

Educational Visits Policy

The Vyne Community School



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CONTENTS

1. Introductory Statement
2. General Aims
3. Responsibilities
4. Procedures
5. Approval Procedures
6. For ALL Trips/Visits
7. Day Trips and Visits
8. Trips and Visits Involving an Overnight Stay
9. Finances
10. Risk Assessments
11. Inclusion
12. Behaviour
13. Staff conduct
14. GDPR
15. Emergency Procedures
16. Procedures on the day of the trip

Appendix 1 - [Trip Request Form 24/25.docx](#)

Appendix 2 - [Trip organisation checklist](#)

Appendix 3 - [Risk assessment template](#)

Appendix 4 - [Educational visit on the day checklist](#)

Appendix 5 - [Staff Code of Conduct](#)

1. Introductory Statement

The Vyne Community School recognises that all members of its community are of equal value and invaluable worth. Students can derive a great deal of educational, social, emotional, spiritual, cultural and mental health benefits from attending school trips. These trips and visits are encouraged where they have impact and value to the students. School policies must be adhered to in order to ensure that the health, safety and welfare of all involved are safeguarded.

2. General Aims

The school must ensure that:

- The aims and objectives of every visit conform to the school's wider curriculum aims.
- The students benefit fully from the visit and that their experiences, as far as can be controlled by the school, are positive.
- The students are well supervised and the visit is well planned so that students are kept free from harm and give others a favourable impression of the school.

Where it is appropriate, practical, and possible, trip organisers are expected to liaise with the school Educational Visits Coordinator (EVC) and Headteacher to avail themselves of any help and advice that is available, and to keep them informed.

3. Responsibilities

It is the responsibility of:

- The governors, through this and other policies, to ensure the Health and Safety of staff, students and others visiting and helping at the school. Governors will be required to support the Headteacher and EVC in recommending all trips overseas and/or involving an overnight stay.
- The Headteacher, either separately or together with the school EVC, to ensure that those leading the trip are competent to do so, the risks have been assessed and controlled and arrangements are fit and appropriate. The Headteacher will give permission for the visit to proceed or will recommend to governors whether the visit should proceed.
- The Headteacher/ EVC will assess the impact of the trip across the whole school and the benefit to the curriculum.
- The trip organiser to ensure that appropriate risk assessments are carried out, and that charges, where appropriate, have been made and collected. The EVC can advise with, but never carry out, this process. The correct form should be submitted to the EVC to request permission to run a trip in enough time to allow it to be discussed at SLT and be administered for risk assessment, parental permission and charging to be efficient and timely. The School trips calendar system must also be used. The notice period is as follows: UK Day trip -12 weeks, Overseas Day trip - 4-12 months, UK Residential - 4-12 months, Overseas Residential -12 months

- The trip organiser to ensure that all those involved in the trip are kept informed and that appropriate permissions and guidance are both sought and given to the staff, parents, students and volunteers involved.
- The parent to complete the annual online consent/medical form and update accordingly when necessary.
- The parent to complete an individual, consent / medical form for residential, overseas and high risk activities.
- The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:
 - Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity
 - Delegating responsibilities to other staff members on the school trip
 - Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the Safeguarding Policy and Child Protection Policy
 - Ensuring that adequate first aid provision is available on the trip e.g. first aider and first aid kit
 - Taking pupil contact details with them on the off site visit, the contact details of the school and the contact details of the duty officer if the trip is outside of school hours, and handling these sensitively in line with GDPR
 - Making sure the duty base Staff member/s and reception, have their contact details before leaving site
 - Ensuring that the pupils are prepared for where they are going and what activities they will be doing
 - Ensuring that all accompanying staff are fully aware of what the visit entails, their roles and responsibilities and which pupils they are allocated. This includes volunteers and work experience students
 - Ensuring that all accompanying staff are aware of any medical needs the pupils may have and know how to deal with them
 - Ensuring that any emergency medication is taken on the trip and is kept safe from pupils
 - Safeguarding the health, welfare and safety of themselves, their staff and all pupils on the off-site visit
 - Ensuring that staff are aware of any wellbeing or SEND needs and how to make reasonable adjustments so these can be met.
 - Ensuring the school mobile phones are taken on the visit and at least one other personal mobile phone.
 - Taking regular headcounts throughout the visit and is responsible for the final headcount and completion of a full register, before the party returns to school
 - Considering stopping the off-site visit if you deem the risk unacceptable
 - Informing the EVC of any issues/concerns that arise from the trip.

Staff are responsible for:

- Adhering to this policy, applying its principles and adhering to the staff code of conduct.

- Ensuring the safety of the pupils is maximised throughout any educational visit or activity
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity
- Ensuring that any places that are visited, are kept clean and free from litter during the trip
- Ensuring that on the trip, they know what their responsibilities are and which pupils they have been allocated
- Supporting the designated visit leader by following any instructions given
- Taking regular headcounts throughout the visit
- Informing the trip leader or the EVC of any issues/concerns that arise during or following the trip.

4. Procedures

Organising trips can involve a lot of work, and attempting to organise them at short notice will increase the likelihood that permission cannot be given and the trip will not go ahead. A minimum of twelve working weeks' notice to the EVC is required for trips and, wherever possible, proposed trips should be calendared at the start of the school year. Only in exceptional circumstances will the EVC/ Headteacher deviate from this approach.

As soon as the visit is proposed, the member of staff organising it must consult their Department Leader and the Headteacher/EVC, concerning the wider school implications, such as clashes with other activities and the cover required. Once agreed, a trip form should be completed as an aid to discussion and sent to the Headteacher/EVC. The trip should then be added to the School trips calendar in amber awaiting approval. The proposed trip will be added to the SLT agenda by the EVC so that it can be evaluated and discussed by the school leadership team (SLT). The Headteacher in discussion with other members of the SLT, as outlined above, may refuse to give permission for the trip to take place at the time proposed or at all if it is considered that it would be too disruptive to other activities in the school.

Once the trip has been approved/outline permission has been given by the Headteacher/governors (dependent on category of trip), preparations may commence.

The EVC will communicate with the trip organiser, the Trips Admin and School Admin. In addition the Department Leader, Catering Manager re FSM and Attendance Officer will be contacted to keep them informed. The Trip leader is responsible for recording their trip (once it has been approved) into Evolve. The EVC and Trips Admin are responsible for approving trips/visits in the Evolve system.

It is essential that the following checklist/s be followed when planning a trip/visit of one day or involving overnight stays.

- First - see the (EVC) and your Department Leader before booking anything
- Identify costs/budget- this must not include supply cover (see later).
- Provisionally check and book venue (preliminary visit/information gathered if required e.g. suitability e.g. AALA licence, references from other users) and transport (e.g. coach or minibus).

- Complete outline Trip forms with purpose clearly stated (see later).
- Risk assessment.
- Read relevant details in policy specific to the nature of your trip/visit.
- Await authorisation from the EVC that all approvals have been sought.
- Consider the student group to take any special considerations to ensure fair access to all students. Send letters home, arrange to collect and record permission slips from parents.
- Confirm bookings when definite.
- Ensure adequate staffing ratio (1:12 or 1:20 for Local visits within 1 hr from the school, unless the EVC has agreed otherwise) – including gender balance for mixed groups.
- Ensure external instructors are appropriately qualified and experienced.
- Ensure other non-school adults are DBS/volunteer cleared.
- Check medical details of students, medicines being taken, any inoculations, collect GHIC's, passports (any of these as relevant).
- Complete and check insurance arrangements as required.
- Brief parents/use of consent forms/hold a parents' meeting (if relevant).
- Student preparation/written code of conduct for students if appropriate – equipment and clothing lists too.
- Provision of first aid kit with relevant contents (see school First Aider).
- Weather information and alternative programmes in case of bad weather are considered.
- Make arrangements with EVC regarding emergencies (to include an emergency contact number, school mobile and must include the personal mobile of at least one member of staff attending the trip).
- Leave a full list of students and staff with the Finance office, reception and the EVC, with emergency contact numbers.
- Students counted regularly and accurately – on/off or in/out.
- Ensure the Attendance Officer is notified of the names of students taking part in the trip.
- Ensure, where trips require food to be provided for FSM eligible students, that the catering manager has been informed at least 1 week in advance of the trip.
- Food must be collected before departure for FSM students

5. Approval Procedures

All trip organisers undertaking off-site activities with young people, as part of their work, should follow the system of approval outlined below. Please note the following key points:

- For any off-site activity the approval of the (Educational Visits Coordinator (EVC) is required. The EVC will be a member of the Extended Leadership Team and liaises with Headteacher.
- The EVC will address any new trips during Extended Senior Leadership meetings, where it will or will not be approved
- If the approval procedures outlined are not followed, insurance may be compromised.

These are the categories of educational visits A, B and C with differing levels of approval dependent on the nature of the visit:

Category Trips/Visits Approval

A – Approved by at ESLT Meetings (Deputy Headteacher can approved if Headteacher absent)

Trips and visits that present no significant risks:

- Can be supervised by a teacher who has been assessed by the EVC as competent to lead this level of educational activity.
- Activities should be conducted following the standard visits procedure outlined by the school.
- For example, day trips during school time, sports fixtures, cinema or theatre visits, walking in parks or on non-remote country paths; field studies in environments presenting no technical knowledge or hazards.
- Evolve risk assessment completed

B – Approved at ESLT Meetings (Headteacher must be present)

Trips and visits that are higher risk or higher profile activities, or that take place out of school hours:

- Safe supervision by a leader who has, as a minimum, undergone an additional familiarisation process induction specific to the activity and/or location. He/she will be approved by the EVC.
- Evolve risk assessment completed

C – Approved at ESLT Meetings (Headteacher must be present) Governors to be advised before trip leaves and Evolve approval confirmed

Trips and visits with the highest risk:

- All residential activities.
- All visits abroad (day or overnight).
- Any activity which falls within scope of the Adventure Activity Licensing Authority.
- Activities outside of the scope of licensing, or are less commonly pursued by participant groups (such as motor sports), whose safe supervision requires the leader to have completed some prior test of his/her specific competence. For example, a recognised training course, recorded accumulation of relevant experience or an assessment of competence by an appropriate body.
- All hazardous activities.
- All water-based activities.
- Climbing.
- Skiing.
- Activities in the air (except commercial flying).
- Activities where there is significant concern about health, safety or welfare.
- This category also includes activities not currently licensable such as high ropes courses, sub-aqua activities, or canoeing in placid waters.

In assessing the appropriate category in which to place an activity, the EVC will take into account the environment in which the activity will take place. In addition to technical competence, recognised by qualification, the EVC and Headteacher. Evolve is used for risk assessment approval by the Local Authority.

Headteacher, should be satisfied that the trip organiser has adequate non-technical skills and judgement to supervise or manage the group in question. By their nature, qualifications indicate a reasonable standard of competence in the activity and the ability to assess the suitability of a proposed activity within the terms of reference of that qualification.

Qualifications should be kept up to date and maintained with recent personal experience.

6. For ALL Trips/Visits

Staff ratios **MUST** be adhered to, based on the risk assessment and take into account:

- Sex, age and ability of the group
- SEND/medical needs
- Nature of the activities
- Experience of adults in off-site supervision
- Duration and nature of journey
- Competence and behaviour of children

The following ratios (adults to children) as a guide are 1:12/20 for UK based trips and 1:10 for residential, or overseas trips, 1:8 for Ski trips (where there must also be one male and one female present). For all trips, but definitely overseas and overnight, students should be divided into groups and attached to a given member of staff who will be responsible for the welfare of these students.

- You must liaise with the Associate Senior Leader/EVC (i/c trips and visits).
- You must have read/be familiar with the full school policy and in particular those areas that are specific to your trip.
- A list of names of students involved must be passed to the Attendance Officer, Reception and the EVC.

7. Day Trips and Visits

Trip forms **MUST** be completed as soon as possible, but no later than 12 weeks before the visit (dependent on level of approval required).

- See Associate Senior leader regarding calendar.
- Obtain a form from the Staff Handbook, staffroom or EVC.
- Complete the Budget Estimate form if required.
- Complete Risk Assessment forms.
- Inform staff whose lessons will be missed.
- Draft a letter to parents, outlining all relevant details (date; time; travel arrangements; cost; lunch arrangements; reason for the trip, emergency contact mobile phone). Students must obtain permission from parents via a consent form. This should then be sent to the EVC and finance officer, for approval/ amendment.
- The Finance office will email the letter to parents and CC the trip leader and the EVC into the email.
- Contact the school Finance Assistant to provide details for them to set up an account for the trip (staff must not collect money themselves), organise transportation and tickets as required and to arrange for the school mobile phone

to be available, if required. The organising member of staff should ensure by reference to the Finance Assistant records that all monies due have been received, and should remind students who have not paid. The Finance Assistant must be informed well in advance of the trip if payments which we are legally entitled to demand (i.e. excluding voluntary contributions) are still outstanding. The Finance office will also email reminders regarding outstanding payments.

- Contact the EVC to check any insurance issues, if the trip involves any unusual activity and to make arrangements about the mobile phone.
- If the trip runs through lunch-time – arrange for those students who are entitled to a Free School Meal to be provided with a packed lunch from the canteen. Packed lunches should be collected by the trip organiser from the restaurant on the morning of the trip.
- Travel: liaise with the Finance Assistant concerning travel arrangements.
- Ensure the ratio of staff to students is appropriate for the proposed trip and any risks that have been identified.
- Students to be divided into groups and attached to a given staff member who will be responsible for the welfare of these students.
- Ensure students have any medication with them indicated on consent / medical form.
- Keep the relevant Subject Leader informed of all plans.

8. Trips and Visits involving an overnight stay

Liaise with the EVC regarding required paperwork to be completed as soon as possible, at least 12 weeks in advance, but no later than 8-10 weeks before the visit (dependent on level of approval required)

- See Headteacher regarding calendar.
- If this is a new international trip without a tour guide representative, a pre visit assessment must be carried out to ensure the suitability and safety of the trip prior to students attending.
- In addition to the procedure listed above for day trips and visits, Governor's notification will be required. Evolve risk assessment will need to be completed. Time must be allowed for this to happen (ideally at a Finance and Resources Committee).

The following should take place immediately after outline permission has been given:

- The Finance Assistant should be consulted concerning financial matters (including pricing the trip) and insurance. It is not permissible for the costs of covering absent staff to be incorporated into the amount charged to students.
- A letter of invitation should be issued to parents / carers stating the reason for the trip, its approximate cost and the deadline for applications. It is essential that the HCC medical consent form is received (completed and signed) for all participants, as this also acts as parental consent.
- Discuss general Health & Safety implications with the EVC (see Health & Safety section below). Where adventure activities are planned, the trip organiser must read the publication 'Health & Safety of Pupils on Educational Visits' carefully, together with the other appropriate documentation.
- The organiser of the trip should ensure that the organiser of the activities holds the appropriate licences or accreditation.
- It will not generally be appropriate for adventurous activities to be run by the school's own staff.

The following should take place immediately after the deadline for student applications has passed:

- The trip organiser should consult the Finance Office concerning whether sufficient interest has been shown to allow the trip to go ahead; if minimum numbers have not been reached by this date, it will not generally be appropriate to extend the deadline and the trip will be cancelled.
- If minimum numbers have been reached the organiser and the Finance Office will agree the final price per student.
- The organiser will need to check the records of the students going on the trip for relevant medical conditions and will inform the EVC accordingly of any issues.
- Finalise Health & Safety issues, including issuing emergency contact cards.
- Contact the school's Finance Office to provide details for them to set up an account for the trip (staff must not collect money themselves), and to arrange for a school mobile phone to be available. The organising member of staff should ensure, by reference to Finance Assistant records, that all monies due have been received and should remind students who have not paid. The trip organiser must be informed well in advance of the trip if payments, which we are legally entitled to demand, are still outstanding.
- At least two weeks before the proposed visit date, inform staff whose lessons will be missed.
- Liaise with the Finance team to arrange a contingency fund of cash/ foreign currency to be taken on the trip with the lead member of staff.
- It is the trip leader's responsibility to ensure the base pack of information is handed to the duty base Staff member/s before leaving the school site.

9. Finances

A budget form is included with the visits packs. It specifies the breakdown to be included in the budget. For any insurance queries or for the full policy see the EVC.

Single day visits and residential trips within the UK are automatically covered by the school's insurance policy, speak to the EVC, if you require copies of certificates. A draft copy of the parent letter should be sent to the EVC who will amend any relevant details and send it out once scopy has been set up. The Trip Leader will also receive a copy of this to photocopy and hand out where necessary. Fundraising by the cohort/group involved in the trip/visit is also deemed appropriate.

- If the trip is an essential part of the curriculum, legally a charge cannot be made - the school must pay. However, we are allowed to ask for a "voluntary contribution towards costs", and where appropriate, should do so. Because of the costs of residential or overseas trips, the implication of this is that they can rarely be treated as an essential part of the curriculum.
- PP, FSM eligible students and those experiencing hardship are entitled to a 50% reduction of the cost of the trip at the Headteacher's discretion. This is with a maximum of 2 trips being discounted per academic year. There is however no discount available for residential and overseas visits.

10. Risk Assessment

The school uses the Local Authority online risk assessment approval system - Evolve for all educational visits. Obviously, the key to successful trips and visits is that all reasonable efforts have been made to ensure the health and safety of those with you. A risk assessment is nothing more than a careful examination of what, through your off-site activities, could cause harm to people, so that you can decide whether you have done what is reasonably practicable to prevent harm.

- A hazard is anything that has the potential to cause injury or harm.
- A risk is the likelihood and extent, great or small, of harm being caused.

The important task is to identify significant hazards and ensure risks are minimised so that they are small. An action plan or list of tasks, may need to be drawn up to ensure risks are at an acceptable level, through the use of adequate control procedures. You must have satisfactorily completed a risk assessment document. You are also advised to ask tour operators for a copy of their safety management system. The key features of risk assessment are that:

- The hazard is identified
- The people who may be affected by the hazard are identified
- The risk rating is identified
- The control measures to minimise the hazard are identified
- Any further action you may need to take is identified

The most likely general hazards would be:

- Student/staff medical conditions
- Transport
- Accommodation
- Security
- Members of the group becoming separated
- Incidents/Injury or getting lost during an activity
- Incidents/injury or getting lost whilst separated from staff

- Road traffic
- Incidents with members of the public
- Unsupervised time
- Risks involved in the range of activities undertaken and environments used

There are then the hazards specific to your trip/activity, most organised events/tourist locations will have risk assessments already in place, and these risk assessments must be requested from the provider and understood by the trip organiser prior to the trip taking place.

Ensure you have a mobile phone on the trip and that for residential/overseas trips, students and parents/carers know the number of the school mobile.

The EVC and Headteacher should be designated as the school/home contact in case of Emergency.

The Headteacher should handle all contacts with the media; no-one on the trip should speak to the media.

11. Inclusion

All students in the year group being offered the visit have an entitlement to participate and to be allowed to integrate with their peers. Where necessary accessibility can be provided through direct or realistic adaptation or modification.

At The Vyne we are very keen to ensure that disadvantaged students are given every opportunity to expand their cultural capital by being involved with visits. Wherever possible we aim to support Pupil premium students with 50% funding towards an educational visit in the year.

Where there are limited places available, a ballot system will be used, with a reserve list compiled if payment is not made from the successful students.

12. Behaviour

If a student's behaviour is of concern due to the possibility of either being a safeguarding risk to themselves, staff or their peers, they may not be able to attend the trip. This can include behaviours that could spoil the experience for other students, or bring the school name into disrepute. If student behaviour declines after being accepted onto the trip, they can be told not to attend, regardless of any costs incurred.

All students participating in educational visits must be made aware that the school's behaviour policy will continue to apply during the visit. Sanctions will be used if students fail to maintain acceptable levels of behaviour as set out in the school's behaviour policy. This may include parents being requested to collect a student from the trip if deemed necessary.

The school retains the right to refuse a pupil's participation in an educational visit, regardless of payment, if concerns arise regarding their physical or mental health that could impact their safety, even after a thorough risk assessment.

Additionally, a pupil's low attendance may prevent staff from being able to provide adequate support on an educational visit, particularly those involving an overnight stay. In such cases, the school reserves the right to withdraw the pupil from the trip.

The headteacher's decision in all such matters is final.

Students are responsible for:

- Following instructions from staff while on school trips
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip
- Ensuring that, during visits to places, they keep the area tidy and free from litter
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behaviour Policy with regards to this policy.

13. Staff conduct

Staff will be expected to act in a professional manner at all times. Behaviour and dress should be in line with the school staff code of conduct, see appendix 5. Staff should consider the safeguarding and welfare of all involved in the trip at all times.

Alcohol: at all times at least 1 member of staff must not consume any alcohol, on an extended stay this can be on a rota basis. Other members of staff can have a maximum of 1 drink (glass of wine/ pint of beer) with a meal.

14. Data protection

It is vital for the health and safety of those involved in visits that relevant information is available to leaders and external providers for planning activities and in the event of an emergency. The removal of Personal Data from the school site does not remove the responsibility to hold the information securely. All information used for the visit will be handled in line with the school's Data Protection Policy and any data breach will be reported immediately.

15. Emergency Procedures

Emergency procedures are an essential part of planning a visit or off-site activity. Any accident or injury occurring during any visit must be reported to the Headteacher/EVC on return to the school (as for any that occur on the school premises) as in some cases there will be forms to complete. Keep a note of any details for accurate reporting. The Assistant Headteacher / EVC should be informed. Parents should also be informed of all injuries/accidents and procedures taken to deal with them. If an accident occurs the priorities are to:

- Assess the situation
- Safeguard the rest of the party and staff
- Attend to the casualty
- Inform the emergency services – if necessary

An emergency is difficult to define. It may be a fracture, food poisoning or a fatality, or an illness requiring immediate medical treatment. It may on the other hand be missing children who are soon found, or a road traffic accident in which no serious injuries are sustained. The procedures listed will not all apply to all emergencies. In the event of a

serious injury, accident or other emergency the Headteacher, or other nominated senior member of staff, should be contacted.

If uncertain, contact the Headteacher/ EVC for advice.

The situation can then be assessed and where necessary will seek advice from HCC, Using the Hampshire 24 Hr Response team

A mobile phone carried by accompanying staff can be a useful item of additional equipment and may save valuable time in the event of an emergency. However, technical difficulties easily arise. When available, their use should complement and not replace traditional safety and communication procedures.

Ensure you have left a telephone number where you can be contacted. Keep details of the emergency procedures to hand and ensure that you have the means of implementing them.

16. Procedures on the day of the trip

- Collect Trip pack prior to the day
 - Complete the 'on the day checklist' see appendix 4
 - Take register
 - Collect packed lunches for FSM(all must go on trip, even if pupil rejects it at first)
 - Leave register with reception
 - Take first aid kit (from Science office)
 - Take school mobile phone (Please delete pictures taken at the end of trip if applicable)
 - Take student contact details and medical details
 - Confirm all students have correct medication(Trip Leader to call home if not, a student may not be able to attend without correct medication)
 - Check students off of the register as they are collected or are given permission to walk home.
 - Return any medication on collection of student
 - All Trip information packs and first aid kits to be returned to finance
- Complete an evaluation form on Evolve within 2 weeks of the trip returning.