



EDUCATIONAL VISITS POLICY

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Policy Review:

This Policy will be reviewed every 2 years

Date Policy Adopted: 20 June 2023

Date Policy Updated:

Changes approved

Signed :

Mr S Westhead, Chair of the Governing Body

Signed:

Mr M J Dumican, Headteacher

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 headteacher or other designated member of staff.

The school is committed to incorporating educational visits and visitors into its programmes of study, providing that they will enhance pupils' relevant understanding and experiences, and that their inclusion is practicable, considering the constraints of staffing, cost and time. Visits help to enrich the educational experience, develop pupils' investigative skills and encourage their greater independence.

All staff in the school have the option to take part in educational visits. If for any reason they do not wish to participate they should be prepared to cover for others.

Educational visits should be available to all pupils. They must be organised accordingly, with particular consideration being given to the needs and requirements of pupils with special educational, medical or behavioural needs. Just as with all other elements of the curriculum, educational visits should have clear, relevant and achievable aims and objectives.

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

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

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

2. Legislation and Guidance

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

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2022](#)

3. Roles and 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
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit

3.2 School Business Manager and Educational Visits Co-Ordinator (EVC)

The School Business Manager is responsible for:

- Assessing outside activity providers
- Advising the headteacher and governing body when they're approving trips
- Evaluating all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Mrs Sharon Leonard is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Submit the required paperwork, using EVOLVE, if appropriate
- Access the necessary training, advice and guidance

3.3 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
- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the EVC
- 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 with parents and carers and make sure trips are inclusive of all pupils' needs
- 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

3.4 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:

- 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

3.5 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

3.6 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

3.7 Pupils

Our school Achievement and 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 Achievement and Behaviour policy at all times.

[Policies | St Edmund Arrowsmith Catholic High School](#)

4. Planning and Preparation

The decision on whether or not a visit will take place will be made by Mr D Cullen, Assistant Headteacher, in agreement with the Headteacher, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant
- 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, volunteer, 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 headteacher will seek approval of the governing body.

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

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

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

4.1. Inclusion

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

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

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

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

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 in **appendix 2**, and approved by the School Business manager/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 School Business Manager, and a copy taken on the visit and another copy left with the EVC and named emergency contacts.

5.1 Staff ratios and first aid

Please note that these are the MINIMUM ratios and are subject to risk assessment depending on the cohort and hazards present at the destination.

School Year 7 – 11 1:20

Residential/Out of Country 1:10

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 pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips, if deemed appropriate
- 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 [Policies | St Edmund Arrowsmith Catholic High School](#)

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- All supervising adults will be made aware of any medical issues or allergies at the start of the trip by the trip leader
 - 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. [Policies | St Edmund Arrowsmith Catholic High School](#) We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision, where appropriate.

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

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

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 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 pupils or given sole responsibility for the care of a pupil.

7. Communication and Consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter, email or MIS, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

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, where appropriate.

In the case of overseas trips, they will be asked to provide passport information and 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 the case of an emergency, the trip leader or other supervising adult will contact the school office or designated emergency contact. They 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 30 minutes, the trip leader will contact the school office or designated emergency contact, who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

9. Charging and Insurance

We will follow our school's charging and remissions policy at all times. [Policies | St Edmund Arrowsmith Catholic High School](#)

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. However, when necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

10. Residential Visits

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

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

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks
- Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:
 - The dates and time of departure and return to school
 - The full address and contact details of the destination
 - Planned activities and options
 - Meal provision
 - Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
 - Clothing and equipment provided, and what pupils must bring themselves
 - Public health requirements, including any required vaccinations
 - Accommodation options and arrangements
 - The names of staff attending if appropriate

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

11. Review

This policy will be reviewed every 2 years by the School Business Manager. 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: [Policies | St Edmund Arrowsmith Catholic High School](#)

- Health and safety policy
- Charging and remissions policy
- Achievement and Behaviour policy
- Safeguarding policy
- First aid policy
- Supporting pupils with medical conditions policy
- SEND policy
- Equality and Diversity policy
- Accessibility policy and plan

Appendix 1 Educational Trips and Visits Proposal Form

Educational Trips and Visits Proposal Form

PROCESS

→ Trip Leader Complete Part 1 and submit with Calendar Request Form	→ Trip Leader If approved in principle, complete Part 2 and email to Mrs S Leonard (EVC) Minimum 2 weeks before!	→ Educational Visits Co-ordinator (EVC) Complete RA and Evolve forms (if applicable)	Trip Leader Complete Part 3 and return to EVC
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PART 1

Trip to be undertaken including main venue and places to be visited:

TRIP TITLE:

Please give a brief outline of the trip and/or proposed itinerary:

Does the Trip Leader or other responsible adult(s) in the party have sound knowledge of the place (s) to be visited and activities? (Give details)

Aims/Benefits/Purpose of Visit:

Date of Departure:	Date of Return:
Time:	Time:

Number of Pupils:	Year Group(s)
Number of Staff:	Estimated Cost per pupil £

If the trip is a residential or a visit involving any adventurous activities name the organising company/agency and provide details.

Include their licence reference number if the body is registered with Adventure Activities Licensing Authority.

Approved in principle: _____ **Date:** _____

PART 2

Method of Transport:

<p>Minibus: School: Have you read the minibus policy, provided a copy of your driving licence and had a introductory drive? Other:</p>	<p>Coach: Company: Address: Contact No:</p>	<p>Own Car: Must have business use on insurance and a copy provided to SCH. No pupil should travel alone</p>
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Accommodation (if applicable)

Provide name, address and contact details or copy of Tour Operator Booking:

If the trip includes a weekend, have you considered the possibility of pupils attending mass?

Pupil Details: Must be finalised at least 2 weeks before travel or as soon as possible. A list of pupils involved must be provided (by email) to the EVC, Pastoral Hub and the Attendance Officer.

MALE		FEMALE		TOTAL		YEAR/AGE RANGE	
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The Party Leader must check the relevant Year Group/s Care Plans Booklet from the Pastoral Hub for any pupil participating in the event or activity. This must be done well in advance of the event. Mrs Leonard must be notified if any additional Risk Assessments or Controls are then required. Pupil medication held in school must always be taken with the child on any trip or visit which is away from the school site.

Care Plans/Medication/EHCP	
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Staff and Others:

Please provide names, relevant details of experience, qualifications (include first aid) and specific responsibilities. **Attach additional information if necessary.**

Party Leader: _____ **Mobile No.** _____

Other teaching staff:

Non-teaching staff:

The staff to pupil ratios must be appropriate to the activity, age and ability of the pupils. Evening & night-time cover must be adequate. **See Educational Visits Policy**

CHECKLIST COMPLETED	YES	EDUCATIONAL VISITS POLICY READ	YES
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Party Leader: _____ **Signed** _____ **Date:** _____

SCHOOL TRIP LEADER CHECK LIST

CATEGORY A + B TRIPS (DAY/LOCAL/NON-ADVENTUROUS)	YES	NO
Are you specifically competent and meet the requirements to be the trip leader?		
Have you completed the proposal form and been given formal approval to carry out the trip?		
Has budgeting for the trip been completed? (Including cover costs for staff absence)		
Have staff/student ratios been adhered to?		
Have staff applied for cover?		
Is a First Aider required and arranged?		
There is access to first aid if not taking a trained colleague?		
Child Protection issues are addressed, including DBS checks if appropriate?		
Have the necessary forms been completed for the trip?		
<ul style="list-style-type: none"> • Risk Assessments (in conjunction with EVC) 		
<ul style="list-style-type: none"> • Parental Consent (if required) 		
<ul style="list-style-type: none"> • Medical forms (if required) 		
Have you arranged for the code of conduct/emergency mobile phone to be available? (Discuss with Finance)		
Have registers been left with EVC/Pastoral Hub?		
Medical Needs, SEND needs and any additional RA required?		
Staff and other supervisors have been appropriately briefed on:		
<ul style="list-style-type: none"> • The nature of the group, including age, health characteristics, capabilities, SEN needs, likely behaviour and any other information relevant to the planned activities eg if students have medical needs 		
<ul style="list-style-type: none"> • The nature and location of the activity 		
CATEGORY C TRIPS (RESIDENTIAL/OVERSEAS/ADVENTUROUS)		
Have you shared all relevant information provided by any third party organiser with the EVC?		
Have you arranged a meeting with the EVC?		
Have you arranged a payment plan/schedule with Finance department?		
Have you adhered to staff/student ratios?		
Residential – Have you arranged a parents meeting?		
Have you undertaken a preliminary visit if appropriate?		
Have you shared details of 24/7 emergency contacts and emergency arrangements with key staff?		

This form should be retained for your records. Please consult with the EVC if you are unable to answer YES to any or all of the questions.


EVALUATION FORM

Where the learning outcomes/benefits achieved?	Evidence:
Did both students and accompanying adults enjoy the visit?	
What went well?	
What didn't go as well as expected?	
What would you do differently? (if anything)	
Do any of the risk management procedures need changing?	Indicate which and what needs altering.

Signed: _____ **Date:** _____

An evaluation form should be completed no later than 2 weeks after the trip and returned to Mrs Leonard. This is an important aspect of the process to establish if everything went well or aspects need to be adjusted.

Appendix 2: risk assessment template

Activity/Event/Location Risk assessment		 St Edmund Arrowsmith Catholic High School A High Performing Technology & Music College with Leading Edge Status	
ASSESSMENT DETAILS:			
Area/task/activity:			
Location of activity:			
School name: Address & Contact details:	St Edmund Arrowsmith Catholic High School Rookery Avenue Ashton-in-Makerfield Wigan, WN4 9PF	Name of Person(s) undertaking Assessment: Signature(s):	
Line Manager/ Headteacher (Name/Title): Signature:	Mr Mark Dumican Headteacher	Date of Assessment:	
How communicated:		Planned Review Date:	
		Date communicated:	

Risk Rating (The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first)

LIKELIHOOD	SEVERITY		
	1 – Low <i>No injury or minor injury incurring no time off</i>	2 – Medium <i>Over 7-day injury – no foreseeable long term effect</i>	3 – High <i>Fatal/Severe or multiple, long term consequences</i>
1 – Low <i>Low probability, unlikely to occur</i>	1	2	3
2 – Medium <i>Likely to occur in time</i>	2	4	6
3 – High <i>Imminent Risk, High Probability</i>	3	6	9

Degree of risk	Risk treatment
High	Unacceptable level of risk. Immediate action required
Medium	Efforts should be made to reduce risk
Low	Acceptable levels of risk. Monitor and reassess at appropriate intervals

Area for concern/ Hazard	Individuals at risk	Risk rating prior to action H/M/L	Recommended controls	Are they in place? Y/N	Any further action required? If so what and by whom?	Risk rating following action H/M/L

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 to **Mrs S Chapman** at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

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

Signed:

Date: