



Pendle Education Trust

Policy/Procedure/Guideline Review

Policy/Procedure/Guideline:	Educational Visits Policy
Senior Manager Responsible:	Jack Farmer – Assistant Principal
Approval:	March 2026
Review date:	Annually



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1. Aims and scope

Educational visits are activities arranged by, or on behalf of Colne Primet Academy, which require pupils to leave the school premises, having been authorised to do so by the principal.

Educational visits are a valuable way to provide opportunities, 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
- › Trips abroad 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 2025](#)

This policy also complies with the mandatory requirement that any school that purchases the Lancashire County Council Educational Off-Site Visits Service Level Agreement Package adopt the Lancashire's Educational Off-Site Visits Policy and Guidelines:

- <https://www.lancashire.gov.uk/media/965462/10308-policy-and-guidelines-for-educational-off-site-visits-web.pdf>

3. Roles and responsibilities

3.1 Principal

The principal 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 board to approve residential trips of more than 24 hours

1.2 The educational visits co-ordinator (EVC)

Jack Farmer is the appointed EVC at our school. 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 designate a suitable trip lead for each visit
- › Assess outside activity providers
- › Advise the principal and governing board when they're approving trips
- › Access any 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
- › 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, 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:

- › Seek and obtain approval for all educational visits from the principal
- › 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 conduct as required while on the visit
- › Share any concerns or worries with the trip lead and others, as appropriate

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 changes to emergency contact details and health/medicine information if applicable
- › Sign and 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

3.5 Volunteers

Volunteers attending school trips, including parent/carer 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

3.6 Pupils

Our school behaviour 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

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 behaviour policy at all times.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the principal, and based on factors including:

- › Cost (including any potential cost to parents/carers)
- › Timing in the school year and any potential clashes
- › Educational purpose and value
- › Disruption to the normal running of the school
- › Health and safety considerations
- › Staff-to-pupil ratio
- › Inclusion and accessibility
- › Any other factors deemed appropriate and relevant

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, volunteers, and physical supplies
- › Accommodation options, where needed
- › Insurance needed, where relevant
- › Risk assessment plans and first aid provision
- › What safety measures can be put in place in order to reduce any risks

See **appendix 1** 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 principal will seek the approval of the governing board.

Once the Evolve form, including risk assessment, has been approved by the principal, 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.

Special educational needs (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 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.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip in order to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed by a staff member with suitable skills, status and competence, and using the school's Evolve form, including risk assessment, **appendix 2**, and approved by the EVC and then principal. Risk assessments provided by the destination itself should also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), 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 principal and, where appropriate, third-party vendors.

Every risk assessment will be approved by the principal. One copy taken on the visit and another copy will be left with the base contact.

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 male and 1 female supervising adult is present (for mixed pupil groups on residential)
- › At least 1 supervising adult able to administer first aid is present on all trips
- › Appropriate first aid equipment will be taken 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, in line with our safety procedures. 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 and is registered with Evolve.

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, while 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 confirm they agree to fulfil the expected behaviours for this role. See **appendix 3** for our 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, including on their responsibilities and expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with pupils without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

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 any pupil.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit before the proposed date of the trip. Communication will be via letter, and information provided 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
- › Pupil-to-staff ratios and staff qualifications, where relevant
- › 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 written consent for educational visits by signing and dating a form to be returned to the school.

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.

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.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

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 the 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 our school's charging and remissions policy at all times.

Parents/carers won't be asked 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 and will not affect pupils' ability to take part fully in the trip (except for residential visits).

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.

10. Residential visits

The principal, together with the governing board, 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
- › 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/carers 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 these 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

For visits abroad, we will make sure that any organisation providing activities holds the LOTC Quality Badge or similar local accreditation. We will follow the [Foreign, Commonwealth and Development Office's overseas travel guidance](#) and the government's [foreign travel advice](#) when organising these visits.

11. Work Experience

Lots of work experience related visits will be organised under this policy and be organised as a school trip, however the exception to this is when students are completing work experience placements in individual or small groups within another organisation/business and without direct staff supervision. Details of how these arrangements are organised, risk assessed and the safeguarding measures put in place are included within our Careers Policy.

12. Review

This policy will be reviewed annually by Jack Farmer, Assistant Principal. At every review, the policy will be shared with the full governing board.

13. Links with other policies

This policy links with the following policies and procedures:

- › Health and safety policy
- › Charging and remissions policy
- › Behaviour policy
- › Child protection policy
- › First aid policy
- › Supporting pupils with medical conditions policy
- › Special educational needs (SEN) policy
- › Equality information and objectives
- › Accessibility plan
- › Careers Policy

Appendix 1: proposed visit planning information

ENRICHMENT PROPOSAL FORM (‘GREEN FORM’)

Staff Details			
Name:			
Job Title:			
Activity Details (Please attach any flyers, if there is one, with this completed form)			
Date(s) of Activity:			
Length of Activity:			
Start and finish times:			
Does the school calendar indicate any potential clashes – add details:			
Details of the visit / trip / guest speaker / activity:			
Provider:			
Location:			
Does the provider have a risk assessment for this activity:		Is the venue registered on Evolve? (yes/no)	
Would an EVOLVE be needed: (yes/no)		If yes, is it a Type A or Type B visit?	
<i>Note: The minimum advance submission to Evolve is 4wks for Type A and 6wks for Type B – this is after all arrangements are completed and the form, risk assessments and all other planning documents are ready.</i>			
Travel arrangements:		If school minibus: Have you checked it is available? Who will be driving?	
<i>Note: if RMC is driving, please confirm you have checked his availability, and the no of hours he would be working needs to be included in the costs row below.</i>			
Costs (inc. travel, and details of parent contribution):			

Which budget will this be funded by?		Who is the budget holder? Have they approved this cost?				
Number of students, and from which year groups:	Y7	Y8	Y9	Y10	Y11	Total
No of staff required:						
Proposed staff involved:						

Benefits and impact for students (Give full details):					
Please highlight which of these PRIMET values it relates to:					
Progressing	Respectful	Inclusive	Motivated	Expressive	Together
Please highlight which of these the activity relates to:					
ADIP	CDIP	PDIP	WAARA	Artsmark	Other:
Please highlight which of these PET Secondary Pledges this relates to:					
Cultural Appreciation	Exploring Careers	Fundraising	Community Involvement	Eco-awareness	
Outline the need for and benefits of this activity linked to the above:					

Cover implications – for proposed staff, final staffing will be confirmed with approval												
Staff Name (or where staffing not yet known leave name blank and tick all that could apply)	Lesson Cover Required Teaching staff: Please write the class code (e.g. 7.5 or 11A) in the appropriate box for all lessons requiring cover. Support staff: Please tick the times out of school.							Duty Cover Required Please tick/highlight all that apply and remember that you need to make arrangement for cover for any duties.				
	Reg	P1	P2	P3	PD	P4	P5	AM	Break	Lunch	PM	On Call
Please detail any cover arrangements that could be made within Curriculum Teams (Optional)												

Approval
Head of Curriculum OR Head of Year Approval

Comments:	
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Signature:	Date:
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(This form should be emailed to your HOC/HOY for approval. They then send to their SLT link/line manager for approval and any further discussion. For ease, this form does not need to be 'signed' on the form, the email chain serves as record of approval and comment. Please avoid sending this to all involved in this chain at the same time, so that it works through the appropriate stages in order and is not then going to people further along this chain multiple times before it is relevant to them.)

Approval

SLT line/link manager Approval

Comments:	
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Signature:	Date:
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(This form should be emailed to your SLT link/line manager for approval. They then send to JPI. For ease, this form does not need to be 'signed' on the form, the email chain serves as record of approval and comment.)

Principal's Approval

Supports ADIP/CDIP/PDIP priorities	No conflicting events or other diary factors
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Any recent / ongoing / planned disruption to classes affecting the decision to approve	Implications for staff cover considered acceptable
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Signature:	Date:
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(This form is then sent to members of the admin team involved in making arrangements for the school diary, cover, facilities bookings, finance systems, attendance, etc. so that those process are then also started; as well as any other staff this would impact on being notified.)

Appendix 2: risk assessment template

Risk Assessment

A risk assessment (Form 5) must be carried out and submitted as part of the approval process for Type A and Type B visits. The risk assessment must consider all known risks and the control measures in place to mitigate them and must be flexible enough to accommodate any on-going or dynamic changes that may be required during the course of the visit. The planning process must include an alternative prepared and risk assessed activity (Plan B).

The key areas to be considered are:

People:	Context:	Organisation:
Details of Group	Activities Programme and Equipment	Travel/Journey
Staffing	Venue/Environment	Emergency Procedures

Prior to the start of any visit or activity, the following information must be available:

- a) Completed Form 9 (Emergency Base Contact) and Form 10 (Visit Leader).
- b) Telephone numbers (both in and out of hours) of two designated senior members of staff.
- c) Mobile numbers of all staff and adult helpers on the visit.
- d) Names, addresses and telephone numbers of parents/carers of all of the children/young people and next of kin of all staff and adult helpers involved in the visit.
- f) Copies of the medical information and parental/carer consent (Form 3A, 3B,3C) for every child/young person taking part in the visit/activity.
- g) Copies of route plans, venues and alternative activities (Plan B).
- h) Vehicle registration numbers and passenger lists for each vehicle.
- i) Copies of the completed Risk Assessment (Form 5).
- j) For major emergencies, the telephone number of the County Council’s emergency duty team.

Visit Closed Procedure: There must be a clearly defined and agreed arrangement by the Visit Leader with the Emergency Base Contact to confirm closure of the visit. State what action must be taken by the Emergency Base Contact if the party has failed to return or make contact by the agreed time.

Visit To:		Date(s):	
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School/Service:		District / School No:	
Activities:			
Name of Visit Leader:		Date of Assessment:	
Note: The Risk Assessment should be known and understood by all involved, including staff and the children/young people.			
Risk Assessment for Educational Off-Site Visits			
Key areas to consider	Who Is Affected?	Control Measures / Management Plan	
<i>The bullet points below are provided as a guide</i>	Pupils (P) Staff (S) Visitors (V)		

People

Details of the Group

Considerations:

- Staff/student ratios
- Any special needs?
- Any medical condition?
- Any food allergies to be considered?
- Any behaviour issues?
- Smoking/Vaping – is this permitted, for whom, when and where?
- Alcohol consumption - is this permitted, for whom, when and where?
- Use of mobile phones - are these permitted, for whom, when and where?
- Other identified risks (please detail)

Staffing

Considerations:

- Confidence, expertise, qualifications, and training
- Seniority
- Any medical issues?
- Are staff and accompanying adults known to the young people/pupils?
- Any related persons?
- Is there a designated First Aider?
- Is the First Aid qualification appropriate to the activity and/or location?
- Alcohol consumption - is this permitted, for whom, when and where?
- Other identified risks (detail)

Context

Activities Programme and Equipment

Considerations:

- Activities to be undertaken
- How will the group be managed during the activities? i.e. supervision/ school staff role allocation/ pupil preparedness
- General safety management
- Spare equipment and procedures for use
- How will you organise and manage transition between activities and/ or venues?
- How will any downtime be managed and organised including responsibilities for managing meal and break times and any overnight stays?
- Other identified risks (detail)

Venue/Environment

Considerations:

- Accommodation arrangements for staff and pupils
- Security
- General group supervision and contact points for overnight
- Management and organisation of toileting
- Accompanying staff responsibilities for groups when not on formal activities and overnight
- Fire evacuation procedures including fire drills and assembly points
- Seasonal considerations
- Weather forecast
- Other identified risks (detail)

Organisation

Travel/Journey

Considerations:

- Mode(s) of transport
- Driver checks for seatbelts, doors, securing of wheelchairs and baggage storage
- En-route stops, frequency and management of groups during stops including toilet arrangements
- Parking arrangements
- Embarking/disembarking
- Organisation procedures including breakdown arrangements
- Arrangements in place should a child not be able to board the plane
- Other identified risks (detail)

Emergency Procedures

Considerations:

- On location including evacuation in the event of fire
- Named Emergency Base Contact and arrangements
- Does the Visit leader and Emergency Base Contact have access to all the information outlined on the first page of this Form 5?
- Additional considerations for Overseas and city visits including evacuation from public spaces and group communication
- Action required by the Emergency Base Contact if the party has failed to return or make contact by the agreed time
- Local or National emergencies that may impact on the visit
- Do you have contacts for the LCC Communication teams for media relations and the emergency duty team?
- Other identified risks (detail)

Visit Leader's Signature:

Date of assessment:

Print Name:

The dated signature of the Visit Leader confirms that all staff/adults on the visit have read, understood and adopted the written Risk Assessment and that copies have been provided to the Headteacher/EVC/Manager.

Risk Assessment Checklist

This is provided to support with the completion of the risk assessment. It provides more information on some of the factors to be considered. The extent to which they need to be considered depends on the type of visit, location, duration, activities undertaken, and the groups involved. Some of the factors may not apply to all visits.

People	<u>Details of the group</u> <ul style="list-style-type: none">• Ratios• Pupils with special needs or medical considerations• Individual needs of all group members• Behaviour issues• Awareness of any medical needs, food allergies, any support with medication and procedure to be followed in the event of an emergency• Expertise of extra adult help• Informing centre staff of any issues• Alcohol consumption	<u>Staffing</u> <ul style="list-style-type: none">• Confidence and expertise of all adults involved on the visit.• Necessary qualifications and up to date training• Non teacher supports/supervision (e.g. Parents, Coaches, NNEB's ancillary helpers, students, older pupil etc.)• Staff/adult special needs/medical considerations• Related persons• Designated First Aider

Context	<p><u>Activities Programme and Equipment</u></p> <ul style="list-style-type: none"> • Activities to be undertaken and who is leading them • Deployment and role of school staff throughout the visit and supervisory responsibilities defined and agreed to ensure safe outcomes • Large group organised into small sub-groups • Role of provider staff • Management and organisation of transition between activities and/or venues • Management and organisation of downtime including responsibilities for managing meal/break times • Responsible adults identified for each group/individual pupil as necessary. • Pupils involved in identifying/informed of potential hazards • First aid requirements considered and fulfilled, and procedures in case of injury. • Necessary details left with responsible person • Emergency procedures understood by all participants • Suitability of activities for age/experience/abilities of pupils involved and progression in activities • Communication arrangements in place and understood by all. • All activity areas defined and staff familiarity with areas • Potential hazards identified, appropriate control measures implemented, and pupils briefed on residual risks • General safety management • Spare equipment and procedures for use 	<p><u>Venue /Environment:</u></p> <ul style="list-style-type: none"> • Security of accommodation • What level of freedom do pupils have? • Access arrangements, are any doors locked? • Location of staff bedrooms in relation to pupil bedrooms. • Arrangements for staff patrols. • Security arrangements and procedures. • Location of other user groups. • Fire safety arrangements and location of assembly points. • Seasonal considerations/weather forecast/environmental controls. • Appropriate clothing. • Equipment, provided by school or the provider? • Duration of the event, including Plan B. • Journey details left with another person. • Preparation and training of the group.
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Organisation	<p><u>Travel/Journey</u></p> <ul style="list-style-type: none"> • Appropriate type and size of transport for the activity – reputable provider with appropriate checks carried out including driver training. • Small sub-groups for ease of monitoring. • Arrangements for embarking/disembarking. • Organisation for points at which mode of transport changes e.g. Coach to ferry. • Procedures on ferry, at airports etc. • Appropriate seating including seatbelts and wheelchair access if necessary. • Organisation for large groups walking on/crossing roads or other hazardous areas. • Teacher/adult responsibilities. • Pupils made aware of procedures. • Potential hazards identified and pupils/staff notified. • Appropriate standards of behaviour set and monitored. • Register group. • Safe assembly point. • Check essentials are brought. • Clear arrangements for dispersal. 	<p><u>Emergency Procedures</u></p> <ul style="list-style-type: none"> • All Visit Leaders aware of the Emergency Procedures for the centre/venue. • Emergency Base Contact details and arrangements in place. • Named Emergency Base Contact and arrangements • Visit leader and Emergency Base Contact should have access to all the information outlined on the first page of this Form 5. • Considerations for Overseas and city visits including evacuation from public spaces and group communication. • Action required by the Emergency Base Contact if the party has failed to return or make contact by the agreed time. • Local or National emergencies that may impact on the visit. • Contacts for the LCC Communication teams for media relations and the emergency duty team.
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Appendix 3: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. 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 Jack Farmer at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school main office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found on the school website.

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 asked 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 pupils and staff

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

Signed:

Date:

Appendix 4: educational visits procedures

The following is a specific guide to policy and practice in Colne Primet Academy and all staff are required to follow it.

It provides a clear outline of what must be done when organising and taking educational visits, and also serves as a checklist.

All organisers and leaders of educational visits must follow the guidance issued by Lancashire County Council in their booklet *Guidance for Off-Site Visits and Related Activities with National Guidance & EVOLVE 2025*

Copies are available online.

For the most up to date information, please refer to:

www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits

The school uses EVOLVE for the submission, quality assurance and monitoring of all educational visits.

The Resources page of EVOLVE gives helpful links to national guidance.

Educational visits

1. Discuss proposed visit with Line Manager

Before any visit requests go to the Principal, they need to have been discussed with your line manager. The LOTC quality badge can help make decisions about the visit you would like to organise, visit their website to see if your activity is listed <https://www.lotc.org.uk/>

2. Get permission from the Principal

Get permission from the Principal by emailing a copy of the proposed visit planning information enrichment form, Appendix 1, and ensure that your Line Manager and Jack Farmer, EVC, are also cc'd. Be sure that:

- The purpose and aims of the visit are very clear ie: what are the intended outcomes?
- Where the visit is educational, the work the students will undertake has been agreed by your line manager and is appropriate (with suitable rigour) to qualify the visit itself, remembering that students have been taken from other curriculum areas.
- The checking of students in situ at the venue and in transit to the venue is flawless. A clear headcount system or teacher group responsibility system is evident and all staff are aware of the importance of these routines and play an active part in this.
- That, as usual, the risk assessment is completed upon agreement that the visit can occur.

3. Complete the EVOLVE and risk assessment

- This may well include a preliminary visit, even if the venue has been visited before. Consider what could go wrong, what will be done to avoid problems, what will be done in the event of problems. Make first aid arrangements; first aid equipment must be taken on all visits and can be collected from the School Main Office. Depending on the nature of the visit, lanyards may be given to students to wear which will hold emergency school details. A copy of the risk assessment must be attached to EVOLVE.
- Where necessary a written detailed plan of the day should be attached in EVOLVE also and it is imperative that all visit staff have a very clear understanding of the times, itinerary, responsibilities, etc. for the visit. A meeting for the staff before the day of the visit is essential in ensuring all staff are clear on all relevant information.
- Follow the staged approach to communicating all aspects of the educational visit. Once the risk assessment, visit letter and register is complete and all other mandatory elements are filled, this is automatically sent to the EVC (Educational Visit Coordinator), who sends it on to the Principal once all checks are complete. Please submit all information on EVOLVE at least two weeks before the visit is due

to happen. Only when the Principal approves the visit and you receive your confirmation email from EVOLVE does the visit have permission to proceed.

4. Book the travel arrangements.

- Liaise with the Main Office on either booking the establishment minibus and driver or contacting coach companies.

5. Check with HOYs if any students you are thinking of taking should not be taken

- If the visit is part of an exam course, all students must be allowed to take part, but specific behaviour contracts should be drawn up and discussed with individuals before going.

6. The visit letter

- This should be attached to the EVOLVE visit form and approved by the Principal before being sent to parents. The letter should be sent to the Main Office to print, distribute and organise the collation of written consent reply slips.
- Every visit should have a letter to inform parents of the event and logistical arrangements, even if written consent is not needed.
- The professional nature of the school is often determined by external audiences by the letters it sends out. As such all letters should be highly professional in language, clarity and appearance.
- Details to be included in the letter:
 - Nature and purpose of the visit
 - Cost (which should be the total, fully inclusive through PARENTPAY).
 - Date
 - Travel arrangements
 - Departure and return times
 - What student needs to bring/wear, etc.
 - Arrangements for those entitled to free school meals
 - Mobile usage (agreed with Principal if different from school behaviour policy)
 - Visit Leader emergency contact details

7. Please ensure that packed lunches for FSM students are ordered via the Main Office.

- Final numbers and student names for FSM lunches must be given the day before to ensure they are ready to be collected on the day. Check with the Main Office which students are entitled to FSM.

8. Please take into consideration the additional needs of students.

- Refer to students' Pupil Passports and consult with the Inclusion Team whether special arrangements need to be put in place for students e.g. Does the student need a teaching assistant as part of the visit?
- Ensure that you have noted the medical needs of students in your risk assessment where relevant. For example, students who have allergies and require the use of an injection pen. A trained member of staff must be on the visit with these students.

9. All visit information should be stored electronically in a dedicated Teams folder in Primet Staffroom/Personal Development. This includes:

- visit plan/itinerary
- student list including emergency contact details and any medical needs
- spreadsheet of reply slips from parents
- staff list (and other relevant staff information where necessary)
- parent information letter
- risk assessment

10. On the day of the trip

- Collect and then return the trip pack and first aid kit from the Main Office
- Collect the FSMs from the Canteen
- Sign students out and then back in at the Attendance Office
- Complete the Evolve evaluation