The Island Learning Trust

Educational Visits Policy

Date written: June 2026

Introduction:

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration.

Aims and objectives for Educational Visits

At The Island Learning Trust, we acknowledge the great value of educational visits in broadening and enhancing both the learning and social experience of young people. They offer opportunity to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities.

Nature of educational visits:

The school runs a range of Educational Visits. These may include:

- Walks around the local area
- Swimming, sports fixtures and Bikeability
- Visits by coach to places of interest to support the curriculum
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas
- Residential visits

Personnel:

The **Trust** is responsible for:

- Ensuring that each school has a trained EVC in place
- To ensure where an EVC in school is not available that there is sufficient capacity within the wider Trust to offer support

The **Trust Board** is responsible for:

- Ensuring that guidance is available to inform the school policy, practices and procedures relating to health and safety of pupils on educational visits
- Ensuring that the HoS has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit
- Ensuring that there is a named governor for safeguarding to include a responsibility for reviewing educational visits

The function of the **EVC** is to:

- Ensure educational visits meet the employer's and school's requirements
- Ensure that the Risk Assessment meets requirements
- Ensure parents are informed and have given consent
- Keep records of visits, accidents or incident reports
- Review systems and monitor practice – minimum of once per year
- Deliver training to all staff
- Update training every 3 years

The **Head of School** is responsible for:

- Ensuring approval for visits is given
- Ensuring that arrangements are in place for the educational objectives of a visit to be inclusive
- Ensuring that each visit has an appropriately competent Group Leader
- Ensuring that all teachers are aware of guidance and expectations
- Maintaining trip approval database
- Have a copy of medical list for all trips provided by the group leader

The **Group Leader,** typically a Year Lead has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Group Leader must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the school's policy and procedures
- Plan and prepare for the visit and assess the risks
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

Adult volunteers who are not teachers at the school must:

- Understand and agree expectations of them
- Ensure they are not left in sole charge of pupils if they have not completed vetting and DBS checks
- Raise concerns for pupil welfare with the Group Leader

Expectations of Pupils and Parents

Schools within The Island Learning Trust have a clear code of conduct for school visits based on the schools 'Nurturing Relationships and Behaviour Policy.'

Where concerns arise regarding a pupil's ability to safely participate, a risk assessment will be undertaken and reasonable adjustments considered. In exceptional cases, a decision may be made to withdraw a pupil from a visit following consultation with parents/carers.

Expectations of Staff

All Island Learning Trust employees are expected to have read and adhere to the Staff Code of Conduct. No alcohol can be consumed on educational visits and staff that smoke or vape must ensure that this happens off site and out of view of children. Before a member of staff leave they must make sure correct, appropriate ratios of staff are supervising children, and the frequency of breaks to smoke or vape does not exceed that of a normal school day.

TILT staff must be in attendance and supervising children at all times, providers staff cannot act in loco parentis or offer pastoral care, there must be no transference to others.

Risk assessment:

Risk assessments are made for all Educational Visits, using the school's own Risk Assessment Form available on IAM Compliant. This necessitates that the Group Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately.

Risk Assessments must be simple, manageable, proportional, suitable and sufficient. Risk assessments will adopt a risk–benefit approach, ensuring that the educational value of the visit is considered alongside the risks. The Trust recognises that well-managed risk enables valuable learning opportunities and should not be eliminated unnecessarily. The system must:

- Identify significant hazards
- Assess the risk of harm
- Put control measures in place
- Check if anything else is needed
- Use a simple assessment language-high, medium, low risk

All staff must undertake ongoing (dynamic) risk assessment during visits and be prepared to adapt plans and control measures in response to changing circumstances.

The EVC and Group Leader must ensure that any external provider is competent and safe. This includes checking appropriate insurance, safeguarding arrangements, qualifications, and risk assessments. Preference should be given to providers holding the Learning Outside the Classroom (LOtC) Quality Badge or equivalent accreditation.

Adventurous Activities:

All adventurous or higher-risk activities (e.g. water sports, climbing, caving, trekking) must be delivered by appropriately qualified and competent providers.

Where applicable, providers must hold a current AALA (Adventure Activities Licensing Authority) licence. The EVC must ensure that appropriate checks are carried out, including qualifications, risk assessments, and safety management systems.

Staff must not lead adventurous activities unless they are specifically trained and approved to do so.

Obligations under the Equality Act:

The school will not exclude pupils from trips on the basis of SEND, and will always seek to make 'reasonable adjustments' to include all pupils. This may involve asking the child's parent or a member of support staff to attend the trip.

Ratios:
Suggested ratios but final decisions must be based on a risk assessment of the groups specific needs for the activity and location.

- EYFS (based on RA) generally 1:4 or 1:5
- Y1-Y3 1:6
  Y4-Y6 1:10
- Visit leader to discuss the proposal with the HoS
- Book visit- liaise with Office Admin for support
- Arrange appropriate transport if needed. All transport must be arranged through reputable and appropriately licensed providers. Seatbelts must be worn where available, and staff must ensure appropriate supervision during travel. Where minibuses are used, drivers must be appropriately qualified and compliant with legal requirements.
- Complete Trip Costing Sheet and ensure this is signed by HoS before a letter is sent to parent/carers
- Copies of the signed trip costing sheet and all documents relating to the trip must also be emailed to financemanager@tiltrust.org on head of school approval also before any letters have gone to parents
- Complete all relevant documentation e.g. Risk assessments
- Gain a Risk Assessment from trip setting and add to if appropriate
- Put in place a risk assessment for identified pupils if necessary and share with parents
- Send a letter to parents with a permission slip specific to your outing
- The Group Leader is responsible for ensuring that the full costs involved in an Educational Visit are covered and time is provided to families to contribute in full
- Notify LEA if residential trip is overseas

Week before the visit:

- Obtain full medical information/details of other issues e.g. dietary requirements are with a copy being provided to the Group Leader and one to HoS. If on a residential information should also be shared with the provider
- All personal and medical information must be handled in accordance with data protection legislation. Information should be shared only with those who need it and stored securely during and after the visit
- Identify if FSM pupils needs a packed lunch and request from kitchen with a week's notice
- Arrange for parents and helpers to accompany you on the outing (if required)
- If residential, ensure all vetting of providers are in place, this is to include where appropriate a pre-visit, checking reviews and internet checks for any known or on-going safeguarding issues
- Follow up on any outstanding permission slips. Parental consent will be obtained in line with DfE guidance. Blanket consent may be used for routine local visits, while specific written consent will be required for all residential, higher-risk, or non-routine visits.

Procedure on the day:

- Collect packed lunches from the kitchen
- Check appropriate first aid bags are fully equipped
- Make sure that individual pupils have their own medicines (e.g. pumps)
- Discuss behaviour expectations with all children
- Take all permission slips with you on the trip
- Organise children into groups. Each adult to take responsibility for a small group but 2 adults and their groups should stay together
- Share Risk Assessment with all adults going on the trip
- Inform everybody of possible hazards (risk assessment), e.g. water, roads. Make sure everybody knows the pick-up point and leaving time
- Take money/card and mobile phone for use in emergency
- Mobile phone(s) to be switched on by Group Lead/Class teachers. If a delay in return, contact must be made with school so parents can be notified
- Medical/first aid book to be taken on trip - record appropriate issues

Never label children with their name. If a group of children need identification, then the name of the school and telephone number may be used.

First Aid:

- Appropriate first aid equipment to be taken on all trips, in accordance with the schools' First Aid and Health & Safety policies
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- At least 1 supervising adult able to administer first aid will be present on all trips

Emergency procedures:

- 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 and actions
- All visits must have a clearly understood emergency plan. A senior member of staff not attending the visit must be designated as an emergency contact
- 1 member of staff will always accompany a pupil seeking medical treatment
- Parental contact information must be up to date and accessible
- 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 incident

Charging & Insurance:

We will follow the Trust's charging and remissions policy at all times.

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

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education

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

This policy also complies with our funding agreement and articles of association.

Policy Reviewed:	June 2026
Next Review:	June 2028