



PRINCE REGENT

STREET TRUST

Educational Visits Policy

Status	Date
Date Issued:	Spring Term 2026
Prepared by:	PRST Central Team
Adopted by PRST Trust Board:	11 th March 2026
Review date:	Spring 2028

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1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our schools, which require pupils to leave the school premises, having been authorised to do so by the Headteacher or other designated member of staff.

Prince Regent Street Trust believes that educational visits are a valuable way to 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. 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

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 2023](#)

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.

3. Roles and responsibilities

Headteacher

The Headteacher 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 Coordinator, have received any necessary training
- Working with the Governing Body to approve residential trips of more than 24 hours

The Headteacher, or another member of the SLT, must complete **Managing Visit Emergencies** training.

The Educational Visits Co-ordinator (EVC)

Each school will appoint an EVC, usually the Deputy or Assistant Head, but could include Team Leaders. The EVC must complete **EVC** Training.

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 Headteacher and Governing Body when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Trip leader

Every educational visit will have one member of staff designated as the trip leader, usually the Key Stage Leader or Class Teacher, but could be a teaching assistant, who must complete **Visit Leader Theory** training.

The trip leader 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 coordinating 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 and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

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 Headteacher
- Carry out any required risk assessments and work with the trip leader
- 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 discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

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 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

Volunteers

Volunteers attending school trips, including parent 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
- Read, understand and sign Appendix 1: Volunteer behaviour and code of conduct

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

Before the Educational Visit

The trip leader must discuss the proposal with the Headteacher/EVC and complete the Educational Visit Checklist on EVOLVE.



EVOLVE is an online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. It is proven to reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.

If approved the trip leader must:

- Book visit
- Arrange appropriate transport.
- Complete all relevant documentation e.g. Risk Assessments as per process on EVOLVE.
- Send a letter to parents with a permission slip specific to your outing (via ParentPay or Text Message).
- Arrange for parents and helpers to accompany on the outing (if required).
- Undertake a 'Controversy Search' on the parent and/or helper.
- At least two weeks before let the kitchen know exactly how many packed lunches you require for children that are eligible for free school meals.

In cases where a trip involves activities for more than 24 hours, an overnight stay, the Headteacher will seek the approval of the Governing Body.

Once the risk assessment has been approved by the Headteacher, and the Governing Body where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent (via communication app) 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.

The Trip Leader 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.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

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 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.

The school has a duty to ensure the safety and health of those taking part in or exposed to its activities, so far as it is reasonably practicable to do so, therefore pupils whose behaviour falls below the standard to be reasonably expected, or their conduct compromises the safety and health of the group, individuals or themselves, can expect to be removed from the activity.

5. Risk assessment

Trip leaders will carry out a full risk assessment at least two weeks before the start of all trips. These will be completed using the **Evolve Educational Visits Events Specific Plan**. Existing risk assessments provided by the destination itself should also be used to support this process. Further advice and guidance will be sought on any residential trips that are being planned.

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 leaders will raise any concerns or questions about potential risks and safety measures with the Headteacher and, where appropriate, third-party vendors.

Every risk assessment will be approved by the EVC/Headteacher, and a copy taken on the visit and another copy left with the EVC.

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 one supervising adult able to administer first aid is present on all trips
- If the trip is for pupils in EYFS, at least one qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the Trust'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 leader will take regular headcounts and/or rollcalls



Transport

Transportation for trips will be organised by the school, in line with our safety policies. 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.

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. 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, whilst 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 two weeks ahead of the visit, and will be asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 1** 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, 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 children 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 a pupil.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least one month before the proposed date of the trip. Communication will be via letter or through the school's communication app or email, 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 via the communication app.

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.

We will always get written consent before taking nursery-age children off-site.

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.

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.

At least one member of staff will always accompany a pupil seeking medical treatment. In a 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 the Trust's Charging and Remissions Policy at all times.

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.

The Trust is part of the [DfE's Risk Protection Arrangement \(RPA\)](#) which provides comprehensive coverage for primary school trips, including residential. It covers public liability, personal accident, and travel risks (e.g., cancellation, medical expenses) for pupils and staff.

10. Residential visits

The Headteacher, together with the Governing Body, 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 one-day visits. In addition, the trip leader will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least one 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
- A formal planning meeting is held, involving all the adults attending
- Class teachers, previous class teachers (if necessary) and the SENDCO are involved in the allocation of bedrooms

Parents and carers will be given information about the visit and asked for permission at least two months before the first day of the visit. Information shared with parents 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 this 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

11. Review

This policy will be reviewed every two years by the Trust's Central Team. At every review, the policy will be shared with Headteachers and the Trust Board.

12. 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 and Safeguarding Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Special Educational Needs (SEN) policy
- Equality information and objectives
- Accessibility Plan
- Early Years Foundation Stage (EYFS) Policy



Appendix 1: 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 the Trip Leader at the earliest opportunity and withdraw from the trip. A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

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 told 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
- Pass on any personal information, or any other information about incidents that occurred on the trip to other parents

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

Signed:

Date:

