



Educational Visits Policy

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An academy within:



"Learning together; to be the best we can be"



1. Statement of Intent

- 1.1. This policy applies to any visit that leaves the school grounds, whether as part of the curriculum, during school time, or outside the normal school day.
- 1.2. We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Bents Green School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include but are not limited to:
- Improvements in their ability to cope with change.
 - Increased critical curiosity and resilience.
 - Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
 - Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
 - Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
 - Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
 - Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e., encouraging pupils to become more risk aware as opposed to risk averse.
 - Greater sense of personal responsibility.
 - Possibilities for genuine team working including enhanced communication skills.
 - Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
 - Improved awareness and knowledge of the importance and practices of sustainability.
 - Physical skill acquisition and the development of a fit and healthy lifestyle.
- 1.3. 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

- 2.1. 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
- 2.2. Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.
- 2.3. This policy also complies with our funding agreement and articles of association.

3. Employer Policies and Procedures

- 3.1. In addition to this Educational Visits Policy, **Bents Green School** uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.
- 3.2. All staff are required to plan and execute visits in line with school policy (i.e. this document). Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

4. Approval Process

Definition of a Visit

For the purpose of this Policy, a school visit is defined as "any occasion when students take part in learning activities which are carried out beyond the boundary of any Bents Green School site or recognised Alternative Education Provider or venue."

The Two Main Types of Trips

1. Routine/ Local visits

These visits are planned for in the curriculum of a given subject, such as Preparation for Adulthood. They can be considered as lessons in a different classroom. These visits should have a STAGED (staffing, transport, Activity,



environment, group, distance) approach to assess and mitigate risk associated with a visit. Risk Assessment Procedures Checklist Completed (7 days prior to visit) that is signed by a member of SLT a week prior to the visit.

2. Trips that need a full risk assessment and extra planning (Evolve needed) These trips are identified following the staged model and in collaboration with EVC. This could be due to things like:

- The distance from school
- The type of activity
- The location
- Needing staff with specialist skills
- The experience of staff leading the visit
- Any hazards or known risks such as water or traffic

4.1. SLT Approval Any activity off the school premises requires approval via SLT. The Curriculum already has approval but outside of this the Visit Leader must submit a School Visit Request Form on the MLE. Visit Costing and Final SLT Approval Form Jan 2017.xlsx (sharepoint.com) Visits that are part of the curriculum and take place during timetabled lesson time, including Preparation for Adulthood only require the Risk Assessment Procedures Checklist online form to be completed and reviewed by SLT. These are classed as 'Routine' Trips Parents/Carers are notified and give written permission at the beginning of the school year for visits within timetabled lessons. Non-routine Trips will require additional planning. This could be due to the location of the trip, the type of activity (adventurous), or the length of trip. For all non-routine trips visit leaders are required to complete a Trip Planning Form, and submit this to SLT a minimum of 6 weeks before the trip. SLT will then discuss and decide if LA approval is also required. Secure approval for all visits before making any further arrangements or bookings. Visits requiring LA Approval SLT will inform visit leaders if LA approval is required, and in those circumstances this must be uploaded onto EVOLVE at least 6 weeks prior to the trip.

4.2.

4.3. The following list are examples of when LA Approval is required: • Visits abroad • residential visits (including overnight camping); • hazardous locations (mainly coast/beaches or natural inland waters) • adventurous activities (climbing, sailing, canoeing, abseiling, mountain biking etc.) 7 • joint visits with other establishments It is essential that the 6 week deadline for completing the Risk Assessment on EVOLVE due to the LA requiring 4 weeks to approve it. If the deadline isn't met then the trip may have to be cancelled. For further information look at this website sheffieldvisits.org.uk or contact martin.clist@sheffield.gov.uk



5. Roles And Responsibilities

5.1. **Visit leaders** are responsible for:

- Obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any financial or other commitments.
- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff 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 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
- Have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

5.2. **The Educational Visits Coordinator (EVC)** is **Richard Cusworth/ Adam Worrall, Assistant Headteacher** who will:

- Support and challenge colleagues over visits and learning outside the classroom (LOtC) activities.
- Be the first point of contact for advice on visit related matters and will check final visit plans **on EVOLVE** before submitting them to the **Executive Headteacher**.
- Sets up and manages the staff accounts **on EVOLVE**, and uploads generic school documents, etc.
- 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
- Keep records of individual visits, including reports of accidents and near-misses

5.3. **The Senior leadership team** has responsibility for:



- approving type 1 , and The Exec head authorises type 2 visits which are then workflowed via **EVOLVE** to the LA.
- making sure staff, including the educational visits co-ordinator, have received any necessary training.
- Advise as to whether the visit should be approved and recommend what actions if any needs to be taken before approval should be granted.

Visit Leader: • Overall responsibility for the supervision and conduct, including direct responsibility for the student's health, safety and welfare • Effective supervision of other staff and students • Plan and assess (and manage) the risks • Follow school policy and procedures • have the skills, status and competence needed for the job • understand the risks involved • be familiar with the activity

5.4. Pupils / Students

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.

6. Staff Competence

- 6.1. We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:
- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role. The EVOLVE process is also covered in the staff induction for all staff.
 - Supervision by senior staff on some educational visits.
 - Support for staff to attend training courses relevant to their role, where necessary.
- 6.2. In deciding whether a member of staff is competent to be a visit leader, **the EVC** will consider the following factors:
- Relevant experience.
 - Previous relevant training.
 - The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency.
 - Knowledge of the pupils, the venue, and the activities to be undertaken.



- 6.3. Records will be kept on the staff HR systems of induction, training, relevant qualifications, and competence.

6. Volunteers

- 6.1. Any volunteers who accompany a visit or activity will be vetted and be directly supervised by a member of staff. If volunteers are to have substantial unsupervised access to young people, then an enhanced DBS disclosure will be obtained, and they will undergo induction and training in their role and responsibilities. Reference should also be made to **Bents Green School** safeguarding policy and school volunteer policy if in place.
- 6.2. Any volunteers must be pre-agreed and approved with a Risk assessment being done around this person, with also an induction for this person.
- 6.3. See Appendix 3 for guidance for parents and carers who are supporting an educational visit

7. Emergency Procedures

- 7.1. **A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**
- 7.2. The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is reviewed at annually and following any major staffing changes.
- 7.3. When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the Trust.

8. Parental Consent

- 8.1. *Each school should set out their approach to monitoring which should address the following issues as appropriate:*
- *When parental consent is required how is this obtained?*
 - *What methods are used to fully inform parents?*
 - *If consent gained electronically via which system?*
 - *Does school use the annual consent form?*
 - *Is individual written consent required for each visit?*



- *When consent is not required and not obtained how are parents informed?*
- *How are parents informed of use of the local learning area?*
- *Medical form – do you ask for this to be completed for a visit such as a residential?*

8.2. Annual consent: Written consent will be gained annually for routine local visits and activities which are a normal part of our educational provision. This can include visits and activities beyond the normal day such as after-school sports fixtures and information regarding the nature of the types of visit will be included. We will fully inform parents by letter and text of the nature of each visit, activity, or series of a similar nature, remind parents that they have already consented, and give opportunity to update information and emergency contact details.

8.3. Individual consent: Written consent which may be electronic via PS connect or email will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits, adventurous activities, those which fall outside of normal hours and non-routine activities which are not a normal part of educational provision. We will fully inform parents by letter, text or email of the nature of each visit, activity, or series of a similar nature. Very occasionally, in certain circumstances, e.g. a consent slip is lost en route or a student has an opportunity to take part in a visit at the last minute, consent can be given by telephone after approval by SLT. This phone call should be witnessed by another member of staff and written evidence should be filed with other consent slips. Residential visits require the completion of the more detailed Parental Consent Form.

8.4. Medical information: We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

9. Inclusion

9.1. We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaptation or modification and integration through participation with peers.



- 9.2. We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.
- 9.3. Where a pupil with a disability, an Education, Health and Care (EHC) plan, or other specific needs (including medical conditions such as allergies) is participating in a visit, the school will ensure that the level of support provided is consistent with that available during the school day. The visit programme will be adapted as required, in consultation with parents/carers, through reasonable adjustments to itineraries, the provision of additional support staff, and any other measures deemed appropriate.
- 9.4. We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable.

10. Behaviour

- 10.1. Appropriate behaviour is essential for the smooth running of learning beyond the classroom activities and ensures that effective memorable learning can take place. Young people, parents and carers will be made aware of the school's behaviour policy. In addition, parents and carers will be made aware of their responsibilities for collecting young people in prescribed circumstances.

11. Charging / Funding For Visits

- 11.1. We will keep all charges for trips to an absolute minimum and also use Pupil premium and student Bursary funds to cover these where possible.

12. Transport

- 12.1. Where possible the school minibus will be used for all visits. The driver will complete the daily checks on the vehicle before setting off. All driver must hold up to date MIDAS test certificates.
- 12.2. If outside agencies are needed these are usually selected from pre-approved providers ie **RMBC** fleet or approved agencies.
- 12.3. **Use of staff/private cars to transport pupils** – This is allowed as long as the staff produce documents as necessary (business insurance and a valid MOT certificate and driving license)



13. Insurance

- 13.1. All visits are covered by the Academy insurance for visits which is currently through RPA.

14. Monitoring

- The monitoring role of the EVC,, other senior staff is done by the **Executive Headteacher**
- All accidents, near misses, incidents and concerns and reported to **the Head of School and the School resource manager** in line with those procedures and policies.
- Staff will be encouraged to complete review forms after visits.
- New staff will be buddied up with an established visit leader t undertake peer on peer support
- The focus and extent of monitoring through field ('out-of-classroom') observation.
- Decisions about the focus and extent of field observation should be informed by risk
- assessment. There are many ways of targeting or sampling the range of provision,
- for example:
- Observe a representative sample from the full range of provision.
- Focus on frequent or routine activities.
- Focus on activity that is more complex and requiring enhanced planning and management.
- Focus on areas where leaders or the establishment are less experienced.
- Training records for all staff are kept updated and in their personal file.

Emergency Procedures

The Visit Leader will ensure that full details of the visit are recorded and handed to the office staff who can be contacted if there are any issues. In the event of a minor emergency, staff will inform school and request assistance if necessary. If the 9 situation necessitates contacting parents/carers, this will be done by the office. School Reception telephone number is: 0114 2363545 / 0114 2357028 In a more serious emergency, staff will:

- Ensure the well-being of the group
- Seek immediate medical/police assistance
- Ensure that any casualty going to hospital is accompanied by staff
- Maintain supervision of the rest of the group
- Inform school who will initiate the Critical Incident Plan if necessary
- Remember that no-one is to speak to the press or media
- Record everything as accurately as possible and preserve any evidence

Residential Visits



Staff will have all the contact /personal and medical details of everyone on the visit with them at all times. There will also be two named SLT members in school who hold this information while the group is away. In the event of any emergency that cannot be dealt with by the Visit Leader and team, the named contact staff will be immediately informed and the relevant emergency procedures followed.



Appendix 1 – Local Learning Area

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- Only need annual parental consent, parents will then be notified in advance if they are going out on a trip.
- Risk assessments will be done for each visit.

Appendix 2 – Emergency Procedure

For further guidance on emergency procedures see [National Guidance Emergencies](#)

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority / Trust if the incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'local learning area', the visit leader will carry an emergency procedure reminder. *See National Guidance [4.1c Emergencies and Critical Incidents - Guidance for Leaders](#)*
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.



First Aid

You will be informed if any child in your group has medication / needs. If medication needs to be administered, this will be done by a trained member of staff.

Emergencies

You will be given the number of the mobile phone(s) being used by the Visit Leader. Inform a member of staff as soon as possible if you become separated from the rest of the school party or encounter any problems by mobile phone or call the school directly on 0114 2357028 / 0114 2363545 if necessary.

Appendix 4 – Residential Visits

The headteacher, 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 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



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 and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.



Educational Visits

Charging for School Activities:

Schools **can charge** for:

- Music tuition
- Materials or equipment, for when product is taken home i.e. food technology
- Board or lodgings whilst on residential

Everything else schools can ask for a voluntary contribution. Schools can:

- Inform parents and carers of the actual cost of a trip
- Inform parents and carers that if not enough voluntary contributions are received, the trip may not go ahead

Charging for Educational Visits:

Please remember to include:

Any admission fees or activity costs

Use of minibus (fuel / wear & tear)*

Insurance**

Spending money

Food & drink – i.e. lunches

* Use of minibus – calculate per mile, 65p

Parking costs

Staff lunches:

There are certain circumstances when school can provide a lunch for staff, please see your Head of Department if you require staff lunches.





To be put onto letter head
22/01/2026

Dear Parents / Carers

TRIP/VISIT INFORMATION- Class

What your child will be doing...

When?

What your child needs...

Cost...

*This is a local trip so permission has already been granted for this year.

**Permission for this trip will be granted through you replying to this letter via a text message.

Delete as necessary

Yours Sincerely