

PRESFIELD HIGH SCHOOL & SPECIALIST COLLEGE



Educational Visits Policy

Date Ratified: 8th October 2025

Date for Review: 8th October 2026 (*Annually*)

Signed: 

Chair of Governors

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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 for pupils with SEN, these visits are especially beneficial as they allow skills learnt in the classroom to be practised and consolidated in a real life environment. Community access is an integral part of our curriculum and allows us to build resilience using active learning and encouraging students to take 'safe risks'. Providing a variety of 'real-life' opportunities for our pupils enables them to achieve a fuller understanding of the world around them, to further develop their social and communication skills, and to generalise their learning to a wide variety of contexts 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 2025](#)

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 board to approve residential trips of more than 24 hours and any that involve overseas trips

1.2 The Educational Visits Co-ordinator (EVC)

Lucy McLoughlin and Jenna McKenna are the appointed EVC's at our school. Their role is to:

- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Provide annual training to school staff
- Assess outside activity providers
- Access the necessary training, advice and guidance

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 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
- If the trip lead does not attend the trip they will delegate this responsibility to a member of staff attending the trip. They will then become the trip lead.

3.3 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:

- › 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 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

3.4 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 and return 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

3.5 Volunteers

Volunteers attending school trips 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

3.6 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

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.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by Lucy McLoughlin 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
- › Inclusion and accessibility

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, volunteers, 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
- › Staff to student ratio

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.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

Planning and Approval Forms (PAF)

Planning and Approval Forms will be completed before any trips and must be signed by a core group of staff, these are

Lucy McLoughlin (Headteacher)

Cheryl Smith (Deputy Headteacher)

Hayley Dawson (Assistant Headteacher)

David England (Associate Senior Leader)

Jess Bolton (Associate Senior Leader)

Jenna McKenna (Lifeskills Coordinator)

Jill Westfield (Lead teaching Assistant)

It is the responsibility of the staff member(s) leaving with the students on the trip to ensure the PAF is handed in.

- › Planning and Approval Forms for trips going through Evolve will be completed by the trip lead on the day, this might not be the person who completes the Evolve.
- › Local Area Evolves (LAE) – Teaching Assistants can complete the Planning and Approval Form however the trip lead on the LAE must be a teacher.

A copy of the PAF can be found on the Google Drive in the folder Evolve Specific Risk Assessments and in **Appendix 2**.

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.

Challenging Behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template. This can be found on the Google Drive in the folder Evolve Specific Risk Assessments and in **appendix 3**, and approved by Lucy McLoughlin the Headteacher. Existing risk assessments can be found in the same folder. 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 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 taken on the visit and another copy left with the office.

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 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. These can be found in the medical room and classrooms.
- › 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 will take regular headcounts and/or rollcalls

- › Staffing ratios are – Key Stage 3 and 4 1 adult to 3 students, in Key Stage 5 it is 1 adult to 5 students. Students with an enhanced Risk Assessment will be identified and the staffing ratios may change accordingly.

5.2 Transport

School transport will be used where possible. If external companies are used for transportation their risk assessments will be provided to the school and adhered to.

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

Information regarding trips longer than 4 periods will be sent to parents as soon as possible and consent gained through the returning of permissions slips. We will also communicate:

- › Times and details of travel, including drop-off and pick-up times and location
- › Clothing and equipment required, and whether this is provided by the school

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.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

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 be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

At least 1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 10 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 pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

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. The evaluation would consist of a report submitted onto CPOMS.

8. 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 pupils' 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.

9. Residential Visits

The headteacher, together with the governing board, will approve all residential trips longer than 24 hours or that take place overseas.

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 before the start of the trip
- › All adults, including volunteers, have had adequate safeguarding checks.
- › Parents and carers will be given information about the visit and asked for permission 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 arrangements

For visits abroad, we will make sure that any organisation providing activities holds 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.

10. Review

This policy will be reviewed every 2 years by The Headteacher and the EVC. 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
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility policy

Appendix 1: Proposed Visit Planning Information

To be completed by the staff member proposing the educational visit, and submitted to the EVC and Headteacher.

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 pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none">> Staffing> Physical supplies> Transportation		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		

Itinerary (Brief Overview of the visit):

Pupils not involved:

Alternative arrangements - i.e. staffing/class base

**Driver: Minibus
Driver: Minibus**

**Driver: School car
Driver: Staff car**

First Aider(s):

Mobile Phone(s):

**Final Head Count
(outward and inward
journeys)**

Planning check list

ACTION	Yes	No
Visit entered into school diary		
Visit date checked (ensure any appointments, meetings, inclusion links are considered)		
School lunches cancelled, packed lunches ordered, lunchtime duties covered		
Information sent to parents		
Parental permission slips returned		
Site / Venue visit undertaken		
Emergency / medical information in place		
Medication & First Aid kit		
Pupils/staff/volunteers briefed about visit & alternative arrangements		
Risk assessment completed (Plan B Risk assessment completed)		
Any changes to arrangements clearly documented & HT/EVC informed		

Planning & Approval obtained from a member of PAF Approval Team:

Signed: _____ **Date:** _____

Appendix 3: Risk Assessment Template

Presfield High school and Specialist college part day trip risk assessment			
<ul style="list-style-type: none"> ● Have you included pupils' individual risk assessments and LSP? ● Are ALL medications listed? ● Do you have a mobile phone and the number added? ● Have you informed your staff of their groups on the day of the trip before you leave? ● Have ALL staff attending read all relevant risk assessments? ● Have you informed the pupils who their supervising adult will be on the day of the trip? ● Have you informed the senior leadership team and the office of any changes e.g. pupil absent etc.? ● Have you completed head counts? ● Do you have your ASC resources? e.g. visuals, sensory support, dry wipe board and pen etc ● Have you completed your PAF and had it signed? 			
Date:		Class:	
Departure time:		Return time (when you will be back at school):	
Location (name and address):		Venue telephone number and contact details:	
Learning objectives:			
Itinerary			
Plan B: e.g. if it begins to rain whilst in the park what you will do instead?		n/a	

Name of person in overall charge:		Position:		Special risks:	
Other staff attending the trip:		Position:		Special risks:	
Other staff attending the trip:		Position:		Special risks:	
Other staff attending the trip:		Position:		Special risks:	
Other staff attending the trip:		Position:		Special risks:	
Other staff attending the trip:		Position:		Special risks:	
Other staff attending the trip:		Position:		Special risks:	
Mobile contact number: could be a school mobile (collect from office)					
Will school transport be used?					
If yes who will drive? <ul style="list-style-type: none"> Has the driver undertaken the appropriate training? 	Name:		Position:		
If no please enter how you will travel. E.g. bus, walk, taxi etc					
Are the driving conditions such that they provide no greater risk than normal?					
Has any of the staff visited the proposed venue before?					
If so please give name/s:					
If no has anyone spoken to a third party about the venue with regards to risk assessment?					
To whom? Name and position:					

Their comments:					
Are there safe parking facilities at the venue?	Yes	no	What will you do to minimise the risk?		
Are there safe crossing points?	yes	no	What will you do to minimise the risk?		
Are there adequate emergency exits?	yes	no	What will you do to minimise the risk?		
Are there adequate toilet facilities?	yes	no	What will you do to minimise the risk?		
Is the venue open to the general public?	yes	no	What will you do to minimise the risk?		
Will the children be supervised at the venue?	yes	no	What will you do to minimise the risk?		
Pupils attending the trip	Grouping/ Name of supervising adult for this pupil (remember to inform the pupils who will be the supervising adult and remember to head count your pupils before, during and after the visit)		Special risks	Medicine required	

Teacher signature: _____

Date _____

Senior team member _____

Date _____

Any amendments needed:

Senior team signature for morning check of the trip:

- Have attending staff read the risk assessment?
- Are all staff and pupils present?
- Do the staff and pupils know who is in their group?
- Has PAF been given to the office?
- Has a head count been completed?
- Has the risk assessment been amended so that all potential risks are included?
- Has the Evolve been processed?

Other generic risk assessments to help with the risk assessment