Elm Court School
Every Learner Matters

Livity School
Every Learner Matters

Educational Visits Policy

Version 2 July 2026

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1. Aims and scope

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.

The Elm Court Livity Federation supports the development of pupils' independence skills and the enhancement of the school curriculum through pupils being taken on school journeys and off-site visits.

However, no pupil can be taken on any of these activities unless staff and pupils are made aware of a range of health and safety issues in order to ensure that the activities are conducted in an appropriately safe manner.

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

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 2025

3. Roles and responsibilities

Headteacher

The Headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours.
- Making sure staff, including the educational visits coordinator, have received any necessary training.
- Working with the governing body to approve residential trips of more than 24 hours.

The Educational Visits Co-ordinator (EVC)

Sam Battersby is the appointed EVC at The Livity School and Alex Alonso is the appointed EVC at Elm Court 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 a designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing body when they are approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Trip Lead

Every educational visit will have one 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
- Assign staff and volunteer roles, as needed
- 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 coordinating any additional support needed
- 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

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:

- Seek and obtain approval for all educational visits from the EVC (Alex Alonso at Elm Court and Sam Battersby at Livity). They will then seek confirmation from the Headteacher.
- Carry out any required risk assessments and work with the trip lead.
- Communicate with parents and carers 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.

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.

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.

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

· Will not leave of the visit or journey unaccompanied by an adult

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.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by Joanna Tarrant 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 to the access requirements of the group, for example wheelchair users.
- How personal and medical care needs will be met.

See appendix A and B for our trip planning process and risk assessment form.

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

Once the risk assessment has been approved by the headteacher, and the governing body where relevant, staff will communicate with parents/carers and provide trip 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.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

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.

5. Risk assessment

We will carry out a full risk assessment at least 4 weeks before the start of all trips.

This will be completed using the school's risk assessment template which can be found on our teachers shared drive and in appendix B and approved by the headteacher/EVC. Existing risk assessments can be found on our teachers shared 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 headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the the EVC or headteacher, and a copy taken on the visit and another copy left with the EVC.

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 supervising adult able to administer first aid is present on all trips, unless the venue has an appropriately qualified first aider available.

Appropriate first aid equipment will be take on all trips, in accordance with the school's first aid and health and safety policies.

All supervising adults will be made aware of any medical needs 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.

The teacher must take ensure that a first-aid box is taken on the journey/visit unless they are visiting a centre or venue which does have a first-aid post or provision. Any additional equipment, such as an EpiPen, must be carried if required by a member of staff or, if appropriate, as indicated in the risk assessment. Pupils care plans and medical equipment such as gastro supplies or emergency medication must be taken on the trip.

Parents are responsible for ensuring that the school knows a pupil's need for medication and for ensuring that medication is available in school.

In the event of there being insufficient accompanying adults available on the day the visit/journey will not take place.

The teacher needs to take on the journey/visit a full list of the pupils' names, their parent /carer home contact numbers and where appropriate relevant medical information. This information should be obtained from the school office on the day before the visit in order to ensure that the most recent information is available.

Transport

Transportation for trips will be organised by the school, in line with our safety procedures]. 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.

If transport is required it should wherever possible be by minibus or Transport for London (TfL). Cost should not be a determining factor in deciding the means of transport taken.

Only qualified staff with a full UK driving licence may drive the school's minibus. Copies of individual driving licences are kept on personnel files

by the Head of Operations. The minibuses are checked weekly with the forms filed securely.

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 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's 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 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 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. See appendix C 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.

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 2 weeks before the proposed date of the trip.

Communication will be via letter, 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
- Clothing and equipment required, and whether this is provided by the school.
- Expected behaviour and consequences of pupils' failure to meet these standards.
- How nutrition needs will be managed.

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

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

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.

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.

The trip leader must take a mobile phone with them and should ring school immediately if they have any concerns whatsoever regarding any pupils' safety and well-being or the safety and well-being of any adult member of the group.

In the case of an emergency, the trip leader or other supervising adult will contact the school office.

The school will immediately put into operation plans for ensuring that the group is safely returned, that the teacher in charge is supported in this event.

In the event of an accident or emergency the trip leader will send one of the other adults for help without delay from the emergency services.

The trip leader should stay with the group and liaise with the school to arrange for the group to be returned to school immediately if necessary. The Headteacher will arrange for the group's safe return, if necessary by

arranging emergency coaches or taxis.

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 the 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

We will follow our school's charging and remissions policy at all times.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

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 Headteacher, together with the governing body, 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 hold 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. Links with other policies

This policy links with the following policies and procedures:

Health and Safety policy

Charging and remissions policy

Behaviour policy

Child Protection and Safeguarding policy

Supporting Pupils with Medical Conditions policy

Approved by The Governing Body: September 2026

Review date: September 2027

Appendix A
Planning Process

Trips that need transport must be started at least 4 weeks in advance. Trips without transport 2 weeks. Ordering packed lunches from the kitchens must be at least 2 weeks in advance.

All forms and folders are kept in the SLT Monitoring folder on the Teachers Shared drive.

The Group Leader has a good idea linked to the curriculum and starts to investigate possible trips.

1. The Group Leader meets with The Education Visits Coordinator (EVC) and discusses their trip idea or completes the 'Trip Proposal' form. The 'Trip Proposal' form is then saved in the 'To be Approved' folder.
2. The Group Leader gets detailed information from venue with relation to risk assessment. Ideally visiting the venue before or speaking to a member of staff who has taken a trip there before.
3. The Group Leader completes the 'Risk Assessment' form. They ensure they have checked what medical conditions or behaviour plans the pupils may have. Major hazards and control measures must be listed. Any concerns should be discussed with the EVC. Staffing should be 1:1 or 1:2. If extra staff is needed please see the EVC for advice. **As part of the risk assessment you must state which adults will be with which children, this is the most important aspect of the risk assessment**. You can change it before the trip but it will not be approved until this is detailed on the form. If you are doing a regular trip and only taking half the class at a time you still have to list who is going with who but you can do week 1 – adult a child a and b, week 2…. etc.
4. The completed 'Risk Assessment' form is to be put in the 'To be Approved' folder.
5. Once approved the invoice details can be passed on to the finance team.
6. Transport can then be booked. This needs to be done with at least two weeks' notice. The Group Leader needs to detail how many children and adults. They must let transport know if any booster seats are needed (and if so what type), any bucket seats, any seat belt harnesses (rather than just a seatbelt) and if any are wheelchair users. Transport is not confirmed until the office have received a confirmation email. Transport is booked via the office so email them with the details and cc the EVC in. Transport is not booked until it is confirmed.
7. The Group Leader orders lunches if needed. This is done via the office as needs to be done two weeks in advance.

8. The Group Leader writes a consent letter to parents and put it in the 'To be Approved folder'. The EVC will email when it is ready to be sent out. If you are having any problems gaining consent please see the EVC.
9. If any changes are made please let the EVC know.
10. The day before the trip the Group Leader goes through everything with the team.

On the day

1. The Group Leader prints the risk assessment and gives it to the EVC to sign. They make sure a mobile number is on the RA in case school need to contact them. This needs doing before 9am.
2. The Group Leader tells the office they are going on a trip, they let them know what is happening re lunches and what time they are expected back.
3. The Group Leader makes sure that the group take any emergency medication and care plans. Also, anything they may need such as water bottles or personal care items.
4. They complete the register before they leave.
5. The Group Leader swaps phone numbers with the bus driver.

Appendix B
Risk Assessment Template

Trip leaders' mobile number……

Class …… Risk Assessment to ……on……

will leave at……We will return at……Transport will be……

What is happening about lunches? ……

First Aid will be provided by……

Staffing – how many pupil's and staff are going. Who will be responsible for who?			
Identified risks:	Control measures	Staff responsible:	Any other
information:			

Transport – how will you get there and what are the likely risks?			
Identified risks:	Control measures	Staff responsible:	Any other
information:			

Activity – what are the risks related to the activity you are doing?			
Identified risks:	Control measures	Staff responsible:	Any other
information:			

Group – what are the particular needs of the group e.g. medical			
Identified risks:	Control measures	Staff responsible:	Any other
information:			

Environment – what are the particular concerns for the area e.g. water			
Identified risks:	Control measures	Staff responsible:	Any other
information:			

Distance – remoteness for help, any special help needed?			
Identified risks:	Control measures	Staff responsible:	Any other
information:			

Dependency risk – is there anything that the trip is dependent on that needs checking on the morning of the trip?			
Identified risks:	Control measures	Staff responsible:	Any other information:

A paper copy of the completed approved risk assessment must be handed to the office with the lead persons phone number on it on the morning of the trip before leaving
Only pupils who we have received consent for can attend the trip
Children not on roll cannot attend, for example siblings or staff members children
Any difficulties on the trip contact the school
The trip can only take place if both the initial and final trip approval has been given

Form Completed by.....Role.....

I have read the Schools Trips Policy (Please tick) Yes ☐ No ☐

.....

EVC Part

Final trip approval

Yes ☐ No ☐

Signed .....Date .....

Appendix C

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 Sam Battersby at Livity or Alex Alonso at Elm Court 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.

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:**

Appendix D

Template letter for parents/carers and consent form

This form is based on the Department for Education's consent form for school trips and other off-site activities.

Parents and carers should sign and date the form and return it to [the trip leader].

Trip destination: **Trip date(s):**

I, _____, confirm that I am happy for my child, _____, to take part in the school trip to_____.

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.

Contact information

I can be contacted using the following details:

Work telephone:

Home telephone:

E-mail address:

Alternatively, please contact _____. Their relationship with the pupil is

_____

Work telephone:

Home telephone:

E-mail address:

The name and contact details of our family doctor are:

Medical information

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them.

I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.

Name

Signature

Date

Changes

Page 4
Seek and obtain approval for all educational visits from the headteacher.
Changed to
Seek and obtain approval for all educational visits from the EVC (Alex Alonso at Elm Court and Sam Battersby at Livity). They will then seek confirmation from the Headteacher.

Appendix B updated with the dependency risk box

Appendix C

Removed -

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found teachers shared area.