



Educational Visits

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Formally Endorsed By:	Chair of Trustees
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Human connection in all we do

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1. Introduction

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 Principal 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, provide a foundation for lifelong learning. They form an integral part of our approach to furthering our pupils' education and personal growth.

At Michael Hall, we believe that outdoor learning has equal learning to learning inside the classroom. The outdoor environment has unique characteristics that improves child development, supports mental health and wellbeing, deepens nature connection and promotes more inclusive and engaging learning.

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

All visits off-site must be entered onto EVOLVE, the educational management system. EVOLVE is a fully managed online service specifically designed to enable schools to facilitate the efficient and robust planning, processing, monitoring, evaluating and reporting of all educational trips and visits. Appropriate training and support will be provided to all staff in the use of EVOLVE.

1.1 Curriculum Links

For each subject in the curriculum, there is a corresponding programme of activities which could include:

- Literacy – theatre visits, cinema visits, visits by authors, experiences to inspire writing
- Science and Technology – use of the school grounds, visits to the planetarium, museums, seeing science and technology used in local businesses
- Numeracy – use of shape and number trails in the local environment, seeing maths used in local businesses
- History – visits to castles, local area, local museums
- Geography – use of local area for fieldwork, village trails
- Art and design – art gallery visits, use of locality, use of nature to make art
- PE – a range of sporting fixtures, extra-curricular activities, “team” visits
- Music – extracurricular activities, theatre visits, school band performances
- Design and technology – visit to local area, links with local industry
- Computing – its use in local shops/libraries/ engineering firms etc
- RE- visits to local centres of worship e.g. synagogue, Mosque, temple
- PSHE and citizenship – visit to fire station, visit to residential homes

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 2024](#)
- [OEAP National Guidance](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

3.1 The Principal

- Making sure staff, including the educational visits co-ordinators, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours
- Giving final approval to each trip using EVOLVE

3.2 The educational visits co-ordinator (EVC)

Renata Harkness and Sri Sreedharan are the appointed EVCs 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 designate a suitable trip lead for each visit
- Liaise with the group leader and check the EVOLVE system prior to the activity to ensure that all medical and/or consent forms have been obtained.
- Assess outside activity providers
- Advise the Principal and governing board when they’re approving trips
- Access the necessary training, advice and guidance

- Ensure evaluation of visits once complete, are entered on to EVOLVE to be used 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:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers and ensuring that all consent and medical forms are obtained
- Assign staff and volunteer roles, as needed and ensure that all adults attending have read the risk assessments
- 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
- Seek and obtain approval for all educational visits using the EVOLVE system. This includes having the trip approved in the planning stages by the EVC for the appropriate area of the school, in the risk assessment stages by the DSL and final approval from the Principal before the trip can go ahead.
- 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
- Provide each adult member of the group with the group leader's number, the school number and a number of a designated emergency contact where possible.
- Be ultimately responsible for the overall health and safety of all group members. The safety of the party, and especially the children is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

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 as directed by the trip lead 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 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

3.6 Volunteers

Volunteers attending school trips, including parent volunteers, 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
- Sign the behaviour bond before going on the trip
- 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 Positive Relationships (behaviour) policy at all times. Serious, persistent and/ or dangerous behaviour may lead to my child being removed from the trip or outing and parents agree on the trip consent form to meeting any expenses for this.

4. Planning and preparation

The decision on whether or not a visit can take place in principle, will be made by Head of Lower School, Head of Upper School or Head of Kindergarten as relevant after being brought to the relevant Faculty Meeting, 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
- General communication arrangements
- 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

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Principal will seek approval of the governing board.

Off site educational visits must always be planned at least one full term prior to that in which they are to take place and approved/published through the School's Calendar and EVOLVE.

After 'in principle' approval by the relevant Head of School, The Visit Leader should first submit an 'Outline Approval' form through EVOLVE for initial consent by an EVC. If necessary, the EVC may then meet the Visit Leader to discuss the plans for the visit. He/she will then grant 'Outline Approval' through EVOLVE and preparations for the visit may commence as long as he/she considers the trip to be of educational benefit, of no significant risk to the health and safety of the participants and of no significant detriment to other activities taking place in the School.

Once 'Outline Approval' has been received for planning to go ahead, the Visit Leader should then complete the remaining Trip details on EVOLVE for approval by the DSL. This includes risk assessments, detailed itinerary and all contact addresses and telephone numbers. When the DSL has approved the trip, then the 'Full Approval' request may be submitted to the Principal.

'Full Approval: must be submitted on EVOLVE no later than two weeks before the visit is planned to take place. Before 'Full Approval: is granted it may be necessary for the EVC to meet with the Visit Leader to discuss plans for the visit.

Once the trip has been approved by the Principal, and the governing board where relevant, staff will communicate with parents/carers and provide trip information. A register of participants must be entered on to the EVOLVE visit form along with all other relevant documents, especially a detailed itinerary including all contact addresses and telephone numbers.

Written parental consent will be required for trips requiring a higher-than-normal level of risk assessment.

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.

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.

SEND

If a pupil with a disability 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.

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 1 month before the start of all trips.

This will be completed using the school's risk assessment template in the Resources section of the Evolve system, and in Appendix 1, and approved by the EVC. Existing risk assessments which can be found on the shared z: 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 Principal and, where appropriate, third party vendors.

Every risk assessment will be approved by the Principal at the final stage of the trip approval on EVOLVE, and a copy taken on the visit and another copy left with the EVC.

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
- At least 1 qualified paediatric first aider is present on all trips involving EYFS.
- 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 with the School Nurse in the First Aid room.
- 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

When arranging staffing for any trip, account should be taken of the temperament of the pupils, the nature of the activity and the location etc.

In general, there should be a minimum of two members of staff accompanying visits in the ratio of not less than one to twenty pupils in Classes 8-12, one to ten for pupils in Classes 6-7, one to eight for Classes 3-5 and one to eight for Classes 1-2. For residential trips abroad the ratio for any trip should be one member of staff to ten pupils with a minimum of two staff per trip.

Wherever possible, all members of staff accompanying the visit should be teachers employed by the school but the EVC may allow members of the support staff and other helpers to accompany the visit provided a teacher is always in charge and the majority of the supervisors are teachers. If adults other than teachers are accompanying a school visit then they must be appropriately inducted by the visit leader and the EVC.

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures as set out in the Michael Hall Estates Department Transporting Students Generic Risk Assessment which can be found in the Resources section of EVOLVE. 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 their health and safety policies, risk assessments, information concerning the qualifications and competence of employees and public liability insurance details. Risk assessments should always be requested from an activity centre by the trip leader prior to a booking being made. Compliance with BS8848: British Standard for Ventures, Field Works, Expeditions and Adventurous Activities outside the UK' and the Learning Outside the Classroom (LOtC) quality badge are a good benchmark when relevant.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 4 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See Appendix 2 for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Volunteers must undergo safeguarding checks, including DBS checks.

At no point will any adult on whom no safeguarding checks have been carried out be left alone with pupils.

7. 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. Communication will be via email and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

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

A generic local off-site activity permission slip will be completed by parents at the beginning of each academic year which gives permission for children to be taken out of the local area.

However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

We will always get written consent before taking Kindergarten children off-site.

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.

8. 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.

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 30 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.

9. Charging and insurance

The school will cover a certain amount of standard trips in certain classes as shown in the table below. School fundraising built into the school's calendar will also be used to fund trips and outings and any additional cost of these trips will be at the discretion of the organizing teacher and will be passed on to parents – which must be agreed in advance.

Class	Trip	Amount the school will cover per child
3	Camping trip Plawhatch	£30
4	Local one night trip	£40
5	Olympics	£23
6	Hadrian's Wall or alternative	£200
7	Sailing	£60
8	Class 8 trip	£400
9	Earth Stewardship or similar	£150
11	Industrial Tour	£100
11	Social practical (Camphill)	£100
12	Italy	£1200

School fundraising built into the schools calendar used to fund trips and outings:

Midsummer

- Class 7 run the Side shows
- Class 8 serve Mansion teas (with cakes provided and baked by our generous parents)
- Class 9 sell ice lollies
- Class 10 support by supervising car parking (no £)
- Class 11 support the lunch BBQ
- Class 12 sell strawberries and Ice-cream

The Musical also takes place on the Midsummer weekend, with ticket sales going towards the cost of putting on the show, and then the trips and outing pot to start building up the Class 12 Italy trip fund for when it their graduating year.

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.

10. Residential visits

The Principal, together with the governing board, 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 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.

11. Review

This policy will be reviewed every 2 years by SLT and shared with the full governing board.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and Safety Policy
- Positive Relationships (Behaviour) Policy
- Child Protection and Safeguarding Policy
- First Aid Policy
- Supporting pupils with medical conditions policy
- SEND Policy
- Equality, Diversity and Inclusion Policy
- Accessibility Plan
- Risk Assessment Policy

Appendix 1: Risk Assessment Template

(Change to your) Department – (Name your RA) School Trip Risk Assessment Academic Year 2024 - 2025	
Completed by Trip Organiser: Assessed by: Ian Howard Date: Review Date: Ongoing to be reviewed annually	Date/s of Trip: Event/Activity Description & Basic Itinerary: (include all accommodations, destinations, activities both physical & educational) Number of Students attending: Age Range of Students Attending: Accompanying First Aiders: Accompanying adults: Emergency Trips phone number issued: Staff name, signature and date:
<u>Supporting Documentation:</u> (Please add all supporting documents) Safeguarding Policy First Aid Policy Trips Policy Behavioural Policy Missing Child policy & procedures Emergency at glance & Medical conditions documents Student IHCP Covid 19 SOP Parental Consent Forms You should ensure that you also list all supporting documents sent to you from any transport/accommodation/venue/service provider: (this includes RA's & PLI documents)	
HAZARDS TO CONSIDER:	
1: Access to Heights	2: Hygiene Facilities
3: Travel/Vehicles	4: Animals
5: language & communications	6: Outdoor work/ Extreme weather
7: Trips Slips Falls	8: Fire Hazards
9: Location/Activity	10: Portable tools/electrical equipment
11: First Aid	12: Hot/cold surfaces
13: Lost Children/Abduction	14: Sharp Implements
15: Water Hazards	16: Other (s) – please specify

Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk Rating	Additional controls required
EXAMPLE: Whilst travelling to destination a student/staff member becomes lost/forgotten at a rest stop			3	1	low	Give any students of a suitable age the phone number of the emergency trips phone Trip Organiser to select appropriate rest stops in advance Staff should always accompany students into roadside service buildings
Terror/Marauding Attacks DO NOT REMOVE FROM RA	Staff & Students	International Travel only considered to government named safe destinations Trips will be cancelled if Terror alerts rise in the desired UK destination All Students to be advised to scatter and hide or seek shelter in a protective environment If no shelter is an option, students & staff should run away from attackers as far as possible All staff advised to distract attackers whilst children head to safety Students advised to seek emergency service staff once threat has passed	5	2	Low/Med	ALL students should be given the phone number of the trips phone which will be with the supervising staff, so if separated from the group they may seek assistance to contact trip leader.

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK RATING PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-10	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Appendix 2: Volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the Trip Leader at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found on our website.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date: