



**Henry
Hinde
School**

Educational Trips and Visits

March 2026



Version Control

Category:	Child Protection	
Authorised By:	Local Governing Board	
Author:	M Mann	
Version:	1	
Status:	Under Review:	✓
	Approved:	
	Adopted:	
Issue Date:	March 2026	
Next Review Date:	March 2028	
Statutory Policy	Yes	✓
	No	
<i>Printed Copies Are Uncontrolled</i>		



Contents

Section	Page
1. Definition of Terms	4
2. Rationale and Statutory Requirements	4
3. Scope	4
4. Principles	5
5. Policy Statement	5
6. Procedure	5
7. Monitoring	7
8. Related Documents	8



1. Definition of Terms

Educational Visit / Trip -Any activity arranged by or on behalf of the school that requires pupils to leave the school premises, authorised by the Principal or designated senior leader. “Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises...”

Local Area Visit – Short, curriculum-linked visits within walking distance of the school.

Day Visit - A visit that takes place within a single day and does not involve an overnight stay.

Residential Visit - A visit involving one or more overnight stays.

Trip Lead - The designated member of staff responsible for planning, organising, supervising, and evaluating the visit.

Educational Visits Co-ordinator (EVC) - The trained member of staff appointed to oversee the planning, approval, and evaluation of all visits.

External Provider - Any organisation delivering activities, accommodation, transport, or services as part of a visit.

Volunteer - Any adult supporting supervision who is not employed by the school.

High-Risk Activity - Any activity requiring enhanced risk assessment (e.g., adventurous activities, water-based activities, climbing, etc.).

2. Rationale and Statutory Requirements

Educational visits enrich the curriculum, promote cultural capital, and support pupils’ personal development. They form a key part of the school’s mission “to equip our children for a world of possibilities.”

This policy is underpinned by the following statutory and regulatory frameworks:

Department for Education (DfE)

- Health and Safety on Educational Visits
- Keeping Children Safe in Education
- Working Together to Safeguard Children
- SEND Code of Practice
- Statutory Framework for the Early Years Foundation Stage (EYFS)

Legislation

- Equality Act
- Health and Safety at Work Act
- Children Act 1
- Data Protection Act & UK GDPR

The school must ensure that all visits comply with these statutory requirements and that safeguarding remains paramount.

3. Scope

This policy refers to:

Parents/Carers	✓	Trustees	
Employees	✓	Volunteers	✓
Pupils/Students	✓	Visitors	✓
Governors	✓	Community	

This policy applies to:

- All educational visits, trips, fixtures, and off-site activities
- All phases of the school, including EYFS
- All staff, volunteers, pupils, and external providers
- Activities during and outside school hours, including weekends and holidays
- Residential visits, adventurous activities, and overseas travel

The policy covers:

- Planning and approval
- Risk assessment
- Safeguarding and supervision
- Communication and consent
- Emergency procedures
- Evaluation and monitoring

4. Principles

4.1 Safety First

All visits must be planned and delivered with robust safeguarding and health and safety measures.

4.2 Educational Value

Visits must have clear curriculum links or defined personal development outcomes.

4.3 Inclusion

All pupils must be able to participate, with reasonable adjustments made in line with the Equality Act 2010.

4.4 Proportionality

Risk assessments must be proportionate, practical, and focused on significant risks.

4.5 Transparency

Parents/carers must receive clear, timely information about visits.

4.6 Accountability

Roles and responsibilities must be clearly defined and adhered to.

4.7 Continuous Improvement

All visits must be evaluated to inform future planning.

5. Policy Statement

Educational visits are an integral part of the school's curriculum and wider offer. The school will:

- Provide enriching, inclusive, and safe opportunities for all pupils
- Ensure all visits are planned and approved in line with this policy
- Maintain rigorous safeguarding and risk management procedures
- Ensure staff and volunteers are trained, briefed, and supported
- Communicate effectively with parents/carers
- Ensure appropriate insurance and financial arrangements
- Evaluate visits to support ongoing improvement

6. Procedure

6.1 Roles and Responsibilities

Principal

The Principal is responsible for approving all visits under 24 hours, ensuring staff training, and working with governors to approve residential visits.

Educational Visits Co-ordinator (EVC)

The EVC oversees planning, assesses staff competence, evaluates visits, and ensures compliance with statutory guidance.

Trip Lead

The Trip Lead must:

- Plan the visit
- Complete risk assessments
- Assign staff and volunteer roles
- Ensure medical and SEND needs are met
- Communicate with parents/carers
- Lead the visit and manage behaviour
- Conduct post-visit evaluation

Staff

Staff must support planning, supervision, behaviour management, safeguarding, and communication.

Parents/Carers

Parents/carers must provide accurate information, consent, and medical details.

Volunteers

Volunteers must follow staff direction and adhere to the volunteer code of conduct.

Pupils

Pupils must follow behaviour expectations and take responsibility for their own safety.

6.2 Planning and Preparation

Planning must consider:

- Educational purpose
- Cost and value for money
- Timing and curriculum impact
- Staffing and ratios
- Health and safety
- SEND and medical needs
- Transport and logistics

Staff must gather detailed information including:

- Destination details
- Travel arrangements
- Cost breakdown
- Staffing and volunteer requirements
- Insurance
- First aid provision
- Risk assessment

Parental communication must begin at least one month before the visit.

Inclusion

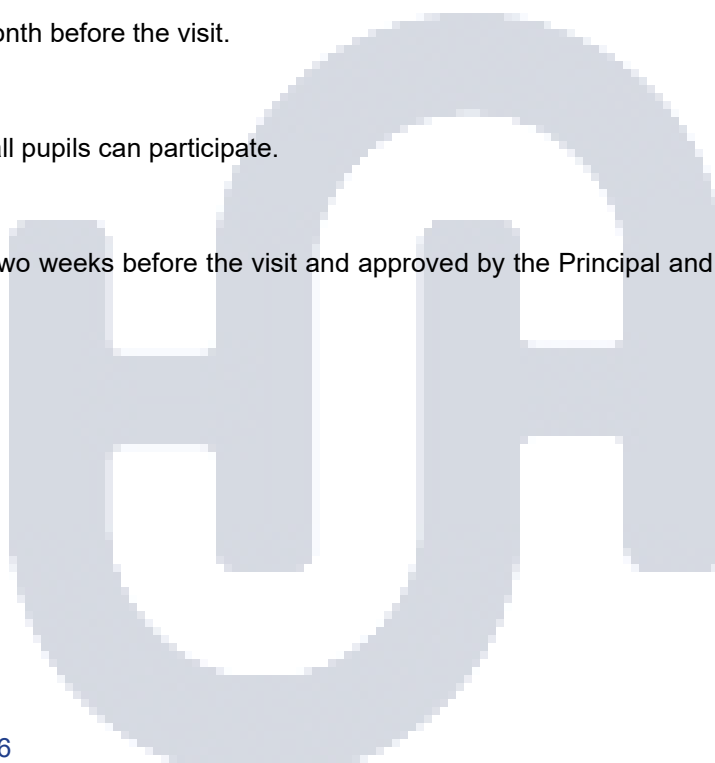
Reasonable adjustments must be made to ensure all pupils can participate.

6.3 Risk Assessment

A full risk assessment must be completed at least two weeks before the visit and approved by the Principal and EVC.

Risk assessments must include:

- Activity-specific risks
- Transport risks
- Medical and SEND needs
- Staffing ratios
- Environmental hazards



- Emergency procedures

Staff Ratios and First Aid

- At least one first-aid trained adult on all visits
- A paediatric first aider for EYFS
- Adults without DBS checks must never be left alone with pupils
- Regular headcounts must be conducted

Transport

Transport must comply with school safety procedures and leave/return to school unless otherwise agreed.

External Organisations

Providers must hold the LOfC Quality Badge or equivalent. Written agreements must outline responsibilities.

6.4 Volunteers

Volunteers must be selected fairly, briefed thoroughly, and may require DBS checks. They must follow the volunteer code of conduct.

6.5 Communication and Consent

Parents/carers must receive detailed information including:

- Purpose of the visit
- Travel arrangements
- Staffing and ratios
- Equipment and clothing
- Behaviour expectations
- Medical requirements

Written consent is required for visits outside normal hours or involving higher risk.

6.6 Emergency Procedures and Incident Reporting

Emergency planning includes:

- Missing pupils
- Serious injury
- Safeguarding breaches
- Unexpected risks

Staff must follow the school's communication plan and statutory reporting procedures.

All incidents must be recorded in line with the health and safety policy.

6.7 Charging and Insurance

Charges must follow the Charging and Remissions Policy. Adequate insurance must be in place for all visits.

6.8 Residential Visits

Residential visits require governing board approval and must meet additional requirements including:

- Safeguarding checks
- Medical forms
- Detailed parental information
- FCDO guidance for overseas visits

7. Monitoring

Monitoring will include:

- Review of risk assessments
- Evaluation of visits
- Analysis of incident reports
- Termly reporting to governors
- Three-yearly policy review

8. Related Documents

This policy and procedures should be considered in relation to the guidance listed above and:

TLET Teaching and Learning Policy

TLET Equality and Diversity Policy

TLET Charging and Remissions Policy

TLET Health and Safety Policy

Henry Hinde School Safeguarding and Child Protection Policy

Henry Hinde School Positive Behaviour Policy

Henry Hinde School SEND Policy

Henry Hinde School Curriculum Statements

Henry Hinde First Aid Policy

Henry Hinde School Accessibility Plan

DfE Health and Safety on Educational Visits

HSE School Trips Guidance

OEAP National Guidance

LOtC Quality Badge Standards



Educational Trips



Henry Hinde School

Educational Trips Booking and Planning

This form must be completed when **planning any educational trip that involves costs**. Once completed, the form should be submitted to the EVC for approval before the booking can be processed.

Visit to and curriculum link		
Visit Lead (responsible for completing RA)		
Proposed date and timings		
Year group involved and class names		
Number of adults	Staff	Volunteers
Number of pupils	Non PPG	PPG
Total number of pupils and adults	Adults + Pupils = Total	
Additional Costs		
Admission Costs (Per Pupil + Per Adult = Total)	+	=
Venue Contact Details		
To be completed by the Office Team:		
Transport: Office: Please obtain 3 quotes for best value comparison. Please highlight chosen option.	Minibus required: Yes / No Coach required: Yes / No	

	Quotes (for office only) Company _____ Price _____ Company _____ Price _____ Company _____ Price _____	
Chosen transport details	Company name Telephone number	
Total cost per pupil (admission + transport + additional costs)	Non PPG	PPG

To be completed by EVC:

Trip agreed	Yes / No
-------------	----------

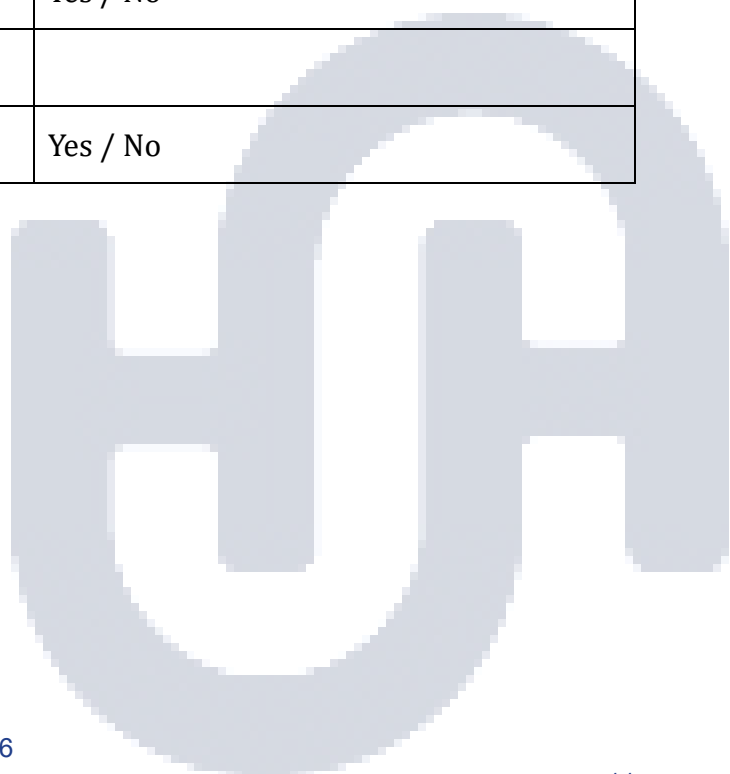
Signed: _____

To be completed by Office Team:

Minibus / Coach booking confirmed	Yes / No
Lunches order from kitchen	Yes / No
Letter and costs issued on ParentMail	Yes / No

To be completed by Visit Lead:

Trip confirmed	Yes / No
Booking reference number	
Dojo event created (trip details, alternative kits needed)	Yes / No



Appendix 2 – Risk Assessment



Risk Assessment - Trips			
Trip Lead		EVC Assessor	
Trip location		Approval granted	
Purpose of trip		Date granted	
Date(s)			

Adults	Include names and roles. For volunteers, state clearly if they have a DSB held on our single central register	Number of children	Spilt this per class, gender and total. e.g. Penguin - 15 girls + 16 boys = 31 Pelican - 13 girls + 17 boys = 30
--------	--	--------------------	---

What is the hazard?	Who might be harmed?	What is the risk?	Existing risk control measures	Risk rating			Additional controls	New risk rating			Actioned/monitored by whom?	Action/Monitored by when?
				L	C	R		L	C	R		
								-	-	-		

Educational Visitors



Henry Hinde School Educational Visitors Evaluation Form

This form must be completed **14 days** after a educational visitor has been in school. Once completed, the form should be submitted to the EVC for review and saved on the drive in the trips and visitor evaluation folder.

Visitor Name:

Date:

Visitor organiser:

1. How well did the trip support pupils' learning and development?

- Very well
- Adequately
- Poorly

Comments:

2. Pupil Engagement and Learning

- Level of pupil engagement: High Moderate Low
- Age-appropriateness of activities: Yes Partially No

Comments:

3. Was the visitor well-prepared and professional?

- Yes
- No

Comments

4. Were resources and equipment suitable and safe?

- Yes
- No

Comments



5. Were there any health, safety, or welfare issues during the visit?

- None
- Minor
- Significant

Comments

6. Behaviour and Conduct

a) General Behaviour

- Excellent
- Good
- Required reminders
- Significant concerns

Comments:

b) Behaviour-Related Incidents

- None
- Minor
- Serious

c) Follow-Up Actions Required

- None
- Parental contact
- School behaviour procedures
- Further monitoring/support

7. What worked well?

8. Recommended improves or changes for future trips:

9. Overall visit success:

- Very successful
- Successful
- Partially successful
- Not successful

Trip leader signature:

Date:



