



# 23 – Educational Visits Policy

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The following assessments have been completed in relation to this policy

Workload impact       Equality impact       Trust virtues



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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 headteacher or other designated member of staff.

Visits away from school grounds including residential visits form a significant aspect of the curriculum at Coddington CofE Primary and Nursery School. All visits (including residential) are explicitly aligned with our curriculum progression documents and 'Know that' statements. In addition, they provide valuable opportunities to support pupils' personal development, character formation, and the fostering of a strong sense of community and belonging.

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 all situations where staff (or volunteers) acting in the course of their employment take responsibility for children and young people taking part in activities off school premises. This includes outdoor learning, off-site visits, residential and overseas events, within and outside normal school hours, including weekends and bank holidays.

Nottinghamshire County Council's Guidance and OEAP National Guidance is not pertinent to situations where schools operate on split sites, work-related learning (such as work experience placements) or Physical Education events (excepting aspects of managing the journey either side of a sporting activity) where activity supervision should be that recommended by specialist PE Guidance such as that provided by the Association for Physical Education (AfPE).

## 2. Legislation and guidance

This policy is based upon the Department for Education's guidance on [health and safety on educational visits](#), the Outdoor Education Advisers Panel and Nottinghamshire County Council's Guidance, and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- The latest version of [Keeping Children Safe in Education](#)

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

This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### ○ Minster Trust for Education

- The Health and Safety at Work Act 1974 places the overall responsibility for health and safety on educational visits with the employer (the trust). The employer's responsibilities are provision of guidance, information and a policy framework for staff to work within.
- In addition to this policy, all trust schools purchase Nottinghamshire County Councils Visits Guidance and Support Service, and use the Evolve system to plan and track visits.
- Responsibility for the operation of education visits is delegated by the trust board to each individual member school in the MITRE Scheme of Delegation and Reserved Authority.



- As Trustees hold ultimate responsibility for educational visits and the health and safety of pupils and staff, planned Category C visits (see section 4.1 below) are reported to the Standards and Effectiveness Committee of the trust board.

### ○ **The Local Governing Body (LGB)**

- The overall responsibility for the management of all visits rests with the LGB and Head Teacher at each school.
- Governors must ensure that the Head Teacher, or another named Senior Leader, takes responsibility for monitoring and overseeing Educational Visits.

### ○ **Head Teacher**

The Head Teacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational all education visits.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training.
- The Headteacher, and the Local Authority must authorise and give approval for all Category C (High Risk) events. Following this approval and authorisation, the final checks and school approval will be given by the Head Teacher who will ensure that a full detailed process, in line with policy requirements, has been followed.
- Advising the Strategic Lead for Education of planned Category C visits for reporting to the Standards and Effectiveness Committee of the trust board.

### ○ **Educational visits senior leadership team member (this role may also be taken by the Head Teacher in smaller schools)**

- The senior leadership team member in charge of educational visits will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Nottinghamshire County Council guidance documents and relevant regulations and authorise when everything is in place. The Head Teacher can also authorise visits in their absence.
- It is essential that the senior leader takes on the responsibility in ensuring that rules and policy are actively followed and that proposed visits are suitable for the school and the organisation's policies, including by:
  - Overseeing and guiding other staff to arrange and organise educational visits.
  - Assessing the ability of other staff to lead visits and a designate suitable trip lead for each visit.
  - Advising the Head Teacher and LGB when they are approving visits.
  - Ensuring that they, the EVC and other staff access the necessary training, advice and guidance.
  - Ensuring that visits are evaluated once complete, from planning to the visit itself, and use this to improve future arrangements.
  - Assessing outside activity providers.
  - Working closely with the EVC to ensure that visits are appropriately planned.

### ○ **The educational visits co-ordinator (EVC) and deputies (where relevant)**

There must be an educational visits co-ordinator (EVC) in the school, and schools should consider appointing a further deputy EVC to support as required. Their role is to:

- Be conversant with the Nottinghamshire County Council's Visits Guidance, service specific guidance, and this policy and ensure compliance with these requirements.



- Undertake duties as agreed between themselves and the educational visits senior leadership team member. Reference to common duties and responsibilities should be made as contained within the Nottinghamshire County Council's EVOLVE system.
- The EVC should ensure that the Deputy EVC is updated on a regular basis and support as required should any absence of the EVC occur.

### 3.6 Visit Lead (VL)

The VL will be conversant with the Nottinghamshire County Council's Visits Guidance, this policy, service specific guidance and policy and will comply with these requirements. The VL will liaise with the EVC throughout the planning and preparation of their visit to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place. The VL named for each visit will have overall responsibility for that visit whilst it is underway.

The VL will ensure that:

- All parents of children on their visit are provided with all the required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.
- They are fully familiar with emergency procedures and contact numbers and assign a Deputy VL as required to be fully conversant with all the visit information.
- The visit is planned in accordance with Nottinghamshire County Council's Visits Guidance, and that information required is shared with staff and volunteers
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- The needs of everyone taking part are considered, including co-ordinating any additional support needed
- Key details about the visit and all locations are communicated to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Staff are capable and able to fulfil their roles at all times while responsible for pupils and others

### 3.7 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:

- Be conversant with the Nottinghamshire County Council's Visits Guidance, this policy and the specific risk assessments for the event.
- Ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed
- Ensure that once the visit has commenced, where any previously unforeseen hazards or risks are identified, they are brought to the attention of the VL.
- Help manage pupil behaviour and discipline as required while on the visit
- Feed back information to the VL to enable a full review of the visit to be completed.

### 3.8 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 using the documents provided by NCC
- 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



### 3.9 Volunteers

Volunteers attending school trips, including parent volunteers, will agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the Visit 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

Further information on the use of volunteers is in Section 6, and a model Volunteer Code of Conduct is provided in Appendix 1.

### 3.10 Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to uphold the school's behaviour policy at all times.

The Behaviour and Relationships policy will be implemented throughout all visits at all times. Please see the policy (on the school website) for further details.

## 4. Planning and preparation

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. The online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated.

### 4.1 Categories of visits

There are three categories of visits within the Nottinghamshire County Council Visits Guidance for Children and Young People, and these have been adopted as the same for NCEA. All three require different levels of approval

#### Category A – Locally approved visits

*All such events will be approved by the Senior Leader for Educational Visits and managed by the school by adherence to Nottinghamshire County Council visits guidance and school-specific operating procedures.*

**For visits which are part of pupils' normal school routine** (such as visits to a local church for Acts of Worship), pupils may participate with an appropriate staff/student supervision ratio and without the need for parental information or consent.



**For visits within the local area but which are not part of pupils' normal school routine** (such as visits to a town centre for fieldwork or to a local higher education provider), parents should be informed of the date, time and nature of the visit. For these visits the Visit Leader should complete an Evolve form and risk assessment. The school will determine whether pupils' EV4 forms will be held by the Visit Leader for the duration of the visit or held by school office with the Visit Leader able to contact in the event of an emergency. Without an EV4 form pupils will not be allowed on the visit. A first aid kit should be taken on the visit, and a suitable emergency protocol should be agreed in advance.

### **Category B – Service approved visits**

*Visits not normally forming part of your normal work, such as all-day excursions or day trips.*

All events will be processed via the EVOLVE system, approved by the Senior Lead for Educational Visits and managed by adherence to Nottinghamshire County Council's visits guidance and school-specific operating procedures.

Schools will obtain parental consent for such events that do not have any high-risk activities (for example an online form to be completed, or a tear-off slip from a letter to be returned to school). This will complement the annual parental consent form and should always be checked that this is in place and up to date.

A specific risk assessment needs to be prepared, or a generic risk assessment is required to be amended for such visits. A student-specific risk assessment must be completed for any student who receives support under EHC Plan or SEN categories within the SEN department, who is under continuous support for behaviour or who has a significant medical issue.

### **Category C – Service, Nottinghamshire County Council Outdoor Education approved visits**

*Residential visits and visits requiring specific competency to deliver more hazardous events.*

Prior to commencing the planning of a Category C visit the approval of the Senior Leader and Local Governing Body should be sought. All such events will be processed by the EVOLVE system, approved by the delegated Senior Leader and sent to the Local Authority for approval and checking. Only when all approval has been received can the visit go ahead. A specific risk assessment and more detailed programme will be required for these events as part of the submission process.

Where the school uses any external provider for activity provision, suitable assurance must be sought by the school to ensure that they are suitable and appropriate for use. When using an outside provider for any category of visits the provider checklist form must be completed.

Visit Leaders are required to complete a risk assessment and EVOLVE form. Parents/carers must receive information about the date, times and nature of the visit and must give written consent for the pupil to attend. All pupils must have an up-to-date EV4 form in order to attend the visit. A pupil-specific risk assessment must be completed for any pupil who receives support under EHC Plan or SEN categories within the SEN department, who is under continuous support for behaviour or who has a significant medical issue.



### 4.2 Financial planning and approval

All visits require a financial plan to be completed and handed to the EVC before any authorisation of a visit can be made. All Visit Leaders should refer to the Financial Handbook and Visits Financial Planning Form when preparing a visit.

The decision on whether or not a visit will take place will be made by the Senior Leader, 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

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, 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
- Consideration of the individual children involved

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, Senior Leader for Educational Visits will seek approval of the Head Teacher who in turn will get approval from the Local Authority.

Once the risk assessment has been approved by the Head Teacher, and the Local Governing Body where relevant, staff will communicate with parents/carers and provide visit information.

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

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.

### 4.3. Inclusion of pupils in educational visits

All MITRE schools seek to make educational visits inclusive for pupils who attend the school, removing barriers and providing support for pupils to access visits.

#### **Special Educational Needs and Disabilities (SEND)**

For pupils with SEND the school will endeavour to make reasonable adjustments to a visit to ensure that all individuals are able to access it. 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. Where a pupil with SEND (including an



EHC plan) or any other specific needs (e.g. medical conditions including allergies) is participating in a visit, they should have access to the same support that is available to them during the school day. For these pupils a specific risk assessment should be completed and the relevant information shared appropriately with staff accompanying the visit.

However, if adjustments result in a significantly negative impact, for example on the cost of the visit, the availability of staff in school or the experience of other pupils on the visit, then a decision may be made that adjustments cannot be made for an individual or aspect of a visit.

### **Behaviour**

The school will seek to make reasonable adjustments for pupils where there is a risk relating to behaviour. For these pupils a specific risk assessment should be completed and the relevant information shared appropriately with staff accompanying the visit.

However, the school may remove the right of any pupil to attend some or all visits if it is considered that their behaviour is likely to be a risk to the individual, other pupils or members of the public, as a result of previous behavioural incidents.

### **Disadvantaged pupils**

Where voluntary contributions for visits are sought from parents the school recognises that this can be a barrier to participation for pupils from lower income families.

Support will be given to families in line with the school Pupil Premium strategy. This will typically be only asking for partial contributions for trips, paying a percentage of the amount required for residential (minimum of 25% school contribution) as well as supporting children to ensure they have appropriate clothing as required for residential.

### **Selection of pupils for visits which are over-subscribed**

In the first instance, letters informing pupils of a visit will be distributed to all pupils who are eligible to attend. If the visit is over-subscribed, then the Educational Visit Coordinator will select pupils to attend, using a random system (pupils are allocated numbers, and numbers are drawn from a hat at random). When selecting for residential visits that are over-subscribed, pupils who have not previously attended a residential visit will be prioritised for places over those who have.

## **5. Risk assessment**

Risk assessments of Educational Visits are carried out through the Evolve system. Risk assessments will be approved as outlined in section 4.1 *Categories of visits* above. 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. Visit Leads will raise any concerns or questions about potential risks and safety measures with the Head Teacher and, where appropriate, third-party vendors.

The risk assessment will be shared and discussed with staff accompanying the visit.



## 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 visits
- At least 1 qualified paediatric first aider is present on all visits
- Appropriate first aid equipment will be taken on all visits, in accordance with the school's first aid and health and safety policies
- 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 Visit Lead will take regular headcounts and/or rollcalls

## 5.2 Transport

Transportation for trips will be organised by the school, in line with our Health and Safety Policy. 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

The Evolve system enables us to check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it is an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## 6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on visits. 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 visit
- The setting and circumstances of the visit
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 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 by signing and returning a Volunteer Code of Conduct (see Appendix 1).

Volunteers will receive a full induction from staff members 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 visit.



Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

## 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 letter using Dojo, 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

For residential visits parents will be provided with additional information, including:

- An itinerary of 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)
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of key staff attending

For visits abroad, we will make sure that any organisation providing activities are approved on the Evolve system by Nottinghamshire County Council. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

Where required, parents/carers will be asked to provide written consent (including through the use of online systems) for educational visits.

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

Parents/carers will be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached through the completion of an EV4 form (which can be completed online).

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 Visit Leader will be familiar with these plans for each visit. A copy of all contact details and information as outlined in the Nottinghamshire County Council Educational Visits Guidance document should be left at the Academy prior to any visit departing.

In the case of an emergency, the Visit Leader or other supervising adult will contact the school emergency contact. The school emergency contact will then co-ordinate contact with parents/carers as required, and inform them of changes to plans or cancellations of visits 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.

One member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the Visit 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 Visit Leader will contact the school emergency contact who will notify the parents/carers. The Visit 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 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

We will follow our school's Charging and Remissions Policy at all times. This can be found on our school website.

The majority of visits in school have a cost. Parents/carers are invited to make voluntary contributions towards the cost of the visit and are informed of the appropriate cost per student but are also made aware that if insufficient funds are raised to cover costs, visits may not take place.

When requests are made for payments for visits, the school aims to give parents/carers at least three weeks to make the payment. Parents are asked to pay by ParentPay (please note in Spring 2026 this will change to Arbor Pay).

When requesting large amounts of funding for visits (in excess of £50), the school aims to give parents at least one calendar month to make a payment. For larger amounts, an initial deposit will be requested in this way, and further payments will be requested in instalments. Instalments will be spaced appropriately in order to allow parents/carers time to save, but also in order to meet financial deadlines from any providers for the visit.

For all visits, staff may request to create a contingency fund for use in emergencies on the visit. The amount of this contingency should be appropriate for the length, location and nature of the visit.

The school will not overcharge for visits but if, at the end of a visit, funds remain in excess of £10 per pupil, these will be refunded to each pupil. However, if the funds do not exceed £10 per pupil, refunds will not



be made as a result of the high administrative costs of making numerous refunds to pupils. In this case, this money will be placed into a reserve fund and used solely for the benefit of the pupils of the school.

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. For all MITRE schools this provision is made through Risk Protection Arrangement (RPA) insurance provided by the Department for Education.

## 10. Review

This policy will be reviewed every two years by the Standards and Effectiveness Committee of the Trust Board, with school-level additions reviewed every two years by the LGB of the school.

## 11. Links with other policies

This policy links with the following policies and procedures:

- Policy 50: Health and Safety and Local School Arrangements
- Policy 62: Charging and Remissions policy
- Policy 21: Behaviour Policy Section A
- Policy 15: Safeguarding and Child Protection policy
- First Aid and Supporting Medical Needs policy
- Special Educational Needs (SEN) policy
- Policy 12: Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy



## Appendix 1: Volunteer code of conduct

*Should a school use volunteers to accompany educational visits, they will ask volunteers to sign a code of conduct. This model code of conduct sets out the expected behaviour for volunteers attending educational visits and can be adapted by schools.*

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 office manager at the earliest opportunity and withdraw from the visit.

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

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 visit
- Arrive at the agreed time and remain until the visit 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
- Keep mobile phones out of sight unless specifically instructed by the group leader
- Read the risk assessment carefully

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

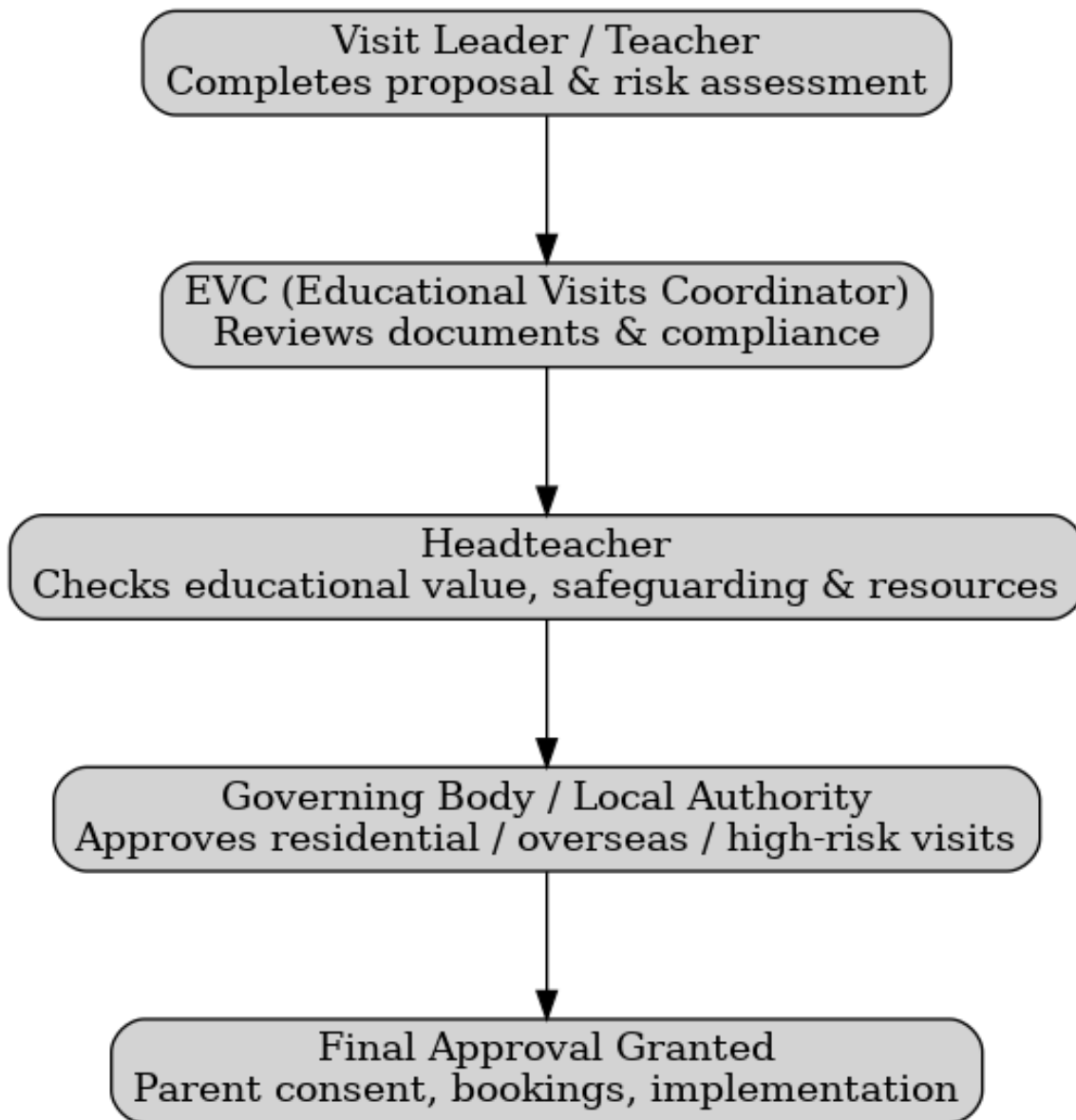
As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

**Signed:**

**Date:**



## Appendix 2: Approval processes for educational visits



Category A visits (in the local area) do not need a separate risk assessment.



## **Appendix 3: School-specific processes**