



EDUCATIONAL VISITS POLICY AND GUIDANCE

REVISED SUMMER 2026

‘Green Lane - A Big School with a Big Heart’

Contents	2
1. Aims and scope.....	2
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. Planning and preparation	5
5. Risk assessment	6
6. Volunteers	7
7. Communication and consent.....	7
8. Emergency procedures and incident reporting.....	8
9. Charging and insurance	8
10. Residential visits	8
11. Review	9
12. Links with other policies	9
Appendix 1: proposed visit planning information	10
Appendix 2: risk assessment template	Error! Bookmark not defined.
Appendix 3: volunteer behaviour and code of conduct.....	14

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 Head Teacher or other designated member of staff.

Educational visits are a valuable way to:

- Provide children with first hand experiences
- Enhance and enrich learning opportunities
- Develop personal and social skills
- Provide a positive contribution to the development of cross-curricular dimensions

and form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- › Visits to places of interest in the local area
- › Day visits to places such as museums and other cultural and educational institutions
- › Sporting activities
- › Adventurous and recreational activities

- › Residential trips organised by the school

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](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

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

3. Roles and Responsibilities

3.1 Head Teacher

The Head Teacher 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 Local Governing Body to approve residential trips of more than 24 hours

3.2 The Educational Visits Co-ordinator (EVC)

The Head Teacher 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 Local Governing Body
- › Access any necessary training, advice and guidance
- › Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Trip Lead

Every educational visit will have one member of staff designated as the trip lead. The trip lead will:

- › 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, responsibilities and expected behaviour
- › Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

3.4 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- › Seek and obtain approval for all educational visits from the Head Teacher
- › 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

3.5 Parents and Carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- › Provide all information required, such as emergency contact details and health/medical information if applicable
- › Sign and return consent forms and any other documentation required in a timely manner
- › Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

3.6 Volunteers

Volunteers attending school trips, including parent/carer 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

3.7 Pupils

Our school Behaviour Policy also applies to all educational visits. This includes the expectation that pupils will:

- › Follow instructions given to them while on the trip
- › Dress and behave as expected for the length of the trip
- › Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's Behaviour Policy at all times.

4. Planning and Preparation

The decision on whether or not a visit will take place will be made by the Head Teacher 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
- › 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

Once the risk assessment has been approved by the Head Teacher, and the Local Governing Body 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.

Special Educational Needs (SEND)

If a pupil 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 pupils.

Challenging Behaviour

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

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

5. Risk Assessment

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

This will be completed by the Visit Lead using the school's risk assessment template (see **Appendix 1**) and approved by the Head Teacher.

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 Head Teacher and, where appropriate, third-party vendors.

Every risk assessment will be approved by the Head Teacher and saved in the Educational Visits folder on the school network. A copy should be taken on the visit by the Trip Lead.

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, where possible:

- › At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- › At least 1 supervising adult able to administer first aid is present on all trips
- › For EYFS, at least 1 qualified paediatric first aider (with a current certificate) 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.
- › All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- › Adults without a DBS check will not be left alone with pupils at any time
- › The trip lead will take regular headcounts

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

5.3 Use of External Organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

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, while 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, where possible. Volunteers will also be asked to confirm they agree to fulfil the expected behaviours for this role. See **Appendix 2** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities and expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with pupils without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of any 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 consent for educational visits using the online ParentPay system. Where this is not applicable, written consent will be requested.

Because most visits during the school day will be part of the curriculum, we will not always need written consent i.e. local visits consent. However, we will always inform parents/carers of any off-site visits.

We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

8. Emergency Procedures and Incident Reporting

Generally, emergency planning will be defined as planning for:

- › Serious and unexpected risk
- › Serious and life-threatening injury
- › Individuals going missing
- › A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

One member of staff will always accompany a pupil seeking medical treatment.

In the 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 an evaluation of 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 the school Charging and Remissions Policy at all times.

Where necessary, we may ask for a voluntary contribution from parents/carers towards the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

10. Residential Visits

The Head Teacher, together with the Local 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/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 pupils must bring themselves
- › Public health requirements, including any required vaccinations
- › Accommodation options and arrangements
- › The names of staff attending

A face to face meeting with parents/carers will be planned in advance of any residential visit.

11. Review

This policy will be reviewed every two years. At every review, the policy will be shared with the Local Governing Body.

12. Links with Other Policies

This policy links with the following policies and procedures:

- › Health and Safety Policy
- › Charging and Remissions Policy
- › Behaviour Policy
- › Child Protection and Safeguarding Policy
- › First Aid Policy
- › Supporting Pupils with medical Conditions Policy
- › SEND Policy
- › Equality Policy
- › Accessibility Plan
- › Early Years Foundation Stage (EYFS) Policy

Appendix 1. Risk Assessment



GREEN LANE PRIMARY ACADEMY



APPLICATION AND RISK ASSESSMENT

FOR THE APPROVAL OF EDUCATIONAL VISITS BY THE HEAD TEACHER

Not all sections will be relevant to every proposed visit:

Class/Group:

Visit Lead:

- The Visit Lead should complete this form as soon as possible once the preparations are complete.
- The Visit Lead should have already received approval of the proposed visit in principle and should have regularly updated the Head Teacher on the progress of the preparations.
- The Visit Lead should fully inform parents about; the visit, the arrangements, any costs involved and obtain parental consent.
- When approval is given, one copy should be retained in the Educational Visits folder and another by the Visit Lead. The Head Teacher should be informed of any subsequent changes in planning, organisation or staffing.

1. Purpose of visit and specific educational objectives:
2. Place to be visited:
3.
4. Date and times: Date of Departure: Date of Return: Time: Time:
5. Transport arrangements: include the name of the transport company:
6. Organising company/agency (if any)

<p>Include licence reference number if the body is registered with the Adventure Activities Licensing Authority.</p> <p>Name:</p> <p>Address:</p> <p>Tel:</p> <p>Licence No if registered:</p>
<p>7. Proposed cost and financial arrangements:</p>
<p>8. Insurance arrangements for all members of the proposed party, including voluntary helpers: including the name of the insurance company:</p> <p>Academy Insurance Cover: Zurich Policy No: KSC-242052-2743</p>
<p>8. Details of the programme of activities</p>
<p>9. Details of any hazardous activity and the associated planning, organisation and staffing:</p>
<p>10. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:</p>
<p>11. Names, relevant experience, qualifications and specific responsibilities of other adults accompanying the party. All of whom have been risk assessed by the group leader.</p>
<p>12. Existing knowledge of places to be visited and whether an exploratory visit is intended.</p>
<p>13. Size and composition of the group – in line with school policy.</p> <p>At least:</p> <p>Foundation Stage 1:5 / 1:6</p>

Y1 and Y2	1:6-8
Y3 – Y6	1:10
14. Information on parental consent:	
Please attach copy of the letter sent / to send to parents	
15. Names of pupils with special educational or medical needs:	
Visit Lead: I have read and understood the following and communicated the information to all adults involved in the visit: <ul style="list-style-type: none"> • Green Lane Generic Risk Assessment Guidance • Risk Assessments provided by the organisation / venue <i>(Please attach to the approval email.)</i> 	
Signed:	
Date:	

GREEN LANE PRIMARY ACADEMY

CONFIRMATION FROM HEAD TEACHER FOR VISIT TO GO AHEAD

To be completed by the Head Teacher

To the Visit Lead

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given. Please ensure:

- All relevant information including a final list of group members and a detailed itinerary are left in school before you depart.

b. Parental Consent is obtained for all children

c. Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

Signed:

Date:

A copy of the completed application form and details of any subsequent changes will be retained by the Head Teacher. The copy will also be available to the Local Governing Body.

Appendix 2: Volunteer Safeguarding Protocol and Code of Conduct



GREEN LANE PRIMARY ACADEMY



VOLUNTEER SAFEGUARDING PROTOCOL FOR SCHOOL VISITS

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school.

A copy of this form will be kept by the Visit Lead.

Volunteers agree to:

- › Remain professional and respectful with staff and pupils at all times
- › Listen to and act on instructions from staff
- › Dress appropriately for the trip
- › Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- › Pay attention to potential dangers and raise concerns with staff
- › Act responsibly and demonstrate good behaviour to pupils
- › Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

To ensure the visit runs smoothly and safely:

- › Please follow all instructions given by the class teacher.
- › Make sure you know the names and number of children in your group.
- › Check that you have been given any necessary medication or that the child has the necessary medication e.g. inhalers.
- › Keep your group together at all times – for example, everybody goes to the toilet or the shop at the same time.
- › Remember to keep counting! How many children should you have? Have you got them all?
- › If you need to take your mobile phone, please keep it on silent and do not use it in the presence of the children. If you need to accept an important call or a text please inform the group leader so the necessary arrangements can be made.
- › Personal cameras should not be used. School staff will take all photographs.

- Helpers should not buy or give the children any treats or gifts.

YOUR GROUP IS

As a volunteer, I have read and agree to this Code of Conduct and will follow the rules set out above.

Signed:

Date: