Education Visits Policy & Procedures

This policy is based on Department for Education guidance, Educational Trips and Visits Policy and Procedures.

Policy Approved By: Senior Leadership Team
Policy Reviewed: July 2026
Next Review Due: July 2028

Contents

The Value of Educational Trips and Visits 2
Equal Opportunities 2
Costing 2
Basic Principles of Safe Practice for Trips and Visits 3
Guidelines for staff 4
Transport 4
Procedures 5

The Value of Educational Trips and Visits

At Gloverspiece we believe that educational trips and visits help young people to:

- Develop self-esteem, take personal responsibility, co-operate with and respect the needs of others
- Extend their personal horizons through greater appreciation and understanding of the world and its people around them
- Understand the need for sustainable relationships between people and their environment
- Enhance practical problem solving and teamwork skills and
- Promote a positive and knowledgeable response towards personal health and wellbeing.

Educational trips and visits are particularly effective when young people engage in well planned, structured and first-hand experiences in small groups, with opportunities to reflect and build upon those experiences.

Equal Opportunities

Irrespective of gender, religion, ethnic origin, social background, medical need or physical ability, students must have equal access to educational trips and visits, including those which incorporate outdoor adventurous activities.

Costing

- The costing of off-site activities should include any costs associated with the visit that would normally fall on the school e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity. Guidance is available from the Senior Leadership Team.
- The timetable for the payment of contributions should allow for financial viability of the activity in reasonable time.
- Funding for off-site educational activities can, and is sometimes, provided by parental contributions (voluntary except in the case of trips as arranged as part of our curriculum). For additional funding to support disadvantaged students, please consult the Senior Leadership Team.
- No learner may be excluded from an "educational" activity (that takes place within curriculum time) because of the unwillingness or inability of the parent to make contributions.
- All deposits must be paid as per an agreed payment schedule (if applicable) and are nonrefundable. As are any payments made to travel companies.

Basic Principles of Safe Practice for Trips and Visits

Off-site activities may carry elements of danger and risk. Adopting the principles of safe practice listed below will not necessarily prevent accidents or incidents but will help to ensure that their likelihood is reduced to acceptable levels. Key staff in school managing this policy are Lynne Duffy, Headteacher and CEO/ Liam Allibone, Deputy Headteacher, Learning Support Coordinator, & Nurture Lead and Phil Moss, Health and Safety Manager / Educational Visits Coordinator (EVC) / Jo Evans, Designated Safeguarding Lead

Following the basic principles of safe practice, a trip leader should:

- Carry out a risk assessment that considers the health, safety and welfare of all prospective participants.
- Ensure there is a clearly identified purpose for the whole programme and any of its constituent parts, appropriate to the age and ability of the group.
- Ensure compliance with any statutory requirements.
- Work within guidance and standards of competence recommended by national governing bodies and other recognised organisations.
- Seek advice from someone with expertise or technical competence where there is uncertainty about safe practice.
- Keep parents, students and other relevant authorities informed about proposed activities and gain their approval where necessary.
- Carry a list of group members, with home contact telephone numbers and relevant details (current GDPR protocols will be observed and maintained to protect individuals' identity and contact information).
- Maintain personal and professional experience related to specific activities and environments.
- Carry out a pre-visit to the areas in which you are likely to work or gather adequate background information to make management more effective.

The trip leader should also ensure:

- The availability of appropriate personal and group equipment and clothing.
- Good discipline, codes of conduct in relation to smoking, alcohol and behaviour between the sexes. This is essential to the success of any trip.
- Adequate supervision at all times, this may be direct or indirect, and prevent access to dangerous situations for those ill-equipped to cope.

Guidelines for staff

- The administering of medicines on school trips should be in line with school policy. Any medication given out should be countersigned by an additional member of staff. Any medication taken on the trip should be given to the trip leader or a named member of staff. A spare inhaler for emergencies will be taken on the trip. A First Aid kit will be taken. Staff and students who suffer with allergies that could trigger anaphylactic shock must inform the school on enrolment and carry an AAI (Adrenaline Auto-Injector) / EpiPen for use in an emergency.
- Students will not be left unsupervised at any point during a school trip. There will be a minimum of one member of staff supporting three students, in line with our operating model.
- Staff will adhere to professional teaching standards at all times during a school trip or activity.
- Staff should, whenever possible, only take photographs using school equipment. In the rare event that a photograph is taken on a personal device for school social media purposes, it should be deleted as soon as practically possible. The trip leader will ensure that this is done prior to returning to school.
- Staff should be aware of any students on the trip who are not allowed to have their photograph taken.

Transport

- Transport arrangements should provide a seat for each member of the party. It is the policy of the school to use coaches with seat/lap belts and the appropriate insurance, public liability insurance and an Operator's License in school.
- Where private cars are used for transport, the trip leader is responsible for ensuring that the insurance of each driver covers such journeys, i.e. the member of staff has business insurance. A minimum of one member of staff must always accompany a student or two following their risk assessment and permission from the DSL or Headteacher must be granted.
- The DSL will ensure that any staff who transport children have provided copies of their insurance, MOT certificate and driving license. These will be kept in a file in the DSL's office.
- When using a private car to transport students, staff must have their driving license checked by the EVC.
- When providing taxis for students, staff must ensure that the taxi company is a member of 'home to school' transport, therefore ensuring that all drivers are DBS checked.
- Whenever possible, a male and female member of staff should be present when both female and male students are on a trip.

Procedures

The following procedure should be adhered to when organising a trip. The trip leader is responsible for providing the following information and should be mindful that the 'duty of care' lies with Gloverspiece staff at all times.

For Day Trips or Evening Visits the trip leader must:

1. Complete a full Risk Assessment.
2. Have completed parent/carer consent slips for every student on any trip.
3. Ensure that a list containing all the emergency contact details and medical conditions for each student is taken on the trip and a copy also given to the two emergency contacts back at home base.
4. Have two emergency contacts back at school (especially important for evening visits).
5. Take a Medication and Accident Form on all trips.

Forms are required at least two days prior to any trip and must be sent to our Administrator at office@gloverspieceminifarm.co.uk