

St. Alban's Catholic High School

Educational Visits Policy



Approved by Full Governing Body on: 28/09/2026

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1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require students to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, expand students' educational opportunities, provide enriching religious, social and cultural experiences, teach life skills and promote independent learning, all of which help to provide a foundation for lifelong learning. They form an integral part of our approach to furthering our students' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and, in so far as possible, that our visits are available to all students. It sets out the roles and responsibilities of staff, students 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 religious, cultural and educational institutions
- › Sporting activities
- › Adventurous and recreational activities
- › Residential trips organised by the school
- › Trips abroad 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](#)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

3. Roles and responsibilities

3.1 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 co-ordinator, have received any necessary training
- Working with the local governing body to approve residential trips of more than 24 hours

1.2 The educational visits co-ordinator (EVC) Mr Robert Silk is the appointed EVC 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
- Assess outside activity providers
- Advise the headteacher when they're approving trips
- Access any necessary training, advice and guidance

- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.2 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 students, 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 co-ordinating 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, students and parents/carers, including roles, responsibilities and expected behaviour
- › Make sure staff are capable and able to fulfil their roles at all times while responsible for students and others

3.3 Staff

Staff have a responsibility to make sure all students 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 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 students' needs
- Look out for the health and safety of themselves and those around them
- Help manage student behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.4 Parents and carers

By agreeing that students 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 student that may affect or impact their ability to safely take part in the trip

3.5 Volunteers

Volunteers attending school trips, including parent/carers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for students
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.6 Students

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

Students 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.

Behaviour Policy Link - [7F476733214D013C5845F0D23041A893.pdf](#)

4. Planning and preparation

The decision on whether or not a visit will take place will be based on all relevant 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-student 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
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance needed, where relevant
- 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 headteacher will seek the approval of the local governing body.

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

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

Special educational needs (SEND)

If a student with a disability or an education, health and care plan (EHCP), 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 aim to 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 students.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a student with challenging behaviour from coming on a trip in order to protect their safety and the safety of the other students attending.

We will consider all reasonable options to help the student go on the trip safely.

5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips. This will be completed by a staff member with suitable skills, status and competence, and using the school's risk assessment template or nominated software programme e.g. Evolve. Existing risk assessments 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 students), 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 Headteacher.

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 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- 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 students at any time
- The trip lead will take regular headcounts and/or rollcalls

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure students, 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 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.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise students 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, while taking into consideration:

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

Volunteers will receive a full induction from staff members prior to or on the day of the visit (prior to departure) including on their responsibilities and 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 students 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 students or given sole responsibility for the care of any student.

7. Communication and consent

We will contact the parents and carers of students invited to take part in an educational visit as soon as reasonably possible before the proposed date of the trip. Communication will be via letter or email and information provided will include the date, travel times, destination and purpose of the visit.

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 students' failure to meet these standards

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.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits.

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.

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.

A member of staff will always accompany a student seeking medical treatment.

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 the Our Lady of Walsingham CMAT charging and remissions policy at all times.

10. Residential visits

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:

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, Commonwealth and Development Office's overseas travel guidance](#) and the government's [foreign travel advice](#) when organising these visits.

11. Review

This policy will be reviewed every 2 years.

12. 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 policy
- › First aid policy
- › Supporting students with medical conditions policy
- › Special educational needs (SEN) policy
- › Equality information and objectives
- › Accessibility plan

Appendix 1: Proposed visit planning information

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

	TRIP INFORMATION	ADDITIONAL COMMENTS
Department		
Destination		
Trip date and timings		
Travel distance		
Length of stay		
Purpose of visit / educational benefits. <i>How does the visit fit into your curriculum?</i>		
Is the visit required as part of your GCSE or A Level curriculum? <i>If so, please give details</i>		
Number and age of students		
Number of students		
Transportation options		
Resources required, including: > Staffing > Volunteers > Physical supplies > Transportation		
Accommodation options, where needed		
Risk assessment plans and first aid provision		
Cost breakdown, including multiple options where available		

	TRIP INFORMATION	ADDITIONAL COMMENTS
What will be the expected cost per student? <i>If using transport, you will need to get a guide cost for this.</i>		
After checking the trip spreadsheet – are other trips taking place on proposed dates(s)?		
Discussed and agreed with Line Manager (signature): Date: Agreed by Deputy/Headteacher (signature): Date: When complete and approved, please pass to the Educational Visits Coordinator (Mr R Silk) and the Trip Administrative Lead (Mrs C Gibbons)		

Appendix 2: risk assessment template

Date of assessment:

Date(s) of trip:

Trip leader:

Assessor:

Trip destination:

Checked by:

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
e.g slips and falls caused by wet floor	Students and staff	• Appropriate footwear to be worn • First aid kit to be carried at all times	Follow additional instructions from destination staff as appropriate	Trip Leader	Duration of trip	

