



KINGSTONE ACADEMY TRUST  
APPROVED DOCUMENT

<b>Educational Visits Policy</b>	
<b>Relevant School/s:</b>	<b>KHS</b>
<b>Policy Officer:</b>	<b>Sally Spreckley</b>
<b>Approval:</b>	<b>Delegated</b>
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## 1. Aims

Educational visits are a valuable way to supplement and enhance the curriculum and provide enriching social and cultural experiences and form an integral part of our approach to furthering our students' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and to make sure that our visits are available to all students. It sets out the roles and responsibilities of staff, students 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](#)

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

## 3. Roles and responsibilities

### 3.1 Head of School

The head of school is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training

### 3.2 The educational visits co-ordinator (EVC)

Sally Spreckley is the appointed EVC 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 designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the head of school when they're approving trips
- Access any necessary training, advice and guidance
- Evaluate 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 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, students 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 students and others

### **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 head of school
- 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 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

### **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

### **3.5 Volunteers**

Volunteers attending school trips, including parent/carer volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for students
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

### **3.6 Students**

Our school behaviour policy also applies to all educational visits. This includes the expectation that students 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
- 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 SLT, 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-student 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 guidance for the planning and approval of a visit.

### 4.1. Inclusion

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

#### **Special educational needs (SEND)**

If a student with a disability 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.

#### **Challenging behaviour**

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

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

## 5. Risk assessment (EVOLVE)

We will carry out trip planning and full risk assessment at least 2 weeks before the start of all trips.

This will be completed by a staff member with suitable skills, status and competence, and using the school's risk assessment template EVOLVE and approved by the EVC and the head of school. Existing risk assessments which can be found on our shared drive 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 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 leads will raise any concerns or questions about potential risks and safety measures with the head of school and, where appropriate, third-party vendors.

### **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. These can be found in the medical room.
- 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 students 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. We will make sure students, 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.

For adventurous activities 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 letter which is emailed home and put on the school website, 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
- Student-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 students' 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.

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. 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.

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

In the case of a student being 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 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 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.

## **8. Charging and insurance**

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

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.

## **9. Residential visits**

The head of school 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 students – this will include relevant DBS checks

Parents and carers will be given information about the visit at least 2 months before the first day of the visit. Information shared with parents/carers 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 these 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 options and arrangements
- The names of staff attending

For visits abroad, we will make sure 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.

## 10. Review

This policy will be reviewed every 2 years by the Educational Visits Coordinator

## 11. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Safeguarding and Child protection policy
- First aid policy
- Supporting students with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan

# Appendix 1 Staff Guidance - Procedure for Planning a School Trip

## **Stage 1: The Trip Approval Process**

- Fill in a School Trip Initial Request Form and get initial approval from your Head of Faculty (Rationale for trip/desired outcomes)
- **All trips should have a clear rationale and desired impact on students.**
- **All trips should be inclusive to all students.** Considerations should be made at this stage for any students who have disabilities or Special Educational Needs and their ability to access the experience fully. This should be highlighted as part of the trip request. PBY as director of inclusion should be consulted at this stage.
- Consideration needs to be made at this point regarding the cost, payment plan and deadlines to ensure that the trip is financially achievable to all.
- The trip request should indicate which staff are likely to be involved with the trip so that cover arrangements can be discussed at this stage.
- The return time for trips should be carefully considered as all students will be expected to be in school at the normal start time on the following day (Attendance Policy).
- This request form then goes to SLT for consideration / approval.
- The outcome will then be shared with the trip leader and EVC / cover manager

## **Stage 2: Finance**

- **All Trips (including use of the minibus) must be properly costed** by Debby Chalk, Finance Officer who will give you a per student figure.
- All trips are put on ParentPay.

## **Stage 3: Trip Letters**

- Letters should firstly be checked by SSP for quality assurance before being sent to parents
- All Trip letters must be on headed paper and put onto the website and emailed to parents/carers of the relevant year groups.
- The deadline for payment must be made clear.
- For some trips a first come first served basis will not be appropriate and a ballot system should be held. This should be made clear in the letter
- **Consent Forms are only required for residential trips**
- It is recommended that students and their parents/carers are made aware of the expected behaviour and conditions and the sanctions that will come into force should behaviour not be as expected e.g. parents will be asked to come and collect their child or billed for any additional costs arising.
- As soon as a finalised list of students is available this should be circulated to all staff so that they are aware, well in advance, of which students will be out of school.

## **Stage 4: Plan the Trip on EVOLVE**

- All trips must be logged on EVOLVE and be completed by **the trip leader**.
- Trips must be **approved** on the EVOLVE system at least **10 days** before the trip is due to take place.

- [https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=worcestershires.org.uk](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=worcestershires.org.uk)
- Sally Spreckley is the EVC and will give you a username and password, or reset it, and run through the EVOLVE system if you need help.
- You must use the **KAT Risk Assessments (in SharePoint and in Teams - KAT Policies)**. Generic risk assessments will not be accepted.
- Venues / attractions that have a Learning Outside the Classroom quality badge <http://lotcqualitybadge.org.uk> will automatically be recognised as being Risk Assessed. You will only need to add KAT Risk Assessments for the travel in between.
- The Visit Leader should check with the appropriate Pastoral Leader/DDSL for any issues to be aware of in relation to any students on the trip (safeguarding, anxiety etc.)
- Students with medical issues, disabilities or relevant learning / behaviour difficulties should have a specific **risk assessment** attached to EVOLVE if a management plan is required. SSP has templates of these if required.
- The Base contacts should include 2 different landline numbers and mobile numbers if the trip is running out of school hours
- Appropriately qualified first aiders will be required on trips where specific medical conditions in students are identified.

### **Stage 5: Before the Trip leaves**

- A few days before – send out a reminder to all staff of who are on the trip (staff and students).
- Inform the canteen of the numbers that will be out.
- Check if packed lunches for FSM students are required and order these.
- It can be useful to print out copies of students' photos from the school MIS system in case of emergency.
- Print out a copy of the EVOLVE form and staff and student contact information and mobile numbers of accompanying staff and leave in the main office.

### **Stage 6: The day of the Trip**

- Take a register and give to the main office **before the trip leaves**. For trips which leave outside of school hours a digital copy (emailed photograph, electronic register) should be emailed to the Office and Primary base contact.
- Make sure you have medical and contact information for all staff and students on the trip.
- Ensure you have a Critical Incident Plan with you (available from SSP).
- Staff should keep their phones accessible, switched on and charged.



- a) Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group to administer first aid to the level of their capability, and
  - b) Knows how to access, and is able to access, qualified first aid support.
- There should be sufficient staff members accompanying a visit who have either volunteered to manage medicines, or who are employed to do so as part of their duties. Training need only involve familiarisation with the employer's policy and reading instructions from a parent or doctor, or on a medicine packet.

### **Emergencies and Critical Incidents**

- Visit leaders must carry the contact details and next of kin information for all students and staff on the trip
- Visit leaders must be familiar with and able to initiate critical incident management protocols.
- Base Contacts must have a Critical Incidents Management Plan (a copy to be kept at home) and copies of staff and student details of those on the Visit, and of the visit details.
- If a critical incident arises the LA emergency officer is able to log onto EVOLVE at any time so any information you put onto EVOLVE will support the help that can be provided in an emergency.

### **Useful to Know**

Downloading the **What3words** app is very useful for any outside activities (e.g. DofE activities).

## Appendix 3 Residential Visit Consent Form

### Name of Trip:

STUDENT	
NAME	
PARENT/CARER	
NAME	
RELATIONSHIP TO STUDENT	
ADDRESS	
PHONE	
MOBILE	
EMAIL	

### Consent

Please indicate whether you have given your consent in each case by ticking the box on the right-hand side, and sign and date the form on the last page

### Medical consent

#### I give my permission for:

My child to be given first aid by a trained member of staff	
My child to receive urgent dental, medical or surgical treatment, including anaesthetics, as may be considered necessary by the medical authorities present.	
In an emergency: <ul style="list-style-type: none"><li>• The school can consent on behalf of your child (on the basis of 'loco parentis')</li><li>• Medical professionals can consent on behalf of your child</li></ul>	
A member of school staff to sign on my behalf any medical consent forms, if my child should require emergency treatment and I cannot be contacted.	
Staff to administer:  Paracetamol	

Ibuprofen	
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If your child is currently taking **prescribed medication** please state details and dosage below. This will need to be supplied to the trip leader in a sealed container/ zip lock bag, labelled and with full instructions. \*Asthma inhalers are to be kept on the child's person and a spare supplied to the trip leader.

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Please outline any medical conditions/allergies:

.....

**Emergency release**

I give my consent for my child to be released to the following person(s) in the event of emergency or illness, if I cannot be contacted:

EMERGENCY RELEASE CONTACT	
NAME	
ADDRESS	
RELATIONSHIP TO STUDENT	
CONTACT NUMBER	

Please sign and date the form before returning it to: .....

Name and relationship to pupil: .....

Signed: .....

Date: .....