



Immanuel Christian School

Educational Visits Policy

This policy is reviewed biennially to ensure compliance with current regulations

Amended by	
JG August 2025	
Date of next review	August 27

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Statement of intent

We know that all learning is God's learning and class based learning demonstrate that by being rich, varied and engaging. We also know that out-side the classroom learning through visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. Immanuel Christian School aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting. As the psalmist writes, "The heavens declare the glory of God; the skies proclaim the work of his hands". Psalm 19:1 There is much to enjoy and learn both in the outdoors and by visiting a range of different places for new experiences.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE 'Charging for school activities'
- DfE 'Health and safety on educational visits'
- HSE 'School trips and outdoor learning activities'
- DfE 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Discipline and Behaviour Policy
- Health and Safety Policy

2. Definitions

'**In loco parentis**' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

'**School trip**' means any educational visit, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

'**Residential**' means any school trip which includes an overnight stay.

Activities of an '**adventurous nature**' include, but are not limited to, the following:

- Trekking
- Water sports
- Climbing

3. Roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them life skills and providing new experiences.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Working with the administrative assistant to oversee the correct organisation of trips

- Liaising with the governing board regarding the organisation of extra-curricular trips and activities,
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the completion of relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

With the support of the Administrative Assistant, the head teacher will also be responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, by organising training for staff and volunteers.

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits coordinator.
- Conducting a risk assessment prior to school trips and educational visits to ensure pupil and staff safety.
- Creating an itinerary prior to an educational visit or school trip and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.

- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of pupils by following the procedures outlined by the designated trip leader.

4. Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure pupil and staff safety.

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents.

5. Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment will be conducted for each school trip before it is undertaken to identify hazards and control measures specific to the trip.

6. Vetting providers

When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the school's standards, they will not be considered.

7. Equal opportunities

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Pupil Equality, Equity, Diversity and Inclusion Policy.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

8. Transport

This is covered in the Transporting Pupils Policy – appendix 1 of this document.

9. Parental consent

The local visits consent form covers trips in the local area (Westerleigh, Wapley Woods) and do not necessitate an additional consent form. However, parental consent is required for all other off-site activities including

- Activities of an adventurous nature.
- Residential trips.

- Trips outside of school hours.

10. Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:

- EYFS: 1:4
- KS1: 1: 6
- KS2: 1:8-10
- KS3&4: 1:12

Sometimes more adults per pupil will be required such as when: The activity is higher risk (e.g. outdoor adventure activity); The visit is residential; Pupils have SEND, medical, or behavioural needs; The environment is complex (e.g. busy city)

11. Insurance & licensing

When planning activities of an adventurous nature in the UK, the visit coordinator will check that the provider of the activity holds a current licence. Parents will be informed of the limits of any insurance cover.

12. Accidents and incidents

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy. The headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the chair of governors.

13. Missing person procedure

The school places pupil and staff safety as its top priority when participating in school trips.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The visit leader will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with significant SEND, the visit leader will ensure an adult is with them at all times and that the visit is adequately modified to suit the pupil's needs in accordance with this policy.

Upon arriving at every venue, the visit leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip:

- The visit leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The visit leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 10 minutes, the local police will be contacted.
- If the police are called, the visit leader will contact the headteacher, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when the visit is a residential too far from school, the headteacher will make arrangements to ensure the group's safety.

If a member of the party has gone missing and is subsequently found, the visit leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the headteacher to ensure similar incidents can be avoided in the future.

14. Pupils with SEND

Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCO will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Depending on the level of need, pupils with SEND may be expected to be accompanied by a responsible adult during the extra-curricular trip or visit.

15. Finance

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

Money for school trips will always be paid directly to the school.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

16. Evaluating trips and visits

Following an educational trip and/or visit, staff will assess with the headteacher the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations may be made to improve future trips and visits.

17. Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy biennially. The scheduled review date for this policy is August 2028.

Appendix 1

Transporting Pupils Policy

This policy is written to cover transporting pupils to sports fixtures, Yate Leisure centre and school visits. These guidelines aim to give advice to those staff who undertake this task in order to keep themselves and the people they are transporting safe.

General guidelines

- The guiding principle should be that transporting children/young people in staff cars should be planned, necessary and should never be undertaken on an ad hoc basis and must be authorised by the head or deputy, with due consideration of the following items.
- In certain circumstances children may need to be transported in an emergency situation where management cannot be contacted to approve this. It is anticipated that these by the nature of them being emergencies, would be very rare.

Drivers and their vehicles

- Any staff and volunteers willing to transport children will need to have the necessary competence and experience (aged 21-70 and at least 1 years' driving experience).
- The school will undertake an annual check of driver and vehicle suitability. This will entail completing a form and a member of staff (currently Alan Homersley) will monitor and verify these details. See appendix 1.
- Drivers must have a list of all party members in their car, route details and expected times of arrival/departure.
- Drivers must have a complete list of names and addresses and emergency phone numbers of all party members. Leave one copy with the responsible person at school and take one copy on the trip.
- Take a mobile phone for use in an emergency and leave the number with the Head Teacher.

Permissions

- Parents must grant written permission for their child to travel in a staff or volunteer parent car for every trip undertaken.
- The only exception to this is weekly scheduled journeys (eg den-building club). In such instances parents will need to sign a permission slip to cover the journeys for the whole academic year at the start of the school year. If any changes to transport arrangements are made, parents need to be informed and give consent.
- Where possible, there will be two adults in each vehicle. If this is not possible, cars will travel in convoy as far as this is practicable. Staff and volunteers are never permitted to transport a single passenger.

- All pupils must comply with the law on car safety and wear a seat belt when traveling in a vehicle driven by a staff member or parent whilst on a school trip or excursion. It is the responsibility of the driver to ensure that each pupil wears a seat belt.
- Car seats must be used in accordance with legal requirements.
- Employees of the school, or anyone else driving pupils from the school, must not use a mobile phone whilst driving but must park the vehicle safely and then take or make any telephone call.

SEND Children / Young People

- If the child/young person has a medical condition that is likely to require additional support/medication, a copy of their Care Plan plus appropriate medication must be available. A parent or member of staff who has received training in administering support/medication should accompany the young person in the vehicle.
- If a child has SEND (including physical, emotional, behavioural and medical), the risks that this may present to them or the staff involved when transporting them needs to be established. This should involve gathering and sharing information with all agencies involved with supporting the child/young person. This information is required to inform specific risk assessment for transporting the child/young person. The information will need to be reviewed regularly to ensure it remains valid.

Risk Assessment

- A generic risk assessment may be adapted and used for transport.
- Over and above this where information gathered on a child/young person or staff members safety poses significant risk to the child/young person or staff members safety during transportation, then a specific risk assessment relating to this activity must be carried out. It is not possible to give full detailed control measures for such risk assessments as they will relate to the particular needs of the individual and the specific circumstances involved.
- However, when considering children/young people with medical conditions their transport and any control measures required during transport if this is to be a regular occurrence, should be included in their individual care/treatment plan. This should be used to inform any risk assessment. A second person, trained in administering medication or the relevant medical procedure should always be provided where necessary.
- For children/young people who present with behavioural issues a range of control measures could be considered; from not transporting the person if it is felt their behaviour is such that doing so is not safe, providing an escort to ensure the driver can concentrate safely on driving, placing the child/young person so they cannot easily distract the driver (diagonally across from the driver in the back seat) amongst others.
- Child locks should be used when transporting children/young people as a control measure.

Child Restraints

In the UK, child restraint laws are set out mainly in the Road Traffic Act 1988 and supporting regulations like the Motor Vehicles (Wearing of Seat Belts) Regulations 1993 (as amended).

The basic legal rule is that children must use a child car seat until they are:

- 12 years old, or
- 135 cm tall (whichever comes first)

After that, they must use an adult seat belt.

- When staff are transporting children/young people they should ensure that the correct type of restraint is used and that it meets the required standards. Restraints should also be checked before use to ensure that they are well-maintained and fit for purpose, with no defects.
- Child restraints are the collective term in the seat belt wearing legislation for baby seats, child seats, booster seats and booster cushions. Modern child restraints are designed for specific weight ranges of child. They have to meet EU-approved standards (e.g. R44 or R129/i-Size standards) and be suitable for the child's height and/or weight
- These are approved for use in forward-facing or rear-facing seats.
- Legislation requires all young people in cars, vans and other goods vehicles to be carried in the correct child restraint from birth until either are 135 cm (4'5") tall or have reached the age of 12 years (whichever comes first). They must then use a seat belt.
- If no seat belts are fitted in the front, then passengers including children and young people cannot travel in the front.
 - The driver is legally responsible for children under 14. The penalty is up to £500 fine if rules are broken

NB: - CARS, VANS, GOODS VEHICLES WHICH DO NOT HAVE SEATBELTS FITTED MUST NOT BE USED TO TRANSPORT YOUNG PEOPLE.

For more detailed information on child restraint visit

[Child car seats: the law: Using a child car seat or booster seat - GOV.UK](#)

Accidents/Incidents

In the case of a road traffic accident, these must be reported by the driver, to their own insurance company. Passengers must be advised of the name and address of the insurance company, if wishing to make a claim.

Policy review date: August 2027

Responsible Person: Mrs Jo Gulliford- Headteacher

Appendix 2

Educational Visit Form

Proposal for Educational Visit			
Venue:			
Date:		Duration:	
Leader:			
Year Group(s):			
No. of pupils:		No. of staff:	
Aim and purpose of visit:			
Transport:			
Cost:			
Written Risk Assessment Necessary?	Yes / No		

Agreed by the Head Teacher.

Signature

Date

Appendix 3

(optional) Annual consent form for all educational visits and school trips

Please sign and date the form below if you are happy to give consent for your child,

- a) To take part in school trips and other activities that take place outside school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
 - All visits, including residential trips, which take place during the holidays or over a weekend.
 - Adventure activities at any time.
 - Off-site sporting fixtures outside the school day.
 - All off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
- Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form.

Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....
.....

Signed..... Date.....

Appendix 4

Health & Safety Guidance

[Health and safety on educational visits - GOV.UK](#)