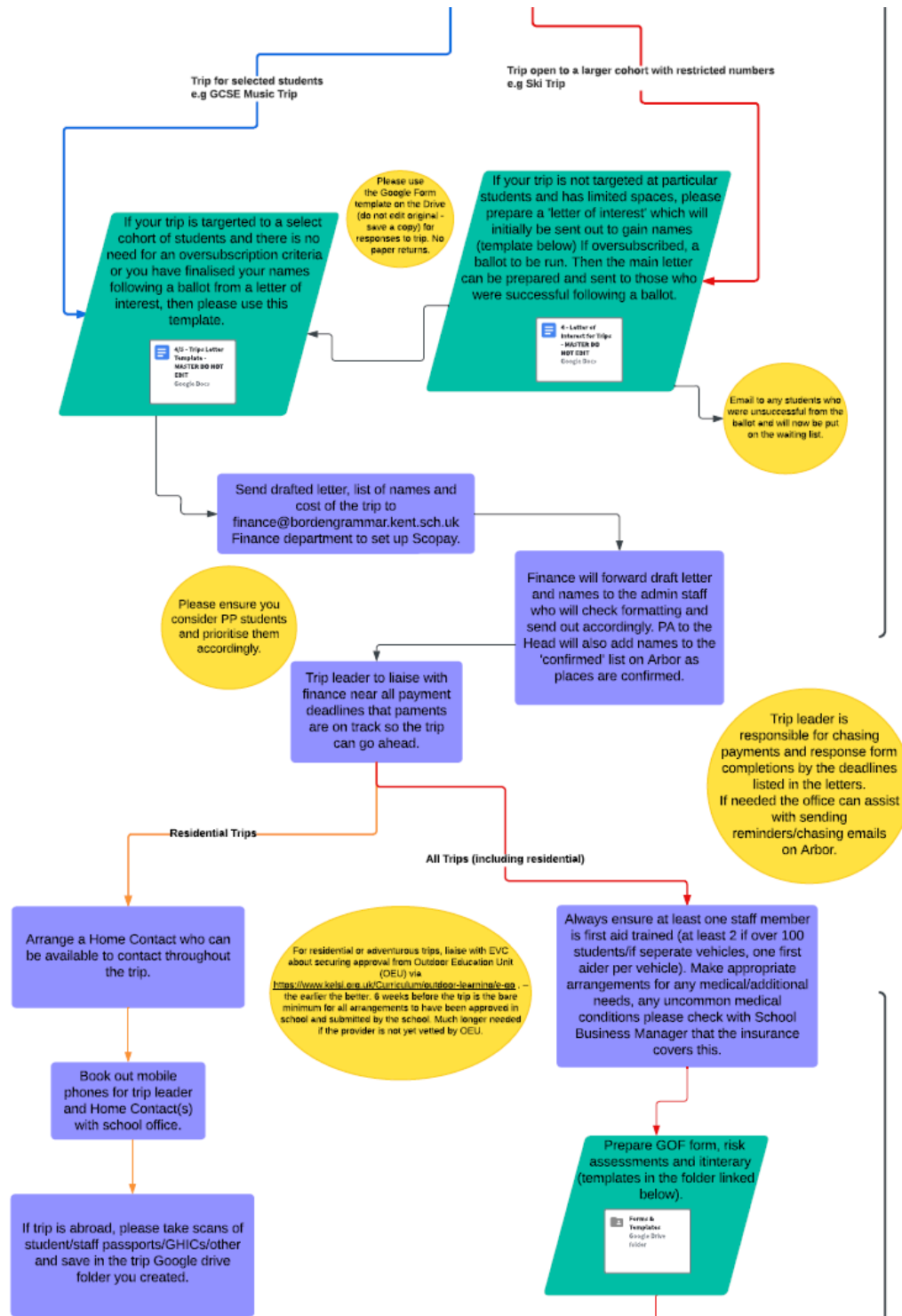
## Appendix 1 - Trips Procedure Flowchart

This can be found on the shared Google drive 'All Staff -> Educational Visits'.

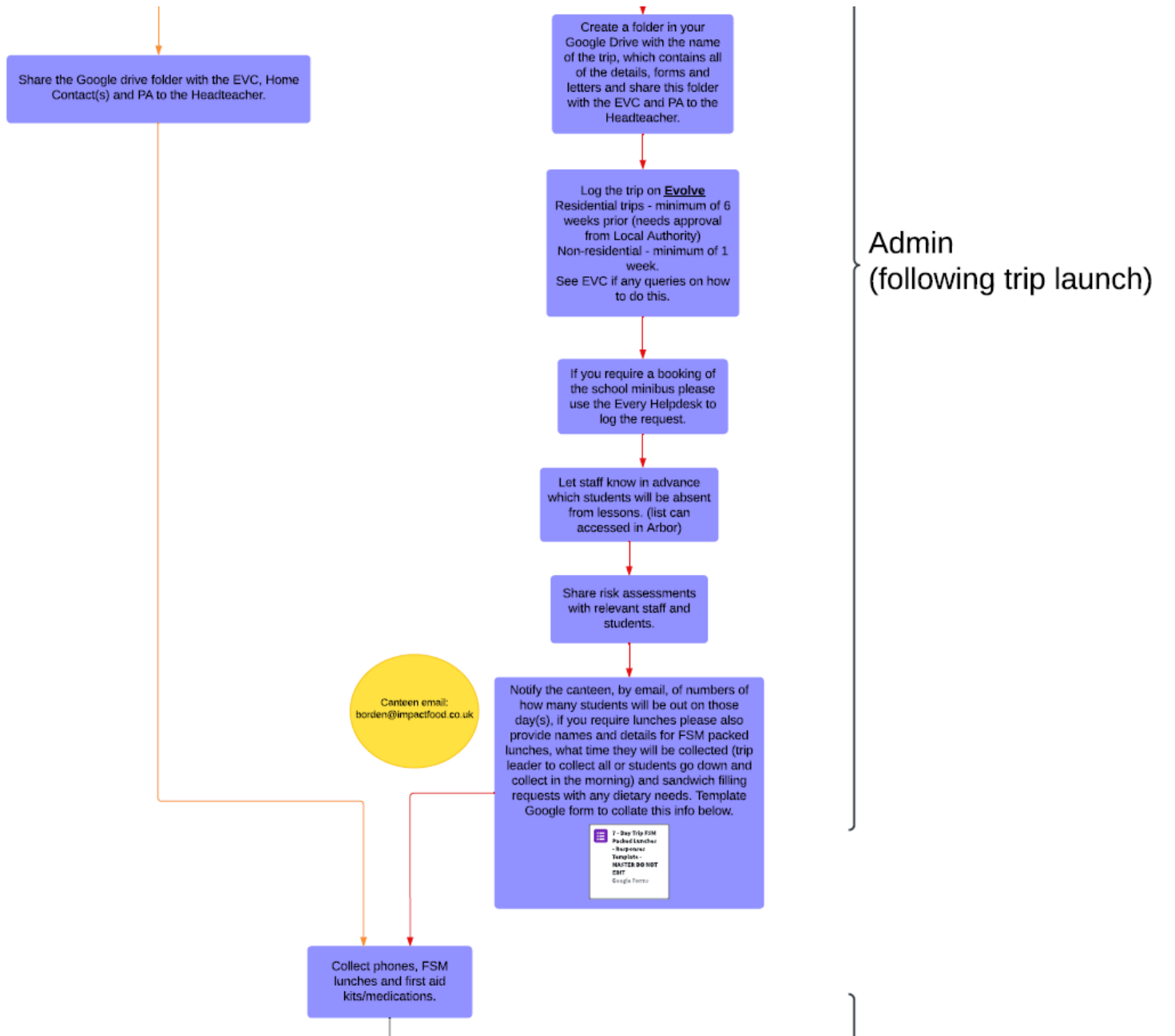
Link -  1 - Trips Procedure.pdf

**Timescales for when to begin this process:**  
 Residential Trips (over £1000) - 1 year  
 Residential Trips (under £1000) - 9 months  
 Day Trips (over £100) - 6 months  
 Day Trips (under £100) - 3 months



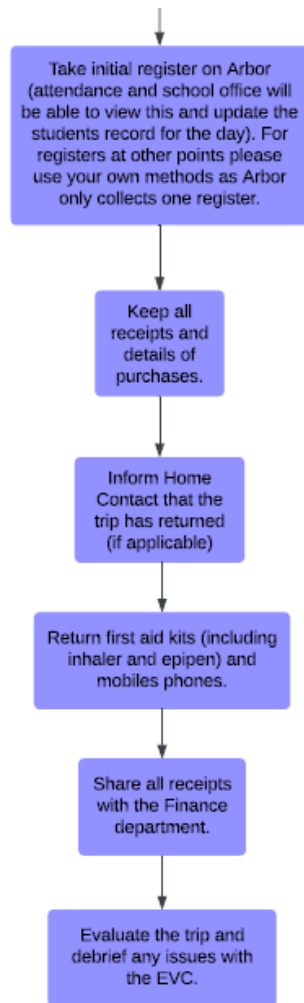


Weeks 6-7



Weeks 7-9

Admin  
(following trip launch)



Actions  
(day(s) of the trip)

Actions  
(after the trip)