

Educational Trips and Visits Policy

Amended: June 2025

Approved by Governors: July 2025

Review date: June 2026

Contents

1 Introduction	3
2 Reasons for Visits	3
3 Visits and Curriculum Links	3
4 Gaining Approval for a Trip	4
5 Choosing a Provider	4
6 Parental Consent.....	4
7 Visits and Staffing.....	4
8 The Visit	5
9 Staff Accountability Whilst on School Trips	6
10 Financing the Visit	6
11 Insurance.....	6
12 Transport.....	7
14 Emergency/Critical Incident Procedures	7
15 Monitoring and Evaluation	7
15 Trips and Visit Signing Out Sheet	8
16 Trips and Visits Approval Process Flow Chart	10
17 Trips and Visits Proposal Form Funding Breakdown and Check List.....	11
18 Staff Information and Checklist.....	13
19 Emergency Procedures Action Plan	14

1 Introduction

The Employer/Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Woodlands School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Governors/Head/EVC/Visit Leader/etc.)* see website link : www.oeapng.info/

The DfE guidance: [Health & Safety on Educational Visits](#) The 8 key points addressed in this document have been embedded in this policy

- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

2 Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Woodlands School, we offer a range of educational visits and other activities that add to what they learn at school.

3 Visits and Curriculum Links

3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

- English – theatre visits, visits by authors, poets and theatre groups
- Science – use of the school grounds, visits to local woods and parks
- Mathematics – use of shape and number trails in the local environment
- History – castle visits, study of local housing patterns, museums
- Geography – use of the locality for fieldwork, field work further away
- Art and design – art gallery visits, use of the locality
- PE – range of sporting fixtures, extra-curricular activities
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear
- Design and technology – work with local secondary schools
- ICT – its use in local shops/libraries/secondary schools etc.
- RE – visits to centres of worship, visits by local clergy.

NOTE – When extra-curricular activities take place, there should always be an adult, other than the one running the activity on the premises.

4 Gaining Approval for a Trip

4.1 Governors

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

The Governors must approve any visit involving an Overnight stay or Overseas Visit. The Trustees delegate the Headteacher/EVC the responsibility to approve all other visits including Local Area Visits. The Governors have adopted a charging and remissions policy:

www.oeapng.info 3.2c-Charges-for-off-site-activity-final

4.2 The Headteacher or EVC

DfE guidance: [Health & Safety on Educational Visits](#)

- 4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- 4.2.3 should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010
- 4.2.4 should ensure the suitability of all staff appointed to the visit.
- 4.2.5 should ensure that the visit leader fully understands his/her responsibilities.
- 4.2.6 should implement effective emergency contact arrangements.
- 4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- 4.2.8 should have a system in place to record, audit and monitor school off-site visits.

Electronic submission processes EVOLVE is used to log, audit, and approve the following:

Overseas	Yes and formal approval by EVC and Head
Residential	Yes and formal approval by EVC and Head
Adventurous	Yes and formal approval by EVC and Head
Day Visits with transport	Yes and formal approval by EVC / Head
Local Area Visit	Yes and formal approval by EVC / Head

5 Choosing a Provider

After considering the reasons for the visit, the visit leader should check out the provider. See Section www.oeapng.info/ 4.4f 4.4g and 4.4h- Note the need to check on insurance/T's & C's/ LOTCQB etc.

DfE guidance: [Health & Safety on Educational Visits](#) (Nov 2018 Section 3)

6 Parental Consent:

OEAP National Guidance Document www.oeapng.info 4.3d-Parental-Consent

DfE guidance: [Health & Safety on Educational Visits](#) (Nov 2018 Section 2)

When to get consent from parents:

Parental consent to off-site activities: Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

7 Visits and Staffing

CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist:

www.oeapng.info 3.3e-Visit-Leader-Check-List and 3.4k Visit or Activity Leader

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Head Teacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment/Risk management for the visit. For Risk Assessment guidance see www.oeapng.info 4.3g Risk Management

Key Requirements for Leaders

The key requirements for leaders are that they must be competent to lead, confident and accountable. Being competent means that the leader has demonstrated the ability to lead to the level demanded by the visit or activities that they are to lead, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in. Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment. Please also note that it is the decision of the trip leader and Senior Leadership Team whether or not to allow electronic devices such as mobile phones.

Visit Leader Training

A [EVOLVE visit leader training course](#) is available for schools allowing cost effective CPD opportunity for all their staff engaged in any way on out of school activity. (See EVOLVE Homepage for more details) This is strongly recommended to ensure all staff are clear on their roles and responsibilities when engaged in off-site activity.

EVOLVE

All trips must be put on EVOLVE by the visit leader of the trip.

All risk assessments and documentation for the trip must be completed by the visit leader and uploaded to EVOLVE prior to the trip date:

- For a Local Area Visit, all documentation must be on EVOLVE 2 weeks before the trip date.
- For any other type of trip (overseas, residential, adventurous, DofE etc) all documentation must be on EVOLVE no later than 8 weeks before the trip date, to allow for approval and thorough checking. Failure to do so could result in the trip/visit not being allowed to proceed.

8 The Visit

8.1 On the day

Leave in the school office:

- an amended list of all children attending and going on visit.
- full list of escorts and staff and groups of children for which they are responsible (see Appendix A).
- the itinerary for the entire day.
- a copy of the written briefing notes for the escorts.
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- take First Aid Kit, sick bags, inhalers and other medication e.g. EpiPen and mobile phone.
- Copies of Emergency / Critical Incident cards given to all leaders.

8.2 During the Visit

Young Children must be kept in escort's group at all times. With older children close, or even remote supervision, is acceptable with suitable checks and contingencies in place. (e.g. Year 11 working in groups of 4 minimum – responsibility to support each other may be suitable and sufficient for a delimited area in a town centre).

There should be a system in place to safeguard young people at all times. (e.g. if toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

Every escort must be given an emergency procedures card. This will have the school's contact and

action plan in case of an emergency.

8.3 On Return

8.3.1 Check all children off the coach and a member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or neighbour.

8.3.2 A teacher must remain with uncollected children until all parents have arrived and all children have departed.

9 Staff Accountability Whilst on School Trips

Woodlands Staff are held to accountability on every trip. All Staff are ambassadors of the school and responsible for the children within their care.

Staff are to be accountable and "on duty" 24/7 for the entirety of the trip, (meaning no evenings off), pupils are to be supervised in compliance to recommended staff / pupil ratio (1:10).

- staff shall report any safeguarding concerns regarding pupils to the Safeguarding lead.
- any staff safeguarding concerns reported immediately to the Head Teacher.
- child protection applies whilst on all trips and visits.
- staff will not allow pupils into their sleeping quarters or be in theirs.
- staff shall refrain from the use of recreational drugs and alcohol intake for the entirety of the trip.
- staff shall adhere to the Code of Conduct Policy at all times.
- staff shall report any concerns to the Head Teacher or Deputy Head Teacher immediately.
- staff shall not to use their own or any other private vehicle for trips and visits.

10 Financing the Visit

When stating the cost for each individual:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the County/School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment. All payments for trips and visits will be accepted on ParentMail accounts only.
- Some visits may incur vast amounts of money therefore a detailed breakdown of costs will be submitted to SLT/School Finance Manager for approval before any correspondence is sent to parents and carer or deposits requested.

11 Insurance

Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim

against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the wellbeing and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

Indemnity

Please see reference to parental Consent:

OEAP National Guidance Document www.oeapng.info 4.3d-Parental-Consent

Insurance Provision

Teachers should be aware of the school provision for insurance.

Insurer: The Department for Education's risk protection arrangement (RPA)

Department for Education's risk protection arrangement (RPA)

Membership no/urn: 141214

Membership Period: 01 September 2024 to 31 August 2025

12 Transport

See School Transport Policy -

See guidance from OEAP NG -4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

14 Emergency/Critical Incident Procedures

See OEAP National Guidance document: <http://oeapng.info> 1a-Critical-Incident-Management-Employer

- All leaders must carry the school's 'Critical Incident form' (z Cards) – With Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

DfE guidance: [Health & Safety on Educational Visits](#)

15 Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team.

DfE guidance: [Health & Safety on Educational Visits](#)

All links to guidance documents noted should be accessed via the www.oeapng.info site

To access the most current advice/guidance. Use the keyword search to locate any document.



Signed: _____
Head Teacher

Dated: 8th July 2025 _____




Signed: _____
Chair of Governors

Dated: 8th July 2025 _____

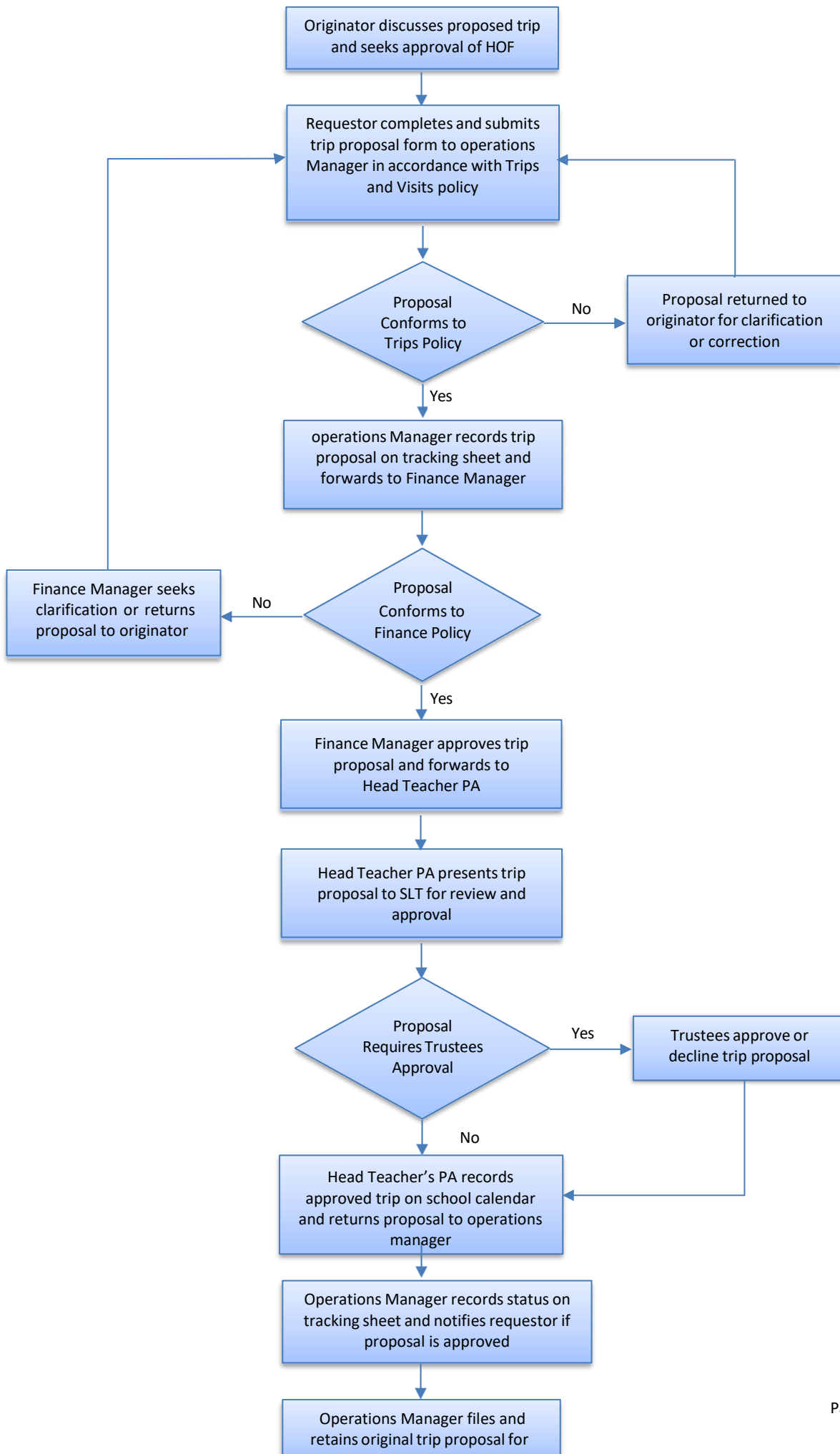
15 Trips and Visit Signing Out Sheet

Signing-out sheet for ad-hoc activities in the school locality, where the school policy addresses the generic risk management issues.

Copies of this document are to be left with at Attendance, Pupil Services, Reception and the EVC:

 WOODLANDS SCHOOL <small>ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE</small>		<h1>Trips and Visits Signing Out Sheet</h1>	
Date:			
Visit Leader			
Assistant Leader:			
Accompanying Staff:			
Attending Pupils:			
Activity:			
Destination / Venue details:			
First Aid kit / Emergency Card collected from EVC:			
Time out:			
Time back:			
Contact number:			
Any other relevant details/issues (e.g. pupil medical/behavioural needs):			
Attending pupils marked absent on SIMS	YES	Signed: _____	

16 Trips and Visits Approval Process Flow Chart



17 Trips and Visits Proposal Form Funding Breakdown and Check List

Before completing this form refer to Woodlands School Educational Visit Policy

Destination							
Purpose of trip							
Trip Leader				Assistant Trip Leader			
Other accompanying staff Teachers, Associate Staff, Other Adults							
Date of trip							
Trip time	Depart:			Return:			
Pupils involved	Year Group(s):			Number: Estimated			
Confirm the Examinations Officer if Y10 and Y11 are involved with exams?	No Pupils on exams (tick box) [] If pupils have examinations on the day of the visit, they will not be eligible to participate.						
Brief description of activities							
Cost involved	Per pupil			Total Outlay			
Funding agreed by SLT /PPG	Amount						
	Funded from						
	SLT / PPG Signature						
Transport	Coach / Minibus / Other:			£ N/A			
Certificate of vehicle worthiness obtained from coach provider				Yes		No	
Details of any other costs							
Details of when payment has to be paid out and how							
Uniform/ non uniform (Agreed by SLT)							
Noted by Finance	Signature:				Date:		
Approved / Declined by SLT	Signature:				Date:		

Trip Funding Breakdown				
Transport				£0
Accommodation				£0
Food				£0
Insurance				£0
Supply Staff Costs				£0
Passports				£0
Mini Bus Cost				£0
Tickets (ensure you can pay before purchasing)				£0
Other Cost's				£0
Total Cost of Trip				£0
Cost Per Pupil				£0
Option to parents/students to pay in installments of:	£		Start date:	N/A
Any advanced payments to provider / travel company required	Amount:	£	Date:	
Any currency/travelers' cheques required	Amount:	£	Date:	
Date of final payment to provider / travel company			Date:	
Please list below how the trip will be funded.	% / or	£	If so approved by:	
Parents / Carer	0	0		
School Budget	0	0		
School Fund	0	0		
Grant	0	0		
Donation	0	0		
Other (give details)	0	0		
<u>Please ensure that your trip or visit is economically viable before commitment</u>				

18 Staff Information and Checklist

When planning a visit, whether it is a day visit or a residential, staff must follow the procedure listed below:

	Action	Complete
1	Trip Leader / Faculty propose visit as detailed to Education Trips and Visit Policy	
2	Discuss proposal with line manager	
3	If lesson cover is required discuss with HOF / Line manager and arrange with the Cover Supervisor	
4	Check with school diary holder	
5	Submit trip proposal and funding form to EVC (PRo)	
6	EVC forwards trip proposal and funding form to DWt for SLT consideration	
7	SLT will take to Trustees for final approval as required	
8	EVC confirms Visit Leader has access to EVOLVE	
9	EVOLVE to confirm all necessary arrangements are suitable any amendments made as required	
10	Staff to collect school mobile phone and first aid kit on the day of visit, available from EVC	
11	Trip Leader collect visit pack from EVC	
13	Hand in pupil register to reception , student services and EVC on departure	
14	Hand in trip register on return to school after pupil dismissal	
15	Return school mobile phone and first aid kit on completion of visit	

Trip Leader/ Staff Co-ordinator	Signature:		Date:	
---------------------------------	------------	--	-------	--

Captured on trips & visits tracking sheet by EVC	Signature:		Date:	
--	------------	--	-------	--

19 Emergency Procedures Action Plan

A copy of this document will be issued when collecting the first aid kit and mobile, please follow the steps below to help manage emergencies effectively.

