RHODES AVENUE PRIMARY SCHOOL

Rhodes Avenue Primary School

Educational Visits and School Trips Policy

Date policy last reviewed: November 2025

Signed by:

M. Panayiotou	Headteacher	Date:	November 2025
L. Freestone Link Governor for Safeguarding	Chair of governors	Date:	November 2025

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Statement of intent

Rhodes Avenue Primary School understands that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting.

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 (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Complaints Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Commitment to Equalities Objectives
- Equity, Diversity and Inclusion Policy
- Minibus 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, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

'Local Visit' refers to an educational activity that takes place within the immediate vicinity of the school and does not require complex planning, high-risk activities, or the use of transport. These visits are typically low-risk, short in duration, and on foot.

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

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

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

3. Local Educational Visits

Examples of local visits may include:

- Visits to the local library, church, or mosque
- Walks to the park or local nature reserve
- Attendance at community events or exhibitions nearby
- Visits to a local shop or care home for educational purposes

Local visits are an important part of our curriculum enrichment and provide pupils with opportunities to:

- Learn from real-world experiences
- Build links with the local community
- Apply classroom learning in a meaningful context
- Explore their environment safely and respectfully

To ensure the safety and educational value of local visits, the following procedures must be followed:

1. Parental Consent

Parents/carers will be asked to provide annual blanket consent for local visits at the start of each academic year.

They will be informed in advance of each visit via email, text, or letter, with details of the location, timing, and purpose.

2. Planning and Approval

Local visits must be recorded in the school's visit log and approved by the Headteacher or Educational Visits Coordinator (EVC).

Staff must ensure the visit aligns with curriculum goals or personal development outcomes.

3. Risk Assessment

A generic risk assessment for local visits is kept on file and reviewed regularly.

Staff must consider specific risks related to each visit (e.g. weather, student needs) and adjust the plan accordingly.

The following procedures apply to all visits, both local and non-local:

- The school has a legal duty of care for all pupils and staff
- Staff responsibilities and appropriate supervision are required at all times
- Safeguarding procedures must always be followed
- All pupils, including those with SEND or medical needs, must be included
- First aid provision and emergency contact information must be available
- A suitable risk assessment must be completed or reviewed
- Pupil behaviour expectations must be upheld during the visit
- Clear emergency procedures must be in place and understood
- All visits must be monitored and evaluated afterwards

4. 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.
- Appointing an educational visits coordinator, liaising with the LA as necessary.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, 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.

The educational visits coordinator is 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, in consultation with the headteacher, 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.
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator.
- 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.
- Informing parents of the proposed extra-curricular trip or activity six weeks in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.

The designated deputy leader supports the designated trip leader and will assume the designated trip leader's responsibilities if the designated trip leader is no longer fit to lead the trip, e.g., is unwell at short notice. They are also responsible for supporting the designated trip leader in completing all their relevant responsibilities by assuming any delegated tasks.

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.

Parent Volunteers and Safeguarding

- Parent volunteers supporting school trips are not considered to be in regulated activity and therefore will not normally be subject to an enhanced DBS or barred list check, provided they are fully supervised at all times by a member of staff.
- Parent volunteers must not be left in sole charge of a group of children at any time.
- Where a parent volunteer is expected to have unsupervised contact with children, they will be treated as a regular volunteer and will be required to undergo an enhanced DBS check with a barred list check, and appropriate safeguarding training.
- All parent volunteers will be briefed in advance of the trip on safeguarding procedures, expectations for conduct, and their role in supporting staff supervision.

- Parent volunteers must read, agree to, and sign the school's Educational Visits Supporting Parents Code of Conduct prior to the trip. This sets out their responsibilities regarding child supervision, safeguarding, appropriate boundaries, use of mobile phones, and confidentiality.

5. 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, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils. 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.

6. 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.

7. 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.

8. 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.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

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.

9. Transport

The health and safety officer is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax. The use of the minibus will be organised in accordance with the Minibus Policy.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic school trip. Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy. Staff may also be asked to complete MIDAS training if the relevant category is not on their licence.

Drivers will complete the relevant form from the school office.

If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle. Internal damage to the minibus is the responsibility of the individual. The minibus will carry strictly one person per seat and seatbelts must be worn at all times.

Staff are to complete a Minibus inspection sheet located in the glovebox of the bus prior to any journey. A list of staff members who hold the required licence and have completed specific training which allows them to drive the school minibus is available in the training file.

There will be at least on first aider on board the minibus.

10. Parental consent

Parental consent is not generally required for off-site activities that take place during school hours.

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

Parents and carers will be asked to complete an annual consent form at the start of each academic year. This consent covers their child's participation in routine school activities, both on and off the school site, which take place during the school day or within normal term time.

Parents and carers will be informed in advance of all planned visits and activities. Separate written consent will be obtained for any activities that are residential, present a higher level of risk, or require a financial contribution.

Parents and carers will have the opportunity to raise any concerns or, where appropriate, to withdraw their child from a non-compulsory activity.

11. Staffing ratios

To ensure the safety and well-being of all pupils during educational visits, the school follows appropriate staff-to-pupil ratios in line with Department for Education (DfE) guidance, local authority requirements, and a thorough risk assessment process.

While there is no fixed legal ratio for all school trips, the following minimum ratios are used as a baseline, with adjustments made based on the nature of the activity, age, needs of pupils, location, and risk:

EYFS (In line with EYFS statutory framework)

- 1:4 for nursery-aged children
- 1:6 for reception-aged children

Key Stage 1 (Years 1–2)

- Minimum 1:6

Key Stage 2 (Years 3–6)

- Minimum 1:10

Additional consideration will be given to higher-risk activities (e.g. water sports, climbing, trips abroad) will require lower pupil:staff ratio regardless of age group.

Pupils with SEND (Special Educational Needs and Disabilities) may require 1:1 supervision depending on individual needs and risk assessment.

Overnight trips and residentials require more stringent staffing, including appropriate gender representation among staff for mixed-gender groups.

12. Insurance and licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in the school office.

13. 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. In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the headteacher who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

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 clerk to governors.

Staff will use guidance as set out in the School Emergency and Business Continuity Plan, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils are easily identifiable, they must wear the school polo shirts. Failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

14. Missing person procedure

The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The educational visits coordinator 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 SEND, the educational visits coordinator will risk asses whether an adult is needed with them at all times and will try and ensure that the visit is adequately modified to suit the pupil's needs in accordance with this policy.

All adults on the trip, including staff and volunteers, will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members will be required to carry mobile phones with them at all times.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group. Pupils will wear school branded clothing (PE Tshirts and branded Hi Vis jackets), in order to make them easily identifiable.

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 domestically or abroad:

- The designated trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least one adult to start looking 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 or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the trip 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 a trip is taking place abroad, the educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip 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 educational visits coordinator to ensure similar incidents can be avoided in the future.

15. 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.

Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils. If necessary, pupils with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit.

16. Finance

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.

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. Under no circumstances should school trip money be processed through personal accounts.

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 headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

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.

17. Evaluating trips and visits

Following an educational trip and/or visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

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

18. Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy annually.

Appendix C

Supporting Adult Code of Conduct Agreement for Educational Visits

Name of supporting adult:
Name of class:
Date of educational visit:

	Yes	No
I agree to follow the school's Safeguarding Policy.		
I agree that I will follow all duties assigned to me throughout the period of the trip.		
I agree that my relationship with pupils will be appropriate and will not give rise to comment or speculation.		
I will avoid situations in which I am alone with a pupil. If such a situation is unavoidable I will as far as possible ensure I am in a public place with the pupil.		
I will avoid all physical contact with pupils, unless engaging in administering first aid.		
I will not consume alcohol before or during the trip.		
I will not smoke or vape in the presence of pupils.		
I will not consume drugs before or during the trip.		
I will ensure that my own conduct is appropriate in the circumstances and would not give rise to comment or speculation.		
I will follow instructions and guidance given by the teachers on the trip.		
My group and I will remain with the whole class unless I am told to separate.		
I will support all children in the group I am supporting, not just own child if I am supporting as a parent helper.		
I will make sure that I am aware of timings to ensure that I and my group are back to the agreed meeting points on time.		
If any incident occurs during the trip where I feel my actions may have been misconstrued I will report the incident to the Group Leader immediately and will on return provide a written and verbal report of the incident to the Educational Visits Coordinator.		
I will store the Emergency Contact Number given to me on my phone and will delete it after the trip has taken place.		
I will not take and share any photographs/videos of children or staff whilst on the trip or after the trip, e.g. on social media, chat groups etc.		
In the event of an emergency I will at all times follow the Group Leader's direction throughout the trip. I will not communicate with anyone outside of the trip group. I understand that in the event of an emergency only the school will communicate with parents/carers.		
I will not purchase items, e.g. from the gift shop/coffee shop, for any children (including my own if applicable) during the trip unless I have been directed to do so by the Group Leader.		
I will ensure that I adhere to the timings/expectations set by the school.		
I will report immediately any behaviour incidents to the Group Leader. I understand that in the event that any incidents occur only the school will communicate with parents/carers.		
I will stand outside toilet areas whilst pupils in my care use the toileting facilities.		

Signed: _____

Date: _____