

POLICY

POLICY TYPE

MAT Policy to adopted in full across all schools	
LGC Policy to be reviewed and approved locally	✓

Approval Date:	2026/2027 – AUTUMN TERM
Review Date:	2027/2028 – SPRING TERM



*"Share the Love of God,
every day in everything
we learn, do and say"*

ST PHILOMENA'S CATHOLIC PRIMARY SCHOOL EDUCATIONAL VISITS POLICY

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.

Educational visits are a valuable way to enhance and enrich the curriculum, providing pupils with opportunities to develop their knowledge, skills and understanding beyond the classroom. They enable pupils to experience new environments, develop independence, build confidence, strengthen relationships and gain valuable social, cultural and spiritual experiences. Educational visits form an integral part of our approach to supporting pupils' 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
- 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 2025

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

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

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 Board to approve residential trips of more than 24 hours

3.2 Educational Visits Co-ordinator (EVC)

Mrs Standing is the appointed EVC at our school.

The role of the EVC is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable Trip Lead for each visit
- Assess outside activity providers
- Advise the Headteacher and Governing Board when approving trips
- Access any necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Trip Lead

Every educational visit will have one member of staff designated as the Trip Lead.

The Trip Lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles, 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:

- Seek and obtain approval for all educational visits from the Headteacher
- Carry out any required risk assessments and work with the Trip Lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the Trip Lead and others, as appropriate

3.5 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/carers 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 behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or Trip Supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Headteacher, based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers and physical supplies
- Accommodation options, where needed
- Insurance needed, where relevant
- 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 the approval of the Governing Board.

Once the risk assessment has been approved by the Headteacher, and the Governing Board 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 educational visits.

Special educational needs (SEND)

If a pupil with a disability, an Education, Health and Care (EHC) plan, or any other specific needs (for example, medical conditions including allergies) is participating in the visit, they will receive 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 implementing other adjustments as appropriate.

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

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from attending a trip in order to protect their safety and the safety of other pupils attending.

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

5. Risk assessment

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

This will be completed by a staff member with suitable skills, status and competence, using the school's risk assessment template, and approved by the Headteacher and EVC.

Existing risk assessments or those provided by the destination itself may 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
- 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 providers.

Every risk assessment will be approved by the Headteacher. One copy will be taken on the visit and another copy will be uploaded to EVOLVE.

5.1 Staff ratios and first aid

Risk assessments for each visit will identify the safe level of supervision required.

On all educational visits, we will ensure:

- At least one supervising adult able to administer first aid is present on all trips
- At least one qualified paediatric first aider (with a current certificate) is present on all EYFS trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's First Aid and Health and Safety Policies
- 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 roll calls

5.2 Transport

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

We will ensure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents/carers, 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 Department for Education's guidance on health and safety on educational visits to ensure it is 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 for the visit, those invited to attend will be selected as fairly and transparently as possible, while 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 two weeks ahead of the visit and asked to confirm their attendance in writing. They will also be asked to confirm that they agree to fulfil the expected behaviours for this role.

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. This will include:

- Their responsibilities and expected behaviour
- The process for raising concerns
- Emergency procedures and contact details
- The expected timetable of the trip

Where practical and as required by the nature of visits (for example, when volunteers may be left with pupils 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 any pupil.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit to provide details of:

- The date
- Travel times
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- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least two weeks ahead of the visit and asked to confirm their attendance in writing. They will also be asked to confirm that they agree to fulfil the expected behaviours for this role.

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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 any pupil.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit to provide details of:

- The date
- Travel times
- Destination
- Purpose of the visit

Where parental consent is required, this will be obtained electronically via the school's approved online payment and consent system (School Comms Parent Pay). Parents and carers will also use this system to make any payments relating to educational visits.

The use of a single electronic system enables the school to maintain accurate, secure and auditable records of parental consent, payments and responses, ensuring that all information is collated efficiently and consistently. This supports the safe organisation of visits, appropriate staffing, transport arrangements and emergency planning.

Parents and carers must submit consent and any required payments through Parent Pay by the published deadline. Alternative methods of providing consent (including verbal consent, paper forms, emails or messages) will not be accepted.

If the required consent has not been received by the stated deadline, the school will assume that permission has not been granted and the pupil will not be permitted to attend the educational visit. Once the deadline has passed, staffing ratios, transport arrangements, venue bookings and risk assessments will have been finalised. For this reason, requests to provide consent or payment after the published deadline will not normally be accepted. This is to ensure that all safeguarding, legal and organisational requirements are met before the visit takes place.

8. Emergency procedures and incident reporting

Emergency planning will generally include planning for:

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

The Trip Lead will be familiar with these plans for each visit.

In the case of an emergency, the Trip Lead or another supervising adult will contact the school office. The school office will then contact parents/carers as required and inform them of changes to plans, cancellations of trips and/or alternative travel arrangements.

This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

One member of staff will always accompany a pupil seeking medical treatment.
In the case of a pupil being unaccounted for, the Trip Lead will search the area while another member of staff remains in charge of the other pupils.

In the unlikely event that a pupil cannot be found within 30 minutes, the Trip Lead will contact the school office, who will notify the parents/carers.

The Trip Lead will then contact the police and provide them with the relevant information so they can take over the search, staying with them to support 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 recorded through an internal report, including 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 evaluate whether planning was effective and identify learning points from any incidents that took place.

9. Charging and insurance

We will follow our school's Charging and Remissions Policy at all times.

We may request a voluntary contribution towards the cost of educational visits and reserve the right to cancel or amend visits where insufficient contributions are received and the activity is no longer financially viable.

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
- Loss of luggage and other personal items

10. Residential visits

The Headteacher, together with the Governing Board, will approve all residential trips longer than 24 hours.

The planning and preparation set out in this policy will apply to residential visits as well as one-day visits.

In addition, the Trip Lead will ensure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least one month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate, for example 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 two months before the first day of the visit.

Information shared with parents/carers will include:

- The dates and times 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 these must be received, in line with our Charging and Remissions Policy (including 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

For visits abroad, we will ensure that any organisation providing activities holds the LOTC Quality Badge or similar local accreditation.

We will follow the Foreign, Commonwealth and Development Office's overseas travel guidance and the government's foreign travel advice when organising these visits.

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