



EARLY LIFE

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Educational visits Policy

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2025

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2026

Signed by

Position

Director / Head of
Centre



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1. Aims and scope

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

Educational visits are a valuable way to equip all our students with basic day-to-day skills that will help them to become more independent outside of the provision environment. They aim to enhance the in-provision curriculum and develop pupils' interests and knowledge to support them both academically and with transferable life and social skills. Educational visits form an integral part of our approach to furthering our pupils' education and personal growth and developing their cultural capital.

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 provision 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 provision
- Trips abroad organised by the provision

1.1 Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;

- provide a wider range of experiences for our pupils than could be provided on the provision site alone
- promote the personal skills of our children as learners, and enable them to grow and develop in new learning environments.
- Independence: Bringing young people out of their comfort zone with new experiences is a great way to build their independence.
- Leadership: Decision-making is a key part of educational visits. Developing physical, mental and emotional skills, allowing different members of the group to demonstrate their strengths in these areas - and those leadership qualities to shine through
- Confidence: Experiencing success in new environments is a fantastic confidence-boost, especially for young people who may not engage with the traditional curriculum available in provision. Trying something new and exploring the unknown works wonders for self-esteem, regardless of ability.
- Relationship Building and teamwork: Spending quality time together often helps existing friendships to flourish and new friendships to develop. It's a chance for everyone to see each other in a new light, and reset existing group dynamics as everyone adapts to their new and inclusive environment.
- Supporting Others: When success relies on team effort, supporting each other becomes paramount. Understanding how other members of the team feel about certain tasks, helps to develop the skills to provide effective emotional and social support to others.
- Resilience: It may be conquering a fear of new environments, talking to new people, re-building that raft after the fourth attempt to cross the lake, or tackling a challenge course with enthusiasm even with tired legs! Being determined to achieve personal goals despite the setbacks helps young people succeed in other areas of their life too.
- Emotional Wellbeing: There's something very calming about being outdoors - maybe it's the wide-open spaces, the natural landscape or being close to nature that puts the mind at ease. The emotional wellbeing that comes with getting outdoors and active (and away from phones and computers), can help young people re-connect with themselves and reduce stress.
- Tolerance: Being together as part of a community and all that entails - such as sharing space and eating together - requires tolerance, a positive attitude and the ability to compromise.
- Respect: For themselves, for others, for their environment. For many young people, understanding how their behaviour and actions have an impact on others and the world around them, teaches respect, which can make all the difference when it come to the choices they make in the future.

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 2022](#)

3. Roles and responsibilities

3.1 Managing Partner

The Managing Partner 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
- Approving residential trips of more than 24 hours

1.2 The educational visits co-ordinator (EVC)

Charlotte Barton is the appointed EVC at our provision. 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 Managing Partner and governing board when they're 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

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 pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the provision 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 provision 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

3.3 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 Managing Partner
- 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

3.4 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

3.5 Volunteers

Volunteers attending provision 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

3.6 Pupils

Our provision 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 provision'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 Charlotte Barton, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the provision year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the provision
- Health and safety considerations
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant

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

- Location and travel distance
- Travel plans or options, vehicle capacity and seating arrangements
- Traffic, road and weather conditions and potential hazards
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Needs of students involved and arrangements to provide support
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- Clear lines of communication between provision and trip and trip and parents including emergency contact information
- What safety measures can be put in place in order to reduce any risks
- Adequate staff to student ratios – At Early Life Enterprise this is a minimum of 1:5 +1 more

Once the risk assessment has been approved by the Managing Partner, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal provision 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.

4.1. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our provision life, including visits. All our students have EHC Plans and every possible avenue should be explored to ensure that all students can participate in visits, regardless of their needs. They will have the same support that is available to them during the provision 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

'Risk assessment' is a careful examination of what could cause harm to pupils/participants, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- 1) Generic Risks – normal risks attached to any activity out of school.
- 2) Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1.
- 3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change.

We will carry out a full risk assessment:

- at least 2 weeks before the start of all trips within the local area
- at least 4 weeks before the start of all trips nationally
- at least 8 weeks before the start of all trips including adventurous activity
- at least 16 weeks before any international trips

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 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 Managing Partner and, where appropriate, third party vendors.

Every risk assessment will be approved by the Managing Partner, and a copy taken on the visit and another copy left with the Provision office.

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 a ratio of 1:5 will be maintained
- 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 provision's first aid and health and safety policies. These can be found in the provision's main office.
- 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 trip lead will take regular headcounts and/or rollcalls

5.2 Transport

Transportation for trips will be organised by the provision, 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 provision site.

If private or organisation vehicles are to be used it is crucial that these have all had regular maintenance and safety checks. The organisation keeps records of all MOT and services for vehicles in regular use or owned by the organisation.

All drivers are required to hold a full UK driving licence and if driving a minibus should hold a D1 certificate or have had relevant minibus driving training. Records of these are maintained by the organisation.

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.

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 3** 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 1 week 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
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the provision
- Expected behaviour and consequences of pupils' 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 provision.

Because most visits during the provision 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, and give an opportunity for them to withdraw their child. Parents can provide written permission through the reply slip, an email or text. Where parents do not provide written permission, verbal permission will be sought and a record kept of a communication log.

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 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 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 provision office. The provision 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 a 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 provision 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 provision 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 provision's charging and remissions policy at all times.

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 Managing Partner 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 1 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to provision
- 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. Review

This policy will be reviewed every 2 years by the Managing Partner and SLT member responsible for Educational Visits. At every review, the policy will be shared with the full governing board.

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
- Equality information and objectives



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