



Bartley C of E Junior School

Educational Visits Policy

Name of Unit/Premises/Centre/School	Bartley CE Junior School
Date of Policy Issue/Review	October 2025 - Review October 2027
Name of Responsible Manager/Headteacher	EVC and HT
Date approved by Governors if statutory:	21.10.2025

Our vision

We are committed to providing excellence every day so each child can achieve, be happy and be successful in everything they do.

Our Christian values foster love for ourselves and each other.

Contents

1. Aims and scope	2
2. Legislation and guidance.....	2
3. Roles and responsibilities	3
4. Planning and preparation	4
5. Risk assessment	5
6. Volunteers.....	6
7. Communication and consent	6
8. Emergency procedures and incident reporting	7
9. Charging and insurance	7
10. Residential visits	8
11. Review.....	8
12. Links with other policies	8

1. Aims and scope

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

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education, provide enriching social and cultural experiences, teach life skills and promote independent learning, providing a foundation for lifelong learning. This will 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 2024](#)
- [Outdoor Education Advisers' Panel \(OEAP\) National Guidance](#) will be followed as the primary source of good practice.
- [Adventure Activities Licensing Authority \(AALA\)](#)

3. Roles and responsibilities

3.1.1 Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours

3.1.2 The educational visits co-ordinator (EVC) Chris Baker is the appointed EVC at our school. Their role is to:

- Ensure all educational visits are planned and delivered in line with the school's Safeguarding & Child Protection Policy and KCSIE 2024 (including most recent updates) – a designated safeguarding lead (DSL) or deputy DSL will be available at all times during visits
- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.2 Trip lead

Every educational visit will have one 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 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

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
- 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

3.4 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

3.5 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

3.6 Pupils

Our school positive 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.

See Positive Behaviour Policy on our school website for more details - <https://www.bartley.hants.sch.uk/policies>

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Leadership Team (HT, DHT and SBM) 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
- Risk-benefit assessments should be proportionate, avoiding unnecessary paperwork, but must evidence how risks are managed.
- Visit leaders should also apply dynamic risk assessment throughout the visit.

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

The teacher who is responsible for leading the trip must complete an EVOLVE (Hampshire County Council Outdoor Learning Team) form online with enough time to evaluate and organise the visit safely and to have the visit externally approved.

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

Once the risk assessment and the trip details have been approved by the EVC and the headteacher, 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 (SEND) 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. In line with the Equality Act 2010, reasonable adjustments will be made so no pupil is unfairly excluded or disadvantaged. This includes considering accessibility, medical and SEND needs in all planning stages.

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, typically at least 2 weeks before the start of all trips. Leaders must review these assessments immediately prior to departure and use dynamic risk assessment during the visit.

This will be completed using the school's risk assessment template which can be found on our shared drive and approved by the EVC and the headteacher. 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 and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the EVC saved on the internal computer system.

5.1 Staff ratios and first aid

There are no fixed statutory ratios for visits. Ratios will be determined by the risk assessment and informed by Hampshire Outdoors guidance, considering age, SEND, activity, and environment. On all educational visits, we will make sure:

- At least one supervising adult with up-to-date first aid training will accompany every visit. The level of first aid provision will be based on the risk assessment.
- 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 front office.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- 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.

We will check that any external organisations hold the LOfC Quality Badge or equivalent. 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. Where adventurous activities fall under AALA licensing requirements, the provider must hold a current AALA licence.

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.

Volunteers will be 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.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter 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
- 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.

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.

For routine, low-risk curriculum visits within the school day, the school may use annual blanket consent, but parents will always be informed and given the chance to withdraw their child.

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.

Each visit will have a designated home contact available 24/7. Leaders will carry emergency contact details and follow 'Hampshire Outdoors Off-site Emergency Procedures.' All staff involved in a visit will be briefed on the school's

emergency procedures. 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.

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.

This policy complies with the DfE's statutory guidance on Charging for School Activities (2018). Adequate insurance, including travel and medical cover, will be secured for all visits.

10. Residential visits

The headteacher, 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 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 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

For visits abroad, we will make sure that any organisation providing activities hold the LOTC Quality badge or similar local accreditation. [Foreign, Commonwealth & Development Office \(FCDO\)](#) travel advice will be followed.

10.1 Staff conduct on residential visits

To maintain the highest standards of safeguarding, professional conduct, and duty of care, all staff and volunteers accompanying pupils on residential visits are expected to comply with the following:

- **Alcohol:** Supervising adults must not consume alcohol at any point during the visit. Staff must remain fit to supervise pupils and respond to emergencies at all times.
- **Smoking and vaping:** Smoking and vaping are not permitted in the presence of pupils or in any shared accommodation. Where permitted by venue policy, staff may only smoke or vape away from pupils and outside scheduled supervision times.
- **Professional boundaries:** Staff and volunteers must follow the same standards of conduct as in school. This includes maintaining appropriate relationships with pupils, modelling expected behaviour, and upholding safeguarding responsibilities.
- **Personal devices and social media:** Use of mobile phones or personal devices should be limited to essential communication and not interfere with supervision. Staff must not post or share images or information about the visit on personal social media accounts.
- **Emergency readiness:** At least one staff member must be accessible to pupils overnight. All staff must be able to respond immediately to emergencies at any time of day or night.

These expectations apply equally to employees of the school, contracted staff, and volunteers. Breaches of this code of conduct may lead to disciplinary action or, for volunteers, the withdrawal of permission to participate in future visits.

11. Review

This policy will be formally reviewed every two years, but checked annually by the EVC against OEAP and DfE guidance to ensure it remains compliant. At every review, the policy will be shared with the full governing board.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Positive behaviour policy
- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy

- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan