



HEADLANDS SCHOOL
SINCE 1965

Educational Visits Policy

Written By	Associate Assistant Headteacher - Community
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Headlands School

Educational Visits Policy

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1. Introduction and rationale

Educational visits are activities arranged by, or on behalf of, our school, which require students 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 students' 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 students' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and to make sure that our visits are available to all students. It sets out the roles and responsibilities of staff, students 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 2023](#)

3. Roles and responsibilities

3.1 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

3.2 The Educational Visits Co-ordinator (EVC)

David Stamper (Associate Assistant Head) 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 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 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 students, 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, students 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 students and others
- Will not have children attending/not attending Headlands School on the school visit or trip

3.3 Staff

Staff have a responsibility to make sure all students 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 students' needs
- Look out for the health and safety of themselves and those around them
- Help manage student behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate
- Not consume alcohol at all on the school visit or trip
- Adhere to the Staff Code of Conduct at all time

Staff can:

- Bring children of secondary school age that do attend Headlands School and will be considered to be a member of staff. They will not pay for their staff place on the trip and cannot be the trip leader.
- Bring children of secondary school age that don't attend Headlands School but will then be considered as Volunteers (see section 3.5). They will be required to show insurance for their child to cover the trip/visit. Should the trip be during term time they will be required to demonstrate that they have sought permission from their child's school to authorise their absence.

3.4 Parents and carers

By agreeing that students 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 student 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
- Take out insurance to cover the visit / trip
- Behave appropriately and model good behaviour for students
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible
- Are not part of the staff:student ratio count
- Pay for their place on the trip
- If they bring a child who is of secondary school age and not on Headlands School roll, they will also pay for their child(rens) place on the trip/visit

3.6 Students

Our school behaviour policy also applies to all educational visits. This includes the expectation that students 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

Students 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 for learning policy at all times.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Senior Leadership Team, 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-student ratio

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

See appendix 1 for our trip information form for the planning and approval of a visit. 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 has been approved by the Headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Evolve parental consent will be required for all trips and 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 students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a student with a disability, statement of special educational needs (SEN) 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 students.

5. Risk assessment

We will carry out a full risk assessment and meet deadlines in line with LA policy e.g. standard day visits will be submitted 2 weeks before the start of the trip. This will be completed using the risk assessment templates from Evolve and approved by the EVC and the Headteacher. Risk assessments 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 students), 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 stored on Evolve to be used electronically or a printed copy taken on the visit. All staff/volunteers attending the trip must read and agree the risk assessment before departure.

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:

- Staffing ratios are in line with local authority guidance. All visits should have at least two staff members unless agreed by the EVC and Headteacher.
- On mixed gender standard day visits, an appropriate mix of male and female staff will attend. This could mean an all male or all female staff for mixed gender visits should this be deemed suitable by the EVC and Headteacher.
- On mixed gender residential visits, at least one male and one female member of staff will attend.
- At least 1 supervising adult with the Emergency First Aid qualification is present on all trips unless appropriate, clear and agreed mitigation is made when submitting risk assessments. This needs to be agreed by the EVC and Headteacher prior to the trip.
- 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 Student Services.
- A trip phone will be taken on all trips. This can be found in Finance.
- 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 students at any time
- 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 [insert your policy covering this topic, e.g. first aid policy]. We will make sure students, 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 and that we know what everyone is responsible for during the visit.

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 students 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 students 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 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, 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 students or given sole responsibility for the care of a student.

7. Communication and consent

We will contact the parents and carers of students invited to take part in an educational visit before the proposed date of the trip. Communication will be via Evolve email and information provided will include the date, travel times, destination and purpose of the visit.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Student-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 students' failure to meet these standards

Where required, parents/carers will provide consent using the Evolve email.

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 UK Global Health Insurance Card information, if available.

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, as well as the Critical Incident Policy.

In the case of an emergency, the trip leader or other supervising adult will ensure all students are safe and mobile phones are not in use by students. They will contact the school office during school hours or David Stamper outside of school hours. Should David Stamper not be available, then contact needs to be made with Amy Stamford. The school office/David Stamper will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans.

One member of staff will always accompany a student seeking medical treatment. Should this be required on a trip with one staff member in attendance e.g. a sports fixture, the remaining students will stay with the staff from the venue the Headlands School member of staff will contact the school office during school hours or David Stamper outside of school hours. Should David Stamper not be available, then contact needs to be made with Amy Stamford. The school office/David Stamper will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans.

In a case of a student being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other students. In the unlikely event that a student 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 student when found. The remaining staff and adults will return to the school with the rest of the students.

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 students' 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 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 students - 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 students 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. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

11. Review

This policy will be reviewed every 3 years by the Governing Body. At every review, the policy will be shared with the full governing board.

12. Links with other policies (all can be found on the Policies Google Drive)

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- Medical policy
- SEND policy
- Equality duty statement
- Accessibility plan
- Critical incident policy

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to Mrs Bone (Executive Headteacher and Mr Stamper (Associate Assistant Head)).

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 students		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: ➤ Staffing ➤ Volunteers ➤ Physical supplies ➤ Transportation		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		

Appendix 2: 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 David Stamper at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept electronically, 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 on School Website.

Volunteers agree to:

- Remain professional and respectful with staff and students 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 students
- Report any concerns about the safety or wellbeing of a student to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with students unless told to by a member of staff
- Engage in physical contact with students 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 student unless previously agreed with staff
- Take photographs or record students without the permission of students and staff

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

Signed:

Date:

Appendix 3: template parent/carer consent form for standard day visits

This form is based on the Department for Education's [consent form for school trips and other off-site activities](#).

This letter needs to be approved using the 'letter approval form' which can be found in the 'forms' folder on the school desktop. It is then added electronically to Evolve and sent to parents/carers from there after approval:

Dear parent/ carer

Re. [insert trip name]

[insert date]

Your child has been invited to [insert detail about the trip e.g. where and why] on [insert date].

Please see below the outline of the day:
[insert detail on timings etc.]

[insert detail about uniform/non uniform]
[insert detail about lunch and FSM]

[insert detail about cost]

Please confirm that you consent for your child's attendance and update any medical information by ticking and filling in the medical box on the form.

By giving consent, you are also agreeing to the parent and student code of conduct which can be found here:

Should you require any further information, please email admin@headlandsschool.co.uk.

Kind Regards

[insert trip leader name]
[insert trip leader title]

Appendix 4: template parent/carer and student Code of Conduct

We ask you as parents/carers to:

- Ensure that the School holds up to date medical and contact information for your child.
- Ensure your child comes prepared for the visit with the appropriate clothing and any spending money if required.
- Support the school's Behaviour for Learning Policy, including good behaviour at all times during a visit.
- Communicate with School and/or visit leaders if there is any matter of concern where we could benefit from.
- Ensure the School holds up to date information regarding home circumstances e.g. change of address
- Inform us when you know that your son / daughter will be absent, for example, medical visits
- Ensure that you and your child is aware of the potential consequences of not meeting the School behaviour for learning policy expectations and expectations held of a child whilst on a School visit.

We ask you as students to:

- Adhere closely to instructions given by staff or adults leading activities.
- Speak to a member of staff if you have any problems before contacting home to avoid any unnecessary concern.
- Behave in a suitable manner at all times, as you are representing not just Headlands School but also England when abroad.
- If given free time, you must report back to your group leader at the specific time and place.
- Not to wander or become separated whilst out of the resort or venue.
- Go to bed at the set time and stay in your rooms when on residential visits.
- Treat the accommodation and coach with respect - you can be charged for any damage.
- Treat teachers, staff at the resort, the coach drivers and the tour reps with respect.

On visits Students are not allowed to:

- Bring or purchase any tobacco, lighters or e-cigarettes.
- Bring or purchase any alcohol.
- Bring or purchase any knives or weapons.
- Leave the grounds of the resort without a member of staff.
- Leave their room after curfew or enter the room of a member of the opposite sex.

If it is felt that students are failing to adhere to this policy then the School reserves the right to remove students at any time, including sending students home during the trip at a cost to parents. Headlands School knows that parents/carers will support us in ensuring the above standards are upheld and understand that this is in place to keep the students safe while they are away.