



Alderman White School

A member of The White Hills Park Trust

Educational Visits Policy

Statutory or non-statutory:	Non-statutory
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1.Aims and scope

At Alderman White School, we recognise the significant value that high-quality educational visits bring to our students' learning, personal development, and wellbeing. Our aim is to provide enriching experiences beyond the classroom that deepen curriculum understanding, encourage independence, promote social and cultural awareness, and inspire a lifelong enthusiasm for learning.

Educational visits at Alderman White School are designed to:

Enhance Curriculum Learning:

Provide first-hand experiences that strengthen and extend classroom teaching across all subjects.

Support Personal Development:

Build students' confidence, resilience, teamwork, and problem-solving skills through real-world engagement.

Promote Inclusion and Equality:

Ensure all visits are accessible, inclusive, and considerate of the needs of every student, encouraging participation from students of all backgrounds and abilities, and making all reasonable adjustments to support this.

Encourage Safe and Responsible Behaviour:

Foster an understanding of personal responsibility, respect for others, and awareness of safety in a variety of environments.

Broaden Cultural and Social Awareness:

Expose students to new places, communities, and perspectives, helping them develop as responsible global citizens.

Strengthen School Values:

Reflect and reinforce the school's commitment to aspiration, respect, integrity, and community.

All visits are planned and delivered in accordance with the school's Educational Visits Policy and relevant national guidance. Staff are committed to ensuring that every visit is purposeful, safely managed, and provides a meaningful educational benefit.

Through carefully planned off-site learning, Alderman White School aims to inspire curiosity, build character, and create opportunities that support students to achieve their full potential.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and to make sure that our visits are available to all students. It sets out the roles and responsibilities of staff, students, and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

2. Legislation and guidance

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

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Headteacher

The Deputy headteacher is responsible for:

- Ensuring that the policy is implemented.
- Supporting the DHT who leads on trips and visits if required.

3.2 Deputy Headteacher responsible for visits and trips

Their role includes:

- Overseeing the processes and system for school visits and trips
- Making sure staff, including the educational visits coordinator, have received any necessary training.
- Approving staff requests for educational visits
- 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.
- Ensure that all visits are evaluated once complete, from planning to the visit itself, and use this to improve future arrangements.

3.3 The educational visits Coordinator (EVC)

Heather Crofts is the appointed EVC at our school. Their role is to:

- Co-ordinate the trip arrangements and ensure that the correct process is followed.
- Submit trip information including risk assessments on the Evolve (NCC) system.
- Access the necessary training, advice, and guidance.

3.2 Trip lead

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

- Plan the proposed visit, considering the health and safety risks to students, staff, and volunteers.

- Follow the school trip planning process and ensure they have permission to go ahead as required.
- 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 coordinating 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, students 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 students and others.
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements.

3.3 Staff

Staff have a responsibility to make sure all students 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 DHT who leads on trips and visits.
- 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 students' needs.
- Look out for the health and safety of themselves and those around them.
- Help manage student 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 students 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 student 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 students.
- Report any concerns to the trip lead or other staff present as soon as possible.

- Make sure students under their supervision are acting safely and appropriately and raise any issues with staff as soon as possible.

3.6 Students

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

Students 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.

This visit will be conducted in accordance with the school's Behaviour Policy, and students are expected to uphold the high standards of conduct set out within it.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by DHT responsible for trips and visits in liaison with the Headteacher, Operations Manager and EVC as 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-student 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 information form for the planning and approval of a visit.

Once the risk assessment has been approved by the headteacher, 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 students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

SEND

If a student 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 students.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a student with challenging behaviour from coming on a trip to protect their safety and the safety of the other students attending.

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

5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template (see **appendix 2**) and approved by the EVC. Existing risk assessments can be found on our shared A drive, and those provided by any outside providers involved may also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and students), 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 DHT and Operations Manager in the first instance, who will alert the Headteacher.

Every risk assessment will be approved by the NCC's Evolve platform, and a copy taken on the visit and another copy left with the EVC.

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 (for mixed student groups)
- At least 1 supervising adult able to administer first aid 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 I AM Complaint
- 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 students at any time.
- The trip lead will take regular headcounts and/or roll calls.

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure students, 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's 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 students 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 students 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 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 students or given sole responsibility for the care of a student.

7. Communication and consent

We will contact the parents and carers of students invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter as an 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
- Student-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 students' 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.

For local visits during the school day that are part of our curriculum, we may not need written consent from parents. However, we will always inform parents/carers as above about any off-site visits and give them an opportunity 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 an emergency, the trip leader or other supervising adult will contact the school office, or outside of school office hours, a member of SLT. The school office (or a member of SLT) 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 managed in such situations.

1 member of staff will always accompany a student seeking medical treatment.

If a student were to be unaccounted for, the trip leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student cannot be found within 30 minutes, the trip leader will contact the school office (or member of SLT) who will notify their parents. 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 student when found. The remaining staff and adults will return to the school with the rest of the students.

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.

9. Charging and insurance

We will follow our school's charging and remissions policy at all times. Charges for this visit will follow the guidelines set out in the school's Charging and Remissions Policy.

Parents/carers will not be required to pay for any educational visit that takes place during school hours or any educational visit that takes place outside of school hours **if** it is part of the curriculum.

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 students' ability to take part fully in the trip. We may not be able to run some trips and visits without voluntary contributions.

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 DHT with responsibility for trips and visits will approve all residential trips.

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 students – 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 students 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 LOfC 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.

11. Review

This policy will be reviewed annually by the Deputy Headteacher with responsibility for School Visits. At every review, the policy will be shared with the Governors Resources Committee.

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 students with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit and submitted to SLT trips teams.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

School Trip Request Form

To support the visit approval process please complete all questions below. Any missing information will delay the response and ability for finance to complete a financial viability assessment.

Please be aware that for a residential visit three terms notice is required. Any visit with a cost over £50 (per student) will require a minimum of 8 school weeks' notice.

PLEASE SEND COMPLETED FORM VIA EMAIL TO - trips@aldermanwhite.school

Visit Name	
Date from and to	Click or tap to enter a date.
Name of Trip Leader	
Have you led this trip before?	
Where are you visiting?	
Address of the venue	
Time you want to leave Alderman White School	
Time you want to leave the venue	
Time expected back at Alderman White School	
Purpose of Visit	☐ Mandatory course requirement ☐ Curriculum Enrichment ☐ Careers ☐ Personal Development ☐ Sports Fixture ☐ Other please specify
Description of Visit Brief description of what the visit will involve.	

Would the trip involve an employer/employee encounter? If yes how?	Y/N If yes, please provide details				
Method of transport to be used (Trip Leader must have made a provisional booking and a named driver should be confirmed if the school minibus is to be used)	Walk	Private Minibus	Coach	Train	
	Plane	School Minibus	Public Bus/Tram	Car	
Year Group(s) involved	☐ Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10 ☐ Year 11				
Bromcom Class codes for groups involved and number of students in the group					
Total number of students you wish to take Typical bus sizes – 15 minibus, 53, 75, 100					
Number and Names of staff you would like to take. <i>Typical Ratio</i> <i>1-15 Local</i> <i>1-10 Other</i>					
Name of First Aider(s) who should be included in the ratios above. List available on IAM compliant (Appendix A)					
Costs associated with visit including Ticket price pp Do teachers need to purchase a ticket or are they offered a free place?					
What are the booking terms – when is payment due for what?					
Is a deposit required to secure a place at the venue? Has a provisional booking been made?	Yes/No		How much? What is the cancelation policy of the venue		
Any further information					
Office Use Only					
Local Trip? Within 15 Miles and between the hours of 8.30am - 4.30pm	Y/N	Is cover required	Y/N	Cost to students	Y/N

School Calendar Approval	
SLT Approval	
Budget Agreed	
Ready to go	

PLEASE SEND COMPLETED FORM VIA EMAIL TO - trips@aldermanwhite.school

Appendix 2: risk assessment template

Date of assessment:

Date(s) of trip:

Trip leader:

Assessor:

Trip destination:

Checked by:

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
E.g. slips and falls caused by wet floor	Students and staff	Appropriate footwear to be worn, first aid kit to be carried at all times	Follow additional instructions from destination staff as appropriate	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 Trip Lead 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 in G: drive under trips.

Volunteers agree to:

- Remain professional and respectful with staff and students 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 students.
- Report any concerns about the safety or wellbeing of a student to staff as soon as possible.

Volunteers agree **not** to:

- Exchange contact details with students unless told to by a member of staff.
- Engage in physical contact with students 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 student unless previously agreed with staff.
- Take photographs or record students without the permission of students and staff.

As a volunteer, I have read and agree to this code of conduct and will follow the rules set out above.

Signed:

Date: