Educational visits

Oakmoor School

Approved by:	LGB	Date: 7 October 2026
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1. Aims and scope

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

Oakmoor School aims to offer a broad and balanced range of exciting and stimulating educational visits. The opportunities have a positive impact on raising standards, being a valuable and important part of the learning process for people of all ages.

They serve to:

Bring breadth to the learning experience

Stimulate enquiry

Encourage tolerance and quality in relationships between all involved

Extend, enlighten and enrich the curriculum and the student's learning experience

Residential courses should further self-discipline, organisation, empathy and recognition of our interdependence. Educational visits are a valuable way to form an integral part of our approach to furthering our pupils' education and personal growth.

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, 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 school
- Trips abroad organised by the school

2. Legislation and guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2026

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

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

3.2 The educational visits co-ordinator (EVC)

The Operations Manager is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Advise the headteacher and governing board when they're approving trips
- Access any necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements
- Manage Evolve

3.3 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
- Check for allergen information
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles, responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

3.4 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 headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all 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

3.5 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
- Make payment on time

3.6 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

3.7 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.

Oakmoor School Behaviour Policy

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the headteacher, and 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
- 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
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance needed, where relevant
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- Add any additional minimum standards, depending on the age of the children

- Where appropriate, the trip lead will consult the DSL/Safeguarding Team regarding pupils with identified safeguarding vulnerabilities and ensure that any relevant information required to safeguard the pupil is shared with staff on a need-to-know basis.

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

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek the approval of the governing board.

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

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

The school's safeguarding and child protection procedures apply in full during all educational visits. Planning must consider any known safeguarding vulnerabilities of participating pupils and any additional measures required to keep them safe. Staff must be clear about how safeguarding concerns, disclosures or allegations arising during a visit will be reported, including when a visit takes place outside normal school hours or overseas.

The trip must be added to Evolve with all documents, including correspondence to parents/carers, registers, medical/SEND information, travel details and risk assessments. For trips over 24 hours or high-risk activities, the final approval will come from Hampshire County Council Outdoors Team.

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, the school will consider what support and reasonable adjustments are required to enable the pupil to participate safely and meaningfully, taking account of the support ordinarily available during the school day and the particular circumstances of the visit.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Challenging behaviour

There may be exceptional circumstances in which, following an individual assessment of risk and consideration of reasonable adjustments and alternative arrangements, the school determines that a pupil cannot safely participate in a particular visit.

5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips. For trips over 24 hours this will be a minimum of six weeks.

This will be completed by a staff member with suitable skills, status and competence, and using the school's risk assessment template Risk Assessment Template and in **appendix 2** and approved by the headteacher/EVC.

The risk assessment will include any specific medical issues and allergies (for staff and pupils) please use appendix 3 for the allergy checklist as per the Allergy and Anaphylaxis Policy, the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third-party vendors.

Every risk assessment will be uploaded to Evolve and approved by the EVC and headteacher. One copy taken on the visit and another copy will be left with the EVC. All trips over 24 hours will need to be checked and approved by Hampshire County Council Outdoors Team 6 weeks in advance.

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 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found with the Medical Officer in North Block.
- 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 school, in line with our safety procedures listed on Evolve issued by HCC. 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.

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 and on the rare occasion, 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

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 to fulfil the expected behaviours for this role.

Volunteers will receive a full induction from staff members 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 will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter on Arbor, 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 school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide consent for educational visits which will be collected on Arbor.

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.

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.

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, every visit must have a named school-based emergency contact who is not participating in the visit and who can be contacted throughout the duration of the visit. For visits taking place outside normal school hours, including residential and overseas visits, an appropriate out-of-hours emergency contact arrangement must be established before departure. They 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.

If a pupil is found to be missing, the trip leader must immediately implement the visit's missing-pupil/emergency procedure, ensure the safety and supervision of the remaining group, alert the venue or relevant personnel and notify the school's emergency contact. The police/emergency services and parents/carers must be contacted without delay where the circumstances indicate that this is necessary. The response must take account of the pupil's age, vulnerability, SEND or medical needs, the environment, and the level of immediate risk. The remaining staff and adults will return to 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 Trust's charging and remissions policy at all times. Charging and Remissions Policy.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

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 headteacher, together with the governing board, 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 2 months before the first day of the visit. Information shared with parents/carers will include:

- The dates and time of departure and return to school
- 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 these 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 holds the LOtC Quality Badge or similar local accreditation. We will follow the Foreign, Commonwealth and Development Office's overseas travel guidance and the government's foreign travel advice when organising these visits.

Hampshire County Council Outdoors Team will need to see all documentation on Evolve 6 weeks prior to departure to complete final checks and give final approval via Evolve.

11. Review

This policy will be reviewed every 2 years by the EVC. 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
- Supporting pupils with medical conditions policy

- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Allergy & Anaphylaxis Policy

Appendix 1: proposed visit planning information

CHECKLIST AND TIMELINE FOR TRIP PLANNING

The following table is a checklist and timescale for the planning of trips. This is an estimate, but all EVOLVE and risk assessments need to be completed within the time frame allocated.

Process	**Completion timings**	**Check**
Initial discussion in department to ensure all staff are on board; research logistics, companies, number of children etc.	As soon as a trip idea is discussed.	☐
Permission sought from **Head** for all trips including a date on the calendar for the next academic year. You must complete calendar request form (found pinned to the bottom of the staffroom) to obtain this.	Previous academic year	☐
Create a trip outline via EVOLVE sent to Corinne and SLT. If this trip is abroad, the governors will also need to check this. Initial meeting with Corinne and Lily regarding day trip: *Objectives* *Date* *Numbers* *Staffing impact* *Impact on other subjects*	Two terms in advance	☐

First aid/medical requirements *Budgeting (full costings required at this meeting)*		
The following can only take place once permission has been given:		
Book Trip with company including a full itinerary for staff, students and parents.	As soon as permission given.	☐
Book Transport - this can be done through Corinne. Holly Newing oversees all minibuses.	As soon as permission given.	☐
The trip payment is set up by the finance team on Arbor. The letter must go out with a date and time the trip will go live on arbor (if trip has limited spaces)	As soon as permission given. (12 weeks in advance minimum)	☐
Cover requested and staff allocated. You must have a first aider on every trip, including one on each coach if there are multiple coaches. A list of first aiders can be found with Corinne (EVC)	As soon as permission given.	☐
Meet with all trip staff to discuss planning	As soon as permission given.	☐
Letter to parents written using letter template and sent for approval by **Head,** then MUST be sent to the reception team to send to parents/carers. Please see template. *The letter must contain all details of the visit:* *Itinerary* *Costs* *Date and timings* *Kit needed (this also acts as an additional risk assessment)* *List of what parents are giving permission for plus any potential predicted deviations from the plan (e.g. play park next to coach collection point may be needed, should coach be late)*	As soon as permission given.	☐

Deadline for returning forms		
Publicise to Students through a PowerPoint or mentor notice.	Same time letter is sent to parents	☐
Letter sent by Reception Team	As soon as approved by Nigel (12 weeks in advance minimum)	☐
Payments and medical forms checked and chased via Arbor- This is trip leads responsibility.	6-8 weeks in advance	☐
Update Evolve with more/final detail and submit	6-8 weeks in advance	☐
All consent, medical and payments centralised on Evolve	4 weeks in advance	☐
For residential and abroad trips, an information evening with parents needs to be arranged.	4 weeks in advance	☐
Final information of the trip sent out the students and parents (e.g. via mentor time, texts home)	2 weeks in advance	☐
Final list of students sent to staff to inform planning and attendance officer. This can be done via the bulletin.	2 weeks in advance	☐
Prepare trip pack for trip staff and reception team	Approx. 1 week before	☐
Meet with all trip staff to go through final paperwork (including medical info., logistics of day, trip packs, timings)	Approx. 1 week before	☐
Inform Karen and the Kitchen Team of free school meals needed.	Approx. 1 week before	☐
First Aid kits collected	1 day before	☐
Cover lessons prepared	At least 1 day before	☐
		☐

<u>On the day of planned trip, please tick off the following:</u>

- First aid kit collected

- Trip phone collected from reception
- Trip pack given to reception
- Students with allergies and asthma identified – must have EpiPens and inhalers.
- Meals collected from the canteen for Free School Meal Children
- Check all children have lunch and the appropriate equipment needed
- A register is taken and sent to the attendance officer
- Final numbers are checked before boarding the coach. Please note that staff should be seated across different rows on the coach e.g. a member of staff at the back, middle and front.
- If this trip is a residential, then a member of SLT must be aware of all issues that occur on the trip.

Appendix 2: risk assessment template

Site / Group / Activity specific Risk Assessment and Risk Management record Outdoor Education, PE and DofE S

Establishment: Oakmoor School **Leader:** **Location:**

Other staff: **Group size:** **Ratio:**

Benefits (aims, objectives, intended outcomes…)	**Who might be at risk?** (Tick as appropriate) Participants _ Staff _ Volunteer Adults _ Others (specify) _____

Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk rating Outcome (H/M/L)
Site and its environment • Public area/possibility of losing a pupil. • Access/exposure to the public. • Roads/area around the gallery. • Appropriate behaviour in the gallery. • Escalators/lifts. • First aid access.	• Designated holding/meeting area. Head counts. Good staff/student ratio. • Staff/student ratio – students briefed, supervised and escorted at all times. • Coach drop off and pick up outside the gallery, no roads to cross. • Students briefed on appropriate behaviour, safety on site with escalators and lifts, environment, school policy used, supervised small groups. • First aider with us, first aid kit to be taken with us, site facilities, mobile phones on site.	
Group / special needs / accommodation / down time/ safeguarding • Coach/drop off/pick up by coach. • Group supervision. • Behaviour of students	• Seatbelts on coach, mobile phones, coach drop off and pick up right outside the gallery, no roads to cross. • Permanent meeting point for students, always supervised, small groups to identify and complete head counts.	

Leader and activity arrangements • Travel arrangements. • Escorting and supervising pupils at all times. • Staff student ratio. • Medical details.	• Seatbelts on coach, mobile phones, coach drop off and pick up right outside the gallery, no roads to cross and use of a reputable company. • Permanent meeting point for students, always supervised, small groups to identify and complete head counts regularly. School policy used regarding behaviour; students briefed on appropriate behaviour expectations. • Staff student ratio 1:19 • All members of the group complete a medical questionnaire; staff have copies, first aider with us, first aid facilities on site.	
Transport • Use a reputable coach company for travel to and from the venue.	• Farnham Coaches.	
First aid arrangements • The need for first aid on the coach or at the venue. • Students with medical needs will be on the trip.	• First aider with us, use of venue first aid facilities, first aid kit and mobile phone on the coach. • Medical information will be taken with us. • Any students with a medical plan, epipen, asthma inhaler, medication etc will be briefed and told to bring the necessary medication with them. They will not travel on the trip if they do not arrive with the medication on the day. This information has been communicated to parents/carers.	

Other factors	
Alternative plans (Plan 'B'/Plan 'C') •	
Emergency contacts – take the emergency action cards with you!	**Group details – ensure you have full details close to hand.**

Base contacts:

OBJ

Appendix 3 – School Trips Checklist

	Have you…	Notes/Comments
☐	Identified all students with allergies attending?	

☐	Spoken with the parents/carers of the pupil with allergies to identify any trip-specific concerns?	
☐	Confirmed the pupil's allergens and symptoms with the parents/carers?	
☐	Reviewed the pupil's IHCP?	
☐	Asked the venue about allergen management procedures?	
☐	Obtained the venue's policy and relevant risk assessments?	
☐	Asked the venue about cross-contamination controls?	
☐	Confirmed the venue's table cleaning methods?	
☐	Checked the venue's "food in bedrooms" policy (if applicable)?	
☐	Reviewed the venue's tuck shop items (if applicable)?	
☐	Confirmed the venue's emergency procedures for both day and nighttime, including phone signal and back up plans for lack of signal?	
☐	Confirmed staff in attendance are trained, including volunteers?	
☐	Refreshed AAI training within the last 12 months?	
☐	Checked that attending staff have practised with trainer devices?	
☐	Checked if attending staff have any concerns?	

☐	Confirmed, if applicable, the pupil carries two prescribed, in date, AAI's?	
☐	Confirmed who is responsible for carrying the pupils prescribed AAI's on the trip? E.g. the pupil, the attending teacher etc?	
☐	Confirmed a suitable carrying case is available for the AAI's that suits the type of activities?	
☐	Identified a suitable storage location for the pupils prescribed AAI's? E.g. with them, in the teacher's room etc?	
☐	Created a plan for safe temperature storage e.g. insulin grade medical bags?	
☐	Confirmed a suitable handover procedure between the trip staff on duty?	
☐	Included food preparation hazards in the trip risk assessment?	
☐	Included travel hazards in the trip risk assessment - coaches, ferries, planes etc?	
☐	Included accommodation hazards in the trip risk assessment (if applicable)?	
☐	Documented the suitable control measures within the trip risk assessment?	
☐	Reviewed the risk assessment following a venue pre-visit?	
☐	Included the emergency procedures for the travel and trip in the trip risk assessment?	
☐	Reminded all families about packed lunches/snacks contents?	

☐	Reminded pupils that food sharing should not occur at any time?	
☐	Clarified any allergen restrictions for all trip attendees?	
☐	Confirmed the expectations for behaviour surrounding allergens/bullying etc?	