Townlands C of E Primary Academy

Trips and Visits Policy

Approved by: Rachael Johnson (Chair of Governors)

Date: October 2026

Next review due by: October 2029

1. Aims and scope

At Townlands, Equal Opportunities plays an integral part in all aspects of teaching and learning. The school acknowledges the value of educational visits in broadening and enhancing both the learning and social experience of our pupils.

Educational visits are a valuable way to enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, and form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out Townlands 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.
This policy applies to activities taking place within and outside of normal school hours. 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

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
- Current Keeping Children Safe in Education

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 Educational Visits Co-ordinator (EVC)

- Approving staff requests for educational visits
- Working with the governing board to approve residential trips
- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of staff to lead visits and designate a suitable trip lead for each visit
- Access the necessary training, advice and guidance
- Assess outside activity providers
- Authorise risk assessments
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.2 Trip Lead & Staff

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will work with all parties allocated to the trip, and will 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. The trip lead has overall responsibility:

- Plan the proposed visit by assessing outside activity providers, considering the health and safety risks to pupils, staff and volunteers
- Seek and obtain approval for all educational visits from the headteacher
- Trip Lead to carry out any required risk assessments, including visiting the destination for the trip so that the school has accurate and up-to-date information about the trip destination
- Communicate with parents and carers, making sure trips are inclusive of all pupils' needs
- Help manage pupil behaviour whilst on the visit
- Evaluate all visits once complete, from planning, to the visit itself, and use this to improve future arrangements
- Assign staff and volunteer roles, as needed (in conjunction with the school office)
- Ensure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Ensure 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

3.3 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 and before the trip takes place
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

3.4 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
- Ensure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible
- Adhere to School safeguarding practices

3.5 Pupils

Townlands school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them whilst 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 lead

Pupils will always be reminded of Townlands 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 Headteachers 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
- First aid cover for EpiPen and Diabetic

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

- Location and travel distance
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision

A Townlands trip form for the planning and approval of a visit must be completed.
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.

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.

SEND

Every effort should be made to include pupils with special educational or medical needs. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Where appropriate the teacher should discuss the visit with the parents of SEN pupils to ensure that suitable arrangements have been put in place to ensure their safety.

Pupils with Medical Needs

All adults supervising visits should be aware of pupil's medical needs and any medical emergency procedures. If the pupil's safety cannot be guaranteed, it may be appropriate to ask the parent to accompany a particular child.
A written record of the following information should be available where/if appropriate:-

- Details of medical conditions
- Childs GP name and address
- Written details of any medication required (including instructions – dosage/timings)
- Parental permission regarding taking medication – if self-administered or teacher administered

- Information about any allergies
- Information regarding any special dietary requirements
- Information regarding any toileting issues or other issues that may affect participation in the trip
- Emergency contacts and parents/carers home/daytime phone numbers/addresses

Enquiries should be made at an early stage regarding access and facilities for securing wheelchairs on transport and at residential centres etc. Extra help should be requested if necessary. 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 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 so the pupil can be closely supervised.

5. Risk Assessment

Townlands will carry out a full risk assessment before the start of all trips.
This will be completed using Townlands risk assessment template.
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, and a copy taken on the visit and another copy left in school.

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 adult is able to administer first aid
- For EYFS at least 1 qualified paediatric first aider is present
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies
- 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 office, 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.

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.

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 are required, those invited to attend will be selected as fairly as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip

Parents/carers selected to volunteer will be informed ahead of the visit, and asked to confirm their attendance. They will also be asked to confirm they agree with the expected behaviour. See our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

7. Communication and Consent

We will contact the parents and carers of pupils invited to take part in an educational visit in advance of the proposed date of the trip. Communication will be via letter and information provided will include the date, travel times, destination, purpose of the visit, and the group attending.

Townlands will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- 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 written consent for educational visits by signing and dating a form to be returned to the school.

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.

8. Emergency Procedures and Incident Reporting

Generally, emergency planning is defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office and Headteacher. 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.
A member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found, the trip leader will contact the school office who will notify the headteacher and parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy.

Smaller incidents or accidents 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 the trip.

9. Charging and Insurance

We will follow our school's charging and remissions policy at all times.
We will make sure adequate insurance is in place for all trips.

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 before the start of the trip
  All adults, including volunteers, have had adequate safeguarding checks.

Parents and carers will be given information about the visit and asked for permission in advance of the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received
- Clothing and equipment provided, and what pupils must bring themselves
- Accommodation options and arrangements
- The names of staff attending

12. Links with Other Policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Volunteers policy

- 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

Check list of forms to complete:

- Proposed visit planning form
- Risk assessment
- Volunteers code of conduct