



TRIPS AND VISITS POLICY

2026-2027

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Everything Education School

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1.0 PURPOSE AND PRINCIPLES

Everything Education School recognises the educational, social and personal-development benefits of learning outside the classroom. Trips and visits can broaden pupils' experiences, deepen curriculum understanding, build confidence and independence, and support positive relationships and engagement with education.

The school will enable appropriate off-site activity while ensuring that safeguarding, health and safety, accessibility and pupil welfare are considered carefully. Planning and controls will be proportionate to the real risks and benefits of the activity rather than focused on unnecessary paperwork.

The school will ensure that:

- visits have a clear educational, developmental, social or reward purpose;
- risks are identified and managed sensibly and proportionately;
- staff leading and supporting visits are competent for their roles;
- pupil needs, behaviour, SEND, medical information and safeguarding risks are considered in advance;
- parents/carers receive appropriate information and consent is obtained where required;
- suitable emergency arrangements are in place; and
- learning from visits, incidents and near misses is used to improve future planning.

2.0 LEGAL AND GUIDANCE FRAMEWORK

This policy has regard to relevant legislation and national guidance, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where applicable;
- Adventure Activities Licensing Regulations 2004;
- Equality Act 2010;
- Department for Education guidance: Health and safety on educational visits;
- Department for Education guidance: Health and safety - responsibilities and duties for schools;
- Health and Safety Executive guidance on school trips and outdoor learning; and
- Keeping Children Safe in Education 2026 and the school's safeguarding arrangements.

The policy applies to Everything Education School as an independent school and should be read alongside the school's Health and Safety, Safeguarding and Child Protection, Behaviour, First Aid, SEND and Risk Assessment policies.

3.0 SCOPE AND TYPES OF VISIT

A trip or visit is any school-organised activity involving pupils and staff away from the school premises. This includes local curriculum visits, community activities, sports and leisure-centre use, careers and employer visits, reward activities, day visits, residential visits and adventurous activities.

Visits are broadly considered as either routine visits, which involve everyday levels of risk and can be managed through established procedures, or visits requiring additional planning and specific risk assessment because of factors such as distance, activity type, location, duration, transport, overnight stays or specialist skills.

4.0 ROLES AND RESPONSIBILITIES

The proprietor body has overall responsibility for ensuring suitable arrangements are in place for health, safety and safeguarding on educational visits. The Headteacher is responsible for implementing this policy and approving visits, or for ensuring that an appropriately delegated person does so.

The school will appoint an Educational Visits Coordinator (EVC) where appropriate. If no separate EVC is appointed, the Headteacher will undertake this function. The EVC should be sufficiently experienced and able to advise on planning, assess leaders' competence, review providers and support approval decisions.

The Visit Leader is responsible for planning the visit, completing the required documentation, briefing staff and pupils, confirming emergency arrangements and managing the visit dynamically. All accompanying staff must understand their responsibilities, follow agreed controls and promptly report any concerns or changes in circumstances.

5.0 PLANNING AND APPROVAL

All visits must be planned sufficiently in advance to allow appropriate checks and approval. The level of planning should reflect the complexity and risk of the visit. The school's Trips and Visits Planner or equivalent record must be completed for visits requiring formal approval.

Planning should consider, as relevant:

- purpose and expected outcomes;
- date, timings, itinerary, venue and contingency/Plan B;
- pupil group, individual needs and any known safeguarding or behaviour risks;
- staffing, supervision, competence and responsibilities;
- transport, travel, accessibility and insurance;
- risk assessment and control measures;
- first aid, medication and medical arrangements;
- parent/carer information and consent;
- external-provider checks;
- communication arrangements and emergency contacts; and
- arrangements for pupils who do not participate.

Higher-risk, residential, overseas or adventurous visits must not proceed until the Headteacher has confirmed that the planning, competence, provider checks and emergency arrangements are satisfactory.

6.0 RISK ASSESSMENT AND RISK MANAGEMENT

Risk management must focus on significant and foreseeable risks. Existing generic assessments and previous-visit information may be used where they remain relevant, but staff must check that circumstances have not changed. New or site-specific risks must be assessed where necessary.

Risk assessments should consider the activity, travel, environment, weather, site-specific hazards, pupils' individual needs and abilities, staffing, supervision, first aid, medication, behaviour, safeguarding, emergency arrangements and any reasonable adjustments required.

Staff must continue to assess risk dynamically during the visit. If conditions change, staff should adapt, postpone or stop an activity where necessary. The Visit Leader has authority to alter the itinerary in the interests of safety and welfare.

7.0 STAFFING AND SUPERVISION

There is no fixed legal pupil-to-staff ratio for school trips. Staffing levels will be determined by a visit-specific assessment that takes account of pupils' age, maturity, SEND, behaviour, medical needs, the activity, environment, travel arrangements, staff competence and any specialist-provider supervision.

Where pupils require a high level of support, staffing must be increased accordingly. The school will not rely on a general 1:3 ratio or a blanket requirement for male and female staff; instead, the composition of the team will be based on the needs and risks of the particular group and visit, including dignity, personal care and safeguarding considerations.

The Visit Leader must ensure that staff know who is responsible for each pupil or group, how headcounts and handovers will operate, what boundaries apply, and how to communicate if pupils become separated from the group.

8.0 INCLUSION, SEND AND MEDICAL NEEDS

The school will take reasonable steps to ensure pupils are not excluded from visits because of disability or SEND where reasonable adjustments can enable safe participation. Individual risk assessments or support plans may be required for some pupils.

Relevant medical information, medication, emergency care plans and access requirements must be considered before departure. A suitably trained member of staff must accompany the group where a pupil's health needs require this. Medication must be transported, administered and recorded in line with the school's medicines and medical-conditions arrangements.

9.0 PARENT/CARER INFORMATION AND CONSENT

Parents/carers will be given appropriate information about planned visits. For routine curriculum visits during the normal school day, the school may rely on general consent obtained on admission/induction where this has been clearly explained, while still informing parents/carers about the activity where appropriate.

Specific written consent will normally be sought for visits that require a higher level of risk assessment, take place outside normal school hours, involve an overnight stay, are residential or overseas, or involve adventurous or otherwise non-routine activities.

Information provided should be proportionate to the visit and may include the purpose, date and timings, venue, transport, clothing/equipment, costs or voluntary contributions, activity details, supervision arrangements, emergency contact arrangements and any request for updated medical or contact information.

10.0 TRANSPORT AND TRAVEL

Transport arrangements must be suitable for the journey and pupils involved. Staff should consider the competence and legal status of drivers, vehicle roadworthiness, seat belts, accessibility, supervision, insurance and contingency arrangements.

Where taxis, private-hire vehicles, minibuses, coaches or other external transport are used, the school will use reputable providers and carry out proportionate checks. Staff transporting pupils in private vehicles must have the Headteacher's approval and appropriate insurance and must follow the school's safeguarding and lone-working expectations.

Journey risks, pick-up and drop-off arrangements, rest stops, safe boarding/alighting and headcounts must be addressed within visit planning.

11.0 EXTERNAL PROVIDERS AND ADVENTUROUS ACTIVITIES

Where an external organisation provides an activity, the school will make proportionate checks that the provider is suitable. This may include insurance, health and safety arrangements, safeguarding, staff competence, risk management, emergency procedures, transport, accommodation, subcontracting and relevant licences or accreditation.

For caving, climbing, trekking or watersports within the scope of the Adventure Activities Licensing Regulations 2004, the school will check that the provider holds an appropriate current licence where a licence is legally required. A licence does not remove the school's responsibility to make appropriate checks and plan for the needs of its pupils.

12.0 SAFEGUARDING AND BEHAVIOUR

Safeguarding expectations apply fully during trips and visits. Staff remain responsible for professional boundaries, supervision, reporting concerns, safer working practice and information sharing in accordance with the Safeguarding and Child Protection Policy and Staff Code of Conduct.

Behaviour expectations will be made clear before and during the visit. Where a pupil's behaviour creates an immediate risk, staff may modify or end the pupil's participation and use agreed contingency arrangements. Any physical intervention must comply with the school's behaviour and safeguarding procedures.

If a pupil goes missing or leaves the group without permission, staff must follow the agreed emergency procedure, prioritise immediate safety, alert the school contact and relevant agencies where required, and notify parents/carers when appropriate.

13.0 EMERGENCY AND INCIDENT PROCEDURES

Every visit must have appropriate emergency arrangements. The Visit Leader and accompanying staff must know how to contact emergency services, the school emergency contact and parents/carers, and how to access relevant pupil medical and emergency information.

In an emergency, staff should protect life and welfare first, obtain medical or emergency assistance, account for pupils and staff, follow instructions from emergency services, and contact the school as soon as practicable. The school will coordinate communication with parents/carers and external agencies.

Serious accidents, incidents, safeguarding concerns and near misses must be recorded and reviewed. RIDDOR reporting will be completed where the legal reporting criteria are met. Staff should not make unauthorised statements to the media or post information about an incident on social media.

14.0 INFORMATION, RECORDS AND DATA PROTECTION

Visit records will be retained in line with the school's data-protection and records-retention arrangements. Personal information taken off site must be limited to what is necessary, kept secure and accessible to those who need it for the safety and welfare of pupils.

Photographs or recordings during visits must follow the school's data-protection, safeguarding and online-safety arrangements. Staff must not use personal social-media accounts to publish images of pupils.

15.0 EVALUATION AND REVIEW

The Visit Leader should review each visit at an appropriate level, including whether objectives were achieved, whether controls worked as intended, and whether any incidents, changes or near misses indicate that future arrangements should be amended.

The Headteacher/EVC will monitor the implementation of this policy and may sample visit documentation, risk assessments and provider checks. This policy will be reviewed at least annually and sooner if legislation, national guidance, school arrangements or significant learning from an incident changes.

RELATED POLICIES

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Risk Assessment Policy
- Behaviour Policy
- SEND Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions / Medicines arrangements
- Data Management Policy
- Online Safety Policy
- Staff Code of Conduct
- Missing Child / Children Missing Education procedures

APPENDIX 1 - VISIT PLANNING CHECKLIST

Area	Check
Purpose	Clear learning, development, social or reward objective identified.
Approval	Visit Leader identified and required approval obtained.
Pupils	Group list checked; SEND, medical, behaviour and safeguarding needs considered.
Staffing	Supervision and staff competence suitable for the group and activity.
Risk	Significant risks and control measures identified; Plan B considered.
Consent	Parent/carers information issued and consent obtained where required.
Transport	Travel arrangements, insurance, seat belts, supervision and accessibility checked.
Provider	Insurance, safeguarding, competence, emergency arrangements and licences/accreditation checked as appropriate.
Emergency	Emergency contacts, communications, first aid, medication and missing-pupil arrangements confirmed.
Information	Essential pupil and staff information available securely during the visit.
Briefing	Staff and pupils briefed on expectations, boundaries, hazards and contingency arrangements.
Review	Post-visit incidents, near misses and learning recorded where appropriate.

APPENDIX 2 - EMERGENCY ACTION CHECKLIST

- Protect pupils and staff from immediate danger and administer first aid where required.
- Call 999 or other emergency assistance where necessary and follow professional instructions.
- Account for all pupils and staff; establish the location and condition of anyone separated from the group.
- Contact the school emergency contact/Headteacher as soon as practicable.
- Use the agreed communication plan. The school should normally coordinate contact with parents/carers in a serious incident.
- Preserve relevant information and evidence where safe to do so, and record key times, decisions and actions.
- Refer any safeguarding concern immediately through safeguarding procedures.
- Do not speak to the media or publish information on social media unless authorised.
- After the immediate incident, complete required accident/incident records and participate in review and debrief.