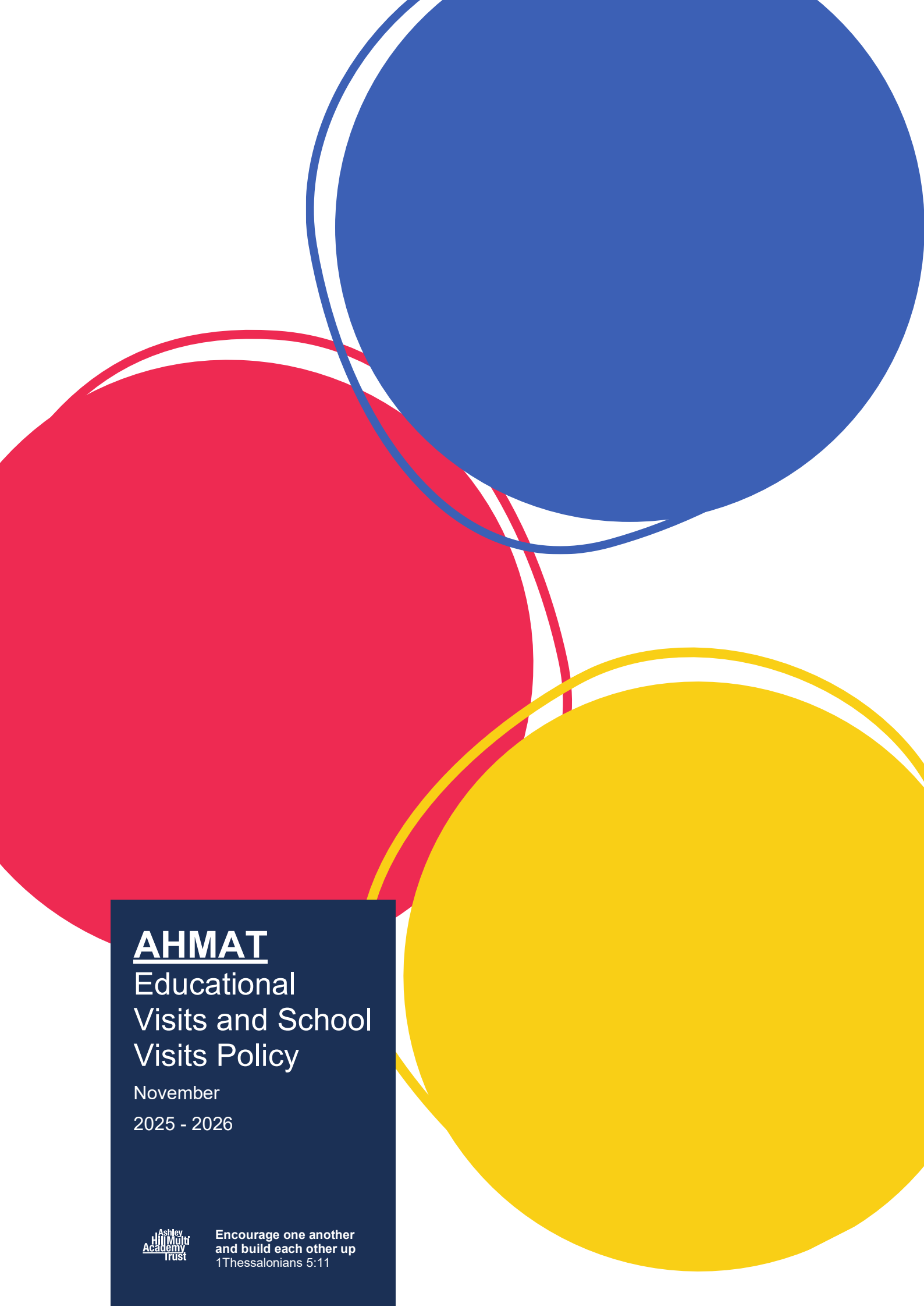




AHMAT

Educational Visits and School Visits Policy

November
2025 - 2026

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Statement of intent

Ashley Hill Multi Academy Trust understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The Trust aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

The Trust takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE 'Charging for school activities'
- DfE 'Health and safety on educational visits'
- HSE 'School trips and outdoor learning activities'

2. Definitions

For the purpose of this policy:

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

'School trip' means any educational visit, away-day or residential trip organised by the school which takes pupils and staff members off-site.

'Residential' means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Low ropes
- Water sports
- Climbing

3. Roles and responsibilities

The Board of Directors, CEO and Local Governing Body will be responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them life skills and providing new experiences.
- Appointing a Trust educational visits coordinator, liaising with the [LA](#) as necessary.
- Ensuring the Trust educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Overseeing the work of the educational visits coordinator, ensuring a whole-trust approach is adopted when planning and coordinating extra-curricular trips and activities.

The Head of School is responsible for:

- The day-to-day implementation and management of this policy.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the Local Governing Board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring relevant paperwork, including risk assessments, for extra-curricular trips and activities are completed by staff and Curriculum lead who books and co-ordinates the trips.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

. The Educational Visits Coordinator (EVC) is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.

- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the Head of School, by organising training for staff and volunteers.
- Ensuring that the requirements of this policy are carried out across all schools in the Trust.

The Trust Curriculum lead is responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the CEO to approve the trip.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Completing all essential documentation for the booking of trips and ensuring it has been approved by the CEO .
- Ensuring that the requirements of this policy are carried out across all schools in the Trust.

The designated trip leader

is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity are adhered too.
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity in advance.

- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- 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 DBS Policy.

The designated deputy trip leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. Where there is a maximum capacity of pupils

for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents.

When planning an educational trip or activity, the Board of Directors and Local Governing Body will ensure the trip does not discriminate against a particular individual, group of pupils or single school. School trips will be agreed upon at CEO level who is a member of the board before any formal plans have been implemented. Each school will have an equal opportunity to participate in a pre-planned trip or activity. Any disputes relating to pre-planned educational trips or activities will be discussed and resolved at board level.

Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

Vetting providers

When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place

- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

Equal opportunities

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted to ensure schools have pupil equality, equity and that diversity and inclusion is achieved.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

Transport

The school will approach coach companies who adhere to our contractors responsibilities for the transporting of pupils on educational activities and residentials. If a new provider is used, references will be requested to ensure the competence of the company and that care is taken when transporting pupils and staff.

Staff Transporting Pupils

When Trust staff are transporting children to educational events, the driver must properly understand their duty of care and any agreed responsibilities for supervision.

Parents are informed about the transport arrangements;

Evidence is obtained that:

- The vehicle is legal and safe – this means that it is taxed, has a valid MOT certificate if required, that has been serviced in line with the manufacture's schedule and that the driver carries out any pre-use checks specified by the manufacturer;
- The driver is suitable – this means that they hold a valid licence for the type of vehicle and meet any employer requirements (such as vetting);
- There is a valid insurance policy covering the driver and the vehicle for the intended use. The Trust provides Business Insurance cover for all staff members.

Tax and MOT status may be checked at www.vehicleenquiry.service.gov.uk.

Driver licence details may be checked at www.gov.uk/check-driving-information if the driver provides a check code (from www.gov.uk/view-driving-licence).

The Trust will keep evidence of these checks having been carried out.

Parental consent

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Trips outside of school hours.

Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

Staffing ratios

On all visits there must be an 'effective level of supervision' that has been approved by the EVC and Head of School, and where applicable is in accordance with the specific site.

The trip leader, EVC and Head of School must make a professional judgement regarding the number and suitability of staffing on an individual visit basis, after consideration of the following factors:

- The type, level, and duration of activity.
- The nature / requirements of individuals within the group, including those with additional needs.
- The experience and competence of staff and other adults.
- The venue, time of year and prevailing/predicted conditions, if applicable.
- The contingency, or 'Plan B' options.

A visit must not go ahead where either the trip leader, EVC, or Head of School is not satisfied that an appropriate level of supervision exists.

Refer to National Guidance document [4.2a Group management and supervision](#)

Insurance and licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in the school office.

Accidents and incidents

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.

The school will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the Head of School or, if they are not available, the CEO or Trust Business Manager.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of pupils and staff should anything happen, e.g. a coach failure. Staff will be briefed on how to react and respond should an emergency situation occur. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils are easily identifiable, they must wear the school polo shirts. Failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

Missing person procedure

The school places pupil and staff safety as its top priority when participating in school trips.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The Trust Curriculum Lead will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the educational visits coordinator will ensure an adult is with them at all times if required and that the visit is adequately modified to suit the pupil's needs in accordance with this policy.

Everyone on the trip will be provided with contact details for all members of staff, in the event they are unable to locate their group. All staff members will be required to carry mobile phones with them at all times.

Upon arriving **at every venue**, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Pupils and staff will wear school branded clothing and hi-vis jackets if available, in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip:

Primary Action

- Stop the activity immediately, or as soon as possible;

- Gather the group, ensure their safety, and keep them together;
- Confirm who is missing;
- Urgently check any hazards nearby, particularly water;
- Check the activity area, and the last place the missing person is known to have been;
- Depending on the circumstances, try to contact the missing person, for example: by shouting or blowing a whistle and then listening;
- Alert the emergency services and your Emergency Contact (see below);
- Check any key points (e.g., a previous meeting point; accommodation; your immediate destination) to which the missing person may have gone;
- Consider what the missing person might have done, or what might have happened to them, from the last time and place they were known to have been, and use this to plan further searching;
- Continue the search process until emergency services take over or the person is found;
- In consultation with the school's Head of School and/or CEO, decide whether to continue with the visit/activity while the search continues under the control of the emergency services or another member of staff.

Secondary Action

Direct contact with a parent of a group member from the scene of the incident should be avoided. This task should be carried out from the school by senior staff.

DO NOT speak to the media, and do not admit any liability or sign anything. Refer all media or legal enquiries to the Head of School, CEO or Business Manager of the Trust.

It is useful to keep an accurate record of events and actions as close to real time as possible. Any leader with spare capacity should, therefore, keep notes.

Maintain contact with the emergency services and the Head of School/CEO until the emergency is over.

Continually monitor, reassess and review – ensure nothing has been forgotten and all staff and children are coping, cared for and secure.

Recording the Incident

Make an accurate record of all details as soon as possible – do not leave this until later when your memory of details may be confused. If it is appropriate to do so, take photos.

Record the following:

- Time and date of the incident;
- What happened;
- Accurate location;
- Names of persons involved;
- Relevant environmental information (e.g. weather, ground/water conditions);
- Actions taken, including all communications;
- Details of any moves from the incident site (times, who moved, where to, how);

- Names and contact details of witnesses;
- Registration numbers of any motor vehicles involved;
- Proposed actions.

After the Incident

Consider the emotional needs of any staff, participants and others who may have been adversely affected.

Review the lessons learned and ensure that these feed into future visit plans, emergency plans and staff training. Share the experience and learning with colleagues.

Refer to National Guidance document - [4.1c Emergencies – Guidance for Leaders](#)

Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCO will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

Finance

The financial procedures outlined in the Trust's Charging and Remissions Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018).

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the CEO's discretion as to whether a refund is given to parents. The CEO will consult the Board Of Directors on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the CEO's discretion as to whether a refund is given to parents. The CEO will consult the Board Of Directors on the matter, taking into account the pupil's reasons for cancelling their place, whether the school

will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else.

The Trust will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils in the class.

Evaluating trips and visits

Following an educational trip and/or visit, the educational visit coordinator and Trust Curriculum Lead will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

10. Monitoring and review

This policy is reviewed annually by the CEO, EVC and the Head of School. The next scheduled review date for this policy is September 2026.

Created or Reviewed by	Date	Changes
Isabel Cooke	12/09/2025	A new policy was created and approved by Board of Directors