# Educational Trips and Visits Policy

## June 2026

| Approved by | Date | Review Schedule | Date of next review |
|---|---|---|---|
| Trust Board | | Every 2 years | June 2028 |

***Saint Paul teaches, 'the body is not made up of one part but of many.'***

*Chester Diocesan Learning Trust recognises and nurtures the unique gifts, skills and talents within our whole community.*

*We will empower adults and children to grow in character and mind, shaping a better future.*

*Shaping better futures; one body, many parts.*

## Contents


1. Aims and Scope 3
2. Legislation and Guidance 3
3. Roles and Responsibilities 3
4. Classification of Visits and Levels of Approval 5
5. Planning and Preparation 5
6. Risk Assessment 6
7. Volunteers 7
8. Communication and Consent 7
9. Emergency Procedures and Incident Reporting 7
10. Charging and Insurance 8
11. Residential Visits 8
12. Review 9

Appendix 1: Proposed Visit Planning Information

Appendix 2: Risk Assessment Template

Appendix 3: Volunteer Behaviour and Code of Conduct

Appendix 4: Advanced Educational Visit Approval Form

## 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 and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, 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
- Trips abroad organised by the school

## 2. Legislation and guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education (2025/26)[1]

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

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

This policy also reflects guidance from the Outdoor Education Advisers' Panel (OEAP), including the classification of visits as 'standard' or 'advanced'.

## 3. Roles and responsibilities

### 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
- Ensuring appropriate approval is obtained for all visits, including escalation of advanced visits (as defined in this policy) to the Local Governing Committee (LGC) and/or Trust Board where required

[1] This policy reflects legislation and statutory guidance in force at the date of approval. Some statutory guidance (including Keeping Children Safe in Education) is updated annually or more frequently. Schools are responsible for ensuring compliance with the current statutory requirements pending the next scheduled review of this policy. Where significant legislative or statutory changes arise, Chester Diocesan Learning Trust may issue interim guidance or revised documentation. Schools requiring clarification should contact the Trust.

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

The School Business Manager 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 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
- Ensure that all significant off-site safeguarding incidents, including Restrictive Physical Intervention, are recorded, reviewed and reported in accordance with Trust procedures.

### Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to 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

### 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

### 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

### 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. Classification of Visits and Levels of Approval

Educational visits are classified in line with OEAP guidance to ensure a proportionate and risk-based approach to approval.

Standard visits include:

- Routine local visits
- Day visits within the UK
- Visits to established venues/providers with no significant additional risk

Advanced visits include (but are not limited to):

- Residential visits
- Overseas visits
- Adventurous activities (as defined by OEAP)
- Visits in remote or hazardous environments
- Visits involving water-based or high-risk activities
- Any visit where the level of risk is significantly above that encountered in everyday school activity

Approval Levels

Standard visits: Approved by the Headteacher (with EVC oversight)

Advanced visits
Require:

- Headteacher approval
- LGC notification
- Trust Board (or delegated committee) approval

The purpose of Trust approval is to provide strategic oversight and assurance, not to duplicate operational planning undertaken by schools.

## 5. Planning and preparation

The decision on whether or not a visit will take place will be made by the Headteacher in consultation with relevant teaching staff and the School Business Manager. The decision taken will be 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 details, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See appendix 1 for our (standard) trip information form for the planning and approval of a visit.

In cases where a visit is classified as an advanced visit (see section 4), the Headteacher will:

- Ensure the visit has been planned in line with this policy and OEAP guidance
- Notify the Local Governing Committee
- Submit the visit to the Trust for approval using the Advanced Visit Approval Form (Appendix 4)

The Trust will review advanced visits proportionately to provide assurance around safety, safeguarding and risk management.

Once the risk assessment has been approved by the headteacher, and Board, 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.

### Inclusion

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

**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**

The Trust is committed to ensuring educational visits are accessible to all pupils wherever reasonably practicable.

Decisions to exclude a pupil from an educational visit will only be made as a last resort following an individual risk assessment which has considered all reasonable adjustments in accordance with the Equality Act 2010.

Reasonable adjustments may include, but are not limited to:

- additional adult support;
- 1:1 supervision;
- amended activities or itinerary;
- adapted transport arrangements;
- additional planning with parents/carers and relevant professionals.

Where attendance cannot safely be supported despite reasonable adjustments, the decision will be clearly documented, proportionate and shared with parents/carers.

**Behaviour Incidents During Visits**

Where behaviour incidents occur during an educational visit, staff will respond in accordance with the school's Behaviour Policy and any relevant individual behaviour or risk management plans.

Responses will be proportionate, child-centred and focused on maintaining the safety and wellbeing of all participants. Any significant behaviour incident, including the use of Restrictive Physical Intervention where necessary and lawful, will be recorded in line with Trust procedures and communicated to the Headteacher, Educational Visits Coordinator (EVC) and parents/carers as appropriate. Following the visit, significant incidents will be reviewed to identify any lessons learned and to inform future risk assessments, reasonable adjustments and support arrangements for individual pupils.

## 6. Risk assessment

We will carry out a full risk assessment in advance of all trips.

This will be completed using the school's risk assessment platform EVOLVE, and in **appendix 2**, and approved by the Headteacher and the EVC. Existing risk assessments held on the Evolve system or those provided by the destination itself might also be used to support this process. Risk assessments will also consider online safety, pupil attendance concerns where relevant to safeguarding, individual vulnerabilities, and arrangements for the secure handling of personal information during the visit.

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.

### 6.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- For EYFS Settings: At least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be take 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 and/or rollcalls

### 6.2 Transport
Transportation for trips will be organised by the school, in line with our relevant 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.

### 6.3 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 its an appropriate organisation to use.
We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

### 6.4 Data Protection
Staff must ensure that all personal information relating to pupils is handled in accordance with UK GDPR and the Data Protection Act 2018.

Where medical information, emergency contacts or safeguarding information is required during a visit:

- information should be accessed through secure Trust-approved systems (for example EVOLVE or other secure school systems);
- personal information must not be stored in personal photo galleries, unencrypted notes, or other unsecured applications on personal devices;
- only the minimum information necessary for the safe operation of the visit should be accessed or retained;
- any printed or electronic records must be disposed of securely following the visit, in line with the Trust's Records Management Policy.

## 7. 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. See **appendix 3** 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, 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 children 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 a pupil.

## 8. 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.

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.

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.

## 9. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

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

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

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

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

In the event that a pupil is unaccounted for, the Visit Leader will immediately undertake a dynamic risk assessment taking account of the location, age and vulnerability of the pupil, environmental hazards (including water, transport networks and public spaces) and any safeguarding concerns. An immediate search of the surrounding area will begin whilst another member of staff maintains supervision of the remaining pupils.

Where the circumstances indicate an elevated level of risk, emergency services should be contacted without delay.

In all cases where a pupil remains missing, the police must be notified **no later than 30 minutes** after the pupil is first identified as missing.

Parents/carers and the school will be informed as soon as practicable in accordance with the school's emergency communication procedures.

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.

## 10. Charging and insurance

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

Parents/carers will not be asked to pay for any educational visit that takes place during school hours.

They also will not 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.

## 11. Residential visits

Residential visits are classified as advanced visits and must be approved in line with section 4, including Trust-level approval.

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 holds the LOtC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

## 12. Review

This policy will be reviewed every 2 years by the CDLT Trust Board. At every review, the policy will be shared with all schools.

**Appendix 1: proposed visit planning information**
To be completed by the staff member proposing the educational visit, and submitted to the Headteacher
**Name of staff member proposing the visit:**
**Date of request:**
**Response required by (date):**
**Proposed trip information**

| | TRIP INFORMATION | ADDITIONAL COMMENTS |
|---|---|---|
| Destination | | |
| Trip date | | |
| Travel distance | | |
| Length of stay | | |
| Purpose of visit / educational benefits | | |
| Number and age of pupils | | |
| Transportation options | | |
| Cost breakdown, including multiple options where available | | |
| Resources required, including:<br>› Staffing<br>› Volunteers<br>› Physical supplies<br>› Transportation | | |
| Insurance needed, where applicable | | |
| Risk assessment plans and first aid provision | | |
| Individual risk assessments needed for specific staff or pupils involved | | |

**Appendix 2: risk assessment template(only used where EVOLVE system is not available)**
Date of assessment:
Date(s) of trip:
Trip leader:
Assessor:
Trip destination:
Checked by:

| HAZARD | WHO MIGHT BE HARMED AND HOW? | WHAT ARE YOU ALREADY DOING? | DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK? | ACTION: WHO? | ACTION: WHEN? | DONE |
|---|---|---|---|---|---|---|
| E.g. slips and falls caused by wet floor | Pupils and staff | Appropriate footwear to be worn, first aid kit to be carried at all times | Follow additional instructions from destination staff as appropriate | Trip leader | Duration of trip | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Appendix 3: volunteer behaviour and code of conduct**

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. If you feel you cannot agree with this code, please speak to [insert member of staff] at the earliest opportunity and withdraw from the trip.
A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found [insert location].

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
- [Add more points as needed]

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff
- [Add more points as needed]

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.
**Signed:**

**Date:**

**Appendix 4: Advanced Educational Visit Approval Form**

| | |
|---|---|
| 1. School Name: | |
| 2. Visit Title: | |
| 3. Dates: | |
| 4. Location: | |
| 5. Visit Type (please tick all that apply) | ☐ Residential<br>☐ Overseas<br>☐ Adventurous activity<br>☐ Remote/hazardous environment<br>☐ Other (please specify): |
| 6. Educational Purpose: | *Brief summary of intended outcomes* |
| 7. Group and Staffing: | Number of pupils:<br>Age range:<br>Number of staff:<br>Staff:pupil ratio: |
| 8. Leadership | Visit Leader:<br>EVC approval confirmed: ☐ Yes<br>Headteacher approval confirmed: ☐ Yes |
| 9. Risk Management: (summary only) | Key risks:<br><br>Control measures: |
| 10. Safeguarding | Safeguarding arrangements in place: ☐ Yes<br>DBS checks confirmed: ☐ Yes<br>Supervision arrangements appropriate: ☐ Yes |
| 11. External Providers | Provider(s):<br>LOtC or equivalent checked: ☐ Yes |
| 12. Emergency Planning | Emergency contacts in place: ☐ Yes<br>Contingency planning completed: ☐ Yes |
| 13. Inclusion | SEND/medical needs considered: ☐ Yes<br>Reasonable adjustments in place: ☐ Yes |
| 14. Declaration | I confirm this visit has been planned in line with policy and OEAP guidance.<br><br>Headteacher name/signature:<br><br>Date: |

**Trust Use**

Decision:
☐ Approved
☐ Approved with conditions
☐ Not approved

Comments:

Reviewer:

Date: