



Alsager School

EDUCATIONAL VISITS POLICY

Prepared February 2025
by Mrs A O'Neill, Headteacher

Presented for approval at the
Full Governing Body Meeting
on March 26 2025 and subsequently approved and adopted on
the same date

Chair of Resources Committee: Mr D Edwards

Signature:

Date: 26/03/2025

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1 AIMS AND SCOPE

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

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils 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 2022](#)

This policy also complies with our funding agreement and articles of association.

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

1.2 The educational visits co-ordinator (EVC)

Jo Catterall and Andrea O'Neill are 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

3.3 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Seek and obtain approval for all educational visits from the headteacher
- Plan the proposed visit, taking into account the health and safety risks to pupils, 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, pupils 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 pupils and others

3.4 Staff

Staff have a responsibility to make sure all pupils 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:

- 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 pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.5 Parents and carers

By agreeing that pupils 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 the electronic consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

3.6 Volunteers

Volunteers attending school trips, including parent volunteers, will be appointed through the school's volunteer process (see Volunteer Policy) and agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.7 Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils 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
- The school will retain the right to remove a pupil from a trip if there is a safeguarding concern. The decision will be made by the Headteacher, following consultation with the Chair of Governors.

Pupils 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 policy at all times. Our behaviour policy can be accessed on the school website.

4 PLANNING AND PREPARATION

The decision on whether or not a visit will take place will be made by Andrea O'Neill, HT, 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-pupil ratio
- Any other factors deemed appropriate and relevant

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

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.

Electronic parental consent will be required for all trips. Trip leaders of any trips that need to be signed off by the LA will have a face-to-face meeting with the Headteacher to evaluate the trip.

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.

In the event that a visit is oversubscribed, trip leaders may prioritise certain year groups and/or draw names at random.

Trip leaders will use the school's behaviour for learning data to assess pupil suitability and determine whether taking the pupil on a visit would pose a safety risk for the child or other children.

4.1. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil 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 pupils.

5 RISK ASSESSMENT

We will carry out a full risk assessment at least 10 weeks before the start of trips that are overseas, residential and adventurous; 2 weeks for all others.

This will be completed using the school's risk assessment template, which can be found on our shared drive and approved by the headteacher/EVC. Existing risk assessments which can be found on our shared drive or those 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 pupils), 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 accessible whilst on the visit and another copy left with the EVC or named member of SLT.

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:

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- 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 pupils at any time
- The trip lead and staff with responsibility for a small group of pupils 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, in line with our medical needs policy and first aid policy. We will make sure pupils, 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.

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.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6 COMMUNICATION AND CONSENT

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip where possible. Communication will be via letter or via 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
- Pupil-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 pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating the electronic consent form.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

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.

Parents are responsible for providing an in-date passport, a minor consent travel form, EHIC/GHIC and any relevant visas.

7 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 follow the critical incidents during offsite educational visits process. See appendices A, B, C, D

All incidents and accidents will be reported in line with our health and safety policy 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.

8 CHARGING AND INSURANCE

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.

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 pupils' ability to take part fully in the trip.

However, if insufficient voluntary contributions are received to cover the cost of any visit or activity, then the school reserves the right to cancel the visit/activities and refund all contributions received.

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.

A copy of the school's RPA - risk protection arrangements/overseas travel document is available on request from the school.

9 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 pupils – 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 pupils 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. 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. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

10 REVIEW

This policy will be reviewed every 2 years or earlier, if necessary, by the headteacher and the Resources Committee. At every review, the policy will be shared with the full governing board.

11 LINKS WITH OTHER POLICIES

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Volunteer Policy

APPENDICES A, B AND C

Appendix A - Emergency Action Card for Trip Leader (See below)

Appendix B - Emergency Action Guidance for SLT (See below)

Appendix C - Emergency Action Guidance for Head Teachers & CIMTs (See below)

Appendix A - Emergency Action Card for Trip Leader *Form to be completed before departure*

This guidance should remain with the Trip Leader at all times and all staff members should carry a copy. In the event of an incident or accident that involves serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:	
1	<p>Contact the SLT members listed on Evolve for the trip on the following number(s) INSERT TELEPHONE NUMBERS HERE.....</p> <p>The School Emergency Contact will request the following information:</p> <ul style="list-style-type: none"> • Nature and location of incident • Time and date of incident • Names of any casualties and nature of their injuries • Names of others involved • Action that has been taken so far • Action yet to be taken and by whom
2	<p>Agree with the SLT who will contact the parents/carers of any casualties. This should normally be the SLT member or Head Teacher of the school Critical Incident team (CIMT).</p> <p>Any communications to parents of the group, during/following an incident, should be completed via ParentPay. Jo Catterall, Sarah Franks or Kerry Moore who have access to ParentPay will have been allocated to the trip as a contact for SLT who will agree the contents of the email.</p>
3	Do not allow any member of the group to discuss liability with any other party.
4	<p>If you are unable to make contact with the School Emergency Contact(s) contact someone on the Cheshire East Children and Families Emergency Contact;</p> <ul style="list-style-type: none"> • The <u>Cheshire East Consultation Service</u> (ChECS) on +44 300 123 5012 (Monday -Thursday 8.30 am - 5pm or Friday 8.30am - 4.30pm) • Out of Hours Service (Emergency Duty Team) on +44 300 123 5022 <p>and state: "This is (your name) from (your school). This is an emergency. My phone number is (give the emergency number that you can immediately be contacted back on). I require assistance." and then give brief details of the incident. (Update the highlighted information before travelling)</p>
5	If practicable, delegate party leadership to the Deputy Leader or other member of the trip staff team, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions
6	Seek further and full details of the incident, how and why it happened so far as can be established at this stage. Write down all relevant facts and witness contact details and preserve any vital evidence.
7	Maintain a detailed written log of all actions taken and conversations held, together with a timescale. It may be appropriate to delegate this task to another staff member. Use the Accident Form Template from your trip folder to assist.
8	Prevent group members from using telephones or mobiles or going on-line until such time as this has been agreed by the Head Teacher.
9	<p>Contact the British Consulate/Embassy if abroad INSERT THE RELEVANT NUMBER HERE</p>
10	Do not speak to any members of the press or public who are not involved with the incident. In the event that you need clarification refer to the SLT contact.
11	Keep receipts of any expenses incurred- insurers will require these
12	Maintain contact with the SLT. Trips will be provided with 2 phones, 1 number to be provided to the parents 1 number in case of an incident. Keep the Emergency phone provided for incoming calls only so that you can always be contacted

Appendix B - Emergency Action Guidance for SLT Form to be completed before departure

<p>This guidance should remain with the SLT contacts for the trip at all times. The SLT Contacts will have access to all Trip information, including itinerary, venue details, names and emergency contact details for all participants including staff, etc. in the trip folder on SharePoint named CRITICAL INCIDENT FOLDER. A link to this folder will be sent to the SLT members by the trip leader at least 7 days prior to departure. SLT leaders to familiarise themselves with the contents before the trip leaves in case there are any queries. This information will have been included on the trip submission form on EVOLVE so the SLT should also be able to access EVOLVE.</p> <p>In the event of being contacted by the Trip Leader, or other members of staff involved in a Trip, you should:</p>	
1	<p>Confirm telephone numbers for future calls, providing alternatives to mobile phones where possible.</p> <p>INSERT TELEPHONE NUMBERS FOR THE TRIP</p>
2	<p>On the form below record the Nature and location of the incident</p> <ul style="list-style-type: none"> • Time and date of the incident • Names of any casualties and nature of their injuries • Names of any others involved in order to be able to reassure parents • Action taken so far • Action yet to be taken and by whom • Remind the trip leader that no one should admit any liability
3	<p>Access SharePoint Trip Folder CRITICAL INCIDENT FOLDER & EVOLVE for trip details</p> <p>INSERT LINK TO FOLDER</p>
4	Refer to School Emergency contact guidance Critical Incident Response Policy
5	Agree with the Trip Leader who will contact relatives of the casualty/ies. This will normally be the Head Teacher or member of the SLT.
6	<ul style="list-style-type: none"> • Establish whether emergency services have been informed • Establish if any assistance is required from the school base • Establish that the rest of the group is being adequately supervised and cared for • Contact the Head Teacher (if this is not the SLT contact) • Contact someone on the Cheshire East Children and Families Emergency Contact; The Cheshire East Consultation Service (ChECS) on +44 300 123 5012 (Monday -Thursday 8.30 am - 5pm or Friday 8.30am - 4.30pm) <p>Out of Hours Service (Emergency Duty Team) on +44 300 123 5022</p> <p>and state: "This is (your name) from (your school). This is an emergency. My phone number is (give your emergency number that you can immediately be contacted back on). I require assistance." and then give brief details of the incident.</p> <ul style="list-style-type: none"> • Contact and liaise with tour operators/providers/transport companies as necessary • Contact and liaise with insurance company • Remain available as a point of contact to the Trip Leader
7	Contact and liaise with Tour Operators/Providers/Transport Companies as necessary
8	<p>Contact and liaise with Insurers as necessary</p> <p>RPA Membership 140108</p> <p>Urgent Incident Notifications 0330 0585566</p> <p>Overseas incidents 0203 4755031</p>
19	Remain available as a point of contact to the Trip Leader
10	Contact parents, if required by providing details of your communication to the allocated member of staff who can access ParentPay.

Appendix C - Emergency Action Guidance for Head Teachers & CIMTs

This guidance should remain with the Head Teacher and CIMT at all times. In the event of being contacted by the SLT contact, you should	
1	Liaise with the Emergency SLT contact
2	Liaise with the Cheshire East Children and Families Emergency Contact identified by the SLT Contact
3	Contact School Critical Incident Management team (CIMT) and brief as appropriate
4	Refer to School Emergency contact guidance Critical Incident Response Policy
5	Agree with the Emergency SLT contact and/or CIMT how, when and where parents/carers/relatives should be informed
6	Agree with the Trip Leader Marc Bennett (via the Emergency SLT contact) how, when and where young people and staff can initially communicate with their parents/carers/relatives
7	Identify dedicated telephone numbers to maintain communications Trip 1 Phone +44 7726 459203 (main) Trip 2 Phone +44 7942 342870 (emergency)
8	Adhere to school critical incident plan as appropriate
9	Ensure all media enquiries handled via the agreed channels of communication. (This would be Cheshire East Media Relations for those schools who have purchased the service.)
10	Refer to the School Emergency Action guidance
11	When appropriate, initiate investigation
12	Assist as necessary with police and/or HSE investigation

Report form - (Appendix C)

This form is for use in the event of receiving notification of a critical incident

Date of call	
Name of caller	
Role on trip	
Date of incident	
Time of incident	
Location of incident	
Nature of incident	
Names of any casualties and nature of injuries	
Names of others involved	
Action taken so far by caller	
Action to be taken by caller	
Any other information	
Agreed number to contact caller back on	

Action taken by SLT Contact	
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