

*Liverpool City Council*

*Educational Visits Policy 2026-2028*

*Statutory Guidance and Compliance Framework*

*Liverpool City Council's Educational Visits Policy sets out the statutory requirements, compliance expectations, and operational standards for all schools and settings organising off-site activities. It ensures that all educational visits are planned, approved, and delivered safely, effectively, and in line with national and local authority regulations.*

*Review date: 09/04/2028*

## For Maintained Schools

### 1. Policy Statement

The governing body recognises the educational value of off-site visits and is committed to ensuring that all such activities are planned and delivered safely, inclusively, and in accordance with statutory requirements. This policy sets out the procedures for the approval, management, and evaluation of educational visits.

### 2. Scope

This policy applies to all off-site activities arranged by the school, including:

- Curriculum-related visits
- Local area walks
- Day trips
- Residential visits
- Adventurous activities
- Overseas visits
- Sporting fixtures
- Work-related learning and placements
- Any off-site activity during or outside school hours

It applies to all staff, volunteers, pupils, and external providers involved in educational visits.

Visit Type	Submit to LA?	Reason / Notes	Examples
Residential visits	Yes	Higher-risk; overnight stays; additional safeguarding and welfare considerations	Y6 residential; outdoor centre stay; Duke of Edinburgh expeditions
Adventurous activities	Yes	Activities requiring technical competence or specialist instructors	Climbing, canoeing, high ropes, caving, mountain biking
Water-based or beach activities	Yes	Increased risk; requires specialist supervision and water safety planning	Open-water swimming, beach paddling, coastal studies
Overseas visits	Yes	Additional complexity: travel, insurance, medical, safeguarding	Ski trip, cultural visit abroad, sports tour

Curriculum-related visits	No – Headteacher approval	Low-risk, routine educational visits	Museum, theatre, farm visit
Local area walks	No – Headteacher approval	Familiar environment; low risk	Walk to park, library, church
Day trips (non-adventurous)	No – Headteacher approval	Standard off-site activities without technical risk	Zoo, gallery, theme park (non-adventurous)
Sporting fixtures	No – Headteacher approval	Routine competitive events	Football match, athletics meet
Work-related learning / placements	No – Headteacher approval	Standard supervision and safeguarding arrangements	College taster day, employer visit
Any other off-site activity (non-adventurous)	No – Headteacher approval	Routine visits without elevated risk	Cinema trip, reward trip

### 3. Legal and Statutory Framework

#### 3.1 Legislation and Guidance

Category	Key Requirements
Legislation	Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Children Act 2004; Equality Act 2010; Data Protection Act 2018; Occupiers' Liability Acts 1957 & 1984; Adventure Activities Licensing Regulations 2004
National Guidance	DfE <i>Health and Safety on Educational Visits (2018)</i> ; HSE <i>School Trips Guidance</i> ; DfE <i>Keeping Children Safe in Education</i> ; OEAP National Guidance
Local Authority Requirements	Compliance with Liverpool City Council procedures, including use of any designated visit-approval system and LA approval for specified categories of visits

### 4. Roles and Responsibilities

#### 4.1 Summary Table

Role	Key Responsibilities
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Governing Body	Approves policy; monitors compliance; ensures appropriate procedures and resources
Headteacher	Implements policy; appoints EVC; approves visits; ensures staff competence; ensures emergency procedures
Educational Visits Coordinator (EVC)	Oversees planning; checks risk assessments; verifies staff competence; maintains records; liaises with LA
Visit Leader	Plans visit; completes risk assessments; briefs staff and pupils; manages supervision; conducts dynamic risk assessment
Accompanying Staff/Volunteers	Follow Visit Leader instructions; maintain supervision; uphold safeguarding
Parents/Carers	Provide consent; supply medical information; support behaviour expectations
Pupils	Follow instructions; behave responsibly

## 5. Planning and Approval Procedures

### 5.1 Staged Approval Process

Stage	Requirements
Initial Proposal	Purpose, learning objectives, date(s), staffing, transport, costings
Risk Assessment	Written assessment covering hazards, control measures, SEND/medical needs, behaviour, environment, emergency planning
Approval	Headteacher approval for routine visits; LA approval for residential, adventurous, or overseas visits
Pre-Visit Checks	Venue suitability, provider accreditation, safeguarding checks, transport arrangements
Briefings	Staff briefing, pupil briefing, parent information
Evaluation	Post-visit review submitted to EVC

## 6. Risk Assessment

Risk assessment is a legal requirement under the Management of Health and Safety at Work Regulations 1999.

### 6.1 Components of a Risk Assessment

Component	Description
Hazard Identification	Identify significant risks associated with the visit
People at Risk	Pupils, staff, volunteers, public
Control Measures	Strategies to reduce risk to an acceptable level

SEND/Medical Needs	Adjustments and individual risk assessments where required
Behavioural Considerations	Additional supervision or support
Environmental Factors	Weather, terrain, water, traffic
Dynamic Assessment	Ongoing assessment during the visit

## 6.2 Third-Party Providers

- Providers must demonstrate robust safety management systems.
- LOfC Quality Badge or equivalent evidence is strongly preferred.
- AALA licence is required for certain adventurous activities.

## 7. Supervision and Staffing

### 7.1 Supervision Ratios

There are no fixed legal ratios (except EYFS), but ratios must be based on risk assessment.

Visit Type	Typical Considerations	Suggested Ratio (LCC Guidance)	Notes
Local low-risk visits	Age, behaviour, familiarity with environment	1:10 (adjust as needed)	Younger pupils or unfamiliar areas may require additional adults
Day trips	Group size, transport, venue layout	1:10 (minimum)	Increase staffing for complex venues, busy public spaces, or long travel
Residentials	Night supervision, gender balance, medical needs	1:10 (daytime), higher at night	Must include male/female staff as appropriate; additional staff for medical or behavioural needs
Adventurous activities	Technical competence, instructor qualifications	1:10 (school staff) + qualified instructors	Ratios may be set by the activity provider; school must still ensure adequate supervision
SEND pupils	Additional staffing, 1:1 support, medical or behavioural needs	As required by individual needs	Some pupils may require 1:1 or even 2:1 depending on risk assessment

### 7.2 Staff Competence

- Visit Leaders must be competent and approved by the Headteacher.
- External instructors must hold appropriate qualifications.

- Volunteers must be briefed and supervised.

## 8. Safeguarding

Educational visits must comply with Keeping Children Safe in Education and the school's safeguarding policy.

Safeguarding requirements include:

- DBS checks for adults in regulated activity
- Clear supervision arrangements
- Procedures for managing allegations
- Protocols for one-to-one situations
- Gender-appropriate supervision on residential

## 9. Parental Consent

Visit Type	Consent Requirement
Routine local visits	Annual consent may be used
Day trips	Specific consent required
Residential visits	Specific written consent required
Adventurous activities	Specific written consent required
Overseas visits	Specific written consent required

Parents must receive sufficient information to make an informed decision.

## 10. Inclusion and Accessibility

The school is committed to ensuring that all pupils can participate in educational visits.

- Reasonable adjustments must be considered.
- No pupil may be excluded solely due to SEND or medical needs unless unavoidable for safety.
- Individual risk assessments may be required.

## 11. Transport

Transport arrangements must comply with:

- LA transport policies
- Road traffic legislation
- Requirements for seatbelts and supervision
- Vetting of coach companies
- Procedures for using staff cars (if permitted)

## 12. Emergency Procedures

### 12.1 Requirements

Area	Expectations
Emergency Contact	24/7 contact available during visit
Critical Incident Plan	Follow school and LA procedures
Communication	Clear lines of communication with school, parents, and emergency services
Incident Reporting	RIDDOR reporting where applicable; internal reporting to EVC and Headteacher

### 13. Insurance

The school will ensure that appropriate insurance is in place for:

- Public liability
- Employer's liability
- Travel insurance for residential and overseas visits
- Additional cover for adventurous activities where required

### 14. Documentation and Record Keeping

The following must be retained:

Document	Retention Period
Risk assessments	Minimum 3 years (longer if incident occurs)
Consent forms	Minimum 3 years
Incident reports	In line with LA and statutory requirements
Provider documentation	Until after visit evaluation
Evaluation forms	Minimum 1 year

### 15. Monitoring and Review

- The EVC will monitor visit planning and documentation.
- The Headteacher will ensure compliance with this policy.
- The governing body will review this policy every two years or sooner if required by changes in legislation or guidance.