

EDUCATIONAL VISITS POLICY

Last Review: Feb 2026
Committee: SLT
Date Ratified: Feb 2026

1. Rationale

1.1 The Governors and staff of Oldfield School firmly believe that educational visits can be an important aspect of the curriculum. For any visit involving students, safety is paramount and therefore careful planning and organisation are essential. Educational trips and visits are not treated separately from other aspects of safeguarding and health and safety. This policy is to ensure the safeguarding and promotion of the welfare, health and safety of all our students and staff, on activities outside the school so that staff and students may experience the best possible benefits from their visits

2. Authorisation

2.1 Throughout this document reference is made to Type A and Type B trips.

- **Type A (Low risk):** Any on-site activity or a day trip without overnight stay, that do not have an element of 'adventure' and do not involve water e.g. museums, art galleries or local sports fixtures.
- **Type B (Higher risk):** Any overseas trip, any residential trip, or any 'adventurous' (listed in Appendix 1) trip or expedition, including any activity involving water (not including regular swimming lessons with lifeguards) e.g. day trip to an outdoor pursuits centre, expeditions or sailing.

2.2 Type A trips will be authorised by the Headteacher after being submitted to the Educational Visits Co-ordinator (EVC) for checking.

2.3 Type B trips will be authorised by the Local Authority after being submitted to the Headteacher and EVC for checking.

3. Planning

3.1 The trip lead will talk to the Educational Visits Co-ordinator (EVC) and obtain agreement in principle before any definite plans are made.

3.2 Only visits with a direct link to the curriculum will usually be allowed during term time. The Headteacher or EVC will decide on the suitability of the visit.

3.3 Once a trip has been approved the EVC will liaise with the trip lead and the senior administrator to create a trip specific checklist of tasks to be undertaken with clear timelines.

4. Staffing Levels

4.1 The level of supervision must be based on a suitable and sufficient risk assessment of the individual visit, and will be determined by the nature of the trip and decided by the Headteacher or EVC.

4.2 Adult helpers, other than teachers, may be included in the staff:student ratio provided that they are acceptable to the Headteacher in the role they will be required to fill. At least 50% of the supervisory adults must be school staff.

5. Risk Assessment

- 5.1 The Trip Leader must review any relevant generic risk assessments before submitting. Relevant aspects of the appropriate generic risk assessments must be shared with all adults involved with the visit. The trip leader must provide the Senior Administrator with signed copies of all relevant Risk Assessments. **By signing the Visit Leader is confirming that the documents have been read, shared and will be adhered to.**
- 5.2 **Event Specific Risk Assessment (ESRA)** considers significant and likely hazards or risks relating to a visit that are not covered within the generic guidance, and should follow the STAGED approach – Staffing, Transport, Activity, Group, Environment and Distance.
- 5.3 The visit leader will complete an Event Specific Risk Assessment (ESRA) form and submit these for checking with the trip proposal. Approval of any visit is conditional upon completion of satisfactory risk assessment.
- 5.4 **Dynamic Risk Assessment** is the on-going monitoring of all aspects of the visit by the Visit Leader and other staff. Risks should be monitored throughout the visit, and where appropriate activities modified or curtailed (e.g. Plan B) to suit changed or changing circumstances. This is the responsibility of all involved in the visit, not just the Trip Leader. It is not necessary to record on-going risk assessments during the visit, although to inform future visits, it is advisable to record any significant issues following the subsequent visit review.

6. Use of External Providers

- 6.1 The school will check that all external providers have the Learning Outside the Classroom Quality badge.
- 6.2 Any providers who do not hold this badge will be required to complete the 'External Providers Endorsement'.

7. Remote Supervision

- 7.1 The decision to allow remote supervision should be based on risk assessment and must take into account such factors as: prior knowledge of the individuals (including their maturity and levels of responsibility); the venue; the conditions; the activity taking place; preparatory training; the competence of the supervising staff; the emergency systems in place.
- 7.2 Parents must be informed in advance about arrangements for remote supervision and have the opportunity to withdraw their consent for their child to be involved in the visit.

8. Foreign Travel

- 8.1 The trip leader should consider the relevant country information from the Foreign and Commonwealth Office (FCO) website www.fco.gov.uk Select 'Travel Advice' and then 'Travel Information by Country'. This information should be downloaded and circulated amongst the staff team.

9. Informed Consent

- 9.1 Information to parents and those with parental responsibility must include full details of the activities to be undertaken and venues, along with supervision arrangements and any other relevant information so that consent or refusal can be given on a fully informed basis.
- 9.2 Written consent from parents is not required for students to take part in the majority of off-site activities (including PE and games fixtures) organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.
- 9.3 Written consent is required for all **Type B** trips
- 9.4 The school asks parents to complete the 'blanket consent' form when their child is enrolled at the school to cover trips happening during the school day.

10. Safeguarding

- 10.1 The safety and well-being of students and staff involved is paramount. All visits will be organised in such a way as they minimise risk to students and staff. All school's safeguarding guidelines will be applied with regard to vetting all adults involved with a school visit. These guidelines will also apply for foreign exchanges where families of students at the school are hosting students from partner schools.
- 10.2 The schools Safeguarding Children & Child Protection Policy should be followed whilst on all educational trips and visits. Staff should follow the same procedures for all safeguarding instances as is practically possible.

11. Transport

- 11.1 Transport will usually be booked via the Senior administrator.
- 11.2 Generic risk assessments are in place to cover all different types of transport; however the Transport is a key element of the ESRA and the particular risks for each trip should be carefully considered
- 11.3 Private cars: Where a private car (staff or parent) is used to transport young people then this must be approved by the Headteacher and a Private Car Form must be completed and retained by the school (see Appendix 3 of the School's Code of Conduct).

12. Emergency Procedures

- 12.1 Staff to follow school emergency actions through the guidance of SLT.
- 12.2 For visits outside normal establishment hours the following cards should be carried at all times:
- Emergency card – Trip lead (to be carried by the trip lead)
 - Emergency card – Participant (carried by students on a visit where there is any remote supervision).

13. Financial Planning

- 13.1 The visit leader should consult with the Senior administrator and School's Finance Officer at an early stage in the planning process to ensure that proper financial procedures are followed and that any required safeguards are in place. Approval of the visit is conditional on a budget plan being approved by the Business Manager as part of the planning process.
- 13.2 Charging for school visits must be made in line with the School's Charging and Remissions Policy.
- 13.3 Students currently in receipt of Pupil Premium are eligible for financial support for curriculum linked school visits. There is also financial support available to parents facing hardship. The Senior Leader with responsibility for the Pupil Premium Budget makes decisions about funding of places on educational visits.

14. Insurance

Insurance for all visits is covered by the School's insurance policy.

15. Behaviour

- 15.1 Good conduct is expected of all students of trips and visits. Staff and students will follow the schools Behaviour for Learning policy as closely as possible whilst on trips.
- 15.2 The School reserves the right to stop students from attending school trips based on poor conduct in school. Full details of this are covered in the School's Charging and Remissions Policy.

16. Staff conduct

- 16.1 Staff are expected to maintain the highest levels of conduct whilst on school trips and visits. Whilst on trips the Staff Code of Conduct would still apply for all staff.
- 16.2 No one participating in an educational visit should consume alcohol or other substances likely to impair their judgement at any time. If a member of staff consumes alcohol whilst responsible for pupils in his / her care, the impaired judgment of the teacher poses a risk to the pupils' safety. This role of responsibility is not negated by the fact that a member of staff may not have been specifically appointed to be on duty at the time.

17. Responsibilities and Duties

17.1 Responsibilities of the Headteacher

The Headteacher will

- Appoint a suitable senior member of staff to be the Educational Visits Coordinator (EVC). S/he will act on behalf of the Headteacher in ensuring the quality and safety of all the School's educational visits, and will ensure that all educational visits follow the agreed procedures
- Ensure the EVC is appropriately trained and that training is repeated every three years
- Approve Type A (low risk) trips and ensure that the local authority has approved any Type B (Higher risk) trips before they depart
- Ensure that appropriate financial management procedures are in place, including appropriate levels of insurance
- Ensure that the Academy's equal opportunities policies are taken into account, particularly the requirement to make all possible provision for those with disabilities and special educational needs

17.2 Responsibilities of the Education Visits Co-ordinator (EVC)

The Educational Visits Co-ordinator will:

- Carry out appropriate EVC training every 3 years
- Provide necessary supervision, training and instruction so that all staff and students can undertake school-related activities and visits in a healthy and safe manner;
- Oversee the appointment of trip leads and supporting staff to ensure that there is adequate experience and competence for the trip to run safely
- Liaise with trip lead at the planning stage to ensure that project scoping, budget planning, planning paperwork and risk assessments have been completed and that all other statutory requirements have been met.
- Ensure that all trips and visits meet the school's requirements as laid out in this policy
- Ensure that all reasonable and practicable measures are taken to include young people with medical or special educational needs on a visit

17.3 Responsibilities of the Trip Lead

The trip lead will:

- Have completed in-house trip lead training and any other appropriate training as required by EVC.
Ensure that all appropriate risk assessments and planning is in place before the trip departs. This will include the creation of an Event Specific Risk Assessment.
- Ensure that all student medical information is reviewed, and additional guidance sought if necessary

- Ensure that supervising staff are appointed with proper regard to their experience and competence to undertake the tasks assigned to them.
- Ensure that adequate arrangements are planned and implemented for the safety and well-being of all participants, staff and students whilst on the visit.
- Brief students and other participants prior to the visit and ensure that they conduct themselves with due respect for the environment and local community.

17.4 **Responsibilities of Supervising Staff**

All staff members and adult helpers will be made aware of the expectations placed upon them. All staff and other helpers will fully understand and be comfortable with their role before accepting a place on the visit.

Staff will recognise their responsibilities for:

- Maintaining good order and discipline.
- Ensuring the safety and well-being of the students in their care.
- Informing the visit leader of any incident involving the students in their care which has implications for student' health and safety, general welfare or the good order of the visit as a whole.
- Report to the visit leader any concerns they may have concerning student well-being or behaviour during the visit.
- When safeguarding concerns are raised about an adult, supervising staff will raise directly with Safeguarding trained emergency contact

17.5 **Responsibilities of Senior Administrator**

The role of the Senior Administrator is to undertake the administrative support and organisation for Educational Visits.

The Senior Administrator will:

- Provide support and training to trip leads in the completion of risk assessments.
- Complete the EVOLVE forms.
- Ensure that all appropriate staff are aware of the visit by adding to the Administration Calendar and including a notice in the Bulletin.
- Make all bookings with respect to school trips, including transport.
- Organise all communication with parents e.g. letters, ParentPay, information evenings.
- Responsible for monitoring and chasing up missing payments on ParentPay
- Collate the list of students taking part in each visit and share with all appropriate staff
- Collate medical records, include health care plans and share with the trip lead .
- Book Free School Meals if required.
- Provide the trip lead with a Trip Pack prior to the visit.

18. Mobile Phones on Educational Visits

- Whilst on educational visits, mobile phones should be turned off and placed out of sight.
- Mobile phones should only be used by pupils under the instruction of school staff in order to make contact with home in an emergency or to aid transport arrangements to get home at the end of the visit.

Appendix 1: Adventurous Activities

The following activities are regarded as 'adventurous' and require Headteacher and Local Authority approval or processing.

- All activities in 'Open Country'. 'Open Country' is defined as land above 300m, unfenced moorland, wild country or more than 1km from vehicular access or a visual or safe evacuation route.
- Swimming (all forms, except publicly lifeguarded pools)
- Camping
- Canoeing/kayaking
- Sailing/windsurfing/kite surfing
- Rafting or improvised rafting
- Use of powered safety/rescue craft
- All other forms of boating (excluding commercial transport)
- Water skiing
- Snorkel and aqualung activities
- Hill walking and mountaineering
- Rock climbing (including indoor climbing walls)
- Abseiling
- River/gorge walking or scrambling
- Coastering/coastal scrambling/sea level traversing
- Underground exploration
- Shooting and archery
- Skiing, snowboarding and related activity (including dry slope)
- Air activities (excluding commercial flights)
- Horse riding
- Motor sport – all forms
- High level rope courses
- Extreme sports
- Other activities (e.g. initiative exercises) involving skills inherent in any of the above

Appendix 2: Non-adventurous activities

The activities listed below are not deemed adventurous and can take place with delegated Head approval. However, these activities must be supervised by a member of staff who has relevant experience and who was assessed by the EVC or Headteacher as competent to supervise the activity.

- Walking in parks or on non-remote country paths
- Field studies (unless in 'Open Country')
- Swimming in publicly lifeguarded pools
- Theme parks
- Tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits (with suitable visitor facilities)
- Local traffic survey
- Museum, library, gallery etc
- Physical Education and sports fixtures
- Water margin activities