



1. Aims and 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 head of school or other designated member of staff.

Educational visits are a valuable way to support pupils to develop and generalise their communication and independence skills as well as giving pupils a wider experience of the world around them. As such they form an integral part of our approach to furthering our pupils' education and personal growth.

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

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 also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Head of School

The head of school is responsible for:

- Having final authority to approve any educational visit of less than 24 hours
- Approving any risk assessment that involves adventurous activities

- › Making sure staff, including the educational visits co-ordinator, have received any necessary training
- › Working with the Executive Headteacher to approve residential trips of more than 24 hours

1.2 The educational visits co-ordinator (EVC)

Natasha Damree, the Deputy Headteacher, is the appointed EVC at our school. Their role is to:

- › 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
- › Advise the headteacher and executive headteacher when they're approving trips
- › Access the necessary training, advice and guidance
- › Reviewing and approving risk assessments for trips of less than 24 hours
- › Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

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, 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
- › Communicate key details about the visit and all locations to staff, pupils and parents/carers
- › Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

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 EVC
- › 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

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the EVC in conjunction with the Head of School and based on factors including:

- › Educational purpose and value
- › Health and safety considerations
- › Staff-to-pupil ratio
- › Inclusion and accessibility
- › Timing in the school year and any potential clashes

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.

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

Once the risk assessment has been approved by the EVC, and the Head of School or Executive Head were 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

We will design trips so that all pupils can access, whether that is through additional staffing, modifying transport use or taking classes in smaller groups; we will make sure that all pupils can access a range of trips throughout the year.

Behaviours that challenge

In some cases, it may be reasonable and necessary to make alternative plans for pupils if the risk assessment identifies the activity is not appropriate for them due to their own 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 an appropriate basis.

5. Risk assessment

We will carry out a full risk assessment at least 1 week before the start of all trips.

This will be completed using the school's risk assessment template which staff access via SharePoint and in **appendix 2**, and approved by the EVC. 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.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the EVC – high risk activities will be approved by the Head of School - 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 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 SharePoint and on our website
- › 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

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. 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'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. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 week before the proposed date of the trip. Communication will be via letter sent home in the home school diary, 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 if these will be different
- › Clothing and equipment required, and whether this is provided by the school

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 trips as part of Community lessons, you will be asked to provide consent twice a year only. 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.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

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

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

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

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

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 5 minutes, the trip leader will contact the school office who will follow the missing child protocol. 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 on CPOMS, 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 do not require families to make any payments for any trips.

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 head of school, together with the executive headteacher 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
- 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

11. Review

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

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy

- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives



Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to

Request form for off-site activities - Trips

*This form must be given to Natasha at **least three** weeks before any potential off-site activities. Activities that are involve higher risk will need more advanced warning.*

Trip Leader			
Day and date of trip		Times	
Destination			
Class(es)		Does this trip involve more than one class?	Yes / No
Type of activity		Are adventurous activities involved?	Yes / No
Method of transport TFL/Oysters required?	<i>TFL free travel must be requested no later than 14 days in advance</i>		
Purpose of trip (e.g. which curriculum area / topic)			
Staffing implications <i>Will you require additional staffing beyond the class team</i>	Teacher cover required:		
	TA requirements:		
	Payment Method	Amount	

Costs and payment options <i>*Petty Cash is intended for small purchases to support your trip i.e. drinks & snacks.</i>	Invoice Credit Card	£ 0	
	Petty Cash	£ 0	
Packed lunches required: Children		Adult lunches	packed
<i>SMT Authorisation:</i>		<i>Date</i>	



Request form for off-site activities – School House Flat and Cafe (including Life Skills)

*This form must be given to Natasha at **one** week before any potential off-site activities. Activities that are involve higher risk will need more advanced warning.*

Trip Leader			
Day and date of trip		Times	
Destination	School House Cafe / Flat		
Class			
Lesson			
Risk assessment link			
Staffing requirements	TA requirements:		
<i>SMT Authorisation:</i>		<i>Date</i>	



Request form for off-site activities - Community

*This form must be given to Natasha at least **one** week before any potential off-site activities.
Activities that are involve higher risk will need more advanced warning.*

Trip Leader			
Day and date of trip		Times	
Destination			
Class			
Lesson	Community		
Petty Cash requirements			
Risk assessment link	INSERT RISK ASSESSMENT LINK HERE		
Staffing requirements	TA requirements:		
SMT Authorisation:		Date	



Request form for off-site activities – Local Area

*This form must be given to Natasha at least **one** week before any potential off-site activities. Activities that are involve higher risk will need more advanced warning.*

Trip Leader			
Day and date of trip		Times	
Destination			
Class			
Lesson			
Risk assessment link	INSERT RISK ASSESSMENT LINK HERE		
Staffing requirements	TA requirements:		
<i>SMT Authorisation:</i>		<i>Date</i>	

Appendix 2: risk assessment template



Off Site Activity Risk Assessment

When completed, this form is to be given to Natasha for approval at least **2 weeks** before the planned visit.

Place and date to be visited	
Visit leader and contact number	
Class Group	

Contact Name: Telephone:

Address:

Purpose of visit, including educational objective:

Student	Parental Approval/ Informed	Specific Needs (include medical needs , Individual Risk Assessments , key risks)

Staff & Deployment

Staff member	Teacher/Support	Specific Role / Support	First Aider

Depart from school: Arrival at venue:

What we will do as an alternative activity if on arrival the planned activity is not possible? (Remember many accidents occur when last minute unplanned activities are undertaken)

On day minor changes arrangements:

Signed Visit Leader: Date/...../.....

Leadership Team approved: Date...../...../.....

END

I consider the following to be the **specific risks** involved in undertaking this visit and have identified the following means to minimise these risks.

(Remember we work in a busy city with heavy traffic and many locations are near the river with associated hazards.)

Identified Risk	Action / Method of operation that will be taken
Crossing the road	<p>Ensure group are together and in a straight line.</p> <p>One staff member at the front, one at the back and one in the middle of the line.</p> <p>Once class is at the edge of the road, ensure all class is still together before staff from the middle of the line walks to stand in the middle of the road to allow class to walk across.</p> <p>Middle staff then moves back to their place in the line once class has crossed the road.</p> <p>Staff at the back of the line to keep other adults informed if they need to slow down, if some pupils are not keeping up.</p>
Separation from group	<p>All staff to have each other's mobile numbers</p> <p>All staff to have phones switched on, with ringtone on</p> <p>All staff to have school telephone number programmed into phone</p> <p>All students to be allocated to specific adult</p> <p>All students to have communication lanyard</p> <p>All students to know which group they are in.</p> <p>Specific meeting place (Spa Bermondsey)</p> <p>** Follow missing pupil protocol if necessary</p> <p>**</p>
Vulnerability in public toilet	<p>Students to go to the toilet before leaving the school building.</p> <p>Students to be returned to school if they need to use the toilet.</p>
Anxiety	<p>Students to be prepared for the trip well in advance – schedules, social stories, photos and videos to be used as appropriate.</p> <p>Staff to keep students informed and positively build up to any unexpected activity.</p> <p>Staff member to remove student from situation until calm.</p> <p>Staff to ensure pupils are calm and understand purpose and activities of trip before leaving site</p>
Challenging behaviour / Refusal to follow directions	<p>Reinforce and model calm positive behaviour and language.</p> <p>Return to school</p>

	Risk assess before leaving and do not take students off site if they have recently been upset – check with SMT if unsure Follow IRA 1:1 support as required
Student leaving group	Adults to be assigned to specific students Regular headcounts Group to move together All staff to have mobile phones One staff member to follow student and direct back to school Follow missing pupil protocol if necessary.
Engaging with members of the public	Students to be reminded of purpose of trip and review stranger danger Students to be with staff members at all times Students to be reminded about behavioural expectations before leaving school All students to wear lanyards.
Students becoming frustrated with activities/becoming upset	Expectations managed before leaving / day before – students to look at script in advance. Staff to return students to school if in need of a break. Staff allocated to individual students and follow student if walking away and direct to quiet place

What we will do as an alternative activity if on arrival the planned activity is not possible? (Remember many accidents occur when last minute unplanned activities are undertaken)

.....
.....
.....

Attachments:

Individual Risk Assessments	
Medical Care Plans	

Signed Visit Leader: **Date** .. / .. / ..

Leadership Team approved: **Date**..... / .. / ..

END