



Educational Visits Policy

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1. Introduction

1.1. Scope

This policy applies to all External Visits involving children and young people. It applies regardless of whether the activities take place within or outside of normal working hours, including weekends and holiday periods.

This policy has been developed in line with the [DfE's Guidance on Health and Safety on School Visits](#)

1.2. Definition

External Visits are defined as events that involve children or young people being away from their normal school or residential home premises, while in the care of the school. This includes educational visits, outings, school trips and off-site activities such as: local visits to parks, museums, libraries and sports facilities; cultural, educational, recreational and exchange trips; outdoor activities; residential; field trip

1.3. Benefits of Educational Visits

Pupils benefit enormously from taking part in educational visits with the school, including learning outside the classroom, local activities, day visits, residential, field studies and outdoor adventure activities..

Visits offer children and young people the opportunity to undergo experiences not available in the classroom and to develop their emotional wellbeing, social skills and resilience. They support children to be able to think, to make healthy life choices and to understand the wider world outside school and home. Visits enhance and support the school curriculum and provide a foundation for life-long learning.

2. Statutory Responsibilities and Delegations

2.1. Statutory Responsibilities of The Trust Board

The Trust Board is the accountable body for all activities within the Trust.

It is responsible for the health, safety and welfare of the staff and students, and in so far as is reasonably practicable, for ensuring the safety of anyone else on the premises or anyone who may be affected by their activities. This responsibility extends to participants in off-site visits.

It is responsible for ensuring that the Trust fulfils all statutory obligations and carries out all activities in line with relevant guidance.

2.2. Delegations

The Trust Board has delegated approval and monitoring of this policy to the Executive Team. Responsibility for the day-to-day management of trips is delegated to Headteachers.

3. Roles and Responsibilities

3.1. The Headteacher

The Headteacher will:

- Appoint a suitable named Educational Visits Coordinator
- Undertake the responsibility of the Educational Visits Coordinator if there is no coordinator or if they are absent
- Ensure that the Educational Visits Coordinator has the training that they need to undertake the role

3.2. Educational Visits Coordinator (EVC)

An Educational Visits Coordinator should:

- be an experienced visits leader
- have the [skills, status and competence needed for the job](#)
- have the status to be able to guide the working practices of other staff
- be confident in assessing the ability of other staff to lead visits
- be confident in assessing outside activity providers
- be able to advise headteachers when they're approving trips
- have access to training, advice and guidance
- be able to assess the risks involved

The Educational Visits Coordinator will:

- maintain and review the educational visits procedures
- amend as necessary and refer back for appropriate approvals
- develop and train staff on the use of school specific systems related to school visits, which may include online systems
- work with relevant external advisers, such as outdoor education advisors, to assess and manage risks
- ensure that educational visits have a specific and meaningful objective
- ensure that the group leader is sufficiently skilled to plan the trip and competent to monitor the risks throughout the visit
- review plans for the trip to ensure that they are safe and robust prior to approval
- ensure that the necessary approvals have been obtained
- ensure that insurances and accreditations are in place

- ensure that educational visits are carried out in accordance with all statutory guidance and with relevant Trust and School policies
- ensure that adequate safeguarding procedures are in place

3.3. Responsibilities of the Group Leader

Only one person (the group leader) should have overall responsibility for the supervision and conduct of the visit. The group leader will:

- Obtain the relevant approvals before any off-site visit
- Follow Trust and school policies and procedures
- Ensure that the visit has a specific and stated objective
- Appoint a deputy leader.
- Inform parents of any visits using an appropriate means of communication and ensure that they have sufficient information to make an informed decision if consent is required
- Clearly define the role of all adults accompanying the trip and ensure all tasks have been assigned.
- Be able to control and lead students of the relevant age range.
- Be suitably competent to instruct students in an activity and be familiar with the location or centre where the activity will take place. If using external instructors ensure that they are suitably qualified
- Be aware of safeguarding and child protection issues
- Ensure adequate first aid provision.
- Undertake and complete a comprehensive risk assessment.
- Advise the EVC where adjustment may be necessary in existing guidelines.
- Ensure that all participating teachers, supervisors and students are fully aware of what the proposed visit involves.
- Obtain sufficient information about participating students to assess their suitability and be confident that all students participating will behave in an appropriate manner.
- Ensure that the ratio of supervisors to students is appropriate for the needs of the group
- Inform the EVC of any plans to use supervisors not employed by the school so that they can be appropriately vetted and approved.
- Consider stopping the visit if the risk to health or safety of the students is unacceptable, and have in place procedures for such an eventuality.
- Ensure that group supervisors have details of the school contact.
- Ensure that group supervisors and the school contact have a copy of the emergency procedures and a copy of a contingency plan for any delays, including a late return home.

- Ensure that group supervisors have the details of students' special educational or medical needs and are familiar with any specific intervention that they may need to make.
- Ensure that parents have signed the consent forms and arrangements have been made to meet the medical needs of all participants.
- On return to school, ensure students are safely collected or arrangements are in place for them to get home safely.
- Evaluate the trip and ensure that the EVC is advised of any recommendations.

3.4. Responsibility of Participating Teachers and Support Workers

- Assist the group leader with the organisation and planning of the visit.
- Ensure that they are fully aware of and fulfil the responsibilities that have been assigned to them.
- Ensure the health and safety of everyone in the group and to act as a responsible parent would do in the same circumstances.
- Follow the instructions of the group leader and help with control and discipline.
- Notify the group leader and consider stopping the visit or the activity if they think the risk to health and safety of those in their charge is unacceptable.

3.5. Responsibility of Parents or Other Adult Supervisors

- Participate in any vetting procedures and training
- Be clear about their role and responsibility during the visit
- Ensure the health and safety of group members.
- Not be left in sole charge of students, except where it has been previously agreed as part of the risk assessment
- Follow the instructions of the group leader and teacher supervisors
- Help with control and discipline and to speak to the group leader or teacher supervisors if concerned about the health and safety of students at any time during the visit

3.6. Responsibility of Parents

- Support the visit's code of conduct.
- Agree the arrangements for sending students home early and agree who will meet the costs.
- Provide the group leader with an emergency contact number(s).
- Sign any consent form.
- Where appropriate, provide additional information about their child's emotional, psychological and physical health.

4. Approvals

The following approvals and timescales are necessary:

Type of Activity	Approvals	Minimum Notice
Residential visits abroad	Educational Visits Coordinator, Headteacher and CEO/TLE	Usually the previous academic year but at least one full term in advance of the trip
Residential visits within the UK	Educational Visits Coordinator, Headteacher	Usually the previous academic year but at least one full term in advance of the trip
Day visit abroad	Educational Visits Coordinator, Headteacher	Four School Working Weeks
Educational/off site visits (including hazardous activities)	Educational Visits Coordinator	Four School Working Weeks
Impromptu visits (e.g. local visits to shops or parks)	Educational Visits Coordinator, Headteacher or Deputy Headteacher	24 hours (1 school working day)

5. Parent/Carer Consent

As identified in National guidance, ‘Schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are a normal part of a child’s education, such as local studies and visits to a museum or library etc.’ (Education Act 2002 section 29). However, where activities are deemed as higher risk or take place outside of the normal school day, additional consent will be sought from parents/carers.

6. Accompanying Guidance

This policy is accompanied by [guidance](#) that encompasses the following:

- Approval of staff to lead the visit, including qualifications and training expectations, staffing ratios and use of volunteers

- Evaluation of external providers, site visits and risk assessments
- Health and safety considerations, including transport, food, mobile phones and social media
- Parental communication and consent
- Participant information, including data protection and behaviour expectations
- Inclusion and medical consent
- Agreed 'checking in' and 'checking out' before, during and after a visit
- Emergency procedures
- Monitoring procedures
- Charging
- Insurance arrangements
- Residential visits and visits abroad
- Transport
- Pupils travelling unaccompanied
- Safeguarding

It is acknowledged that many schools use the Evolve package which manages many of these processes.

7. Related Policies

- Charging and remissions
- Financial procedures
- Safeguarding
- Health and Safety
- Risk Assessment
- Pupils with medical conditions