



Board of Trustees
(School Improvement Committee)
Educational Visits Policy

March 2025

Review Date: March 2027

Company No. 07560175

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Founder Patron: 1st Earl Mountbatten of Burma CEO: Heather McIlroy Interim Headteacher: Chris Cox
Patron: The Lady Alexandra Knatchbull

1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require students to leave the school premises, having been authorised to do so by the Headteacher or other designated member of staff.

Educational visits are an integral part of our broad and balanced curriculum, where opportunity is frequently taken to enrich and enhance this through outdoor learning, outdoor education and residential visits. These opportunities contribute to the school's 3D curriculum by:

- Developing leadership and cooperative skills
- Fostering curiosity about the world
- Building self-confidence and motivation
- Promoting social education and citizenship
- Enhancing health, fitness, and constructive leisure activities
- Providing real-world contexts for classroom learning
- Creating memorable experiences that support long-term knowledge retention

This policy sets out our approach to planning and operating educational visits, to ensure:

- The health and safety of students and staff
- Equal access to visits for all students
- Clear understanding of roles and responsibilities
- Compliance with relevant legislation and guidance

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 2024

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

The school follows advice and guidance from Hampshire Outdoor Education which is based on OEAP National Guidance.

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

3.2 The Educational Visits Co-ordinator (EVC)

Assistant Headteacher (Operations) and the Director of Business Services are the appointed EVC's at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the 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 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 students, staff and volunteers
- Assign staffing and roles in consultation with the EVC
- 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 and making reasonable adjustments as necessary
- 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
- Manage the visit budget effectively
- Complete all required documentation, including Evolve forms
- Maintain a portfolio of relevant information during the visit

3.4 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 headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers
- 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
- Report concerns to the trip lead
- Take responsibility for specific duties as assigned by the trip lead
- Be familiar with all students' medical needs and emergency procedures

3.5 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
- Ensure their child understands behaviour expectations
- Arrange for timely collection of their child after visits
- Make agreed payments by specified deadlines

3.6 Students

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

- Follow instructions given by staff and trip supervisors
- Adhere to the school behaviour policy and any additional visit-specific rules
- Dress and behave appropriately for the duration of the trip
- Take responsibility for their own safety and the safety of others
- Report concerns to staff immediately
- Respect the environment, venue, accommodation, and transport

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.

4. Planning and Preparation

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

- Cost (including any potential cost to parents/carers)
- Appropriate lead time
- 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

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

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 Planning Timeline

Type of Visit	Initial Proposal	Risk Assessment	Evolve Submission	Parent Information
Day visit	6 weeks prior	2 weeks prior	1 week prior	4 weeks prior
Residential (UK)	3 months prior	8 weeks prior	4 weeks prior	2 months prior
Overseas	6 months prior	12 weeks prior	8 weeks prior	4 months prior

4.2 Inclusion

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

If a student 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 students.

5. Risk Assessment

The trip leader will carry out a full risk assessment at least 8 weeks before the start of residential trips and 2 weeks prior to day trips.

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 leaders will raise any concerns or questions about potential risks and safety measures with the EVC and, where appropriate, third-party vendors.

Trip leaders must complete an Evolve form for every educational visit for approval by the EVC and Headteacher. For adventurous and residential trips further approval from Hampshire Outdoor Education is required. The Evolve form must be submitted at least 4 weeks prior to the departure date for residential trips and 1 week prior for day trips.

Every risk assessment will be approved by the EVC, and a copy taken on the visit with the latest version uploaded to Evolve.

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.
- All supervising adults will be made aware of any medical issues or allergies before the trip
- The trip lead will take regular headcounts and/or registers

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure students and staff 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 students invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via an emailed

letter, and information provided will include the date, travel times, destination, purpose of the visit, and potentially the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- 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 completing a Google Form.

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.

7. Over Subscription

If the visit is oversubscribed the selection should be made using the following criteria:

- Behaviour record:
 - Students with poor behaviour records (based on HOY, SLT, and SIMS logs) will not be eligible
 - Students must meet minimum behaviour standards to participate
- Financial standing
 - Outstanding debts for previous activities must be settled before new bookings
- Previous participation
 - Priority given to students who have participated in fewer previous residential activities
- Equitable selection
 - Random selection (names from a hat) will be used as a final criterion
 - For curriculum-essential trips, places will be allocated to ensure no student misses consecutive curriculum opportunities

8. Emergency Procedures and Incident Reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Transport failure
- Terrorist incidents or security threats
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations
- Major behaviour incidents

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 or emergency contacts. The school or emergency contacts 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.

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

If a student is 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 60 minutes, the trip leader will contact the school office 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 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.

Safeguarding incidents that occur on a trip will be recorded on CPOMS as soon as possible, in case of serious safeguarding concerns a DSL will be contacted. This is in line with our safeguarding policy.

9. Charging and Insurance

We will follow our school's charging and remissions policy at all times.

Activities That Cannot Be Charged

We cannot charge for:

1. Activities taking place during school hours:

- Any visit that takes place mostly during school time (50% or more of the time spent, including travel)
- For non-residential visits: If 50% or more of the activity, including travel, occurs during school hours
- For residential visits: If the number of school sessions (half days) missed is 50% or more of the number of half days taken up by the visit

2. Activities fulfilling statutory requirements, regardless of timing:

- Activities that are part of the National Curriculum
- Activities that form part of a syllabus for a prescribed public examination
- Activities that fulfil requirements relating to religious education

3. Exceptions for residential visits:

- While we cannot charge for the activity or travel costs for residential visits falling under points 1 or 2 above, we can charge for board and lodging
- However, for pupils whose parents/carers receive [list relevant benefits], these board and lodging costs will be remitted for residential trips that fall within school time or fulfil statutory requirements

Activities That Can Be Charged

We can charge for:

1. **Activities taking place outside school hours:**
 - Any visit that takes place mostly outside school time (less than 50% of the time spent, including travel, occurs during school hours)
 - For non-residential visits: If less than 50% of the activity, including travel, occurs during school hours
 - For residential visits: If the number of school sessions (half days) missed is less than 50% of the half days taken up by the visit
2. **Optional extras outside the school curriculum:**
 - Activities that are not part of the National Curriculum
 - Activities that are not part of a syllabus for a prescribed public examination
 - Activities that are not part of religious education

Important Timing Definitions

- School hours do not include the normal midday break
- Each school day is divided into two sessions, and a "half day" means any period of 12 hours ending with noon or midnight

Examples for Clarity:

1. **Cannot charge:** A Thursday day trip from 9am to 3pm (entirely in school hours)
2. **Can charge:** A Saturday trip from 9am to 5pm (entirely outside school hours)
3. **Cannot charge for travel/activities, can charge for board and lodging:** A residential trip from Thursday to Sunday where pupils miss 4 school sessions out of 8 total half-day sessions (50% in school time)
4. **Can charge:** An after-school activity running from 4pm to 6pm (entirely outside school hours)

For all activities where charges cannot be made, we may ask for voluntary contributions. However, participation will not be dependent on making these contributions, and all pupils will be treated equally regardless of whether their parents/carers have contributed. However, if enough voluntary contributions are not received, we reserve the right to cancel 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 EVC in conjunction with SLT 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 leader will make sure:

- Staff have received any necessary training
- All necessary permissions and medical information have been received at least 1 month before the start of the trip
- 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 arrangements
 - The names of staff attending

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 two years by the EVCs and signed off by the Trustees.

Signed by:
Chair of Trustees' School Improvement Committee

Date: March 2025

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