

ENFIELD GRAMMAR SCHOOL



An Academy Trust
(Company No. 07697044)

EDUCATIONAL VISITS POLICY

COMMITTEE	Standards and Achievement
APPROVED	September 2024
NEXT REVIEW	September 2026

[Contents](#)

Aims and scope.....	3
Legislation and guidance.....	3
Roles and Responsibilities Headteacher.....	3
The educational visits co-ordinator (EVC).....	4
Trip lead.....	4
Staff.....	5
Residential visits.....	7
Inclusion.....	7
Mentoring System.....	8
Emergency Procedures.....	8
Risk Assessments.....	8
Staff ratios and first aid.....	9
Parental Consent.....	9
Use of external organisations.....	9
Volunteers.....	10
Charging and insurance.....	10
Transport Arrangements for Visits.....	11
Reporting.....	11
Review.....	11
Appendix 1 – Local and Ad-hoc Activities General.....	12
Operating Procedure for Local and Ad-Hoc Activities.....	12
Appendix 2 – Planning for Emergencies.....	13

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.

At Enfield Grammar School, we believe that educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences. They 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

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 guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2024
- Outdoor Education Advisers' Panel (OEAP)

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

All staff are required to plan and execute visits in line with this school policy and National Guidelines. Staff must ensure they are familiar with the roles and responsibilities outlined within the guidance. We recognise the importance of the safety of our students and staff and that thorough planning and organisation are key to the success of any trip/visit.

Roles and Responsibilities 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 Chair of Governors (or delegated other) to approve overseas trips and residential trips over 24 hours.

The educational visits co-ordinator (EVC)

The Educational Visits Co-ordinator (EVC) has responsibility for ensuring all visits have been sanctioned by the Senior Leadership Team. They will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. When authorising the visits, the EVC will also consider the financial impact on the school regards supply teaching costs and approving the costings for the trip where parents are requested to make a voluntary contribution.

The EVC will:

- 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 Headteacher and Chair of Governors 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

Trip lead

Every educational visit will have one 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 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 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
- Be responsible for the planning of their visits and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Headteacher and Cover Co-ordinator prior to planning, and before

making any commitments.

- Ensure that their visits comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.
- Be responsible for ensuring all visits have been sanctioned by the Senior Leadership team.
- Support and challenge colleagues over visits and learning outside the classroom (LOtC) activities.
- Consider the financial impact on the school regards supply teaching costs and approving the costings for the trip where parents are requested to make a voluntary contribution.

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

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

Volunteers

Volunteers attending school 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

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.

Planning and Preparation Types of Visit & Approval

The Headteacher, together with the Chair of Governors, will approve all trips outside of the UK, any residential trips or those longer than 12 hours.

Staff wishing to organise a trip must first complete the 'Trip Request Form' available on the Staff Portal. This will notify the EVC, who will seek approval from SLT. Once approved, the trip must be entered on Evolve by the staff member.

There are four 'types' of visit:

1. Local and adhoc off-site activities that take place during normal school hours. Low risk visits to venues in the local area require minimal planning. These are recorded on EVOLVE via the Local Area Visits module and the school's Standard Operating Procedure will be followed as set out in Appendix 1 e.g. church services and visiting local amenities.
2. Other non-residential visits within the UK that do not involve an adventurous activity. E.g. visits to museums, theatres, seminars etc. After receiving outline permission, these are entered on EVOLVE by the visit leader and submitted to the EVC and the Headteacher for approval.
3. These follow the same procedure as point 2 but require enhanced risk assessments, signed parental consent, and full medical information forms. Adventurous activities include (but are not limited to): rock climbing, caving, mountain biking, trekking, water sports (e.g. canoeing, paddleboarding, sailing), coasteering, and open water swimming.

For such activities:

- A thorough risk assessment must be undertaken.
 - Only suitably qualified instructors may lead activities.
 - Providers must hold the Adventure Activities Licensing Authority (AALA) licence or the Learning Outside the Classroom (LOtC) Quality Badge.
 - In the case of open water swimming, venues should be pre-approved, supervision must be by lifeguards with appropriate qualifications (e.g. RLSS or NBLQ), and water quality and safety considerations must be fully documented.
4. Visits that are overseas. These follow point 3 above with the additional requirement that the trip proposal is submitted to the Chair of Governors for final approval. Overseas providers of activities must hold either the LOtC Quality Badge or suitable equivalent accreditation in the host country.

We will adhere to Foreign, Commonwealth & Development Office (FCDO) travel advice and risk ratings when planning and assessing such visits.

Residential visits

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 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 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

For visits abroad, we will make sure that any organisation providing activities hold the LOfC 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.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with special educational needs or disabilities (SEND) or an Education Health and Care Plan (EHCP), 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 ensure safety and inclusion through measures such as 1:1 supervision or tailored itineraries where necessary. The trip programme will be adjusted in collaboration with parents/carers to provide appropriate support, including reasonable modifications to activities, additional support staff, or other necessary accommodations to meet individual needs effectively.

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

Mentoring System

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a visit leader role.
- Support from more senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Headteacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- The supporting staff accompanying the visit.
- Age of the pupils, knowledge of the pupils, the venue, and the activities to be undertaken.

Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leader.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least annually and following any major staffing changes.

When an incident involves serious injury or fatality, all media and press communications will be managed by the Headteacher (please refer to the "Dealing with the Press" statement).

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.

Risk Assessments

Visit leaders are required to complete a detailed risk assessment as part of their planning

process. Standard templates are available on EVOLVE but will require review and amendment as appropriate. The completed risk assessment will be uploaded to EVOLVE and approved by the EVC as part of the sign off 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 Headteacher and, where appropriate, third party vendors.

Staff ratios and first aid

For secondary school trips, there are no legally mandated staff-to-pupil ratios. Instead, appropriate supervision levels must be determined through a thorough risk assessment, considering factors such as the nature of the activity, the age and behaviour of pupils, any special educational or medical needs, and the experience of supervising staff. Higher-risk activities, overseas trips, or those involving pupils with additional needs may require increased staffing levels.

As a general guide, it is recommended to have 1 adult for every 10-15 pupils for most trips. However, ratios should be adjusted based on the trip's specific risks, duration, and environment.

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.
- 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

Parental Consent

Written consent will not be requested for local off-site activities as such activities are part of the school's curriculum and take place during the normal school day. These are covered under the parent consent obtained on the New Pupil Information form and recorded on SIMs.

Specific, (i.e. one-off), parental consent will be obtained for all other visits. For these visits, sufficient information will be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis.

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.

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.

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 will be required to undergo safeguarding checks, including DBS checks. Basic safeguarding training will be offered to volunteers on any residential trip, or trips outside the UK. Volunteers must also confirm in writing that they agree to the school code of conduct before participating in trips.

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.

Charging and insurance

We will follow our school's charging and remissions policy at all times.

Parents/carers will not be asked to pay for any educational visit that is part of the National Curriculum/syllabus for a prescribed public examination.

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.

If insufficient voluntary contributions are received and the school is unable to fund a trip, then a visit may have to be cancelled. Voluntary contributions will not exceed the actual cost of providing the visit.

For visits that are not part of the National Curriculum (those considered an "optional extra", parents/carers may be asked for a financial contribution to cover the costs. The amount charged will not exceed the cost of running the visit.

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.

Transport Arrangements for Visits

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.

The transport of students to activities/school trips in staff cars is prohibited.

The school mini-bus can be used for small groups of students attending off site trips and activities. The designated driver of the mini-bus must hold the relevant certificate and licence. Please refer to the school's Minibus Policy for further information.

Risk Assessments for all methods of transport will be completed by the Trip Leader prior to departure.

On occasion, and only where appropriate and advised to parents, students may be asked to make their own travel arrangements to an offsite event/trip.

Reporting

Regular reporting of school trips will be provided to stakeholders on a regular basis from the EVOLVE database.

Review

This policy will be reviewed every 2 years by the Headteacher. At every review, the policy will be shared with the full governing body.

Links with other policies

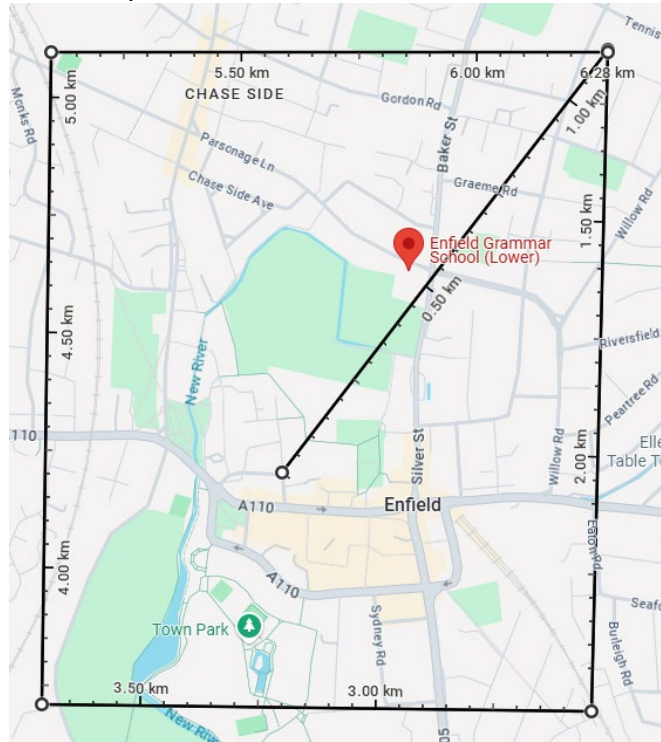
This policy links with the following policies:

- 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, diversity and inclusion

Appendix 1 – Local and Ad-hoc

Activities General

Visits/activities within the Local Area that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below. The Local Area in this case is defined as the vicinity of the Enfield Town and no more than 500m from either school site, per the map below:



These visits/activities:

- Do not require parental consent as we rely upon the blanket consent already given.
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- Must be recorded on EVOLVE using the Local Area Visits module.

Operating Procedure for Local and Ad-Hoc Activities

The following are potential hazards within the Local Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

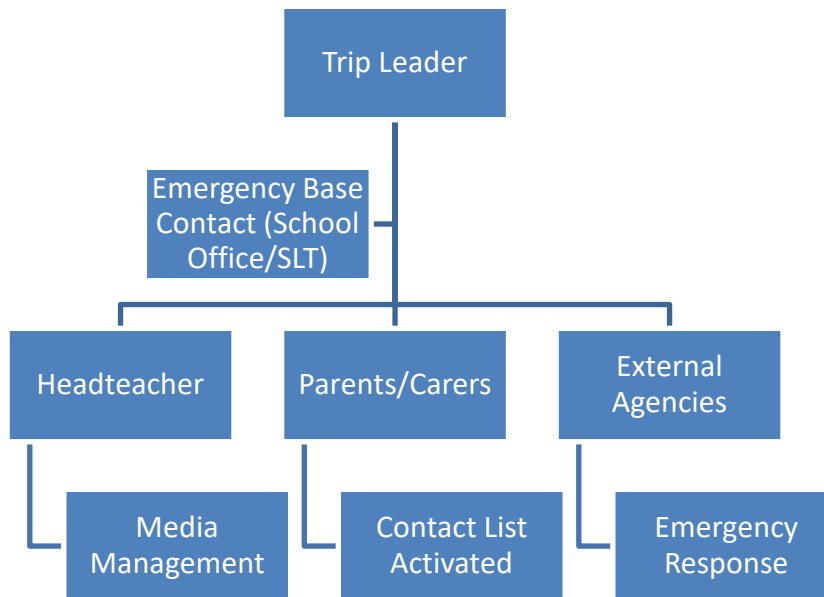
- The Headteacher and EVC must give approval via Evolve before a group leaves the School premises.
- Only staff judged competent to supervise groups of students off-site will be approved to lead an off-site activity by the Headteacher.
- There will normally be a minimum of two adults but this may vary dependent upon age, behaviour and number of students engaged in the activity
- Staff are familiar with the local area and have practiced appropriate group management techniques.
- Pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Area is done in small groups or 'buddy' trios as a minimum.
- Pupils' clothing and footwear (usually uniform) is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Students' absence from lessons will be notified by the visit leader to the Welfare and Attendance Officer and any other relevant members of staff. A list of absent students will be circulated to all staff via the daily briefing notes.
- The visit leader will complete a register of students before departing and follow the staff sign out procedure. This will be phoned in when meeting remotely.
- The visit leader must ensure a mobile phone is taken with each group and the office (and students where appropriate) have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, waterproofs)

Appendix 2 – Planning for Emergencies

The school's emergency response to an incident relies upon the following:

- **Emergency Base Contact:** There is always a nominated emergency base contact for any visit. During school hours, this will be the school office. Outside of normal school hours, the Headteacher or person of delegated responsibility will act as the emergency base contact in the first instance. The base contact will coordinate communication with parents, staff, and external agencies where necessary.
- **Emergency Action Card:** The visit leader will carry an Emergency Action Card (see EVOLVE resources). This includes step-by-step guidance on managing emergencies, communication protocols, and key contact details.
- **Emergency Communication Tree:** To ensure efficient and timely updates during critical incidents (e.g., serious injury, group illness, or delays), the following communication tree will be followed:
 - **Trip Leader:** Initiates the emergency response and communicates details to the emergency base contact.

- Emergency Base Contact (School Office/Headteacher): Coordinates



communication with:

- Parents/Carers: Provides timely updates using the pre-prepared contact list.
- Headteacher/SLT: Oversees incident management and, if required, handles media enquiries.
- External Agencies: Contacts emergency services, local authorities, or transport providers as appropriate.

Example Communication Flow:

- Medical Treatment: A member of staff will always accompany a pupil seeking medical treatment. Relevant medical and emergency contact details must be readily accessible to the visit leader at all times.
- Missing Pupils: In the case of a pupil being unaccounted for:
 - The trip leader will search the immediate area.
 - Another member of staff will remain in charge of the other pupils.
 - If the pupil cannot be located within ****30 minutes****, the trip leader will contact the school office, who will notify parents/carers and the police.
 - The police will be provided with all relevant information to take over the search. Staff will remain on-site to comfort the pupil when found.
 - The remaining staff and pupils will return to school under supervision.
- Media Enquiries: In the event of an incident involving serious injury, fatality, or significant media interest, the Headteacher will manage all communications with the press. Staff and parents will be advised not to communicate with the media directly. Please refer to the school's "Dealing with the Press" statement for further guidance.
- Emergency Testing: Emergency plans, including the communication tree, will be tested regularly through tabletop exercises and periodic scenario calls from visit leaders to ensure preparedness.