Educational Visits Policy
September 2026

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Date of last review of this policy	1st September 2026
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Policy owner (SLT)	Headteacher, DSL, French and English Deputy Heads
Authorised by	Headteacher and Proprietor

Introduction
Educational trips bring the curriculum to life and broaden the experience of pupils. Teachers regularly take pupils on day trips to historic sites, museums, galleries, natural features, etc. to support the curriculum. Information Details of school trips are advertised to parents through the Newsletter and GoogleClassroom.

Consent for school trips
The School will not take a pupil on a trip without parental consent, contact details and any relevant medical and dietary requirements. Parents give an authorisation for the school year in the Back to School Questionnaire for trips within London. For school trips that are to take place outside of London, an authorisation form is sent out to parents and must be returned before the day of the trip.

Safety
While on a trip, pupils must follow the safety instructions given by a member of staff or qualified instructor.

GUIDANCE FOR STAFF

Involvement
As part of their teaching role at the School, staff are required to support, contribute and lead educational visits. Some trips will be the initiative of a particular member of staff, while other trips will be organised by other staff. Whatever trip a member of staff is assigned to, the School requires the highest level of professionalism and enthusiasm. Staff are encouraged to provide fresh ideas for school trips.

Role of the education visits coordinator

The Deputy Head (French Department) is responsible for coordinating educational visits (Educational Visits Coordinator or EVC). With the EVC, the Head approves visits, ensuring their suitability, their even spread across year groups and their planning. The Head and the Deputy Heads oversee the organisation of larger scale trips that require extra paperwork and planning.

Role of the group leader

Every trip or visit, no matter how short, has a group leader who is in charge of organising and running the practicalities of the trip. The group leader is responsible for ensuring that a first aid kit is carried at all times on the trip.

Group leaders will have received training from the Head on the following:

- risk assessments;
- emergency procedures;
- budgeting;
- circumstances under which a visit might be terminated (e.g. severe weather).

The group leader is responsible for planning the trip. Group leaders should agree with the Head and EVC a suitable time frame for each stage of planning the trip.

Personal liability and insurance

Any member of staff responsible for children in his/her care is acting 'in loco parentis', which means he/she has the responsibility to act as a prudent parent would in similar circumstances. It is never possible to completely remove risk from an activity, and teachers should simply act sensibly and responsibly.

The School has Employers' Liability Insurance and public liability insurance. This cover includes that vast majority of activities that could possibly occur on school trips, but in the case of adventurous or hazardous activities the group leader should liaise with the Head to check that the activity is covered by the School's policy (if not, an extension can usually be arranged).

PREPARATORY ARRANGEMENTS

The following list is designed to help plan larger-scale trips.

Logistics

- Request a visit to the Head, including: purpose, location, transport, activities, itinerary, number and age of participants.
- Send consent form.
- Transport details for all stages of trip ~~(usually tube).~~
- Check that the proposed activities are covered by the School's insurance policies (see above), particularly if the trip involves particular hazards.

Health and safety (including safeguarding and child protection)

- The required staff to pupil ratio (see below).
- Confirmation that any agency providing the trip is licensed and that any instructors are appropriately qualified (i.e. Adventure Activities Licensing Authority).
- Prior to making any commitment, obtain health and safety details from the provider about their provision and responsibilities for the safety of the children (e.g. obtain risk assessments).

● Ascertain that all coaches used will have seat belts and liaise with the Head where assurance is not given.
● Prepare the School's risk assessment (see below).
● As certain which other staff would accompany the trip, having regard to particular skills (e.g. first aid); check that any accompanying adults have the required disclosure and barring checks.
● It is not the School's policy to take parents on trips, but any volunteers who will be in regulated activity must have the relevant child protection checks.
● Consider whether it is feasible/ necessary to carry out a reconnaissance visit or acquire a reference from a school that has run the trip.
● Receive any necessary training (e.g. first aid training).
● Instruct parents to dress the children in full school uniform on the day of the trip.

Costs
● Make sure that the cost per pupil (including cost of accompanying staff) falls within the termly budget for that year group.

Staff/pupil ratios
Staff/ pupil ratios are not prescribed by law and the School/group leader must judge the appropriate staffing for the planned activity.

Generally the School uses the following as guidance:
Nursery: 1:3
Reception: 1:5
Years 1 to 2: 1:8
Years 3 to 6: 1:10

In addition, each school trip will have at least one paediatric first aider amongst the accompanying staff.

Risk assessment
All group leaders receive training in making a risk assessment for a visit, trip or activity they are planning, unless it forms a normal part of the education provided by the School. A standard proforma is provided. Group leaders use the following steps and are provided with a number of sample risk assessments (saved in the staff common area in the outing folder). The steps that they should follow are explained at Staff meetings. Group leaders should read the HSE advice School trips and outdoor learning activities, which advocates a common sense and proportionate approach to risk assessment, recognising that excessive paperwork and unrealistic and fanciful assessments of risk do little to safeguard children.

For activities that are repeats of the same or similar trips and activities, staff may not need to make a fresh risk assessment, as the risk assessment has already been made. Staff should liaise with the Head if they think this is the case. If a new risk assessment is required, the Head maintains a dossier of generic risk assessments that cover theatre and museum visits and most of our regular visits. Similarly, many activity centres will be able to provide group leaders with risk assessment for their product, which should be acquired and checked as early in the planning stage as possible: this can then be incorporated into the activity part of the risk assessment. Risk assessments carried out by the school for previous visits can generally be updated and re-used.

Finalising details

At the final planning stage, group leaders should:

- check with the SENDCo regarding children who may need special provision due to medical, SEN or behavioural issues;
- ensure that the staff going on the trip have phones that will work in that location
- brief and prepare the children in advance.
- where relevant, ensure that all consent forms have been submitted (no pupil can go on the trip without this form).
- Ensure the tickets are correct and safely stored; tell a second member of staff where the tickets are.
- Hold a meeting with the other travelling staff to discuss: the itinerary, the risk assessment, the respective roles of accompanying staff, and emergency procedures.
- Prepare packs for the School Office and for each member of staff, that contain the following information:
    - itinerary (including address, phone numbers, etc., for all locations where the party is staying);
    - the group leader contact details and those of accompanying staff;
    - a pupil list, including details of any medical condition;
    - emergency contact numbers for the Head and parents emergency contacts;
    - a copy of the risk assessment
    - First aid kit
    - Copy of the Missing Child Policy

During the visit or activity

The group leader has primary responsibility for the running and safety of the trip. The group leader may make amendments to the itinerary in the case of unforeseen delay or sudden deterioration in weather conditions; any significant changes to the schedule will be relayed to the School or other named contact back home.

The group leader may delegate some responsibilities to other accompanying staff. For example:

- head counts;
- seat belt checks;
- checking and informing group about fire exits, escape routes and meeting points at the accommodation;
- behaviour management (shared);
- recording all accidents and near misses.

Illness or minor accidents

At the earliest possible opportunity, the child's parents and the School should be informed. In case of accident or illness, the group leader or designated first aider will take him/her to the nearest hospital/clinic.

Emergency procedures

In the event of a serious accident, the group leader's first responsibility is to ensure the pupil receives the treatment he/she needs from the emergency services, remaining with the child at all times. It is also important that:

- the rest of the group remains adequately supervised;
- the Head is provided with as full and factual details of the accident as are available;
- a full written record of the incident, its timings, the injuries and of the actions taken is written.

Delayed return

Any significant changes to the schedule or delays in return should be relayed by the group leader to the school office so that parents can be informed of the delay and given a revised timetable.

On return

On return, the group leader should provide the Head with details of any accidents or near misses. If anything could have been planned or managed better, it is important to convey this. This should then be noted in the risk assessment as a follow up note.

See our Supervision of Children Policy and Missing Child Policy for further information.