

St Anne's Infants' School



Educational visits Policy

Approved by:	Headteacher	Date: May 2026
Last reviewed on:	24 February 2026	
Next review due by:	February 2027	

Contents

Contents	2
1. Aims and scope	2
2. Legislation and guidance	2
3. Roles and responsibilities	3
4. Planning and preparation	4
5. Risk assessment.....	6
6. Volunteers.....	7
7. Communication and consent	7
8. Emergency procedures and incident reporting.....	7
9. Charging and insurance	8
10. Review	8
11. Links with other policies.....	9
Appendix 1: Proposed visit planning information	10
Appendix 2: Volunteer behaviour and code of conduct.....	11
Appendix 3: Administration of medication / first aid record	12

1. Aims and scope

Educational visits are activities arranged by St Anne’s Infants’ School which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Safely managed educational visits with a clear purpose are part of the enriching and inspiring curriculum that is offered by the school. They are a valuable opportunity to extend students’ learning and enhance their understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance or a lifetime interest and as such we encourage and support their role in the life of the school.

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; as an infant school, we do not undertake education visits during weekends or school holidays. 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

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](#)
- › Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

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
- › Making sure staff, including the educational visits co-ordinator, have received any necessary training including induction of new staff to the visits planning procedures

3.2 The educational visits co-ordinator (EVC)

The School Business Manager, is the appointed EVC at our school. Their role is to:

- › Oversee and support Trip Leads to arrange and organise educational visits, including support for applying for bursaries, and providing guidance on charges to parents including any financial assistance parents/ carers may be entitled to
- › Assess the ability of other staff to lead visits and agree a suitable trip lead for each visit
- › Assess outside activity providers
- › Support Trip Leads to write risk assessments and request final sign-off from the Headteacher
- › Advise the headteacher when they are approving trips
- › Access any necessary training, advice and guidance including updating EVC training every three years
- › Add all visits to the school calendar and ensure that parent/carers are effectively communicated with
- › Oversee payment of all visits including the monitoring of payments from parent/carers
- › 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 and submit an online request form to the Headteacher and EVC at least 6 weeks in advance of the proposed trip date **(See Appendix 1)**
- › Make sure the school has accurate and up-to-date information about the trip destination to inform risk assessments. Where a new site is being used, a site visit will be undertaken in advance; this may be completed during PPA time.
- › Complete and submit a risk assessment to the EVC, taking into account the health and safety risks to pupils, staff and volunteers. The risk assessment must detail first aiders and which member of staff has responsibility for administration of medication.
- › Assign staff and volunteer roles, as needed
- › Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- › In conjunction with the EVC, 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, ideally 4 weeks in advance of the trip
- › Verbally brief staff and volunteers on the plan for the visit, expectations in terms of supervision, and key aspects of the visit's risk assessment. Confidentiality around needs of individual children should be maintained.
- › Ensure volunteers receive and sign the Volunteer Charter for School Visits in advance of the trip **(See Appendix 2)**
- › 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:

- › Work with the Trip Lead to carry out any required risk assessments
- › Communicate with parent/carers and make sure trips are inclusive of all pupils' needs
- › Prepare the children for the trip for at least two weeks prior to it; make them aware of the plan for the day, expectations for behaviour and safety, and consequences of not following expectations. Provide social stories and additional preparation for identified children.
- › 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
- › Feedback information to the Trip Leader to enable a full review of the trip to be completed

3.4 Parents and carers

By agreeing that pupils can take part in educational visits, parent/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, where applicable, 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 school trips, including parent/carer 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
- › Sign the Volunteer Charter for School Visits in advance of the trip (**See Appendix 2**)

3.6 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

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 the headteacher, 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
- 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
- Insurance needed, where relevant
- Risk assessment plans, including ratios of 1:3 for Nursery and 1:6 for all other year groups and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **Appendix 1** for our trip information form for the planning and approval of a visit.

Once the risk assessment has been approved by the headteacher, the EVC in conjunction with the Trip Lead 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 pupils, 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 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.

Challenging behaviour

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

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers or requesting parent/carer attendance so the pupil can be supervised on a 1:1 basis.

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 the Trip Lead with support from the EVC using the school's risk assessment template and approved by the headteacher. 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. A site visit should be made to any new venue being used by the school.

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. One copy taken on the visit and another copy will be held by the EVC.

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 and medication is present on all trips. They will be identified in the risk assessment.
- For EYFS classes, at least 1 qualified paediatric first aider (with a current certificate) is present on all trips. They will be identified in the risk assessment.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- If a pupil receives first aid or medication whilst on a school trip, the named member of staff will complete an Administration of Medication Record with the details of pupil, date, time, name of the medication and dosage / nature of first aid (**See Appendix 3**). This will be passed to office staff on return so that details can be logged on Bromcom.
- 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

5.2 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.

A variety of transport is used following LA guidance:

- Buses (local, non-motorway travel) and coaches (through recognised suppliers)
- Teachers' cars (only when covered by business class insurance) and on completion of the EV6 form, to be held on file by the EVC

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, while 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

Parent/carers selected to volunteer will be informed ahead of the visit. They will also be asked to confirm they agree to fulfil the expected behaviours for this role. See **Appendix 2** for our volunteer code of conduct for educational visits.

Volunteers will receive a full briefing from the Trip Lead 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 pupils 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 any pupil.

7. Communication and consent

We aim to contact the parents and carers of pupils invited to take part in an educational visit 4 weeks before the proposed date of the trip. Communication will be via email / MCAS, and information provided will include:

- Details of the venue and travel arrangements
- Times and details of travel, including drop-off and pick-up times and location
- The purpose of the visit and nature of the activities that will be undertaken
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards
- Financial contribution expected from parents and dates when payments due
- Contact system in case of emergency

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, and give an opportunity for them to withdraw their child.

We will always get consent via My Child At School before taking nursery-age children off-site.

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 Lead will be familiar with these plans for each visit.

In the case of an emergency, the Trip Lead 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. 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 Lead 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 Lead will contact the school office who will notify the parents/carers. The Trip Lead 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 Policy at all times.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be optional and will not affect an individual pupils' ability to take part fully in the trip. In the event of financial contributions falling significantly short of the cost of the trip, we reserve the right to postpone or cancel it.

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. Review

This policy will be reviewed annually by the Headteacher. At every review, the policy will be shared with the full governing board.

11. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging policy
- Positive Relationships and Behaviour policy
- Safeguarding and Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy

Appendix 1: Proposed visit planning information

To be completed online by the staff member proposing the educational visit, and submitted to the Headteacher and EVC via <https://form.jotform.com/260774586057064>

Appendix 2: Volunteer behaviour and code of conduct

<https://form.jotform.com/261183883106054>

Thank you for offering to help on our school visit. 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 inform the school office at the earliest opportunity and withdraw from the trip.**

The Trip Lead will brief you in line with the school's Educational Visits Policy prior to the trip starting.

It is likely that you will be asked to supervise a small group of children. This will involve:

- › Keeping the children together at all times
- › Helping children to complete tasks and encouraging them to ask questions
- › Ensuring children remain responsible for their belongings
- › Ensuring safe, respectful and appropriate behaviour from the children

Volunteers agree to:

- › Remain professional and respectful with staff and pupils at all times, upholding the school's reputation
- › Stay with their designated group 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
- › Keep all school-related information confidential including any information about children's needs, behaviour or incidents that may occur

Volunteers agree **not** to:

- › Exchange contact details with pupils unless asked 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
- › Use a mobile phone except in case of an emergency
- › Bring siblings

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Appendix 3: Administration of medication / first aid record

Trip destination:	
Date:	

First Aid

Pupil name	Time	First Aid Treatment	Reason	Administered by

Administration of Medication

Pupil name	Time	Name of medication and dosage	Administered by