




# The LETTA Trust

## Educational Visits Policy

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<b>Reviewed by:</b>	TB Resources	<b>Signed:</b>	



## Contents

1. Introduction	3
2. Organising a day trip	4
3. Safeguarding	4
4. Emergency procedures	5
5. School diary	5
6. Local area trips	6
7. Organising a residential trip	6
8. Adults accompanying a trip	6
9. Roles and responsibilities	7
10. Risk assessment summary	8
11.Related policies	8
Appendix 1: Day trips checklist	8



## 1. Introduction

Educational visits are an important part of the school curriculum. These visits provide pupils with learning opportunities we cannot offer on the premises and are essential to help pupils learn key life skills such as how to manage risk and stay safe, being a good citizen, building relationships and developing personal independence.

This document outlines the information needed to organise and lead an educational visit both during and out of school hours. It was reviewed by an external safeguarding consultant within the context of the following advice and guidance:

- 'Health & safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies' (DfE 2014)
- *DfE Health and Safety on Educational Visits (2023)*
- 'Keeping children safe in education' (DfE 2025)
- 'Outdoor Education Advisers Panel National Guidance' (OEAPNG)
- 'Planning and leading visits and adventurous activities' (*Royal Society of the Prevention of Accidents*)
- *Adventure Activities Licensing Regulations (AALA)*
- 'EYFS Statutory Framework' (DfE 2024)
- School safeguarding, health & safety, inclusion and medical needs policies

This policy applies to:

- Day visits
- Off-site curriculum activities
- Sporting fixtures
- Local area trips
- Residentials
- Adventurous activities
- Foreign visits

## 2. Organising a day trip

Staff are required to familiarise themselves with and complete the following documentation. All documents are saved on T: drive/ trips/ trip packs:

- Carry out an EVC review and AALA licence check, if applicable
- Fill out the Educational Visits Notification Form - this must be signed by your phase leader and the head teacher
- Carry out a preliminary visit and complete a risk assessment form. This must be authorised by the headteacher (or their representative). All staff assisting on the trip should be



named on the risk assessment and given a copy of the risk assessment before leaving the school premises. The safeguarding lead and first aider must also be identified

- Put together a trip letter - follow the standard trip template or ask a member of the leadership team to check your letter
- Include a parental consent form (section of letter) - to be sent to parents with at least two weeks' notice
- Make travel arrangements, including a contingency in the case of an emergency
- Book coach services well in advance. Obtain quotes for best value
- Apply for TFL free school travel - forms to be submitted at least two weeks in advance. The office team will support with this
- Complete packed lunch order forms - the kitchen staff need at least 10 days' notice. All pupils on free school meals must be provided with a school packed lunch
- Gather information relating to individual pupils' health and dietary needs, allergies, medications and up to date parental and emergency contact details.

### **3. Safeguarding**

Each educational visit must have a nominated safeguarding lead. All school safeguarding policies and procedures apply when on an educational visit off-site.

#### **Mobile phones**

Mobile phones and social media cannot be used during the trips including for taking pictures of pupils. The exception to this is the use of a mobile phone to make a call in an emergency.

#### **Behaviour**

Expectations of pupil behaviour are high. Rewards and sanctions may need to be modified to suit the context of the visit. This must be clarified with pupils prior to the educational visit.

#### **Medical needs and first aid**

Each educational visit must have a nominated first aid lead who looks after first aid equipment and medication if necessary. If there is a pupil on a visit that requires an epi-pen, one member of staff accompanying the visit must have attended epi-pen training. Documentation outlining pupils' medical needs including allergies must be taken on the visit.

#### **Communication**

Adults accompanying the visit should check-in with the visit leader regularly throughout the day.

### **4. Emergency procedures**



### **Alternative route**

The trip leader must have an alternative route planned. Ensure you know of at least two routes to and from your venue and have these printed and accessible during the trip.

### **Refuge**

Have a refuge place identified near to your destination; an example would be a hotel. Name this on the Risk Assessment to ensure all staff, in and out of school, are aware of the location should an emergency occur. Ensure all adults on the trip are aware of how to get there.

### **Contacts**

All adults on the trip must have a mobile phone, and a list of staff numbers to be issued to all adults on the day. Emergency reporting and line of reporting must be established prior to the visit including which senior leader is available out-of-hours.

## **5. School diary**

- Write the trip in the school diary at least 2 weeks' in advance or it will not be permitted to go ahead. Ensure the date of the proposed trip is not busy. Only one class should be out of school at any one time with the exception of the Foundation Stage
- Avoid booking a trip on a PE day. If this is unavoidable, notify the PE teacher in advance.
- If a trip is booked on a day when lunchtime volunteers are coming to school, the liaison teacher must be informed as soon as the trip is booked so they can cancel the session
- Write the names of the adults accompanying the visit in the school diary. If these adults do not usually work in your class on that day, seek permission first from the relevant teacher or leader.
- Any special circumstances must be agreed by head teacher in advance

## **6. Local area trips**

On admission, parents give permission for the school to take their children out of school within school hours in the local area. This area has been designated by the headteacher and a map showing this area is held in the office.

## **7. Organising a residential trip**

- Carry out an EVC review and AALA licence check, if applicable. Seek Headteacher approval and Trust level notification



- For residential visits the AHT Curriculum Leader must ensure that the centre being visited has provided the school with all required up-to-date risk assessments a month in advance
- A risk assessment is required by the school for all times not covered by the residential activity centre, i.e. to cover all parts of the journey to and from the centre
- Each pupil must submit a medical form giving information about their doctor, allergies and other medical needs
- Residential and all visits made out of school hours require the head teacher to inform the LA via 'Evolve' online before the date of the visit

## **8. Adults accompanying a trip**

### **Ratios of adults to children**

Trips are staffed at the following ratios. The member of staff leading a trip is expected to organise sufficient cover in advance. Cover cannot be provided on the day, except in exceptional circumstances.

The visit leader is responsible for ensuring the correct numbers of adults are going on the visit. For any out of school educational visit there must be at least 2 adults accompanying children on all occasions, even if there is only 1 pupil attending.

<b>Year Group</b>	<b>Minimum ratio</b>
Nursery	1 Adult: 2 Children
Reception	1 Adult: 5 Children
Year 1	1 Adult: 6 Children
Years 2-6	1 Adult: 10 Children
Residential trip Years 3-6	4 adults

### **Parents and volunteers**

Any parent or volunteer accompanying a residential visit must have an enhanced DBS check before they are allowed to attend. A DBS check is not required for visits during school hours where the parent or volunteer is not left alone with pupils at any time

Parent or carers volunteers will be carefully chosen and fully briefed prior to the trip. Parents and carers will operate under close supervision of school staff. They will supervise their own children together with a small number of other pupils at the discretion of the visit leader. Parents and carers must not take photographs or videos of other people's children

## **9. Roles and responsibilities**

- **Trust Board and CEO**



- To ensure the Educational visits policy remains up to date and in line with regulations and best practice
- To ensure that headteachers are implementing the policy fully in their schools
- Ensure compliance with statutory duties, OEAP NG, and good practice
- Ensure each school has a trained and competent EVC
- **Local Governing Board and headteacher**
  - To ensure that pupils benefit from a wide range of high quality educational visits as part of the school's curriculum offer
  - To ensure that all staff are organising and overseeing educational visits in line with the policy
  - Monitor visit planning, approval, and overall quality
  - Ensure risk management and safeguarding are robust
- **Educational Visits Coordinator (EVC)**
  - To remain up to date with legislation and best practice relating to educational visits and ensure all visits comply with this policy and OEAP NG To support staff in successfully organising and overseeing educational visits
  - To monitor trips including residential trips to ensure that they are of a high quality from both Maintain visit documentation and risk assessments.
  - Ensure staff competence and training.
  - Ensure monitoring of visits, including residential.
  - Oversee use of EVOLVE (or equivalent) system.a safeguarding and academic point of view
- **Visit leader**
  - Be competent and approved by the EVC and Headteacher
  - Ensure safeguarding, medical and first aid procedures are in place
  - To read and understand the educational visits policy
  - To organise and oversee educational visits according to the policy
  - To ensure that all adults accompanying the visit are fully briefed on the visit plan, risk assessment and emergency procedures
  - To communicate regularly with the accompanying adults throughout the visit
- **Accompanying staff and volunteers**
  - To make sure you have read and understood the risk assessment and other documentation relating to the educational visit prior to taking part
  - Uphold safeguarding responsibilities
  - To follow the procedures outlined in the educational visit plan and risk assessment
  - To communicate regularly with the visit leader

## 10. Risk Assessment Summary

Risk assessment must follow OEAP NG 4.3c and include:

- Identification of hazards



- Control measures
- Adult roles and supervision plan
- SEN and medical needs
- Emergency procedures
- Transport arrangements
- Dynamic/on-going risk assessment during the visit
- The Visit Leader must ensure all adults receive the risk assessment before departure

## **11. Related policies**

- Child protection and safeguarding
- Health & Safety
- Inclusion
- Medical needs policy
- Behaviour and anti-bullying
- Online Safety
- Staff Code of Conduct.
- Charging and remissions

## **Appendix 1: Day trips checklist**

### **Preparation**

1. Check date in diary
2. Complete risk assessment and give to assistant headteacher leading curriculum for authorisation
3. Check staff cover – enter date in diary
4. Book travel 14 days in advance (tube, buses, train via TFL), or book coach. If payment required for coach fill in requisition form, pass to assistant headteacher leading curriculum for authorisation
5. Fill in school lunches form 10 days in advance (copy to office)
6. Letters to parents – at least 1 week in advance (a term for a residential trip)
7. Office team collect money and permission slips





8. If payment is required for any part of the trip, an order form must be completed and the Office manager will raise a cheque
9. Permission slips should be placed in the small plastic wallet with register to be collated by visit leader
10. Any questions please ask assistant headteacher leading curriculum

### **On the day of trip**

Visit leader to make sure they have the following information:

- Copy of cash collection sheet, showing permission slips (if no permission given, that child cannot go)
- Class name list
- Medical details print out from school's MIS
- Registration details print out from school's MIS (home and emergency contact details)
- Copy of risk assessment (for each adult – to be read and understood by each adult)
- Travel tickets (if applicable)

It is the responsibility of the visit leader to:

- Count the number of those who have given signed permission slips to check against the list of children attending
- Take a medical kit bag
- Make sure they have the contact number for school
- Make sure they can be contacted by the school

For additional clarification on all matters of trips and visits please ask the assistant headteacher leading the curriculum and refer to 'There and Back Again' the outdoor education handbook. A copy of this is held in the front office.