

# **CHANCERY EDUCATION TRUST**

## **EDUCATIONAL VISITS POLICY**

### **APRIL 2026**

Next Review Date: April 2029

*Staff should make themselves aware of all policies and amendments or updates to policies and adhere to the same, which will be made available on relevant websites and internal data and computer systems.*

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## **Executive Summary - CET Educational Visits Policy April 2026:**

### **Purpose of the Policy**

The policy explains how educational visits and school trips are planned, approved, supervised and reviewed to ensure:

- Pupils' health, safety and wellbeing
- Equal access and inclusion for all pupils
- Educational value and enrichment opportunities
- Clear responsibilities for staff, volunteers, pupils and parents

It applies to:

- Local visits
- Day trips
- Sporting and adventurous activities
- Residential visits
- Overseas trips
- Activities outside normal school hours

### **Key Roles and Responsibilities**

Headteacher/Principal

Responsible for:

- Approving educational visits
- Ensuring staff are trained
- Working with governors to approve residential trips over 24 hours

Educational Visits Co-ordinators (EVCs)

Responsible for:

- Supporting and advising staff
- Assessing trip leaders and external providers
- Ensuring visits are properly organised and evaluated

Trip Lead

Responsible for:

- Planning the visit
- Carrying out risk assessments
- Organising staffing and supervision
- Communicating with parents and staff
- Ensuring all participants' needs are considered

Staff

Must:

- Help manage risks and pupil behaviour
- Support inclusion and safety
- Communicate concerns appropriately

Parents/Carers

Must:

- Provide consent where required
- Share medical and emergency information
- Inform school of any concerns affecting participation

Volunteers

Must:

- Follow staff instructions
- Supervise pupils appropriately
- Report concerns immediately

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- Never be left alone with pupils without safeguarding checks

#### Pupils

Expected to:

- Follow instructions
- Behave appropriately
- Take responsibility for safety and behaviour

### Planning and Preparation

Before approving a visit, the school considers:

- Educational value
- Costs
- Staffing ratios
- Health and safety
- Impact on normal school operations

Planning includes:

- Travel and accommodation arrangements
- Insurance
- Risk assessments
- First aid provision
- Safety measures

Residential or overseas trips require governing board approval.

### Inclusion and SEND

The policy emphasises that all pupils should be able to participate regardless of:

- Disability
- SEND/EHCP
- Medical conditions or allergies

The school will make reasonable adjustments such as:

- Additional support staff
- Adapted activities or itineraries
- Extra risk assessments

### Risk Assessments and Safety

Key requirements:

- Full risk assessments completed at least 2 weeks before trips
- Approved by the Headteacher/Principal/EVC
- Consider medical needs, transport and activities

Supervision Requirements

Trips must include:

- Appropriate staff-to-pupil ratios
- Male and female staff for mixed groups
- Qualified first aiders
- Paediatric first aiders for EYFS trips

Regular headcounts are required.

### Transport and External Providers

The school ensures:

- Safe and appropriate transport arrangements
- Proper insurance coverage
- External organisations have suitable safety standards and liability insurance

Providers should ideally hold the Learning Outside the Classroom (LOtC) Quality Badge.

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## Communication and Consent

Parents/carers are usually informed:

- At least 1 month before trips
- 2 months before residential visits

Information provided includes:

- Dates and travel details
- Costs
- Behaviour expectations
- Required clothing/equipment
- Staffing arrangements

Written consent is required for:

- Higher-risk activities
- Trips outside school hours
- All EYFS off-site visits

## Emergency Procedures

The policy includes procedures for:

- Serious accidents or illness
- Missing pupils
- Safeguarding concerns
- Emergency communication with parents

If a pupil goes missing:

- Immediate search procedures are followed
- Police contacted after 30 minutes if necessary

All incidents and near misses are formally recorded and reviewed.

## Charging and Insurance

Key points:

- Curriculum trips during school hours are free
- Voluntary contributions may be requested
- Residential visits may require payment

The school ensures appropriate insurance for:

- Travel
- Medical emergencies
- Cancellation
- Personal belongings

## Residential Visits

Additional requirements include:

- Enhanced safeguarding checks
- More detailed parental information
- Advance collection of permissions and medical forms
- Clear accommodation and activity planning

## Policy Monitoring

- Reviewed every 3 years
- Next review due: April 2029

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# CHANCERY EDUCATION TRUST

## EDUCATIONAL VISITS POLICY

### 1. Aims and scope

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

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning to provide a foundation for lifelong learning, and 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
- 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](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#), to cover our EYFS pupils.

### 3. Roles and responsibilities

#### 3.1 Headteacher/Principal

The Headteacher/Principal 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

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**3.2 The educational visits co-ordinators (EVC), Miss A Mootoo, Mrs H Hewitt (PCK), Miss J Davis (JWSN), Miss I Samuels (DWINS), S Leggett (OAK)** are the appointed EVC's at our Academy Schools. 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/Principal 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 one member of staff designated as the trip lead. The trip lead will:

- Inform SLT of proposed visit
- 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 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:

- Seek and obtain approval for all educational visits from the Headteacher/Principal
- 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

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### 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
- Uphold the Volunteer Policy

### 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.

**Please refer to the Academy School's Behaviour Policy.**

## 4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Headteacher/Principal 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

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

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- 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

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Headteacher/Principal will seek approval of the governing board.

Once the risk assessment has been approved by the Headteacher/Principal, 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 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 (appendix 2), and approved by the Headteacher/Principal/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/Principal and, where appropriate, third party vendors.

Every risk assessment will be approved by the Headteacher/Principal, 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 one male and one female supervising adult is present (for mixed pupil groups)

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- At least one supervising adult able to administer first aid is present on all trips
- At least one qualified paediatric first aider is present on all trips for EYFS
- 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 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. 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.

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.

**Please refer to the Academy School's Volunteers Policy.**

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## 7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least one month before the proposed date of the trip. Communication will be via written means e.g. email, Arbor and/or letter. 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.

For EYFS pupils, we will always get written consent before taking nursery-age children off-site.

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.

One 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 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.

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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.

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.

Where 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/Principal, 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 one-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 one 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

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## 11. Monitoring and Implementation Policy

The policy is reviewed every three years, although the Trust may vary or amend it periodically to ensure that we fulfil our obligation around the Educational Visits Policy. All proposed changes to this policy would be made following the approval from the Committee.

|                                  | Name                  | Date         |
|----------------------------------|-----------------------|--------------|
| Policy written by                | Headteacher/Principal | April 2026   |
| Review by Committee              | Local Governing Board | April 2026   |
| Approved by Committee            | Local Governing Board | October 2026 |
| Adopted by Governing Board       | Local Governing Board | October 2026 |
| To be reviewed every three years |                       |              |
| Review by                        | April 2029            |              |

## 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 & Safeguarding policy
- First Aid & Medicine policy
- Supporting Pupils with Medical Conditions policy
- Special Educational Needs (SEN) policy
- Equality Information and Objectives
- Accessibility Plan
- Early Years Foundation Stage (EYFS) policy
- Volunteer policy

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