ROSEMEAD PREPARATORY SCHOOL & NURSERY
DULWICH



Educational Visits Policy

Policy Owner: Head of Rosemead

ISSR Reference: 2c Extra Curricular Activities

Reviewed: Michaelmas 2025

Approved: Full Governing Body Michaelmas 2025

Next Review: Michaelmas 2026

Version Control Information

Reason for Amendment	**Role**	**Date**	**Main Changes**
New policy	Chief Operating Officer	Trinity 2025	New policy to reflect educational visits arrangements
Annual review	Chief Operating Officer	Michaelmas 2025	None

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1. Aims and introduction

This policy is applicable to staff, pupils and parents of Rosemead Preparatory School & Nursery.

This policy sets out the school's approach to planning and operating educational visits, to ensure the health and safety of pupils, staff and volunteers and to ensure that visits are available to all pupils. The policy applies to activities taking place within and outside of normal school hours, including weekend and holiday periods. This includes, but is not limited to:

- Visits to places of interest in the local area
- Day visits to place 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.

The school recognises that educational visits are a valuable way to expand pupils' education and provide enriching social and cultural experiences and should form an integral part of our approach to further pupils' education and personal growth. The school aims to:

- Support and enhance the curriculum through real-world experiences
- Provide a structured framework for the planning and delivery of educational visits
- Promote safety and wellbeing for all participants on the educational visits
- Ensure inclusivity on educational visits, allowing all pupils to participate safely and equitably
- Clarify roles and responsibilities for staff, volunteers, pupils, parents/carers and third-party providers
- Ensure that all educational visits comply with St Dunstan's Education Group's Health and Safety Policy.

2. Legislation and definitions

2.1 Legislation

This policy is based on advice from health and safety consultants XSELV, guidance on health and safety on educational visits published by the Department of Education and the following legislation and statutory guidance:

- Equality Act 2010
- Independent Schools Inspectorate Standards (ISI)
- SEND Code of Practice
- Keeping Children Safe in Education 2024
- Statutory framework for the Early Years Foundation Stage

2.2 Definitions

For the purpose of this policy, the following definitions apply:

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

Educational Visit Coordinator	The designated member of staff responsible for overseeing the planning, approval, and safety of all educational visits.
Duty of care	Duty of care during educational visits refers to the legal and moral obligation to ensure the safety, wellbeing, and proper supervision of pupils and staff while off-site. In practice this includes taking all reasonable steps to avoid exposing pupils to foreseeable dangers.
Risk assessment	The formal process of identifying, assessing, and mitigating potential hazards associated with an educational visit. This will also inform emergency procedures.
Third party provider	An external organisation or company that provides services, activities, or facilities for educational visits, such as outdoor adventure centres, museums, or travel companies.
Trip Leader	The designated staff member responsible for planning, organising, and overseeing the educational visit, ensuring compliance with safety protocols and school policies.

3. Roles and responsibilities

3.1 St Dunstan's Education Group

The governing body of St Dunstan's Education Group (the Group) has ultimate responsibility for ensuring compliance with this policy but will delegate day-to-day responsibility to the Chief Executive Officer of St Dunstan's Education Group. The governing body is responsible for:

- Ensuring an approved Education Visits Policy is in place and reviewed annually
- Monitoring the application of this policy
- Receiving reports on any serious accidents, incidents, or near misses on educational visits in accordance with the Accident Investigation Policy
- Hold the Chief Executive Officer of St Dunstan's Education Group, the Chief Operating Officer and the respective Heads of the schools accountable for the safe conduct of educational visits.

3.2 The Chief Executive Officer (CEO) of St Dunstan's Education Group

The Chief Executive Officer (CEO) of St Dunstan's Education Group is accountable for, and has delegated day-to-day responsibility for, ensuring compliance with all health and safety and safeguarding procedures, including those set out in the individual schools' Educational Visits Policy. They are responsible for:

- Day-to-day management of all health and safety and safeguarding matters

- Delegating responsibilities to other competent members of staff
- Ensuring that adequate resources are provided to oversee effective educational visit management
- Ensuring there are robust processes to monitor and review management of educational visits to ensure compliance with safeguarding and health and safety standards.

3.3 The Chief Operating Officer

The Chief Operating Officer (COO) is responsible for:

- Ensuring that educational visit management is audited annually as part of the broader school health and safety audit
- Receiving regular reports of any accidents, injuries or near misses that occur during educational visits, investigating such accidents in accordance with the Accident Investigation Policy, analysing trends and proposing remedial actions to prevent recurrence in liaison with the Head of Health & Safety and the health and safety consultant, as appropriate
- Notifying the school and Group's Health and Safety Committee, the Finance and Resources Committee and the full governing body regarding significant incidents and risks relating to educational visits.

3.4 The Head of Rosemead Preparatory School & Nursery

The Head of Rosemead Preparatory School & Nursery (the Head of the school) is responsible for:

- Ensuring that educational visits have an appropriate educational objective
- Approving staff requests for educational visits
- Ensuring that all relevant school staff, including the Educational Visits Coordinator, have received the necessary training
- Ensuring that there are adequate resources and staffing available for educational visits.

3.5 Educational Visits Coordinator

The Educational Visits Coordinator (EVC) is responsible for:

- Ensuring that the Educational Visits Policy is followed and understood by those undertaking educational visits
- Completing EVC training with an approved external provider every three years

- Maintaining records of all educational visits, including records of any accidents, incidents or near misses.
- Overseeing and guiding other staff to arrange and organise educational visits
- Assessing the ability of other staff to lead visits and designating a suitable Trip Leader for each visit, seeking advice from the Head of the school as appropriate
- Ensuring that DBS disclosures for volunteers are in place where necessary
- Ensuring that parents/carers are kept informed about the visit, have provided consent where necessary, along with medical details and contact information
- Assessing the appropriateness of outside activity providers, ensuring that they have the appropriate safety standards and liability insurance
- Notifying the CFO of any high-risk visits, or pre-existing medical conditions so that the insurance providers can be updated
- Providing advice to the Head of the school when they are approving educational visits
- Evaluating all educational visits once complete to promote continuous improvement.

3.6 Trip leader

Every educational visit, will have one member of staff designated as the Trip Leader. The Trip Leader is responsible for:

- Clearly defining the educational objectives of the visit and ensuring staff understand these objectives
- Planning the proposed visit, considering safeguarding and health and safety risks to pupils, staff and volunteers
- Assigning staff and volunteer roles as required
- Ensuring the school has accurate and up-to-date information about the destination, to be used in risk assessments
- Ensuring the risk assessment for the trip has been prepared accurately and submitted for approval two weeks prior to the trip
- Ensuring details of the approved risk assessment have been shared and understood by all members of staff going on the trip
- Ensuring that the needs of everyone participating in the visit are considered, including coordinating any additional support needs
- Ensuring that parent/carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or the third-party provider

- Communicating key details about the visit and all locations, including emergency procedures, to staff, volunteers, pupils and parent /carers, including roles and responsibilities and expected behaviour
- Ensuring that staff and volunteers are capable and able to fulfil their roles at all times while responsible for pupils and others
- Checking that any external providers are licensed and hold kite marks such as Council for Learning Outside the Classroom (LOtC), Adventure Activities Licensing Authority (AALA), School Travel Forum (STF), ATOL, or ABTA.

3.7 Staff

Staff have a responsibility to make sure all pupils and staff who take part on visits are kept safe and understand how to prepare effectively for an educational visit and how to act while taking part. Staff are responsible for:

- Seeking and obtaining approval for educational visits from the Head of the school
- Completing any required risk assessments and cooperating with the Trip Leader
- Ensuring they have read and understood the risk assessment for the trip
- Communicating with parents/carers to ensure educational visits are inclusive of all pupils' needs
- Prioritising the health and safety of themselves and others throughout the educational visit
- Helping to manage pupil behaviour and discipline as required
- Reporting any concerns or observations to the Trip Leader and others, as appropriate.

3.8 Volunteers

Volunteers supporting educational visits agree to:

- Follow the directions and request of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns or observations to the Trip Leaders or other staff present as soon as possible
- Ensure that pupils under their supervision are acting safely and appropriately and raise any issues with a member of staff as soon as possible.

3.9 Parents and carers

By agreeing that pupils can participate in educational visits, parents / carers agree that they will:

- Provide all information required, such as emergency contact details and medical information if applicable
- Complete and return consent forms and any other documentation 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 educational visit.

3.10 Pupils

The school's Behaviour Policy applies to all educational visits. Pupils will always be reminded of behaviour expectations before going offsite for a visit and will be expected to uphold the school's Behaviour Policy, at all times. These expectations include:

- Following instructions given to them while on the visit
- Dressing and behaving as expected for the length of the visit
- Taking responsibility for their own safety and the safety of others, reporting any concerns to a staff member.

4. Planning and preparation for the educational visit

The decision on whether or not a visit will take place will be made by the Head of the school and based on, but not limited to, the following considerations:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and potential clashes
- Education purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Safeguarding considerations
- Staff-to-pupil ratio
- Inclusion and accessibility
- Sustainable and ethical travel.

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

- Location and travel distance
- Travel plans and options
- Full cost breakdown, including different options where available
- Resources required, including staffing, volunteers and physical supplies
- Accommodation options, where needed
- Additional insurance requirements
- Risk assessment(s)
- First aid provision.

5. Inclusion

All pupils should be able to take part on every aspect of school life, including educational visits. Trips form part of the school's curriculum, and it is expected that all pupils will take part. In the very exceptional circumstance where a pupil is unable to take part, an alternative but parallel activity must be organised for that pupil.

5.1 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 educational visit, they will have the same support that is available to them during the school day.

The school will adjust the programme where necessary, working with parents / carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Before departure, the Trip Leader must:

- Liaise with the SEND department to discuss pupil needs
- Adhere to Learning Support Profile strategies and any additional care plans provided by the SEND department.
- Raise a concern if there are challenging circumstances relating to the support of pupils with special needs or disabilities.

Additional risk assessments may need to be carried out to ensure the safety of all staff and pupils In circumstances where a pupil poses a threat to themselves, or others, pupils will not be permitted to

take part in the educational visit. In all cases where there is a concern over participation due to an Individual Pupil Need, parents/carers will be consulted.

5.2 Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from attending an educational visit to protect their safety and the safety of the other pupils attending. The school will consider all reasonable options to support the pupil to attend, for example adapting the itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

6. Risk assessment

The school will carry out a full risk assessment at least two weeks before the start of the visit. The risk assessment will be completed by the Trip Leader using the risk assessment template which is available in the Risk Assessments section of IAM Compliant a template is shown in Appendix B. The risk assessment will be approved by the Head of Operations or a member of SLT.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the educational visit, specified activities to be carried out, as well as the risks associated with transport to and from the destination.

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

Trip Leaders must raise any concerns or questions about the potential risks with the EVC and where appropriate, third-party providers.

Every risk assessment will be approved by the Head of Operations or a member of SLT and a copy taken on the educational visit and another copy held onsite by the EVC. Risk assessments must be read, understood, and followed by all staff members supporting the visit.

6.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision and competence required. On all visits, the school will ensure that:

- At least one male and one female supervising adult is present (for mixed pupil group)s

- At least one supervising adult is qualified to administer first aid
- For EYFS trips, at least one supervising adult is qualified to administer paediatric first aid
- Staff can provide an appropriate level of pastoral care
- Due to the large number of variables, there is not a definitive set ratio that cover all groups for all occasions. The following ratios may be used as guidance:
    - 1:5 for two-to five-year olds
    - 1:10 for Reception to Year 2
    - 1:15 for Years 3 to 6
- Appropriate first aid equipment is taken and in accordance with the school's First Aid Policy
- All supervising adults are aware of any medical issues or allergies
- Volunteers are not left alone with pupils at any time unless the appropriate safeguarding checks have been completed
- The Trip Leader will take regular headcounts and / or roll calls. The frequency should be increased at appropriate points such as crowded public areas, getting on and off transport, and when arriving at or leaving a location, or near a significant hazard, such as water. A headcount must always be part of any initial response to an incident.

6.2 Transport

Transportation will be organised by the school in accordance with the Group's Health and Safety Policy and will ensure that all attendees are transported safely and efficiently with the required first aid provision. Unless previously agreed with parents / carers, transport will leave from, and return to, the school site.

If school transport is used, this will be in accordance with the school Minibus Policy.

The school is seeking to be more sustainable and therefore a range a different transport method, including public transport and avoiding carbon-intensive modes of transport such as flying, should be considered.

Staff should avoid travelling with pupils in personal vehicles where possible. Where this is unavoidable a risk assessment must be agreed with the Head of the school which will include:

- Checking that the car insurance covers business passengers
- Obtaining parent /carer permission, preferably in writing
- Taking more than one person, ideally another staff member
- Sitting the pupil(s) in the back
- Traveling directly to the destination

- Keeping the conversation professional.

6.3 Use of external organisations / third-party providers

As part of the risk assessment process, the school will check that any external organisations providing an activity or accommodation 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, the school will check additional details as outlined in the DfE's guidance on health and safety on education visits to make sure it is an appropriate organisation to use.

The school will have a written agreement in place with each external organisation outlining roles and responsibilities during the activity.

7. Volunteers

Where appropriate, parents/carers may be asked to volunteer to attend and supervise pupils alongside staff members. Volunteers will be asked to confirm in writing that they can attend and that they agree to the expected behaviour. Appendix C details the 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. The induction will include:

- Roles and responsibilities
- Expected behaviour
- The process for raising concerns
- Emergency procedures
- Expected itinerary.

Where practical, and as required by the nature of the visits (that is where volunteers may be left with children without staff members present), volunteers may be asked to undergo safeguarding checks. At no point will volunteers for whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

8. Communication and consent

The school will contact parents / carers invited to take part in an educational visit at least one month before the proposed date of the visit. Where required, parents/carers will be asked to provide written consent. Schools are not required to obtain written consent from parents/carers for pupils to participate in off-site activities that take place during school hours, and which are a normal part of a child's education (Education Act 2002). The school will however inform parents of a planned educational visit, and will seek written consent for any visits outside normal school hours, or requires a higher level of risk assessment.

For all pupils in EYFS, consent will be sought for all offsite visits.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact information for how they can be reached.

In the case of overseas visits, parents/carers will be asked to provide passport information and European Health Insurance Card or UK Global Insurance Card information, if appropriate.

9. Emergency procedures and incident reporting

Emergency planning will consider possibilities such as:

- Serious and unexpected risk (e.g. road traffic accident)
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations.

The Trip Leader must be familiar with these procedures and the school's broader Critical Incident Policy.

In the case of an emergency, the Trip Leader or other supervising adult will contact the Head of the school, who must be informed immediately. Parents/carers will then be contacted as required to inform them of the changes to plans etc. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

One 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 the other pupils. In the event that a pupil cannot be found within fifteen minutes, the Trip Leader will contact the Head of the school, who will notify the parents/carers. The Trip Leader will then notify the police and provide them with the relevant

information so they can take over the search. The remaining staff and volunteers will return to the school with the rest of the pupils.

Incidents will be managed in accordance with the school's Critical Incident Policy, which includes a section on critical incidents on educational visits.

All incidents, accidents and near misses will be reported in line with the Group's Health and Safety Policy and Accident Investigation Policy.

The EVC will support with evaluating all educational visits once they have been conducted, this will help with evaluating whether the planning was appropriate and to learn from any incidents or challenges that took place.

10. Charging and insurance

The school will ensure that adequate insurance is in place for the educational visit, including, but not limited to, cancellation insurance for contracts with external providers, travel insurance for all attendees, accident and medical cover and loss of luggage and other personal items.

The school's travel insurance is a Group-level policy supplied by AIG. There are omissions in the policy, so staff must always confirm cover as a part of the planning process. Advice should be sought from the EVC, who will liaise with the CFO as appropriate.

11. Residential visits

The Head of the school must approve all residential trips longer than 24 hours. The planning and preparation set out in this policy will apply to residential visits as well as one-day visits. In addition, the Trip Leader must ensure that:

- Staff have received any necessary training
- All necessary permissions and medical information are obtained at least one month in advance
- All adults including volunteers, have adequate safeguarding checks, if they will be in direct unsupervised contact with any pupils.

Parents and carers will be given information about the visit and asked for permission at least two months before the first day of the residential. Information shared with parents / carers will include:

- The dates and times 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 deadlines
- Clothing and equipment requirements
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- Staff members attending.

12. Monitoring

This policy will be reviewed by the Head of the school and Educational Visits Coordinator annually. At every review, the policy will be approved by the Education Committee.

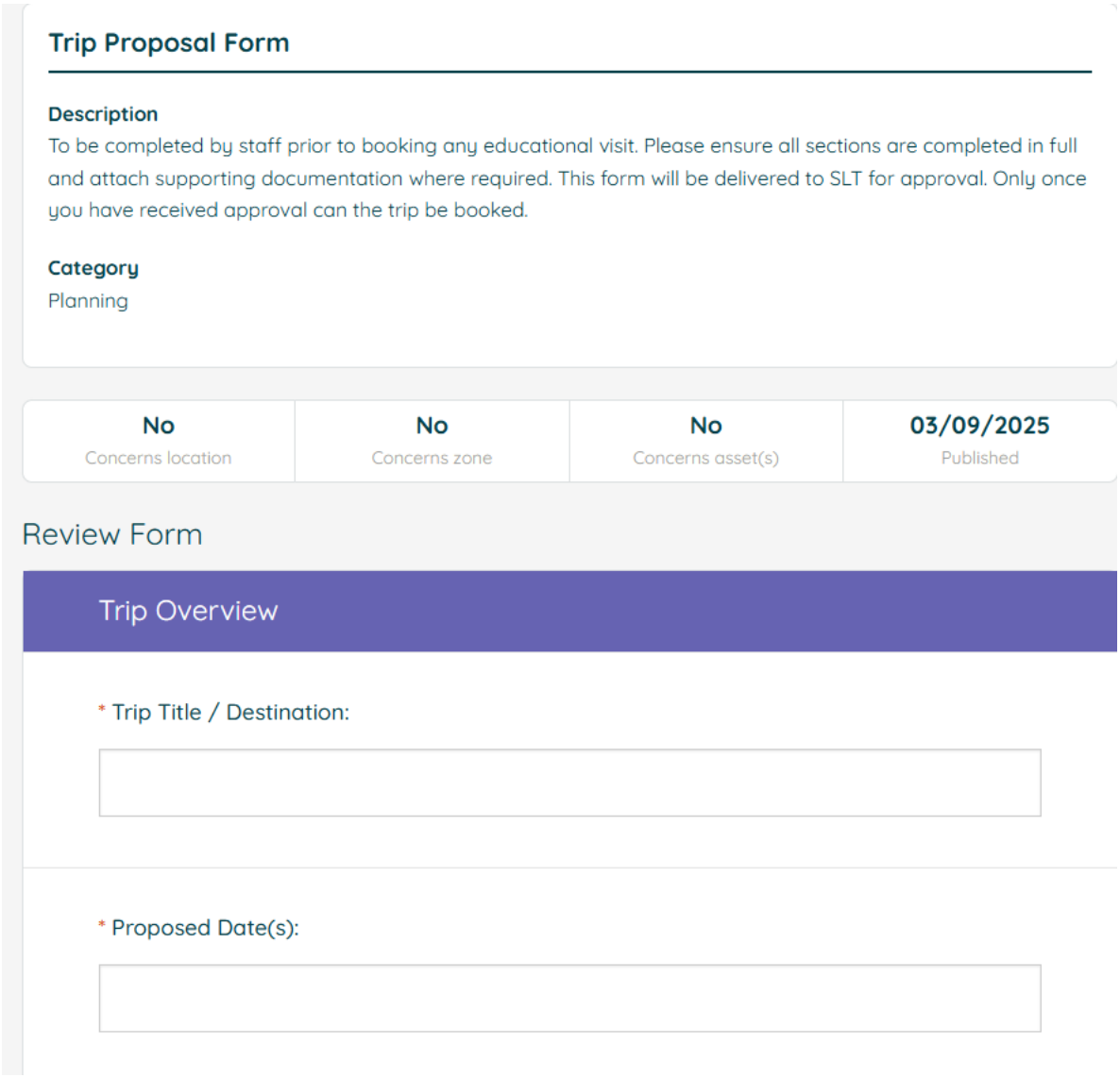
13. Links with other policies and procedures

This Educational Visits Policy links to the following policies and procedures:

- Accident Investigation Policy (Group)
- Co-curricular Policy (school)
- Behaviour Policy (school)
- Equality, Diversity and Inclusion Policy (Group)
- First Aid Policy (school)
- Health and Safety Policy (Group)
- Safeguarding and Child Protection Policy (school)
- Special Educational Needs Policy (school)

Appendix A: Proposed visit planning information

link



Trip Proposal Form

Description

To be completed by staff prior to booking any educational visit. Please ensure all sections are completed in full and attach supporting documentation where required. This form will be delivered to SLT for approval. Only once you have received approval can the trip be booked.

Category

Planning

No	No	No	03/09/2025
Concerns location	Concerns zone	Concerns asset(s)	Published

Review Form

Trip Overview

* Trip Title / Destination:

* Proposed Date(s):

* Year Group(s):

* Number Students

* Staffing Ratio & Proposed Staff Names:
for external trips please consider DFE guidance and best practise

* Trip Leader;
for external trips please consider DFE guidance and best practise

* Type of Visit (e.g., Educational, Cultural, Recreational, Curriculum-linked):

Purpose of Trip

* Educational Objectives:

How does the trip link to specific areas of the curriculum or wider school values?

* Student Engagement:

How will this trip enhance learning, motivation, cultural capital, and personal development?

* Relevance to School Development Priorities / Inspection Framework (e.g., SMSC, PSHE, cultural enrichment):

Opportunities for differentiation and inclusion

send etc

Supplier / Venue Comparison

Please consider at least **two suppliers/locations** for value comparison

* If you are unable to supply at least two comparisons please give details as to the reason why;

existing relationship; only provided at this location

Option One

* Supplier/Venue

* Cost per pupil

* Inclusions
transport, lunch, workshops, etc

* Additional Notes

Option Two

Supplier/Venue

Cost per pupil

Inclusions
transport, lunch, workshops, etc

Costing & Value for Money

* Total Estimated Costs:

* Breakdown of Costs:
transport, entry fees, meals, additional resources

* Proposed Cost to Parent:
per pupil

* School Subsidy
Is there money for this in your budget, have you got budget holders consent

Logistics & Organisation

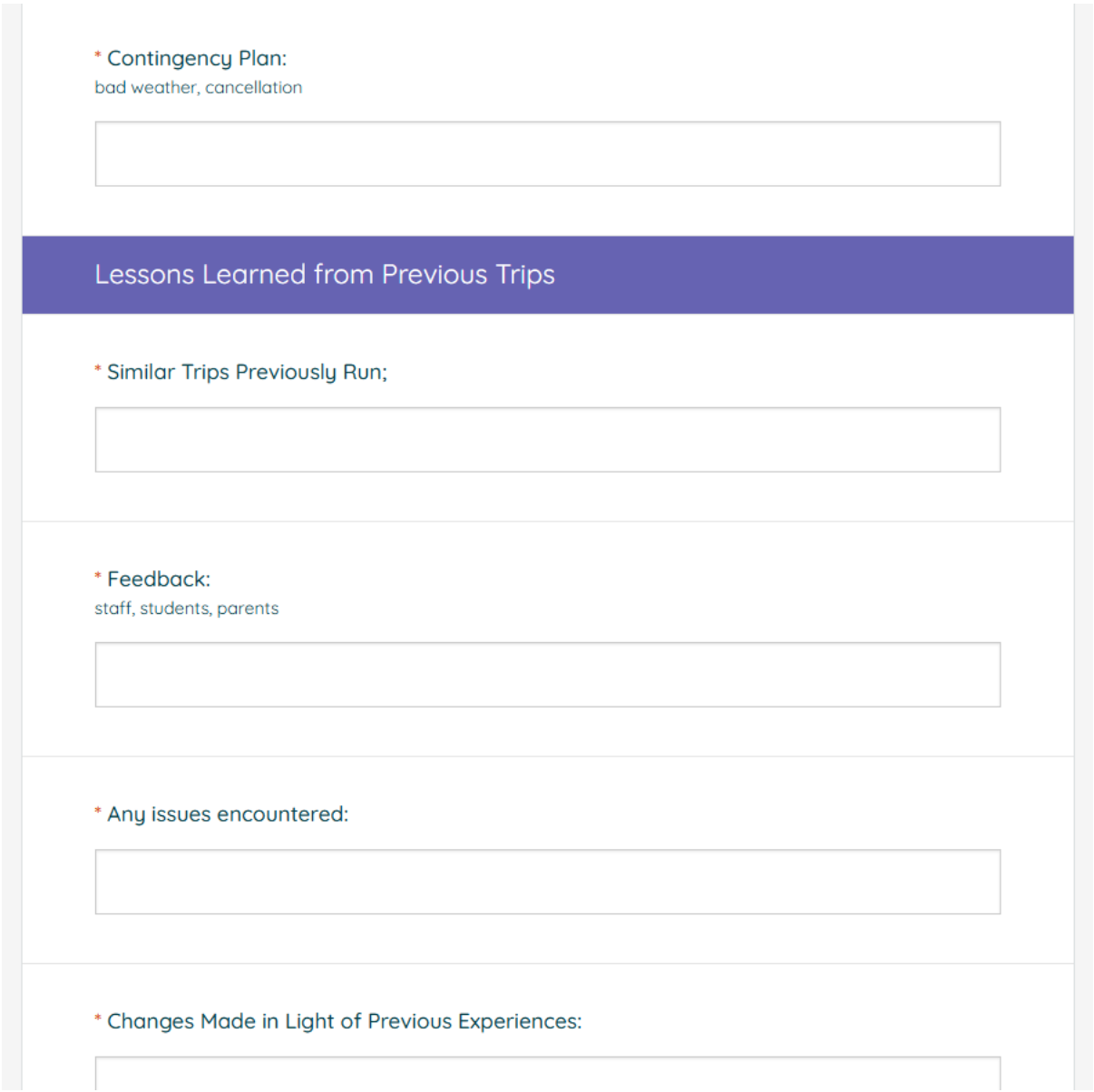
* Travel Arrangements
coach, train, walking, etc

* Timetable of the day

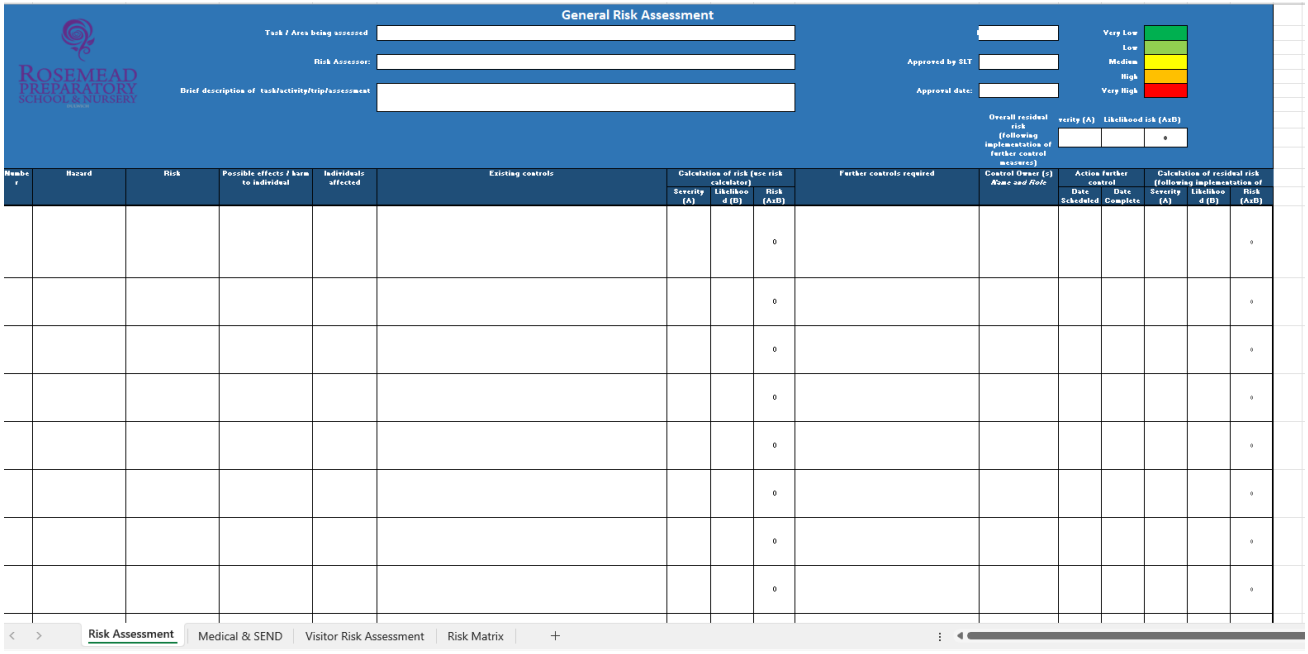
* Food requirements
breakfast, lunch, dinner

* First Aid & Medical Provision
who is the nominated first aider for this trip

* Safeguarding Arrangements:



Appendix B: Risk assessment template



General Risk Assessment

ROSEMEAD PREPARATORY SCHOOL & NURSERY

Task / Area being assessed:

Risk Assessor:

Brief description of task/activity/trip/assessment:

Approved by SLT:

Approval date:

Very Low
Low
Medium
High
Very High

Overall residual risk (following implementation of further control measures)

verity (A)	Likelihood isk (AxB)	
		0

Numbe r	Hazard	Risk	Possible effects / harm to individual	Individuals affected	Existing controls	Calculation of risk (use risk calculator)			Further controls required	Control Owner (s) *Name and Role*	Action further control		Calculation of residual risk (following implementation of		
						Severity (A)	Likelihood (B)	Risk (AxB)			Date Scheduled	Date Complete	Severity (A)	Likelihood (B)	Risk (AxB)
								0							0
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Risk Assessment | Medical & SEND | Visitor Risk Assessment | Risk Matrix | +

Appendix C: Volunteer code of conduct

This code of conduct sets out the expected behaviour for volunteers supporting educational visits. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the Trip Leader.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible.

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of staff.

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

Signed:

Date: