



# **Educational Visits Policy**

## **The Alwyn and Courthouse Federation**

**Owner:**

**Date:** October 2026

**Last reviewed on:** October 2024

**Next review due by:** Autumn 2028

## **1 Rationale**

Educational trips and visits are an important part of the curriculum. The benefits to children of taking part in trips include, but are not limited to:

- improvements in their ability to cope with change
- increased critical curiosity and resilience
- opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness
- increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other)
- improved achievement and attainment across a range of curricular subjects
- increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging pupils to become more risk aware as opposed to risk averse
- greater sense of personal responsibility
- possibilities for genuine team working including enhanced communication skills
- improved environmental appreciation, knowledge, awareness and understanding of a variety of environments
- improved awareness and knowledge of the importance and practices of sustainability and
- physical skill acquisition and the development of a fit and healthy lifestyle

Our priority is to ensure that all visits are safe and that they contribute to children learning our curriculum.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

All staff are required to plan and execute visits in line with this school policy.

## **2 Roles and responsibilities**

### **2.1 The Local Authority**

The local authority provides policy, guidance and training for educational visits. The training is for Educational Visits Coordinators and Educational Visit Leaders. The EVCs are the Heads of School.

### **2.2 The Educational Visits Coordinator**

The EVC has responsibility for authorising all visits and for submitting those that are residential or adventurous to the local authority. The EVC will define the roles and responsibilities of staff to ensure effective supervision, appointing a deputy where appropriate. The EVC will ensure that all staff involved in trips and visits are competent to carry out responsibilities that they are allocated, as well as to organise training and induction for new staff. The EVC, in conjunction with the trip leader, should ensure that all staff supervising children on a trip or visit are fully briefed in advance of the trip. The EVC is responsible for monitoring the trip leader's planning and to monitor the leadership of the trip either during or after, including keeping records of visits, accident or incident reports.

### **2.3 Trip leaders**

Trip leaders have overall responsibility for the supervision and conduct of the visit, including direct responsibility for children's health safety and welfare during the trip.

Trip leaders are responsible for the planning of their visits. They should obtain permission for a visit from the Head of School before making any commitments. Trip leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice where necessary.

The trip leader is responsible for ensuring a risk assessment is carried out and is signed by the Head of School or Executive Headteacher at least one week in advance of the visit. The trip leader will

share information with all staff involved in the visit at least one week in advance of the visit and they will ensure that all children understand the risks prior to the visit.

The trip leader is responsible for ensuring the emergency contact details, mobile phone, first aid kit and relevant medication are taken on the visit.

It is the trip leader's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays, the school must be informed so that this can be communicated to the Head of School / Executive Headteacher, parents and carers.

Trip leaders provide feedback to the EVC / Executive Headteacher on the outcomes of the trip in order for decisions to be made on whether to repeat the trip in the future. This feedback includes:

- whether the educational aims were met,
- handover of accident forms and
- details of near misses.

Trip leaders must check that external providers have £500,000 public liability insurance.

## **2.4 All staff supervising children on educational trips and visits**

All staff should be informed of the risks and the control measures put in place. Adults should regularly carry out head counts to ensure the safety of children. Staff remain vigilant at all times and carry out ongoing risk assessments, making decisions about keeping children, themselves and colleagues safe based on their professional judgement.

## **3 Types of educational trips and visits**

There are two types of visit:

- Non-residential visits within the UK that do not involve an adventurous activity, e.g. visits to museums, farms, theme parks, theatres, etc.
- Visits that are residential or involve an adventurous activity.

## **4 Approving educational trips and visits**

Educational trips and visits will only be approved if they support the school's curriculum. This decision is made by the Head of School. Trip leaders are responsible for presenting the case for a particular trip and how it supports the curriculum to the Head of School. Any provider being used must have £500,000 public liability insurance.

### **4.1 Inclusion**

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. We make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

We will not exclude children with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. We will work with families to find ways so that all children can attend educational visits.

### **4.2 Approving residential trips**

The trip leader must complete the form [OA1](#) before booking and this must be submitted first to the Executive Headteacher and then to the local authority. The local authority will confirm whether or not the provider is appropriate.

The trip leader must submit the form [OA2](#), which details the planning of the residential trip, first to the Executive Headteacher and then to the local authority at least a month in advance of the trip.

The trip leader must submit the form [OA3](#), which details the activity summary, first to the Executive Headteacher and then to the local authority at least a week in advance of the trip.

## **5 Risk assessments**

Risk assessments should not be a list of every potential risk and every possible scenario. Trip leaders, the EVC and the Executive Headteacher will decide if the risk is acceptable based on the control measures.

Significant risks are recorded on risk assessments in line with HSE guidance. Generic risk assessments are supplied by the local authority at [http://www.rbwm\[1\]education.rbwm.org.uk](http://www.rbwm[1]education.rbwm.org.uk).

### **5.1 Local or regular trips and visits**

Risk assessments for local or regular trips would be defined as:

- A sports fixture in Maidenhead,
- A visit to a local park or religious establishment,
- A visit to a local school,
- Any other regular or local visit lead by the school.

For local or regular trips or visits trip leaders do not need to provide medical, transport and behavioural information as this will be the same as in school and covered under a generic local area risk assessment.

### **5.2 Risk assessments for external providers**

Where trips are organised for educational providers, the trip leader checks that risk assessments are in place and discusses risks with the provider the measures taken to mitigate risks. The trip leader checks, where appropriate, how to use equipment on site to ensure their safe use. If there are no risk assessment in place, the school will not carry out the trip. Trip leaders are not responsible for completing risk assessments for off-site activities led by external providers. Where possible trips to external providers should take place before the school visit to view the site and any major risks associated.

### **5.3 Risk assessments for activities managed by school staff**

Trip leaders are responsible for completing risk assessments for significant risks:

- where they are leading off site activities,
- for travel,
- for medical issues among the trip participants and
- for behavioural issues among the trip participants.

Risks are judged as either acceptable or unacceptable based on the risk and the planned actions to mitigate against those risks. Risk assessments should include:

- the hazard (anything with the potential to cause harm),
- control measures (what we do to keep the risk acceptable).

### **5.4 Transport**

The Executive Headteacher / EVC risk assesses the mode of transport and if the risk is acceptable.

### **5.5 Ongoing risk assessments**

Staff continually judge the risk to children, themselves and colleagues and make necessary adjustments to mitigate against those risks using their professional judgement.

Significant risks are recorded on risk assessments in line with HSE guidance.

## **6 First Aid**

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. Trip leaders should establish the first aid arrangements of the visit location. A decision based on the risks and children involved should be made for each visit. For adventurous activities, there should be at least one trained first-aider in the group. First aiders are listed within the first aid policy.

## **7 Parental Consent**

Each year, parents complete the form [OA4](#) which gives consent for their children to take part in trips during curriculum time.

For more significant trips, parents should be given information about the purpose and details of the visit at least four weeks in advance.

### **7.1 Residential trips**

The trip leader must ensure that all parents complete form OA4 (medical and consent form).

## **8 Supervision during educational trips and visits**

### **8.1 Ratios**

The teacher who leads the trip must not have his or her own group of children. It is important to have a sufficient ratio of adult supervisors to pupils. The Executive Headteacher will determine the appropriate adult to child ratio on a trip by trip basis.

### **8.2 Parent helpers and volunteers**

Parent helpers are welcome on educational visits and will attend a briefing with the trip leader at least a week in advance of the visit. Helpers who are not DBS checked will not be alone with children and must be guided by school staff at all times. All parent volunteers will be given an 'Educational Visits' information leaflet to ensure what their roles and responsibilities are during any visit. Parent helpers or volunteers must not communicate with parents. If they have concerns, they must approach the trip leader.

## **9 Emergency procedures**

### **9.1 If a child becomes separated from the group**

It is the trip leader's responsibility to communicate a plan for if a child becomes separated from the group. Clear plans should be communicated to children prior to the visit. All adults should be aware of the procedure so that they can act quickly and effectively should the situation arise. The trip leader will not be assigned to a group and so can coordinate the response.

### **9.2 Critical incidents**

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The trip leader must take with them the emergency action card and ensure that adults understand the process.

The local authority has an emergency plan in place to deal with a critical incident during a visit. When an incident overwhelms the establishment's emergency response capability or where it involves serious injury or fatality or where it is likely to attract media attention then assistance will be sought from the local authority.

In the event of a critical incident, the trip leader will not communicate with the press. The Executive Headteacher / local authority will manage communication with the press.

As soon as is appropriate to do so, the trip leader will contact the Executive Headteacher, who will record information about the incident. The required information is printed on the back of the emergency action card.

## **10 Mobile phones and social media**

Under no circumstances should any adult use their mobile phone to take photographs. Phone calls should only be made in an emergency where the school mobile is unavailable. No photos should be posted on social media. Any information about a child should only be passed onto the child's parent or guardian through the class teacher or Headteacher and not through support staff or volunteers. If you need to make an emergency call please speak to the lead teacher who will support you in any way possible.

Children do not have mobile phones or other devices on educational trips and visits.

## **11 GDPR**

The trip leader is responsible for taking with them the bottom half of each child's OA4 permission form with them on trips. The trip leaders should keep this on their person and return it to school immediately on their return. Trip leaders do not take emergency contact detail with them – these are held in each school. The only exception to this is residential trips, where the trip leader takes emergency contacts with them in case of an emergency outside of school hours.

The trip leader carries the completed OA5 form and the Emergency Action card in paper form on educational trips and visits. This is a contingency plan for situations where the local authority needs to take over the management of an emergency situation from the school.

## **12 Covering the cost of educational trips and visits**

### **12.1 Trips during curriculum time**

Parents will be asked for a voluntary contribution.

### **12.2 Residential Trips**

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

### **12.3 Children eligible for pupil premium funding**

The school will use pupil premium funding to cover the cost of voluntary contributions and residential trips.

## **13 Insurance**

The school will hold insurance for trips. The trip leader should take a copy of the assistance card with them on trips. For adventurous trips or trips abroad or residential, the school will ensure that sufficient insurance is in place.

## **14 Training**

The Educational Visits Coordinator completes an annual update on training using the Educare online module.