The Slough and East Berkshire C. of E.

Multi Academy Trust

Colnbrook C. of E. Primary School

Educational Visits Policy

Owner:	Educational Visits Co-ordinator (EVC)
Ratified by Governing Body:	N. A Weeks
Date Ratified:	June 2026
Date Policy to be reviewed:	June 2027

"Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9

Our Vision Statement

At Colnbrook we want to grow young people who believe in themselves, so they are confident and courageous and not discouraged from their path. They are resilient when faced with challenge. We want our pupils to believe in each other and to feel supported; never alone on their journey.

Our pupils will have the strength of character to set themselves aspirational goals in learning and life. They will achieve their best and create their own inspirational story and memories.

These values are at the heart of everything we do here at Colnbrook Church of England Primary School. They reflect the qualities that staff and governors want the children to develop and display in all that they do.

Aspiration, Resilience, Respect, Responsibility, Community, Compassion.

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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.

Educational visits are a valuable way to supplement and 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 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

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

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

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 body to approve residential trips of more than 24 hours

3.1 The educational visits co-ordinator (EVC)

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 a designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board 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

3.2 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
- 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
- Complete the EVOLVE online trip form and submit this to the EVC at least one week before the trip date
- 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

3.3 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:

- Ensure safeguarding is everyone's highest priority and report concerns to the trip lead or DSL
- 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
- Will only use mobile devices to contact the school or members listed on emergency card.

3.4 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 or provide verbal consent 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
- Provide a packed lunch if applicable or notify school (if the child is eligible to free school meals to provide a packed lunch for their child.)

3.5 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
- Note use their mobile devices whilst on trip

3.6 Pupils

Our school therapeutic behaviour regulation 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
- Not take any mobile devices on the trip

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 values at all times. Pupils need to demonstrate good behaviour in school, such as following instructions consistently in order to be able to attend trips. Strike systems and reward charts would communicate this with pupils.

Pupils need to demonstrate good behaviour in school such as following instructions consistently in order to be able to attend trips.

If they are making choices that are resulting as a risk to safety to themselves or others, they will be warned once, then removed from the activity or trip as appropriate. Pupils who pose a threat to other pupils regarding safeguarding will be removed from the other pupils immediately and the Headteacher informed.

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 in diary dates
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Availability of staff to attend
- Experience and competency of staff attending

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, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance details, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- Adaptions that are required to enable pupils with SEND to participate

See **appendix 2** 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 approval of the governing board and qualified person nominated by the academy trust.

Once the risk assessment has been approved by the 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.

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.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, 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 adjust the trip 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.

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

5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips. For visits within the Local Learning Area, a separate risk assessment will not be produced, but operating procedures outlined in Appendix 1 will be followed.

This will be completed using the school's risk assessment template, stored on the staff shared drive and in **appendix 2**, and approved by the headteacher. Existing risk assessments or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils) any behavioural considerations, 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 approved by the headteacher and a copy taken on the visit.

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 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all trips involving Early Years children
- Appropriate first aid equipment will be take 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. 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, 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. They will also be asked to sign to confirm they agree with the expected behaviour outlined in our guidance for volunteers.

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.

Volunteers should hold a DBS checks unless they will be supervised at all times with a member of staff or volunteer who holds a DBS check.

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 approximately 1 month before the proposed date of the trip. Communication with information 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

- Staff attending the visit
- 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 through online system.

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.

We will always get consent before taking nursery-age children off-site.

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.

For visits within the Local Learning Area, parents will be asked to give consent annually, which covers all visits within the boundaries (see Appendix 1). Parents will be informed of these visits prior to the day of the visit. Separate consent for these visits will not be required.

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, the trip leader or other supervising adult will contact the school office. 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.

1 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 within 30 minutes, the trip leader will contact the school office who will notify the 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, 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 the SEBMAT charging and remissions policy.

Parents/carers won't be required 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. However, if sufficient funds are not received to cover the cost of the visit, the visit may be cancelled.

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 and academy trust appointed qualified person, 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 and a meeting held by the trip leader before the trip to share all relevant information and classification of roles & responsibilities.
- 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
- The names of staff attending

11. Review

This policy will be reviewed every 2 years by the headteacher. At every review, the policy will be shared with the local governing board.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Therapeutic Behaviour Regulation policy
- Child protection and safeguarding policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Guidance for Volunteers

Appendix 1: Local Learning Area Visits Policy

General

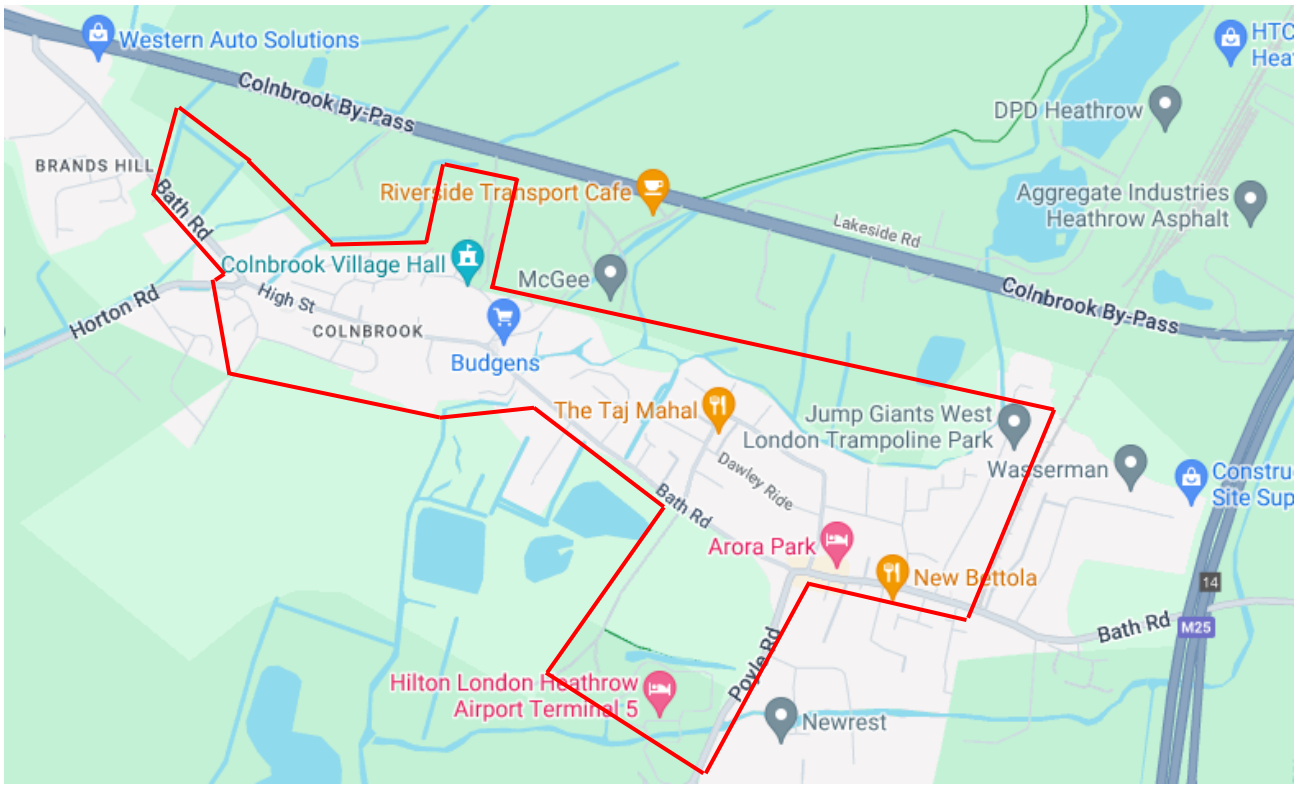
Visits and activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module
- do not require parental consent (collected annually through parental permissions)
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below)

Boundaries

The boundaries of the Local Learning Area are shown below:



This area includes, but is not limited to, the following frequently used venues:

- St Thomas' Church
- Quiet Garden at St Thomas' Church
- Colnbrook Recreation Ground
- Colnbrook Village Hall
- Colnbrook Museum
- Pippins Park
- Pippins School
- Hilton Hotel

'No-go' areas within the Boundaries

- Industrial Estate
- BP garage

Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic
- Other people including members of the public as well as animals
- Losing a pupil
- Uneven surfaces and slips, trips, and falls
- Weather conditions

- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)

These are managed by a combination of the following:

- The Headteacher or Assistant Headteacher must give verbal approval before a group leaves and details of the visit must be added to the correct section in Evolve. Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and information is provided in annual parental consent collection.
- Pupils are briefed on appropriate behaviour around members of the public
- The selected route takes the least busy option
- Use antibacterial wipes to clean any equipment before use
- There will normally be a minimum of two adults, but depending on group size this may be less
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques
- Pupils understand safe road crossing procedures
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear 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
- Staff will either record the activity on EVOLVE (Local Area Visit module)
- A mobile is taken with each group and the office have a note of the number
- Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks, bag for waste, tissues etc.)

Specific for the local area

- When crossing the High Street outside the front entrance, the pedestrian zebra crossing should be used or other raised tables along the High Street
- Pupils must be informed that they are not allowed to use any shops within the boundaries
- Pupils should wait for staff to cross all roads and will be supported to cross the road at a suitable time

Appendix 2: proposed visit planning information

Trip to:	
Trip Leader	
Purpose of trip	
Year Groups	
Date of Trip	
Venue	
Contact at Venue	

Address of venue:	
Tel. Number of venue:	
Timings	
Departure from School:	
Return to School:	
Other timings if relevant (residential trips in particular):	
Transport Arrangements:	
Other Details	
Costs:	
Expected no. of children:	
Number of Adults required to support trip: (highlight those with first aid training) Staff to pupil ratio:	
Teachers:	**Mobile Nos**:
TAs:	**Mobile Nos**:
Volunteers:	
Additional Needs	
Medical/Dietary Needs:	
SEN Needs including behaviour:	
Number of Free School Meals required:	
Those affected by trip	
Notified	**Date**
PA to the Headteacher	
Kitchen	
SENDCo	
External agencies	
Other	
Date Evolve form submitted	

List of Risk Assessments and any other documents uploaded including letters uploaded:	
Letter sent to parents uploaded and should include 'Off-site medical, Consent and Code of Conduct Form' to be completed by parents/carers prior to trip. **Y/N**	
Details of any children not attending and arrangements made for them:	
Has there been an exploratory visit?	
Yes, give details:	
No, reasons why?	
Checklist of other actions	Please date or tick
Pre-visit meeting with staff	
Register of children attending on the day (*copy left with school*)	
Medicine collected	
First Aid Pack taken	
Contact numbers of those on trip shared	
School mobile taken	
School Camera	
All staff have a copy of the emergency procedure	
Agree rendezvous point and time if needed	
School based contact agreed	
Contingency plan for delays (*late arrival home*)	
Cover for duties arranged	
Children who cannot be photographed:	

Approval

Signed off by Headteacher (*at least one week in advance)*	**Signature:**	**Date:**
Signed off by Headteacher on day of trip	**Signature:**	**Date:**

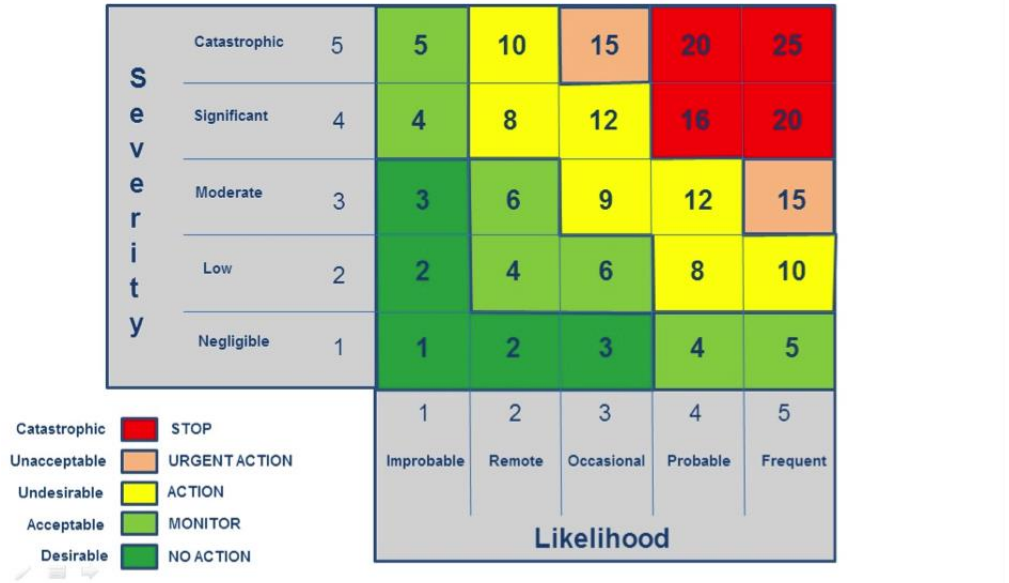
Appendix 3: Template Risk Assessment

RISK ASSESSMENT FOR:	Visit to	
Establishment:	**Assessment by:**	**Date:**
1st Review Date Due :	**Manager Approval:**	**Date:**

Hazard / Risk	Who is at Risk?	Risk Rating (before control measures)	How can the hazards cause harm?	Normal Control Measures	Time frame for control measures to be in place	Risk Rating (after control measures)	Normal Control Measures	
							In Place	Adequate
				•				
				•				
				•				

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	**The activity must not take place at all.** You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

Risk Rating = Likelihood x Severity



Appendix 3: Slough Borough Council Off Site Activities Code of Practice

SCHOOL TRIPS: SLOUGH BOROUGH COUNCIL OFF SITE ACTIVITIES CODE OF PRACTICE

Slough Borough Council has an 'Off Site Activities Code of Practice' that must be followed when children and other service users are taken on trips or other activities outside the normal premises or school.

As part of the 'Off Site Activities Code of Practice', staff involved in planning, organising and undertaking trips must ensure that appropriate systems are in place in the event of an emergency.

This must include:

Staff on the trip holding contact details for the establishment or school, particularly if the trip is residential.

All contacts back in the establishment or school knowing the procedure for raising the alarm if they receive a call indicating an emergency. This is particularly important at weekends and evenings.

Emergency contact details, for all those on the trip, including members of staff, being collated. These details need to be held at the establishment/ school and a copy should be taken on the trip. Please refer to the Emergency Card.

Staff on the trip must make themselves aware of the location of the local hospital, have medical details of all participants, know the first aid arrangements and have a written description of all participants on the trip. Planning and preparation is essential to ensure a safe trip or activity and to ensure that any emergency is handled appropriately.

All schools and premises should have an Educational Visits Coordinator that can help trip organisers plan for such events.

If an incident occurs on any trip or during a hazardous activity the LA Emergency Planning Team and Health & Safety Team must be informed immediately. Health and Safety request that schools submit paperwork via the EVOLVE online system.