



# **The Federation of Spixworth Schools**

## **Policy Statement for Educational Visits**

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Group Responsible: SLT

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## **Statement of intent**

The Federation of Spixworth Schools understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting to further enhance their educational experience.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Relationship and Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Child Protection and Safeguarding Policies

## 2. Definitions

'**In loco parentis**' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

'**School trip**' means any educational visit, away-day or residential trip organised by the school which takes pupils and staff members off-site.

'**Residential**' means any school trip which includes an overnight stay.

Activities of an '**adventurous nature**' include, but are not limited to, the following:

- Trekking
- Water sports
- Climbing

## 3. Aims and purposes of offsite visits

The Federation of Spixworth Schools has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year The Federation of Spixworth Schools will arrange a number of activities that take place off the school sites and out of school hours, which support the aims of the schools. The range of activities which the Governing Body has given its approval includes:

Out of hours Clubs  
Regular local visits  
Day visits beyond the local area

## 4. Roles and responsibilities

The governing board is responsible for:

- The Governing Body has overall responsibility for the implementation of the Educational Visits Policy.
- The Governing Body has overall responsibility for ensuring that the Educational Visits Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The Governing Body has responsibility for handling complaints regarding this policy as outlined in The Federation of Spixworth Schools' Complaints Procedure Policy.

The Executive headteacher is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them life skills and providing new experiences.
- Appointing an educational visits coordinator (EVC), liaising with the local authority (LA) as necessary.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The educational visits coordinator is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including Norfolk LA and the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips, as appropriate.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.

- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the Executive Headteacher, by organising training for staff and volunteers.

The designated visits leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the EVC, Head of School and Executive Headteacher.
- Undertaking any relevant training or courses which are arranged by the EVC.
- Completing all essential documentation for the trip and ensuring it has been approved by the EVC.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity at least six weeks in advance and distributing information seeking written permission from parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the Federation's Child Protection and Safeguarding Policies.
- Where the designated visit leader is no longer fit to lead a trip, e.g. is unwell at short notice, the EVC will either delegate responsibilities to another member of staff or resume the role themselves, as appropriate.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities, implementing this fairly and consistently.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- The Federation of Spixworth Schools recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.
- Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the individual schools to allow less experienced members of staff to work alongside more experienced colleagues on visits.
- The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.
- The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses,

reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

- There will be sufficient staff to cope in an emergency and generally.
- Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

The Federation values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Executive Headteacher and Visit Leader. They will be carefully briefed on the scope of their responsibility. Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular visits and activities under the direct instruction of the designated visit leader.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated visit leader.

Pupils are responsible for:

- Following instructions from teachers while on educational visits.
- Behaving in a manner which matches the ethos of The Federation of Spixworth Schools, and for following the behaviour rules set out in The Federation of Spixworth Schools' Relationship and Behaviour Policy as they relate to this policy.

## 5. Planning school trips

Approval Procedure

- The Governing Body has delegated the consideration and approval of offsite visits and activities to the Head of School who is also the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The EVC has received training by the LA.
- Before a visit is advertised to parents the Head of School/EVC will approve the initial plan. The Executive Headteacher will approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system. [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk)
- The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:

Level 2 Day visits approved at school level on Evolve by EVC/Head of School.  
Level 1 Local regular day visits this establishment has chosen to use Evolve to record and approve all these visits.

Prior to planning a school trip, the following guidance will be shared with the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils.

Adequate insurance will be in place for any educational visit organised.

## **6. Risk assessment process**

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip, demonstrating good practice, precautions and safety measures are in place.

## **7. Vetting and external activity providers**

When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with prior to committing the Federation to the contract:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies



- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the Federation's standards, they will not be considered.

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils.

All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the Federation of Spixworth Schools to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing.

## **8. Equal opportunities**

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

## **9. Parental consent**

Individual written consent from parents will not be required for pupils to take part in Level 1 off-site activities as these activities are in the local area, take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra information or measures required.

Individual written consent will be requested for activities that use transport, need a higher level of risk management or those that take place outside school hours.

As part of the consent parents will be fully informed of the activities and arrangements for the visit.

The Federation of Spixworth Schools has policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

## **10. Insurance and licensing**

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

## **11. Accidents and incidents**

In the case of accidents and injuries while on a school visit, the accident reporting process will begin, as detailed in the Health and Safety Policy.

The first point of contact should be the Executive Headteacher who will contact the family of the injured person.

Written records of any incident will be kept.

Media enquiries will be referred to the Executive Headteacher or, if they are not available, a member of the senior leadership team or Chair of Governors.

Staff will use guidance as set out in the Critical Incident Policy, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.

Staff will be briefed on how to react and respond should an emergency situation occur.

Relevant risk assessments will be undertaken before the trip, including for points of interests, such as museum and hotel risk assessments.

Group leaders are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils are easily identifiable, they must wear their Spixworth Infant School or Woodland View Junior School logoed uniforms; failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

## **12. Missing person procedure**

The school places pupil and staff safety as its top priority when participating in school visits.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The educational visits coordinator will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with SEND, the educational visits coordinator will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with this policy.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members will be required to carry mobile phones with them at all times.

Upon arriving at every venue, the designated visit leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Pupils and staff will wear school branded clothing, in order to make them easily identifiable.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school visit:

- The designated visit leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities will be contacted.
- If the police are called, the trip leader will contact the headteacher, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school as soon as practical.

If a member of the party has gone missing and is subsequently found, the visit leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

## **13. Pupils with SEND**

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The visit leader, EVC or SENCO will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. Pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

## **14. Finance**

The financial procedures outlined in the Federation of Spixworth Schools' Charging and Remissions Policy will always be followed when arranging visits.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2014) and, therefore, will only charge for visits which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Money for school visits will always be paid directly to the school. Under no circumstances should school visit money be processed through personal accounts.

All letters to parents regarding school visits will include a clause explaining what will happen in the event that the visit is cancelled or a pupil cancels their place on the visit.

In the event that the visit is cancelled due to unforeseeable circumstances, it is at the Executive Headteacher's discretion as to whether a refund is given to parents. The Executive Headteacher will consult the Governing Body on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a visit, it is at the Executive Headteacher's discretion as to whether a refund is given to parents. The Executive Headteacher will consult the Governing Body on the matter, taking into account the pupil's circumstances for cancelling their place, whether the school will be reimbursed for the pupil's place on the visit, and whether the space on the visit can be offered to someone else.

Where a pupil has previously cancelled a space on a school visit, and received a full refund, the school has the right to refuse to admit the pupil to attend future visits.

The Federation of Spixworth Schools will take a common sense approach to refunds and cancellations, ensuring that all pupils are treated equally.

Any charge made in respect of pupils will not exceed the actual cost of providing the visit, divided equally by the number of pupils participating.

Once visit arrangements are booked and confirmed, if contributions to a visit exceed the total cost of the visit, a refund will be given where the excess is greater than £1 per pupil.

Any excess of expenditure will be subsidised by the school.

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Pupil Equality, Equity, Diversity and Inclusion Policy.

## **15. Evaluating trips and visits**

Following an educational visit, the visit leader will complete an evaluation of the visit in consultation with other staff present to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

This will be recorded on EVOLVE ([www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk))

Based on this assessment, recommendations will be made to improve future visits.

## **16. Monitoring and review**

The effectiveness of this policy will be monitored by the SLT. The governing board will review this policy annually. The scheduled review date for this policy is Autumn 2026.