



**POLICY NAME:** Trips and Visit

**REVIEWED:** Spring 2026

**REVIEW PERIOD:** Annual

**REVIEWER:** Assistant Headteacher



## Version Control 1

Responsibility for Policy:	<i>Assistant Headteacher</i>
Policy approval/date:	
Frequency of Review:	<i>Annual</i>
Next Review date:	<i>Spring 2027</i>
Related Policies:	<i>N/A</i>
Minor Revisions:	
Major changes	
Full re-write	

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### Additional resources

[KBC Educational Visits Policy](#). Available from the shared area>tripsandvisits>KBCEducational VisitsPolicy

[oeapng.info](http://oeapng.info) – National guidance to support all people involved in the process of planning trips and visits beyond the classroom.

<http://lotcqualitybadge.org.uk/> - Learning outside the classroom quality badge – provides a summary of all providers that carry the badge

[www.hse.gov.uk/aala/index.htm](http://www.hse.gov.uk/aala/index.htm) - Adventurous Activities Licensing Authority website.

## **1. Context**

As an academy, Kirkby High School as the employer will be responsible for the care, health and safety of its staff, volunteers and students taking part in educational trips and visits.

The school has formally adopted, through its Governing Body, Knowsley Borough Council's Educational Visits Policy. Additional guidance is also available in the DfES document: 'Health & Safety of Pupils on Educational Visits - A good practice guide'. The school procedures are also underpinned by the National Guidance produced by the Outdoor Education Advisers' Panel.

All of the above documents are available to view on the resources area of EVOLVE.

## **2. Aims and purposes of Educational Visits**

Kirkby High School has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off site and/or out of school hours, which support the aims of the curriculum or enrich the educational experiences of students.

All activities must have a clear purpose and appropriate objectives in order to be considered.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework)
- School teams
- Regular local visits (village halls, libraries, shops, parks and woodlands, places of worship, farms)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventurous activities

## **3. Access to Policies and Guidelines**

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how and where this information can be accessed.

Policies should be read in conjunction with other school policies, particularly the school Safeguarding Policy, SEN Policy, and Financial Guidance provided by the Finance department.

All school staff should read this policy and those leading trips should also read Knowsley Borough Council's Educational Visits Policy document carefully and seek any necessary clarification from the Education Visits Co-ordinator (EVC). When instructed, staff should also read relevant national guidance and support materials available from the OEAP website (oeapng.info).

#### **4. Roles and Responsibilities**

The **Headteacher** has overall responsibility for all the school's educational visits. A new/acting headteacher should contact the LA for guidance on taking up the position, and should access training from the LA as soon as possible during their first term regarding their responsibilities with respect to the management and approval of educational visits.

The school's **Educational Visits Coordinator (EVC)** oversees the planning and organisation of the school's visits, and provides advice and guidance to staff and the Headteacher, including recommendations regarding the approval of visits. New EVCs should access training from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years. They should provide INSET and regular guidance to all staff regarding policy and procedures linked to trips and visits. They are also responsible for maintaining a central record of trips and visits, holding paperwork including risk assessment documentation. They should also support trip leaders in using EVOLVE for the submission of trip information as required for approval. They should also contribute information regarding trips and visits to the governing body of all trips and visits during the academic year as part of the Headteacher's.

The EVC role has administrative support from the **Finance Team**. They oversee all financial matters linked to trips and liaise with students, parents and group leaders.

The **Governing Body** representative who is responsible for overseeing educational visits, and for assisting with the approval of residential/overseas/high risk visits is:

The **LA Educational Visits Officer**. The EVA is responsible for endorsing category 2 visits and maintaining EVOLVE, the LA online database for the management of trips and visits.

#### **Current Postholders**

Headteacher – Mrs A Dobson

Governor representative – Mrs M Bond

EVC – Mr T Greenhalgh

EVA – Lisa Kelsall (Knowsley Council)

## **5. Category Framework for all Visits**

Please refer to Knowsley Borough Council's Educational Visits Policy for further guidance.

### **Category 1 Visits**

#### **Approval Procedure**

Headteacher/manager approval of who may or who may not delegate to the EVC.

*Examples include; Walking in parks or non-remote country paths, field studies – unless the environment stated is 'open country', swimming in publicly lifeguarded pools, theme parks, tourist attractions, ice skating (rink), pedal go-karts, local traffic survey, museums, libraries, farm and zoo visits, PE and Sports fixtures, water-margin activities.*

### **Category 2 Visits**

#### **Examples of Level 2 Visits**

Residential Visits, Overseas Visits and Adventurous Activities are Level 2 activities and require the authorisation of the LA through EVOLVE. This should occur 6 weeks before the intended date of departure.

#### **Overseas Visits**

For all visits it is essential that consideration is given to the following:

*Culture: food and drink, local customs, religion, expected behaviour/dress, gender issues, sanitary arrangements, corruption, political stability, local financial information, alcohol & drugs.*

*Accommodation: checked for suitability, security, safety precautions and emergency evacuation.*

*Transport systems have been assessed as safe for use.*

*The visit leader should consider the relevant country information from the Foreign and Commonwealth Office website: [www.fco.gov.uk](http://www.fco.gov.uk) home page.*

#### **Adventurous Activities include:**

*All activities in 'open country', Swimming (all forms, excluding publicly lifeguarded pools), Camping, Canoeing / kayaking, Sailing / windsurfing / kite surfing, Rafting or improvised rafting, all other forms of boating (excluding commercial transport), Water skiing, Snorkel and aqualung activities, Hill walking and Mountaineering, Rock climbing (including indoor climbing walls), Gill Scrambling, Abseiling, Coasteering /coastal scrambling/sea level traversing, Underground exploration, Shooting and archery, Snow sports (skiing, snowboarding, and related activities), including dry slope, Air activities (excluding commercial flights), Horse riding, Motor sport – all forms, High level ropes courses, Off road cycling*

#### **Approval Procedure**

Headteacher/manager, School EVC & Governing Body (Oversees Visits).

Submit for endorsement to the EVA. The visit cannot proceed without endorsement by the EVA.

#### **Notification Timescale**

Notification must be **at least 6 weeks** prior to the visit taking place. For visits abroad, it is advisable to notify the EVA as soon as the Governing Body has approved the visit.

## **6. Procedural Requirements**

### **Outline Plan**

Well in advance of the proposed visit the group leader should draw up an outline. This should include the educational purpose, venue, dates, duration, types of activity, relevance to the curriculum, number of pupils, cost, mode of transport, the number and expertise of staff, and details of special equipment requirements. Approval to proceed should then be sought from the Headteacher.

### **Provisional Approval to Proceed and Appropriate Ratios**

The group leader should discuss the proposed visit in greater detail with the Headteacher or member of Senior Leadership Team with responsibility for visits. (For residential visits, approval must also be sought by the Governing Body). It should be confirmed that the required staffing levels are available before proceeding. A visit must not go ahead when the Headteacher, EVC or visit leader.

The daytime ratio of teacher/adults to students should not be below:

1:4	Reception
1: 6	Years 1-3
1:10	Year 4-6
1:20	Year 7-11

For residential and overseas visits the minimum staffing is 1:10 plus 1 extra member of staff

Staff should also consider the ratio required for specific adventurous activities.

Ratios for residential visits must allow for night-time staffing rotas. For self-sufficient, self-led residential visits in remote settings, minimum staffing levels should not be less than 3 adults.

## **7. Assessing Venues and Providers**

When planning an off-site visit, you should thoroughly research the suitability of the venue and check that facilities and third party provision will meet your group's needs and expectations. This is an essential element of risk-benefit management and is critical in deciding how you will supervise the young people effectively.

The most straightforward way to do this is to take advantage of the nationally accredited provider assurance schemes. The local authority recognises the Learning Outside the Classroom (LOtC). If a provider holds other accreditation such as the Adventure Activities Licensing Authority (AALA), Adventure mark (covers only safety), or other National Governing Body centre approved schemes the trip leader will still have to complete a provider form that should be submitted through EVOLVE.

## **8. Key questions that should also be considered**

Do the values and ethos of the provider match your expectations?

Is there a clear understanding about the responsibility for supervision at all times during the visit?

What are the respective roles of provider staff and your staff?

What provision will be made for any special needs?

How flexible is the programme to meet changing circumstances?

## **9. Risk Assessment**

The school has a duty of care for its young people and staff and must therefore give careful consideration to hazards involved during a visit and ensure an appropriate risk assessment for each visit. This should be shared, discussed and agreed by all visit leaders beforehand. Appropriate written evidence of this process should be provided.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management; it should therefore be of real practical value to the group leaders and group members and not just a paper exercise. The programme should be drafted and *all* activities considered; i.e. the full 24 hours of every day.

A full risk assessments should be made. Staff should also refer to generic risk assessments for different activities generated by the LA. These are available in the shared area>trips and visits>risk assessment and also on EVOLVE.

Generic risk assessments are a support mechanism and do not replace a specific risk assessment for a specific trip and unique venue. When submitting risk assessments for more adventurous activities or residential visits through EVOLVE, organisation risk assessment documentation linked to specific activities must be included as well as itinerary documentation and school risk assessment documentation.

It may be necessary to update the risk assessment at any stage of the planning and/or operation of the trip. It is important that all risk assessments are revisited and reviewed as necessary. It is an ACTIVE, LIVE document and it is essential that checks are made as the trip occurs.

## **10. Transport and travel companies**

Group leaders must satisfy themselves that any transport provider hired is from a reputable company. It is recommended that several quotes are obtained before booking any provider. This can be completed by office staff on behalf of the group leader. A booking form must be completed beforehand. If using a minibus/ self-drive, the Group Leader must ensure planning adheres to guidance, - especially with regards to supervising passengers, which should not be the responsibility of the driver.

The school discourages the use of private vehicles to carry children. If this does occur parents must be fully informed in advance of the trip and staff are responsible for ensuring that they have the correct insurance to carry students as passengers.

Any queries relating to the use of the school minibus and the suitability of licenses should be directed to either the EVC, Headteacher and J Barrett who is responsible for the maintenance and monitoring of the use of the school minibus.

## **11. Insurance**

The Headteacher/EVC and Group Leader must ensure that adequate insurance arrangements are in place for all education visits. Visit organisers should also check that external service providers have sufficient public liability (usually at least £5million).

The school pays annually for insurance that covers all school visits in the UK and abroad with the exception of extreme sports.

When planning events that involve activities such as skiing, alternative specialist insurance may be sought. For additional information relating to the insurance policy and cover details please consult with the Business Manager.

## **12. Staffing Arrangements**

All visits must have at least one approved group leader – who must have the necessary experience, competence and, where relevant, qualifications to lead the visit and deliver activities. All staff involved in visits should have their details regarding experience, knowledge and any technical competence (relating to adventure activities) registered at school. When the activity is deemed to be adventurous the EVA must receive evidence of the member of staff's qualifications and experience. They may also be required to complete an Activity Leader Form (ALF) through EVOLVE.

ECTs (Early Career Teachers) should not lead trips during their first year. However, they should be encouraged to attend at least one off site activity during their first year to improve their experience and understanding of off-site provision.

TAs (Teaching Assistants) who accompany specific children on trips should not be included in the staffing ratio as they should not be expected to be responsible for any additional students.

Trainee teachers should not be included in the staffing ratio for trips. However, the school encourages such staff to attend at least one off site activity during their training year.

The group leader must carefully plan the staffing requirements for the visit, ensuring adequate ratios are in place, after giving due regard to the pupils' ages, aptitude and experience.

The school group leader should provide details of the visit to key personnel including the EVC. They should provide a visit pack containing risk assessments, trip summary form, emergency contacts and relevant insurance documentation to all staff and the emergency contact at base. Both parties should also have the appropriate emergency cards. They should also review the KBC guidance for emergency procedures.

All staff must receive a full briefing prior to the visit regarding their role and responsibilities.

All staff and regular adult helpers must have DBS (Disclosure and Barring Service) clearance. Other infrequent adult helpers must be checked against list 99\*

## **13. Final Approval to Proceed**

The details must be presented to and discussed with the Headteacher/school visits co-ordinator/manager who, before giving approval, should be satisfied that:

- The objectives of the venture are sound
- The staff likely to be involved have the necessary experience, ability and where relevant, the qualifications to lead the group on specific activities.
- The necessary staff ratio will be adequate
- The venue and activities have been risk assessed
- Financial arrangements are sound.
- Insurance cover has been confirmed

- The arrangements for giving information to pupils and parents are clear and detailed
- If using an outdoor activities centre that where appropriate, it is licensed under the Young Person's Safety Act
- Emergency procedures have been drawn up

#### **14. Financial arrangements/collection of money**

The group leader and EVC should ensure that each visit is accurately budgeted for. They should ensure that adequate allowances are made for additional unforeseen costs and changes in circumstances. Financial plans – especially for more complex and committing visits – are checked over and agreed by the Headteacher, Business Manager and EVC before any financial commitments are made.

For visits that involve substantial commitment financially (e.g. overseas expeditions) no firm bookings or financial commitments should be made until the visit has been agreed and received outline approval by the relevant authorities.

The cost of the visit should be made clear to all concerned (including parents), including how much will come from school funds and how much each parent will be charged or asked to contribute.

Money collected for visits is kept in a separate school account and secure systems are in place to ensure that money is accessed and accounted for correctly.

Whilst no pupil should be excluded from an off-site visit on the grounds of hardship, a visit may be cancelled should it be financially unviable due to a shortfall in the contributions.

Further guidance regarding the charging for trips can be found in the school Charging Policy. Any queries regarding the financing of trips should be directed to the Finance team.

#### **15. Parental Permission**

All staff leading trips should generate an appropriate letter to parents. They should ensure that the letter includes the school statement regarding the charging for trips. Copies of the letter must be checked by the Headteacher and the EVC before being sent.

All group leaders should ensure that appropriate forms of approval have been obtained from parents/guardians, especially those relating to parental consent for the student to attend the trip. Consent forms are to be collected through Arbor and group leaders are to keep a copy of these as evidence of parental consent. No child should be allowed to attend the trip without this formal consent.

#### **16. Medical Forms**

The school medical form should be used to collect medical information and consent from parents for their child to be given medical treatment. Parents should also be requested to inform the group leader as soon as possible should a child's health change after the form has been sent to school. No child should be allowed to attend the trip without this consent. If a child has specific medication for a condition (i.e. asthma) they must have it to attend the trip. Any failure to provide the correct medication will result in the child not being allowed to attend.

It is prudent to consult with parents over any child with specific needs, in some cases to ensure parents are properly and unambiguously informed. It would be sensible to provide written information, especially if the situation is unusual or complicated in any way. It may be necessary to consult with specialists or the school

nurse when appropriate to ensure the needs of all students are met. Staff should also ensure they have communicated who is attending the trip or visit in advance to the Assistant Head (SENDCO) and Lead for EHIC plans to ensure that students are appropriately catered for.

### **17. Meetings Prior to the Visit**

In the case of all Category 2 visits a meeting of parents and the group members maybe arranged to explain the aims and purposes of the visit and to make them aware of their roles and responsibilities, obtain responses and answer questions. In accepting a place at the school for their son/daughter, parents must be notified of the pupils' Code of Conduct. Parents should sign to acknowledge the terms of the code, as should students.

Prior to a visit, staff and pupils must be briefed. Staff involved in a trip must be fully briefed in every aspect and they should share in the devising of risk assessments and other procedures. There should be clearly defined roles and responsibilities.

### **18. Briefing and Preparation of Young People**

Students should be briefed about safety arrangements and what clothing/equipment should be taken on any visit. Group leaders must ensure that pupils clearly understand what constitutes acceptable behaviour and students should be provided with a code of conduct including the consequences of non-compliance. Students should be encouraged to work in groups using a buddy system. Group leaders should also make students aware of the supervision and emergency contact arrangements. It is good practice to provide students with a card with the school emergency contact details (school mobile).

If a student requires medication that should be held by the group leader or designated member of staff, any procedures should be pre-agreed with the child and parent to ensure that their medical needs are met.

Students may take their mobile phones on trips.

### **19. Emergency procedures and incident reporting**

Many incidents can be averted if staff are vigilant and review risk assessments (RAs) during the activity. Should a change of plan be necessary, a revised RA should be generated.

All incidents and accidents should be recorded on the School Incident Report Form. It may be necessary to also complete the Accident Book of the hosting establishment. It is also important that the group leader make and keep notes of all incidents.

Any 'serious' problems or incident should be reported immediately to the school emergency contact by the group leader. It is then the responsibility of the school to notify the authority as soon as possible. All group leaders and emergency contacts and the school reception should be provided with a trip pack containing all key contact details. All group leaders should also familiarise themselves with the emergency cards and documentation beforehand and ensure they have them with them at all times.

## **20. Evaluation**

A report and/or evaluation including, if necessary, completion of all incident forms should be submitted by the group leader to the Headteacher/School Visits Co-ordinator. This should be held by the EVC and provide examples of good practice and lessons learned that might inform planning for future trips and visits. In particular, it is important to review any accidents, incidents or near misses to improve practice. For Level 2 visits staff should complete the EVOLVE evaluation.

## **21. Induction and training**

It is the responsibility of the EVC to co-ordinate appropriate training for a member of each faculty who will support the dissemination of trip information and policy. Any staff leading any off site visits will be asked to attend twilight training to support the planning and delivery of visits.

Every year the EVC will evaluate the training needs of staff including first aid, group leader training and any other necessary provision (e.g. BELA, sports coaching) and organise training as part of a rolling programme

