



Educational Visits Policy

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Introduction

All offsite activities organised by the school, excluding work experience and college placements, are considered educational visits. Any time pupils leave the school site under staff supervision, it qualifies as an educational visit.

Aims and Objectives

The school provides a broad, balanced curriculum that supports pupils' overall development and prepares them for adult life. The Headteacher and Governing Body value learning beyond the classroom and encourage staff to plan educational visits that enrich the curriculum and enhance pupil development.

Types of Visits Organised by the School

The school offers a wide range of educational visits, including:

- Visits to Jimmy's Farm, universities, including Cambridge and Essex Universities, educational fieldwork in and around the town of Clare, visits to local primaries, coastal fieldwork e.g. Walton-on-the-Naze, sporting activities, cultural visits to local theatres e.g. Bury St Edmunds Theatre Royal, visits to London etc.
- Residential visits to Outdoor Educational Centres, Modern Foreign Language visits to Europe and beyond, Ski Visits etc.

Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents and should know where this information can be accessed.

Copies of all relevant documentation can be found in the following places:

- School office / *Staff Shared / Educational Visits / Policy and forms / Policy.*

In the case of any serious incident, details of the correct procedures to be followed can be found in the Off-site Emergency Procedure.

Trust and School Policies related to this document:

- Accessibility Policy.
- Safeguarding Policy.
- Behaviour Policy.
- Curriculum Policy.
- E-safety Policy.
- First Aid Policy.
- SEND Policy.
- SMSCE Policy.
- Supporting children with Medical Conditions Policy.
- Asthma Policy.
- Charging and Remissions Policy.
- Data Protection Policy.
- GDPR Protection, Retention and Records Management.
- Privacy Notice – Student Policy.
- Equality Policy.

Roles and Responsibilities

The Headteacher holds overall responsibility for educational visits. In their absence, Mr N. Mussett will act as deputy and assume the same duties.

The Educational Visits Coordinator (EVC), Mr Craig, oversees visit planning and provides guidance to staff and the Headteacher, including recommendations for approval. He will complete refresher training at least every three years.

Governor Nick Vosper supports the approval of residential, overseas, and high-risk visits, and will receive specific training for this role.

Advice and Guidance

Staff should seek advice and guidance regarding educational visits from: The school EVC, The Headteacher, or other experts with specialist/local knowledge (e.g. National Park Ranger).

Training

The school will ensure that the following training opportunities regarding educational visits are made available:

- The Headteacher will be updated on any developments by the EVC.
- Training for EVC (to be refreshed every 3 years) and use of OEAP website to ensure they are fully informed on latest developments related to educational visits.
- Opportunities for Visit Leaders to seek advice from residential centres etc./ make prior visits where practical.
- Training for Deputy Leaders from experienced Visit Leaders before leading their first educational visit.
- Training for ECTs and new staff from the Educational Visits Coordinator as part of initial induction.
- Training for TAs/others from the Visit Leader before the visit takes place.

Monitoring

To assure quality of standards on educational visits:

- A member of the Senior Leadership Team and/or the EVC will accompany at least one visit per year to monitor real practice, and to assist with the review of policies and procedures
- Records of these monitoring visits will be kept on file for future reference.

1. Planning and Approval Procedures

The EVC has the final say on required forms for any visit and should be consulted accordingly. All relevant forms, templates, and policies are available in Staff Shared/Educational Visits/Policy and Forms/Policy.

Visits must be recorded, reviewed, and approved following the procedures outlined.

Sport Fixtures

For routine sports fixtures, a generic risk assessment, which can be found in the resources section of the Educational Visits Folder, should be completed. The generic risk assessment, covering all fixtures should be provided and reviewed at the start of each academic year by the PE department with approval by the Headteacher. Written parental permission for students to participate in

fixtures, as required, should be obtained, and stored with the PE department, with a copy held on the school system. Routine sports fixtures do not need to be processed through the EVC.

King's Trust Visits

King's Trust visits only involve those students that are enrolled onto the King's Trust course. King's Trust visits are local one day visits within the immediate local area of Clare. Any visit that is of a further distance or has a specific risk should complete all aspects for Category 2 – Day visit procedures. These visits are overseen by the EVC.

King's Trust visits should be recorded using Form 00 – Local Area Visits

Category 1 - Local Area Visits (See Appendix 1 for Further Information)

Visits that take place on a regular basis throughout the year and meet the following criteria:

- Within the immediate local area of Clare.
- Within office working hours of 8am to 4pm Monday-Thursday or 8am-3:30pm Fridays.
- Incur no cost.
- Low risk.

Notification of day visits is given by written letter/email prior to the event.

Category 1 visits are recorded using.

- Form 00 – Local Area Visits.
- Form 03a – Risk Management Form for local area.
- Form 04a – Additional Needs Form for local area.

Visit approval should be acquired within 1 week of the visit taking place.

Category 2 - Day Visits

Visits that take place on a regular basis throughout the year but are classified as one of the following:

- Deemed high risk.
- Is further than 15 miles from the school location - see Appendix 6.
- Outside office working hours of 8am to 4pm Monday-Thursday or 8am-3:30pm Fridays.
- Incur a cost.

Notification of day visits is given by written letter prior to the event.

Category 2 visits should be recorded using:

- Form 01 – Educational Visit Approval.
- Form 02 – Information for Educational Visits.
- Form 03 – Risk Management Form for specified visit.
- Form 04 – Additional Needs Register.

Category 2 visits should be checked and approved internally by the Headteacher (with EVC support). In addition, the Governing Body should be informed of visits that have taken place. They should be submitted for approval at the beginning of the academic year in which the visit is planned or, at least one month in advance of the visit.

Category 3 - UK Residential Visits

Visits that involve one or more nights away from home in the UK.

Category 3 visits should be recorded using:

- Form 01 – Educational Visit Approval
- Form 02 – Information for Educational Visits
- Form 03 – Risk Management Form for specified visit
- Form 04 – Additional Needs Register

Category 3 visits should be checked and approved internally by the Headteacher, EVC and the Governing Body. They should be submitted for approval at the beginning of the academic year or the term before the trip is proposed.

Category 4 - Overseas Visits

Residential or day visits to any place outside the UK.

Category 4 visits should be recorded using:

- Form 01 – Educational Visit Approval
- Form 02 – Information for Educational Visits
- Form 03 – Risk Management Form for specified visit
- Form 04 – Additional Needs Register

Category 4 visits should be checked and approved internally by the Headteacher, EVC and the Governing Body. They should be submitted for approval at least, at the beginning of the academic year, ideally two academic years where possible.

For any visits with significant financial commitment, “Outline Approval” should be obtained from the Headteacher and/or Governing Body before any firm bookings are made, Governors require at least three quotes to be obtained to ensure due diligence and value for money for students is achieved.

If any of the above three types of visits involve what may be regarded as “high risk activities or environments” they MUST be given an additional subcategory “A” classification:

Sub Category “A” – High Risk Activities or Environments

All day visits, or residential or overseas visits that involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school life. E.g. a weekly climbing day visit, a day visit to dry ski slope, a residential stay at outdoor centre, an overseas trekking expedition.

All Sub Category “A” visits should be checked and approved internally by the Headteacher, the EVC and Governors (at the beginning of the academic year in the case of residential visits).

2. Visit Objectives

Educational visits must have a clear, justifiable purpose to be approved by the Headteacher or Governing Body. Objectives may include building resilience, confidence, key skills, motivation, enjoyment, social and environmental awareness, problem-solving, health and fitness, or serving as a reward.

3. Selection of Students Participating

The school strives to make all journeys and activities accessible to all students, regardless of educational or medical needs, ethnicity, gender, or religion. However:

- Students may be excluded due to poor conduct or posing a risk to others.
- Parents may be required to clear outstanding debts (e.g. transport fees) before their child can join a trip.

- Visits will be made as inclusive as reasonably possible, with support for special or medical needs (e.g. transport). In some cases, a parent or carer may need to accompany the student for additional support.

4. The Group Leader/Visit Organiser

The Overall Group Leader must be approved by the Headteacher and EVC as suitable and competent. They should typically have served as a Deputy Leader on a similar visit and participated in planning. Deputy Leaders must also have prior experience with similar visits. For complex trips (e.g. skiing or overseas), the Headteacher usually requires broader leadership experience.

5. Deputy and Volunteer Leaders

Deputy Leaders - must be capable of fully taking over from the Visit Leader if needed. They should be carefully selected and approved by the Headteacher, EVC, and Visit Leader as competent for the role.

Volunteers - especially family members, should be considered thoughtfully due to potential complications their presence may cause.

Stour Valley Community School is responsible for ensuring all adults supervising children during school activities are suitable and pose no risk. All accompanying adults must have a school-issued DBS check.

Safeguarding concerns or poor practice by staff, volunteers, or other adults must be reported immediately to the Visit Leader.

First Aid - pupils must always have access to a competent adult with appropriate first aid training. If the venue provides first aid, the Visit Leader must still bring a first aid kit, accident book, near miss forms, and incident record sheet. For local visits, at minimum, one adult must carry a first aid kit.

6. Supervision on Educational Visits

Maintaining effective supervision is essential for pupil safety during educational visits. As a general rule:

- **Minimum Staffing** - at least two adults should accompany any offsite visit to allow for flexibility. Overseas trips should have at least three adults due to increased complexity.
- **Staffing Ratios** - one staff member per 16 students is recommended. Category 1 visits require a minimum of two staff; Categories 3 and 4 require three.
- **Special Considerations** - higher staff-to-pupil ratios are needed for adventurous or high-risk activities, and for visits involving indirect or remote supervision (as advised by the provider).
- **Residential & Evening Supervision** - supervision must be maintained during downtime, especially in residential settings. Clear expectations should be set for both staff and students, with attention to overnight safety and security.
- **First Aid** - a first aider should accompany the visit unless adequate first aid is available at the venue.
- **Gender Representation** - mixed student groups should be accompanied by both male and female staff. For Category 2 visits, this is not required if opposite-sex staff are available at the venue.

7. Selection and Suitability of Accommodation and Venues

As part of the risk assessment and duty of care, the Visit Leader must ensure all accommodation and venues are safe and appropriate. Ideally, a full block or floor of accommodation should be booked; if not possible, expectations must be agreed with the venue, including behaviour standards and staff responsibilities.

Many providers offer websites or teacher packs with safety assurances or hold the Learning Outside the Classroom (LOtC) Quality Badge. If needed, written confirmation of safety procedures should be requested from the venue manager.

Staff are encouraged to use www.kaddi.com to review provider ratings and LOtC accreditation. Where feasible, the Visit Organiser and group leaders should conduct a pre-visit to inspect and familiarise themselves with the accommodation and venues.

8. High-Risk Visits and Insurance

Visits involving high-risk activities or environments require detailed planning due to their complexity. Leaders must be suitably competent, with relevant experience, training, and - where applicable - National Governing Body (NGB) qualifications. Staff qualifications and experience are recorded in the Main Office.

Visit Organisers must prepare contingency plans (e.g. for adverse weather), which must be reviewed and approved by the EVC and shared with all staff.

Stour Valley Community School holds annual insurance for all UK-based visits, provided they are properly approved. The insurer must be notified of any trips involving water-based or other high-risk activities.

9. Risk Management

Stour Valley Community School has a legal duty of care for its young people and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels. The Visit Leader should undertake an appropriate risk assessment for each visit, and this should be agreed by the EVC and shared with all staff before the visit takes place. Written evidence of this process should be provided.

A set of written generic risk management forms are available from the EVC and on the Learning Platform. It is essential that:

- All relevant generic risk management forms are reviewed, amended, and agreed at the start of each academic year by all relevant staff.
- These are stored on the Learning Platform and staff are encouraged to use these to complete a specific risk assessment.
- Each visit should then have a specific risk management form written.
- Completed risk management forms are approved by the school EVC/SLT.
- Each visit should consider the medical or other needs of students and staff members attending.

10. Insurance and Finance (Including Charging Arrangements)

The EVC and Visit Leader must ensure adequate insurance is in place for all visits. Group Leaders should confirm that coverage is appropriate and that external providers have public liability insurance of at least £5 million.

Insurance: Stour Valley Community School holds annual insurance for UK-based visits (if properly approved). No additional insurance cost is needed, but the insurer must be notified of trips involving water or high-risk activities.

Finance

Each visit must be accurately costed and budgeted.

Contingency funds should be included for unforeseen costs.

Financial plans for complex visits must be approved by the finance office before commitments are made.

No bookings for high-cost visits (e.g. overseas) should be made without "Outline Approval."

Costs must be clearly communicated to parents, including any school contributions and expected parental payments.

All collected funds must be securely managed and accounted for separately.

Charging Policy

No charges may be made for activities during school hours (defined as 50% or more of the activity occurring within school hours).

Charges may apply for "optional extras" if more than 50% of the activity occurs outside school hours.

Residential visits are considered within school time if half or more of the missed sessions align with the visit duration.

The school will not charge for:

- Curriculum-related activities or exam preparation.
- Supply cover for staff attending residential trips.
- Transport for curriculum-based trips during school hours.

Voluntary Contributions

Parents may be asked to contribute voluntarily, with clear communication that contributions are optional. Where charges are not permitted, subsidies will be covered by departmental or school funds. Charges for optional extras must reflect actual costs, divided equally among participants.

The school will include an additional charge for the use of ParentPay to the cost of any trip which is planned, depending on the cost of the trip.

The cost of school visits will include an administration charge added to the overall trip cost.

Cost of visit	Parent Pay fees to add
Up to £20	50p per person
£21 - £100	£1.50 per person
£101 – £200	£3 per person
£800 - £1000	£15 per person

The organisation of the ParentPay account for the trip will be coordinated by the Finance Office.

Those pupils in receipt of free school meals are eligible for financial assistance (approx. 50% of the cost of the visit) if requested by parents/carers in writing.

11. Overseas Visits

Approval & Planning

All overseas visits require approval from both the Headteacher and Governing Body. Due to their complexity and cost, outline approval must be obtained early - before any commitments are made by the school or parents.

Pre-Visit Checks

Where possible, the Visit Organiser should conduct an exploratory visit. If not feasible, they must gather sufficient information and assurances (e.g. via provider websites or teacher packs).

Staffing & Contingency

Staffing levels must reflect supervision needs and emergency contingencies (e.g. a staff member accompanying a student to hospital or returning home early).

Insurance

The Overall Group Leader must ensure comprehensive insurance covers all travel and planned activities. The Visit Leader should consult the Business Manager to confirm coverage, especially for adventurous activities like skiing.

Travel to the EU and Related Areas

FCDO Guidance:

Before travel, Visit Leaders must check the latest Foreign, Commonwealth & Development Office (FCDO) guidance, especially entry requirements. Alternatively, the organising agency must confirm all necessary checks and paperwork are in place.

EES (Entry/Exit System) – *From 6 October 2024*

- Biometric data (face and fingerprints) will be collected at EU borders.
- Extra time should be allowed for group processing, especially at Dover and Folkestone.

ETIAS (EU Travel Authorisation) – *Expected Spring 2025*

- UK passport holders must apply online for entry to the Schengen area.
- Valid for 3 years; €7 for adults, free for under-18s.
- Required six months after EES implementation.

Note: EES and ETIAS do not apply to school trips to Ireland due to the Common Travel Area agreement.

Passports

Visit Leaders must ensure all staff, volunteers, and students have:

- A valid passport with at least 6 months remaining from the return date.
- A passport issued within the last 10 years.

Visa Requirements

Check visa requirements for non-UK passport holders.

Collective Passports

Available for groups of 5–50 British nationals under 18. Cost: £39; processing time: 6 weeks.

- A named Group Leader (over 21, with a British passport) is required.
- If the Group Leader cannot travel, a named Deputy may take over.

Travel Insurance & Health Cover

- Confirm insurance coverage with the Business Manager, especially for adventurous activities.
- EHIC cards issued before 1 Jan 2021 remain valid if unexpired.
- New applications require a UK Global Health Insurance Card (GHIC).
- Each traveller must have an EHIC or GHIC.
- These cards do not cover repatriation or lost/stolen property - travel insurance is still required.
- Check insurance coverage for individuals with long-term illnesses or existing injuries.

Driving Abroad

If using the school minibus abroad, drivers may need an **International Driving Permit (IDP)** and a **Green Card** (proof of insurance).

- Visit Leaders must check IDP requirements for the destination: gov.uk/driving-abroad
- A physical Green Card must be carried by staff or providers to confirm minimum insurance coverage.

Communications

Since 1 January 2021, free mobile roaming in the EU, Iceland, Liechtenstein, and Norway is no longer guaranteed.

- Many providers offer travel bolt-ons; without one, charges may apply and are often capped at £45 unless opted out.
- Visit Leaders must factor roaming costs into trip budgets and inform staff, volunteers, and parents/carers in advance.

Providers

The school strongly recommends using providers with the **LOtC Quality Badge**.

- Visit Leaders can verify this at kaddi.com.
- If using a non-badged provider, ensure they have appropriate bonding (e.g. ABTA).

The EVC and Business Manager will monitor updates related to EU travel and share relevant guidance. Further information: [British Council Travel Guidance](#).

Additional Overseas Visit Guidance

- Pupils should carry a note in the local language in case they get lost.
- For **exchange visits**, both UK host parents must be DBS checked. Partner schools abroad should use available vetting systems.
- New organisers of ski trips, overseas expeditions, or other complex visits should seek specific training and guidance before planning.

12. Transport

As part of risk management, the Visit Organiser must ensure all transport used is safe, suitable, and meets legal requirements.

General Transport Guidelines

- Transport-related risks must be included in the visit's risk assessment.
- Coaches, buses, minibuses, and taxis must be booked through approved companies.
- A purchase order should be submitted to the finance office, which will obtain quotes and confirm availability with the Visit Leader.
- Minimum supervision: 1 adult per 16 students, with at least 2 staff per coach.
- Staff must carry mobile phones; contact numbers should be left with reception.
- Seatbelts must be worn at all times; no standing while the vehicle is moving.
- Students must return to school with the group unless written parental consent is provided for alternative drop-off.

Coach/Bus Safety

- The school uses reputable transport providers. Concerns about vehicle condition must be reported to the company and discussed with the EVC before departure.
- Staff must:
 - Ensure seatbelts are worn before departure.
 - Sit throughout the coach, especially near emergency exits.
 - Carry a first aid kit and mobile phone.

Use of Private Cars

Staff Cars:

- Must have business insurance.
- Drivers must hold a clean licence and be assessed as competent by the Headteacher.

Parents' Cars

- Drivers must be assessed as competent by the Headteacher.
- Written confirmation of roadworthiness, tax, and insurance is required.
- DBS checks are preferred; at minimum, written parental consent is needed for students travelling in the vehicle.

General Requirements for All Drivers:

- Drivers must be suitably qualified, experienced, and DBS cleared.
- Written parental consent is required (except in emergencies).
- Drivers must follow school procedures (e.g. seatbelt use, speed limits).
- Business insurance is required for staff using personal vehicles.
- Adequate rest periods must be observed: 45 minutes after 4.5 hours of driving. Drivers working from 8:20 a.m. must rest before driving long distances with students.

13. Parent Information and Consent

The Group Leader and EVC must ensure parents/carers receive appropriate information about each visit. The level of detail depends on the visit type and associated risks.

Consent

- Parents must complete and sign either the general SVCS consent form or a specific form for individual visits.
- While not legally required for activities during school hours, it is good practice to seek consent for any activity that may raise concerns.
- Consent for administering plasters and over-the-counter medication should be obtained.
- For serious medical treatment, a GP or hospital may act under the Children Act 1989 to safeguard the child. Parents must be contacted as soon as possible. Consent for this is included in the 'Consent for School Visits' (Template D).

Medical & Contact Information

- Group Leaders must collect and share relevant medical/special needs information with supervising staff.
- Parent contact details (primary and secondary) must be obtained for all pupils, especially for visits outside school hours.

Communication with Parents

Recommended methods include:

- **Parent letters** using approved templates (e.g. for sports fixtures or regular events).
- **Parent meetings** for residential or overseas visits.
- **Consent forms** for residential or high-risk visits.
- **Medical and contact forms** to gather up-to-date information.
- **Notification letters** for late returns or incidents during the visit.
- Clear instructions regarding pupil collection after the visit.

14. Mental Health and Educational Visits

Outdoor learning and adventure activities can significantly benefit students' mental health, resilience, and wellbeing. Visit Leaders should aim to include students with mental health conditions, making reasonable adjustments where needed.

Planning Considerations

- Mental health conditions may be considered disabilities under the Equality Act 2020 if they have a long-term impact on daily life.
- Challenging activities (e.g. residential, overseas trips) can be stressful. Leaders should plan with mental wellbeing in mind, including adequate rest and preparation.
- Gather relevant information from students, parents, the school's mental health lead, and staff familiar with the students.
- Approach mental health concerns with sensitivity and confidentiality.
- Consult safeguarding and mental health professionals for students with known issues.

Visit Leader Responsibilities

- Brief students and inform parents if any activities may trigger mental health issues.
- Develop and share a clear plan for managing mental health incidents during the visit.

Specific Needs to Consider

- **Autism:** Provide detailed schedules (e.g. meal times, sleep, toilet breaks, return times) to help students and parents prepare.
- **Eating Disorders:** Monitor food intake, especially during strenuous activities; have a management plan in place.
- **Self-Harm, Bullying, Abuse:** Be prepared to manage incidents sensitively and effectively.

All plans should be agreed with the school's mental health lead and/or Designated Safeguarding Lead (DSL).

15. Transgender Young People and Educational Visits

Visit Leaders must consider the individual needs of transgender participants and make reasonable adjustments where required. Assumptions or labels should be avoided—dialogue with the individual and, where appropriate, their parents or the group is essential. Decisions should be made case-by-case, in line with Trust and school policies.

Residential Visits

Accommodation, toilets, and showers may present challenges. Arrangements should be agreed with the individual and may include:

- Access to gender-neutral or disabled facilities.
- Showering at alternative times.
- Private or shared bedrooms (with trusted peers or other trans students), ensuring safeguarding.
- Individual changing areas.

If concerns are raised by other parents, the Visit Leader should explain the school's commitment to equality and safety. Parents may be offered the school's equalities policy and a meeting with the Visit Leader or Headteacher.

Overseas Visits

Transgender participants may face challenges abroad. Visit Leaders must research destination-specific risks, including:

- Passport and ID mismatches.
- Non-recognition of non-binary genders.
- Legal or cultural hostility toward LGBT+ individuals.

Resources:

- ILGA World – for country-specific guidance.
- Local LGBT+ organisations – for practical advice.

Key Considerations

- Respect privacy and dignity.
- Plan accommodations and facilities in consultation with the individual.
- Ensure safeguarding and inclusivity.
- Be aware of legal and cultural contexts when travelling abroad.

16. Staff Briefing and Emergency Procedures

All staff in charge of visits must be fully briefed and aware of the off-site emergency procedures, and their roles/responsibilities.

Staff Briefing

- All staff and volunteers must be briefed before the visit.
- Staff should understand their responsibilities before, during, and after the trip.
- Expected conduct must be clearly communicated, including policies on smoking and alcohol.

Emergency Procedures

- Visit Leaders must be familiar with emergency protocols and how to contact emergency services.
- Emergency Home Contacts must be recorded and available throughout the visit.
- Group Leaders must have immediate access to:
- Emergency contact details for SLT, EVC, and parents/carers.
- School and personal mobile phones.

First Aid

- A properly stocked first aid kit must be taken on all visits (available from the Medical Room).
- Staff should know who is responsible for the kit and where it is stored.

Additional Considerations

Visit Leaders must ensure the following are addressed:

- Staff roles and responsibilities.
- Emergency arrangements and contact procedures.
- Mobile phone use (staff and student policy).
- First aid provision and accountability.
- Staff conduct expectations.

18. Documentation (and visit records)

Hard copies of supporting documentation (e.g. risk management forms) should be stored and retained in the school for 10 Years.

If no significant incidents occurred during the visit, the school disposes of the paperwork after a period of 10 years. If a significant incident occurs, all relevant details are retained until 25 years since the year the visit has taken place.

19. Visit Approval

Local area visits do not require approval, they must be recorded on the school calendar and the attendance officer must be informed of students on the visits. Low risk day visits (Category 2) are approved in-house by the Headteacher (with EVC guidance and support)

Day visits involving high-risk activities or environments (Category 3) are approved by Headteacher/EVC/ Governors.

UK and overseas residentials, including those involving high risk activities or

environments (Category 4) are approved by Headteacher /EVC/Governors.

The Visit Organiser must carefully check all visit forms before submitting for approval.

When required, Governor Approval for a visit is given by the governor with specific responsibility for overseeing educational visits.

The procedure for Governor Approval involves:

For low risk day visits (Category 1 and 2) – not required.

For high-risk day visits – the governor with specific responsibility for overseeing educational visits. A hard copy of the visit form is given to and signed by the Chair of Governors.

For residential/overseas visits (Category 3 and 4) and those involving high-risk activities/environments – the governor with specific responsibility for overseeing educational visits. A hard copy of the visit form is given to and signed by the Chair of Governors.

20. Amendments to Visits

If significant changes are made to an approved visit, the Visit Organiser must inform the EVC, Headteacher, and Governors, and obtain additional consent.

- If time allows, updated paperwork should be completed in consultation with SLT and the EVC.
- Accompanying staff must be briefed on any changes.
- Parents/carers should be informed if changes affect timings, location, or activities.
- For last-minute or emergency changes, complete **Form 11: Emergency Changes Report** and attach it to all relevant documents.

21. Post-Visit Review and Incident Reporting

After each visit, the Visit Organiser should review the trip with the Deputy Leader and/or EVC or SLT member, using **Form 09 – Visit Evaluation Form** to record good practice and lessons learned for future planning.

Incident Reporting

- All **accidents, incidents, and near-misses** must be recorded promptly using:
 - **Form 07 – Incident Report Form**
 - **Form 08 – Near Miss Report Form**
- Details should be documented as soon as possible, ideally with signed witness accounts.
- Blank pages from the school's accident book should be taken on visits and added to the official record upon return.

Serious Incidents

- Must be reported to **RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) using forms available from the Headteacher.
- Reports must follow the attached guidelines.

Annual Review

- The Headteacher and Governors review all post-visit evaluations and incident records annually.
- Lessons learned are shared with relevant staff, and procedures updated as needed.

Staff Feedback

- Staff are encouraged to raise concerns about visit organisation or management in writing to the Headteacher.

All concerns are treated seriously and confidentially. If necessary, they will be escalated to the Governing Body.

Ratified by Governing Body	SVCS LGB
Date	November 2025

Appendix 1: Forms to be Completed for Visit Approval

Local Area Visits

Form 00 – Local Area Visits

Form 03a – Risk Management Form for local area

Form 04a – Additional Needs Form for local area

Visits outside of the local area

Form 01 – Educational Visit Approval

Form 02 – Information for Educational Visits

Form 03 – Risk Management Form for specified visit

Form 04 – Additional Needs Register

Appendix 2: Forms to be Taken with Staff Leading and Accompanying a Visit

Form 05a – Off-site emergency procedures – Loss of student/Serious accident to individual

Form 05b – Off-site emergency procedures – Vehicle breakdown/accident

Form 06 – Safeguarding on visits report form

Form 07 – Incident report form

Form 08 – Accident report form

Appendix 3: Forms to be Completed Post-visit (in monitoring and changes prior to a visit)

Form 09 – Visit Evaluation form

Form 010 – Visit Monitoring Form

Form 11 – Emergency Changes Report Form

Appendix 4: Templates to Assist Staff in the Planning of Educational Visits

Template A – Procedure Flow Chart

Template B – Checklist for Visit Organisers

Template C - Day Visits letter

Template D – Residential Trip letter

Template E – Initial Meeting with Parents- Possible outline agenda

Template F – Educational Visits Annual Consent Form

Appendix 5: Local Area Visit Specific Guidelines

Boundaries

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues: *e.g.*

- *Country Park*
- *Parish/Baptist Churches*
- *Local Schools*
- *Old People's Home*

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the Category 2 approval process, provided they follow the below Operating Procedure.

Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are Managed by a Combination of the Following:

- The Head and EVC must give verbal approval before a group departs.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC.
- The concept and Operating Procedure of the 'Local Area Visits' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical, mental health and SEND information and ensure that any required medication is available – extra plans will be put in place for specific students within the group (e.g. Diabetes, EHCP students)
- Staff will deposit in the office a list of all pupils and staff, and an estimated time of return, including Form 00 – Local Area Visits
- A school or personal mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- Transport by minibus will follow the guidelines and procedures laid out in Section 12: Transport as detailed in the Educational Visits Policy.
- Visits into Clare Town will avoid (where possible) using the pavement on the corner by 'The Bell Pub' as this is particularly narrow.

