



Educational Visits Policy

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1. Statement of Intent

Introduction

... Primary Academy seeks to enhance students' education and contribute to raising their progress and achievement by providing opportunities for teaching and learning to take place in appropriate and relevant contexts and venues outside of the academy.

Objectives

- To ensure that pupils participate in school visits safely and securely.
- To ensure that pupils' learning is enhanced to the maximum extent.
- To safeguard pupils' rights to equal opportunity to participate.
- To ensure that all staff have a clear and unambiguous understanding of the rationale for approving applications to take pupils on visits.
- To ensure that staff responsibilities are clear and that required formalities and agreements are adhered to.

The academy takes the health and well-being of staff and pupils very seriously. This policy is designed in line with DfE and HSE guidance and outlines the school's responsibilities for pupils and staff on educational visits and school trips.

2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance, including but not limited to:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'
- OEAP National Guidance
- LOfC Legal Framework and Duty of Care (Document 3.2a)

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Teaching and Learning Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy

3. Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over pupils in place of a parent.

'School trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff off-site.

'Residential' means any school trip that includes an overnight stay.

'Activities of an adventurous nature' include:

- An overseas visit.
- A residential or overnight stay (at home or abroad).
- An adventurous activity.
- Any higher-risk visits and activities as follows:
 - Multi Activities (including those delivered by external providers).
 - Abseiling.
 - Adventure parks, Assault and Challenge Courses ☒ Air Activities (excluding commercial flying).
 - Archery target/field/clout & other target sports.
 - Armed Service Providers.
 - Boating - all forms excluding commercial transport.
 - BMX and Skateparks.
 - Camping.
 - Paddlesport Activities, including canoeing, kayaking, and standup paddleboarding.
 - Coasteering / Coast Scrambling / Sea level traverse.
 - Duke of Edinburgh Award Expeditions and training (including walking, cycling, canoeing and horse riding).
 - High-level Ropes Courses and Zip Lines.
 - Hill Walking and Mountaineering.
 - Horse Riding and equine care.
 - Kite surfing / bugging.
 - Knife and Axe throwing.
 - Motorsport, all forms including Karting and Quad trekking.
 - Mountain Biking (Off road cycling).
 - Open Country - all activities (beyond 30 mins of nearest refuge and above 500m.)
 - Rafting/Improvised Rafting.
 - River / Gorge Walk / Scramble.
 - Rock Climbing including natural rock and man-made indoor or outdoor walls.
 - Sailing / Windsurfing.
 - Shooting including air, clay, laser tag sports, paintball and airsoft.

- Skiing and Winter sports, including skiing indoor and dry slope, snowboarding, tubing, and sledging.
- Snorkelling and aqualung diving.
- Surfing including board, body board and skim board.
- Swimming all forms excluding UK Public Pools.
- Underground exploration.
- Use of powered safety craft.
- Water skiing and wakeboarding.
- Trampoline and inflatable parks.
- Fieldwork in Coastal, River and upland locations.
- Any other activity which has additional risks.

4. Roles and Responsibilities

Governing Board

The Governing Board:

- Oversees the implementation of this policy.
- Ensures compliance with the Equality Act 2010.
- Ensures educational trips and visits positively impact pupils' lives, teach life skills and provide new experiences.

Headteacher

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an Educational Visits Coordinator (EVC). Note the EVC should have prior experience in leading educational visits or have support from other establishment employees who are experienced in leading LOTC and who should initially attend the 6-hour OEAP EVC training) liaising with the **LA** as necessary.
- Ensuring the EVC is formally assessed as being competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary. The National Guidance provides clear advice regarding the assessment of leader competence.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Ensuring that Visit Leaders (VL) receive recommended training available through Entrust or an endorsed OEAP trainer.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities.
- Formally approving ALL offsite educational visits and Learning Outside the Classroom activity taking place in accordance with OEAP guidance. Although approval is delegated, establishments MUST additionally notify Entrust's Educational Visit Advisor (EVA) in advance of any higher-risk visits and activities planned (preferably before booking). This notification includes any activities delivered by external providers or approved competent establishment leaders, even those with the required NGB qualifications.
- The Evolve system is configured to send all overseas, residential, or adventurous visits to the EVA for comment, acknowledgement, and guidance. The forms must be submitted with sufficient time for the EVA to acknowledge these visits and for schools to act upon any guidance added to them. Please see the guidance on timescales on the Evolve homepage. The school must consider any comment, guidance and recommendations the EVA has added to the form and address them prior to the visit's departure.
- Note: For educational visits that fall into the adventurous or additional risk activities category, visit leaders should have additional NGB qualifications or competence

assessments to allow them to lead effectively. For further information, please refer to the NG Document Approval of leaders Legal Framework & Employer Systems (Document 3.2d).

- Completing relevant paperwork as appropriate, including competency checks, risk assessments for extra-curricular trips and activities.
- Ensuring that the school user accounts (on EVOLVE) are up to date and that all employees of the school have their own EVOLVE account, with an associated staff email so that they can be added to visit forms and enable them to access EVOLVE and view any visit forms they are associated with. This can be delegated to the EVC. If there are any changes or issues to accounts, the Entrust EVA must be contacted.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the EVC, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The Educational Visits Coordinator (EVC)

The Educational Visits Coordinator (EVC) is responsible for:

- Attending an initial full 6-hour OEAP Educational Visits Coordinator training and revalidation training periodically every three years.
- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.

Visit Leader (VL)

The Visit Leader (VL) is responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the EVC and headteacher.
- Undertaking any relevant training or courses which are arranged by the EVC.
- Completing all essential documentation for the trip (using the online system EVOLVE) and ensuring it has been approved by the Headteacher.
- Completing a risk assessment and supervision plans prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity six weeks in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

Deputy Visit Leader (VL)

The Deputy Visit Leader (VL) is responsible for:

- Supporting the designated trip leader and assuming the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice.
- Supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

Volunteers

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

5. Planning School Trips

Organisers read all relevant DfE, HSE and OEAP guidance before planning begins. Local Area Visits are recorded on EVOLVE and follow established operating procedures.

This Includes:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- Outdoor Education Advisers' Panel (OEAP) National Guidance <http://oeapng.info>
- Learning Outside the Classroom (LOtC) Legal Framework and Duty of Care (Document 3.2a)

Planning includes ensuring:

- Staff understand roles and responsibilities.
- Parents are fully informed.
- Emergency contacts are identified.
- Risks are assessed and mitigated.

Planning for any educational visits ensures:

- The plan is based on establishment procedures, National Guidance, information in EVOLVE and these Management Arrangements.
- All staff (including any adult volunteer helpers), and the people to be involved, have a clear understanding of their roles and responsibilities, including their role in the risk assessment process.
- Those in a position of parental authority have been fully informed and, where appropriate, formal consents have been obtained.
- Designated emergency contact(s) have been identified that will work on a 24/7 basis where required and that all details of the activity provision are accessible to the emergency contact throughout the period of the activity.

A thorough risk assessment is conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

When partaking in adventure trips, activities are always identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors

and lifeguards is taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school does everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents.

Regular and Repeated Visits (Evolve Module - Local Area Visits)

Visits/activities within the 'Local Learning Area' are part of the normal curriculum and occur during the normal school day including after school clubs and PE fixtures.

These visits/activities:

- Are recorded on EVOLVE via the Local Area Visit form.
- Do not require parental consent (although parents are informed of the visit).
- Do not normally need any additional risk assessments/notes.

The school has an Operating Procedure that includes a generic risk assessment for the area, including information on specific hazards such as road traffic, interaction with the public, animals, etc., losing a pupil, prohibited areas, methods of transport, the local landscape, and any specific issues relating to fieldwork, e.g., environmental factors, rubbish, etc.

The EVC checks this, and it is shared with all Visit Leaders (VLs) at the setting. All staff follow this guidance. All visits to the Local Area are logged using the relevant section on Evolve, so the establishment has an accurate record of all visits. This includes all after-school fixtures and PE activities, but only the journey to and from the venue is covered by OEAP guidance. The organisation of the activity itself is in line with the recommended and specialist PE guidance, such as the Association for Physical Education (AfPE).

6. Risk Assessment Process

The headteacher ensures that the individual carrying out the risk assessment process has the skills, status and competence needed for the role, understands the risks involved, and be familiar with the activity.

Risk assessment processes:

- Identify hazards
- Determine who may be harmed
- Evaluate risks and precautions
- Record and implement findings
- Review and update as needed

A risk assessment is conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

Principles

- Visit Leaders tailor generic risk assessments to specific visits.
- Preliminary visits, where practicable, inform planning.
- Nationally accredited assurance schemes are used where possible.
- Contracts and waivers are checked carefully before use.

The risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The risk assessment of an activity is balanced by the benefits to be gained from participating. The Health and Safety Executive (HSE) endorses this approach through its 'Principles of Sensible Risk Management' and advocates that people should be exposed to well-managed risks so that they learn how to manage risk for themselves.

The academy produces its own risk assessments for any educational visits. The risk assessment is recorded, and suitable and sufficient control measures are identified and implemented. The results of any risk assessment are communicated to all staff, participants, parents, and pupils as appropriate. Note: Templates and examples of risk management materials can also be accessed through EVOLVE, and training is provided during the Entrust EVC and VL courses.

Generic risk assessments may be used, however the Visit Leader amends them for each specific visit to make them relevant to the group, staff, activity, environment and remoteness of the actual visit.

Note: For further information, please refer to the NG document: [Risk Management Overview \(Document 4.3c,f,g\)](#)

Preliminary Visits and Provider Assurances

All visits are thoroughly researched to establish the suitability of the venue and check that the facilities and third-party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of people. It is a vital dimension of risk management.

Wherever reasonably practicable, a preliminary visit is undertaken as part of good practice. If a visit is not possible, then the use of brochures, websites and previous knowledge from past visits or other establishments is considered.

Visit leaders take full advantage of the nationally accredited provider assurance schemes that are now available, thus reducing bureaucracy.

Examples of such schemes include:

- Learning Outside the Classroom (LOtC) Quality Badge.
- Adventure Activities Licensing Service (AALS) licensing.
- Adventuremark.
- National Governing Body (NGB) centre approval schemes
- (applicable where the provision is a single, specialist activity).
- AHOEC Gold Standard.

For some adventurous and additional risk activities, using non-accredited providers is possible as these activities do not fall within a recognised accreditation scheme.

If the activities being provided fall within the scope of AALS licensing, the EVC ensures that the provider has a license. [Legal Framework & Employer Systems](#) Document 3.2f AALA Licencing

If they do not fall within the above scheme or accreditations, the providers are required to complete an Activity Provider Checklist. This must be completed and signed by the provider and added to the EVOLVE visit form. A new Activity Providers Checklist is not required for each visit if the information on the form refers to the activity being carried out.

If the provider has not been used within 6 months, then they should be contacted to see if the information on the **Activity Providers Checklist** is still correct.

If using a provider for residential accommodation including campsites used for more than one night, then the provider must complete an **Accommodation Provider Form**. The procedures in the previous paragraph apply if the venue is used on subsequent occasions.

Both the Activity Provider Checklist and Accommodation Provider form can be downloaded from the Key Resources section on the EVOLVE homepage. [Good Practice](#) – Document 4g Selecting External Providers and Facilities

Contracts and Waivers

Contracts may be drawn up between a provider in order to provide a range of LOTC activities for pupils attending the school. The contract is between the school and the provider, not the provider and the parent.

Providers may offer additional risk activities and request a waiver to be completed. The academy will consider these very carefully, in order to ensure that all requests are in line with the National Guidance. Entrust EVA can offer advice on these and parents should be asked to not sign these forms directly on the provider's website.

See: [Legal Framework & Employer Systems Document 3.2i Contracts and Waivers](#)

7. Vetting Providers

When considering external providers for activities, the EVC will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the EVC will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

8. Equality

The academy promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's **Pupil Equality, Equity, Diversity and Inclusion Policy**.

In accordance with this, every effort is made to ensure that Educational Visits and LoTC activities are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender, or religion. Every reasonable effort is made to find a venue/activity that is both suitable and accessible and that enables the whole group to participate fully.

We take all reasonably practicable measures to include all young people. The principles of inclusion are promoted and addressed for all visits and reflected in local policies, thus ensuring an aspiration towards:

- An entitlement to participate.
- Accessibility through direct or realistic adaptation or modification. - Integration through participation with peers.

Legal Framework & Employer Systems (Document 3.2e)

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, charges will be in line with the requirements in the Charging and Remissions Policy.

9. Transport

Providing transport for off-site activities and educational visits is an integral part of the planning process. The Visit Leader ensures that coaches and buses are hired from a reputable company.

The academy follows DVLA guidance on the operation of vehicles. This includes ensuring that minibus drivers have the correct driving licence requirements and are competent to drive the vehicle safely. It is a requirement for drivers who want to carry passengers on a minibus that they have completed a Minibus Driver Training Scheme, such as MIDAS.

A section 19 permit is obtained before the driver of the minibus commences the Minibus Training Scheme.

This training only applies when the driver is carrying passengers, e.g., not when taking a minibus for a service. The information regarding drivers is logged on the Evolve system as required.

If pupils are transported in private cars, this forms part of the planning and risk assessment process and is recorded. The academy ensures that the appropriate checks have been made on both the driver's experience and qualifications and that the vehicle to be used has the appropriate level of insurance, road tax and a valid MOT.

The level of supervision on any transport is also considered as part of the risk assessment process when planning the journey.

Good Practice – section 4.5

Academy Minibuses

The **health and safety officer** is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax. The use of minibuses will be organised in accordance with the Minibus Policy.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy. Before driving abroad, the EVC will contact the LA for guidance on which licence is required. Drivers will complete the relevant forms from the **school office** and supply a photocopy of their driving licence. If using their own vehicle they will also provide an MOT check, driving licence check and a copy of their business insurance.

If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle. Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs. The minibus will carry strictly one person per seat and seatbelts must be worn at all times. Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school. The following staff members hold the required licence and have completed specific training which allows them to drive the school minibus: **Not Applicable to Ellison – No minibus**

10. Parental consent

Parental consent will always be acquired when children are attending school trips.

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent will only be required for:

- Trips that need a higher level of risk assessment.
- Trips that are outside of normal school hours.

The school may ask parents to sign a consent form when their child enrolls. This consent form will cover them for their whole time at the school.

11. Effective Supervision and Staffing ratios

The law does not prescribe activity-specific staffing ratios (except for the Early Years Foundation Stage Framework), but it does require that the level of supervision and group management is effective.

Effective supervisions is determined by the consideration of:

- Age (including the developmental age) of the group.
- Gender and gender issues.
- Ability of the group (including special learning needs, behavioural, medical and vulnerability characteristics, etc.)
- Nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions).
- Staff experience and competence.

When calculating ratios for groups, the academy ensures that sufficient competent staff are available to effectively supervise the group during all aspects of the visit.

Staff from external visit providers are not included in the supervision ratios as they may not be present for the whole visit. When using external providers, they are responsible for delivering the activity and ensuring its safe delivery. Visit Leaders are required to supervise in a pastoral capacity during these periods.

For periods such as downtime, during transport and any other periods when the provider does not directly instruct the students, the direct supervision of the students is the responsibility of the VLs, and clear and effective supervision plans are put in place and understood by all parties.

Note: [Good Practice](#) – Document 4.2a Group Management and Supervision

[Document 4.2b Ratios and Effective Supervision](#)

Our minimum staff to pupil ratios are as follows:

- Abroad: **Ratio**
- Other residential: **Ratio**
- High risk: **Ratio**
- Day trip visits: **Ratio**

[Good Practice](#) [Document 4.3e Safeguarding](#)

12. Insurance for Off-Site Activities and Visits

The Academy ensures that both Employer's Liability insurance and Public Liability insurance are in place as part of statutory requirements. This includes indemnities for both employees and non-employees.

When providers are used, they must hold Public Liability insurance cover with a minimum limit of indemnity of £5 million.

For cover on specific activities or issues, the insurer is contacted. Note: The DfE have provided public sector schools with access to the risk protection arrangement (RPA) as an alternative to commercial insurance.

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will

be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in the **school office**.

13. Emergency Planning and Critical Incident Support

There is an Emergency Plan in place to deal with Critical Incidents as outlined in the National Guidance: [Good Practice](#) (Emergencies).

A critical incident includes where any member of a group undertaking an offsite activity has:

- Suffered a life-threatening injury or fatality.
- Is at serious risk.
- Been missing for a significant and unacceptable period.

All members of the school, including visit staff, the leadership team and Governors, are aware of this plan and how to implement it.

Action to take when a critical incident occurs.

1. The leaders should refer to the Visit Emergency Plan and Business Continuity Plan in the first instance.
2. If the level of incident is beyond the coping mechanisms of the above plans, then schools/services should contact **XXXXXXXXXX**

The 24-hour Emergency number for **XXXXXXX** is **XXXXXXXXXXXX**. In the unlikely event that the **XXXXXXX** on call does not get back to you within a reasonable time period, then contact should be made with the **XXXXXXXXXXXX**

In addition to the school contact numbers, Visit Leaders also carry these numbers during off-site activities beyond normal office hours or on weekends. In the first instance, staff are asked to contact the emergency contact numbers provided, and then the numbers above if required.

Visit Leaders are not permitted to share these numbers with pupils or parents or guardians under any circumstances.

First Aid and Accident Reporting

Although there is no legal requirement that all visits have a fully trained first aider on the visit leader team, **we consider this good practice.**

We ensure that staff who lead adventurous and additional-risk activities have valid and relevant first aid training, which is also required to validate any National Governing Body (NGB) qualifications they may hold.

When using a provider, checks are made regarding the level of first aid provision.

For visits either abroad or some distance from the establishment, VLS ensure they know the location of additional first aid assistance and how to summon it if required. This is part of the planning and emergency procedures process.

If an attendee has a specific medical requirement, staff attending are trained as required to enable them to assist the attendee to manage their medical requirements.

<https://oeapng.info/download/1148/> Document 4.4e First Aid

DfE guidance – [Supporting pupils at school with medical conditions](#) page 22

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy. In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the headteacher who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the CEO and Trust media department.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils are easily identifiable, they must wear **the school polo shirts**. Failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

14. Missing person procedure

The academy places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The educational visits coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the EVC will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with this policy.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members and pupils will be required to carry mobile phones with them at all times. If a pupil doesn't own a mobile phone, they will be paired up with a pupil who has a mobile phone.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Pupils and staff will wear school branded clothing, in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

- The designated Visit Leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated Visit Leader will immediately identify at least **one** adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within **10 minutes**, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the Visit Leader will contact the headteacher, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the EVC will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the VL will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the EVC to ensure similar incidents can be avoided in the future.

15. Inclusion

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCO will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

16. Finance

The financial procedures outlined in the academy's Charging and Remissions Policy will always be followed when arranging trips.

The academy will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school

trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

The academy will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. Any excess of expenditure will be subsidised by the school fund.

For further information, please refer to National Guidance document: Charging for School Activities.

<http://oeapng.info/downloads/legal-framework-and-employer-systems> (document3.2c)

17. Trips abroad

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within **three months** of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip the educational visit coordinator will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and pupils will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Pupils and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) or European Health Insurance Card (EHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks prior to agreeing to use the provider.

18. Evaluating trips and visits

Following an educational trip and/or visit, the EVC will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

19. Monitoring

The Headteacher and their EVCs ensure that appropriate systems are in place for monitoring offsite visits. Monitoring includes checks on procedures, training, reviews following visits, and sampling (field observation) to ensure that procedures are followed during visits. Records of any monitoring, including field monitoring carried out by the school/service, are entered into Evolve.

Further information on monitoring is available in the National Guidance documents: <http://oeapng.info/downloads/legal-framework-and-employer><http://oeapng.info/downloads/legal-framework-and-employer-systemssystems> (document3.2b)

As part of the Educational Visits Advisory Service provided by Entrust, the EVA may undertake sample monitoring of visits, which can include field monitoring. If possible, schools will be informed of the planned monitoring before the visit. If the EVA carries out a monitoring visit, they will provide the school with feedback including a monitoring report.

Consent form for all educational visits and school trips

Please sign and date the form below if you are happy to give consent for your child,

- a) To take part in school trips and other activities that take place outside school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

Please note the following important information before signing this form:

- The trips and activities covered by this consent form include all school trips that take place during normal school hours throughout your child's time at school.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
- Additional written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form.

Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....

.....

Signed..... Date.....

Consent form for specific educational visits and school trips

Educational visits consent form

Pupil details	Visit details
Name:	Destination:
Year group:	Date:
Date of birth:	Time:
Home telephone number:	I acknowledge the need for my child to behave responsibly <input type="checkbox"/>

Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. **All information will be treated in confidence.**

When did your child last have a tetanus injection?

If your child is taking medication, please give details, including whether it can be self-administered:

Is your child allergic to any medication? YES/NO. If yes, please specify:

Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:

Family doctor:		Telephone number:	
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Address:	
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I am happy to let my son/daughter make their own way home

I will collect my son/daughter at **4:30 pm** from _____

I give permission for my child to participate in the above school visit and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by [the school's liability insurance](#), and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above.

Signed: _____ Date: _____

Parent's name in BLOCK capitals:

Address: _____

Telephone number: _____

Please give an alternative contact name and telephone number in case we cannot reach you in an emergency:

Emergency contact one

Name: _____

Telephone number: _____

Relationship to pupil: _____

Emergency contact two

Name: _____

Telephone number: _____

Relationship to pupil: _____

