



Queen Elizabeth II School

Educational Visits and School Trips Policy

Effective from: September 2025

Signed by: *Helen Elphick*

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Next review date: September 2028

Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available and accessible to all pupils regardless of individual need or disability. The visits usually take place within the school day, but can take place after school or even as part of a longer residential trip. Our school adopts the LA guidance and uses their proforma when planning Educational Visits.

Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Curriculum links

For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists). All these activities are in line with guidance published by the LA:

- English/Drama – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to gardens;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, village trails;
- Art and design – art gallery visits, use of the locality;

- PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- Music – a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear;
- Design and technology – visits to local factories or design centres;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to local centres of worship, visits by local clergy.
- PSHE and citizenship – visit to the fire station or an old people's residential home, visits by local police officers and health workers.

Local Visits

Local visits are an important part of our curriculum and support our pupils to develop life skills throughout their time at the school. On admission to the school all parents are asked to complete a local visits permission form. This is accompanied by a local trips out reference map showing an 8 mile circle around the school. This circle indicates the area that the permission applies to. Should a pupil go on a local trip, no further permission will be sought. Parents will be informed either before or on the day by text message that their child is going out and where they are going. A risk assessment and internal paperwork will be completed by the group leader.

Residential activities

Children across the school have the opportunity to take part in residential visits during their time at the school. These residential visits enable children to take part in outdoor and adventure activities as part of their PE work, as well as having links with PSHE, Science and Geography. We undertake this visit only with the written agreement of the LA. We provide qualified instructors for all specialist activities that we undertake.

How visits may be authorized

The EVC will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The school's educational visits coordinator, who may be the Headteacher, will be involved in the planning and management of off-site visits. They will:

- ensure that risk assessments are completed;
- support the Headteacher and governing body in their decisions on approval;
- assign competent staff to lead and help with trips;
- organize related staff training;
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from our coach company assures us their drivers too have had police checks;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits and ensure there are regular generic assessments of the risks (e.g. road-crossing) where there are frequent visits to local venues (e.g. a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarize themselves with the regulations, advice and procedures published by the LA (and available from the school office). All off-site activities must take place in accordance with the LA's instructions.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the EVC before any commitment is made on behalf of the school. A visit plan should be provided by the member of staff to allow for an informed decision to be made. The outing proposal form must be filled in and approved by the Headteacher or member of the Senior Management Team.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Headteacher will seek the approval of the governing body and the LA before permitting the activity to take place.

Risk assessment

A risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity which has not previously been visited by the school, should, if possible, make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group Leader to experience the activity beforehand, or if they lack the skills required to make informed judgements about the risks it may involve. The LA will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the correct ratios (see Appendix 1). Any trip will require a minimum of two adults. However, these are minimum requirements and may not provide adequate supervision in all cases.

Risk assessments should also take into consideration the rooming of staff and students (overnight residential) and also must take into consideration risk through medication and night time habits as well as personality of students in consultation with parents/guardians and teachers. Staff should not sleep on their own in a room with student(s) without robust risk assessments being carried out and consultation carried out with all stakeholders.

The risk assessment must also cover transport to and from the venue including:

- the provision and required use of seat belts and booster seats (if required);

- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

The EVC will double-check that all adults helping to supervise the trip have been subject to police checks.

A copy of the completed risk assessment will be given to the EVC and all adults supervising the trip.

Transport

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group Leader is responsible for checking that the insurance of each driver covers such journeys and double-checking that each driver has been subject to the normal police checks.

Our minibus meets LA guidelines, and each seat has a belt. We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts.

Communication with parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities. This includes the local permission form and permission letters sent out for outings further afield.

By giving this permission parents are agreeing and understanding that while the school staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent, they cannot be held responsible for any loss, damage or injury suffered by their son/daughter arising during or out of the outing.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school website and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time.

Further health and safety considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Headteacher the possibility of making additional arrangements for that child.

More detailed guidance on procedures and requirements can be obtained from the LA's Off-Site & Hazardous Activities File.

Group Leaders' planning

Group Leaders must read thoroughly the appropriate guidance for off-site activities:

They must consult the LA's documentation detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and must draw up a Visit Plan which records in writing (including standard forms where appropriate) the arrangements that have been made.

They must ensure that they have all the relevant information as required by EVOLVE.

Monitoring and review

Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the visit leader(s) and the EVC or Headteacher regarding the outcome of the visit.

This policy is monitored by the governing body and will be reviewed every two years, or sooner if necessary.

Appendix 1:

STAFFING AND STAFF RATIOS

General Activities including fieldwork			
Activity	Age of young people	Staff: young person ratios – typical range NB actual ratios must be determined by a process of risk assessment	Visit Leader competence
Category A and B1 i.e. visits in the UK but not: - residential adventurous	Nursery	1:2-3 (minimum 2 staff)	Previous experience
	Reception	1:3-6 (minimum 2 staff)	
	Years 1-2 (KS1)	1:6-10 (minimum 2 staff)	
	Years 3-6 (KS2)	1:10-12 (minimum 2 staff) occasionally 1:15, see note below*	
	Special schools	1:6-10 (minimum 2 staff)	
Category B2 and C i.e. Visits abroad or adventurous and residential visits	All years	1:10-12 (but minimum 2 staff)**	Previous experience and qualified where adventurous
	Special schools / centres	1:5-8 (but minimum 2 staff)	