



Trips and Visits Policy

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Ghyll Royd School and the Pre-School (Early Years Foundation Stage) is committed to safeguarding and promoting the welfare of young children and expects all staff and volunteers to share this commitment. Safeguarding at Ghyll Royd School and in the Pre-School is everyone's responsibility and everybody is able to make a referral to children's social care if needed.

Policy Statement

This policy has been devised having regard to DfE guidance 'Health and Safety on Educational Visits'

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

Staff and volunteers on visits are directed to this Guidance for further clarification. A separate Early Years policy named Supervision on Outings and Visits should be read in conjunction with this policy.

Ghyll Royd School and Pre-School is committed to incorporating educational visits and visitors into its schemes of work, providing that they will enhance pupils' relevant understanding and experiences, and that their inclusion is practicable, considering the constraints of staffing, cost and time. Visits help to develop a pupil's investigative skills and longer visits in particular encourage greater independence.

All staff at Ghyll Royd have the option to take part in visits. If for any reason they do not wish to participate they should be prepared to cover for others.

Educational visits are available to all of the pupils concerned and are organised accordingly, with particular consideration given, especially when selecting venues and organising transport, to any pupils who have any disability or specific learning need. All other elements in the course programmes and educational visits should have clear, relevant and achievable learning aims and objectives.

A major consideration in the organisation of any visit must be the safety of the pupils. The minimum adult-to-pupil ratios specified in this policy are dependent on the nature of the visit, the age and needs of the pupils and the levels of maturity of the children. The organiser must be satisfied that the venue is a suitable one, with all that this entails, and, where applicable, that any officials from the venue who will be involved in the visit, are qualified and dependable. The School will obtain written assurance from employers at residential visit sites that all staff working at the Centre used by the school have been subject to appropriate safer recruitment checks (e.g. enhanced DBS check, identity, references etc) and are suitable to work with children.

Staffing for all off-site visits that include EYFS children must include at least one member of staff with an up-to-date paediatric first aid qualification.

It is important to emphasise that educational visits are organised school activities and, as such, normal expectations about staff and pupil behaviour and conduct apply.

We believe that off-site visits provide a valuable opportunity, away from the formality of the classroom, to enhance the curricular, social and personal development experiences of all our pupils.

We will endeavour to support and encourage a wide range of off-site opportunities for our pupils.

The School recognises its responsibility to ensure that all off-site visits are organised and conducted in a manner that fulfils the school's responsibilities under current legislation.

The School recognises that no amount of planning can guarantee that a visit will be incident free; but we aim to ensure that, as far as is practicable, every off-site visit will be organised, managed and conducted in a manner that ensures the safety and enjoyment of both pupils and staff.

We aim to ensure that this is achieved through the adoption of clear planning, management, risk assessment and safety procedures that will reduce any inherent risks to the absolute minimum.

These procedures will apply to all educational visits.

- The School will provide detailed written guidance that is available to all staff engaged, or considering the planning, organisation, leadership or supervision of an off-site visit.
- The procedures and guidelines that accompany this policy document aim to provide all the necessary information for the procedures, planning and administrative requirements so that an off-site visit is conducted safely.

- The School will ensure that additional training for staff is provided when it is deemed to be necessary.
- The School will review this policy at least every 2 years or in the light of revisions to policy and procedures and will ensure that any revision of this document will take careful account of:
 - a. Experience and evaluation of educational visits.
 - b. Amendments to government guidance and legislation on school trips
 - c. DfE guidance on [Driving School Minibuses](#)
 - d. RoSPA [Minibus Safety](#) guidance (2015)

The Headteacher will always remain ultimately responsible for the safe conduct of all visits. An Education and Visits Co-ordinator is appointed within the school in line with the City of Bradford Metropolitan District Council (CBMDC) guidance for a trained Educational Visits Coordinator to be appointed. The iHASCO course is a nationally accredited CPD and IIRLM course.

Gaining Permission for a Visit to take place

At the earliest opportunity, staff should seek permission from the Headteacher

- A proposal for a visit is submitted to the Headteacher, with as much information as possible, in particular the day(s) of the week on which the proposed trip will be taking place.
- The Headteacher will reach a decision about the proposed trip and will communicate this to the member of staff.

Exploratory/Preliminary Visits

All visits will benefit from an exploratory/preliminary visit if the visit is not a regular event. For outdoor activities the exploratory visit is important for safety reasons but also for reasons of sound educational planning.

Exploratory visits contribute to overall planning by ensuring that the venue can:

- Be assessed with regard to its ability to meet the learning aims and objectives of the visit;
- Be assessed for risk;
- Cater for the individual needs of the group;
- Can direct the visit's itinerary to make the best use of the venue's educational potential.

Exploratory visits contribute to overall planning by ensuring that the Group Leader:

- Is familiar with the geographical, logistical and social aspects of the venue;
- Has obtained names and addresses of other schools who have used the venue;
- Has met staff at the venue and has obtained advice from them, including copies of their risk assessments.

Many visits are straightforward repeats of a previously successful visit but with a different group of pupils. However many factors at the venue can alter during the course of the year, e.g. museum displays may change, pollution may appear on a shoreline and the weather is likely to be totally different from a previous year. For these reasons it is still good practice to conduct an exploratory visit in order that planning and risk assessment are effective.

Where the school uses an outside organisation to provide an activity checks will be made to ensure they have the appropriate safety standards and liability insurance in place. Confirmation of any quality marks such as the Learning Outside the Classroom Quality Badge or other appropriate licences will be sought and where these are not in place further checks will be carried out in line with the latest guidance.

Roles and Responsibilities

The Educational Visits Coordinator (EVC) will:

- Ensures that all educational visits meet the school's requirements of learning objectives and appropriate risk assessments.
- Support the Head and governors in their task of assessing visits for approval.
- Ensure that competent people lead and supervise a visit.
- Assess the competence of the Group leader(s) and other supervisors for a visit.
- Ensure adequate first aid provision is made for the visit, including ensuring that any visit that also includes EYFS children also has at least one qualified paediatric first aider.
- Make sure that DBS disclosures are in place for any accompanying adult on a trip and that assurance from the centre to be visited that appropriate safer recruitment checks have been obtained on their staff and that all their personnel are suitable to work with children.
- Work with the school secretary to ensure that full information is given to parents beforehand so that parents can consent on an informed basis.
- Organise the emergency arrangements and emergency contact for each visit. An emergency telephone list of all parents will be taken on the trip and returned to the office upon the return of the trip.

- Review the completed risk assessment documentation and retain a copy in the office.
- Ensure that all written documentation, including risk assessments, is completed and filed.
- Ensure that the emergency contact has access to the authority that can make significant decisions.
- Ensure documentation is complete and that emergency procedures are in place prior to departure.
- Ensure supervision is adequate and that accompanying staff are fully briefed by the Group Leader.
- Ensure accidents and incidents are fully reported and recorded.
- With the Group Leader evaluating the trip on return and noting any suggestions for future changes.

The Group Leader needs to:

- Be in control and experienced in leading pupils of the relevant age range.
- Be competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place.
- Be aware of child protection issues and safeguard the welfare of children at all times.
- Be responsible for the behaviour and discipline of the group during the duration of the visit.
- Complete the risk assessment documentation and submit it to the EVC for review.
- Undertake and complete the planning and preparation of the visit including the briefing of pupils and their parents.
- Ensure supervision is adequate at all times and that accompanying staff are fully briefed.
- Consider stopping the visit or activity if the risk to the health and safety of pupils is unacceptable; and have procedures in place for such an eventuality.
- Ensure that all staff will be provided with a full list of all the members of the group.
- Ensure that adequate first equipment is taken on the trip and make themselves aware of the first aid arrangements in any venue/site they are visiting.
- Ensure that all accompanying staff will be fully aware of pupils' special or medical needs. This will include checking carefully the medical conditions of all pupils taking part in the visit, and being responsible for collecting and signing out of the medical box any medication required (eg for those who are epileptic, asthmatic, diabetic or have particular allergies). All medication MUST be signed back in upon return of the trip.
- The Group Leader will ensure that where transport is used, pupils are wearing seat belts at all times and that staff suitably position themselves at intervals throughout the coach to ensure proper supervision.

Accompanying Teachers:

- Must do their best to ensure the welfare, health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances at all times.
- Should follow the instructions of the Group Leader and help with control and discipline.
- Should consider stopping the visit or the activity, notifying the Group Leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.

Parent & Other Helpers

- Parent volunteer helpers may be used as a supplement to the staff but will not be taken into account in the calculation of the minimum number of staff required to supervise the group.
- They must follow the instructions of the Group Leader.
- They will not be left in sole charge of the pupils, nor will they be left without direct supervision except where it has been previously agreed as part of a comprehensive risk assessment and where they have Enhanced DBS clearance and other checks in accordance with the school's safer recruitment policy.
- Parents or other responsible adults will only be allowed to accompany an overnight stay if safer recruitment checks have been made. They should notify the group leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.
- It is not acceptable to use helpers who have not been subject to any safer recruitment checks, even if they never have unsupervised access, when (1) a visit involves an overnight stay and (2) when a visit involves EYFS children.
- Parents and helpers will never be involved in supervising changing or in assisting with personal care.

Responsibilities of Pupils

The Group Leader should make it clear to pupils that they must:

- Not take unnecessary risks;
- Follow the instructions of the leader and other supervisors including those at the venue of the visit;
- Dress and behave sensibly and responsibly;
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader or supervisor about it immediately.

Risk Assessments (Appendix 1)

The risk assessment(s) will be approved prior to the activity by the Headteacher. Specific detailed risk assessments will always be carried out

for higher risk activities and those which are not a routine part of the school curriculum or school day.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them.

- Pupils must not be placed in situations which expose them to an unacceptable level of risk.
- Safety must always be the prime consideration.
- If the risks cannot be contained then the visit must not take place.
- The risk assessment will be based on the following considerations:
 - what are the hazards?
 - who might be affected by them?
 - what safety measures will reduce risks to an acceptable level?
 - can the group leader put the safety measures in place?
 - what steps will be taken in an emergency?

The person carrying out the risk assessment should record it and give copies to all teachers/ supervisors on the visit, with details of the measures they should take to avoid or reduce the risks. The Educational Visits Co-ordinator/Headteacher should also be given a copy so that approval, as necessary, can be given with a clear understanding that effective planning has taken place.

After the trip has taken place it is good practice to evaluate it particularly if it is regularly held. NB: To avoid the creation of unnecessary paperwork, standard risk assessments for the supervision of walking and minibus travel are held on Sharepoint in the Risk Assessment folder.

Staff/Pupil Ratios and Supervision

The EVC and/or Headteacher will be responsible for ensuring that a group is adequately staffed and will, on advice from the Group Leader with regard to the specific factors affecting the trip, take a variety of points into consideration when calculating the appropriate staff/pupil ratio.

There should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels will be set accordingly. Some non-residential visits with mixed groups will need a teacher from each sex. Wherever possible, all members of staff accompanying the visit should be qualified teachers employed by the school.

The separate trips and visits policy for EYFS has detailed guidance on staffing ratios for taking EYFS children off site.

Day Visits (non-residential)

As a guideline under most circumstances the following ratios should apply and a minimum of 2 adults must be in attendance per trip:

- 1 adult for every 8 pupils in school, Reception, Years 1 to 2
- 1 adult for every 10 pupils in school Years 3,4,5 and 6

Residential Visits

For residential visits within the UK, the minimum staff:pupil ratio for children in Years 1 and 2 will be 1 adult for every 6 children. For children in Years 3 and 6 the minimum Staff: Pupil ratio will be 1 adult for every 8 pupils. A contingency plan for staffing **MUST** be in place before a residential trip takes place in the event of staff illness or other circumstance preventing staff from attending trip.

Communication with parents and the preparation of pupils prior to a trip or visit.

The school will always obtain written consent for Nursery age children for any trips.

For children over Nursery age written consent is not needed for most trips as they are part of the curriculum; however, parents or guardians must be fully informed about the visit in a letter or email from the organising teacher, which should explain:

- Its nature and purpose (to include aims and objectives);
- Outline the programme/itinerary making reference to issues such as activities near rivers or roads;
- How and when pupils will be supervised - making special reference to any work not directly supervised.

Written consent will be obtained for any trips that require a higher level of risk assessment or that are outside normal school hours.

Where appropriate (particularly in the case of any trip lasting longer than one day) parents/guardians and children will be invited to the school to discuss details with the EVC and Group Leader.

Care will be taken to ensure that those accompanying the trip are fully informed about the special or medical needs of any pupils participating.

Consent forms for emergency medical treatment and emergency contact numbers will be provided.

Parents/guardians will always be given the code of conduct and details relating to standards of behaviour expected from children during the visit.

In the event of a pupil's poor behaviour necessitating their early return from the visit, parents will have been informed in advance if they will be required to fund the early return. Trip organisers will ensure that all pupils involved in the excursion have been properly prepared and briefed. This briefing should include:

- the learning aims and objectives of the visit/activity;
- the background information about the place to be visited;
- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- why special safety precautions are in place for anyone with disabilities;
- what standard of behaviour is expected from pupils;
- who is responsible for the group, this may be someone other than the Group Leader if the visit involves multiple activities
- what to do if approached by anyone from outside the group;
- rendezvous procedures; what to do if separated from the group and emergency procedures.

Insurance

Comprehensive insurance cover is arranged by the School Secretary or Bursar for all trips and outings, covering all pupils and staff at home and abroad. In the case of overseas trips the school will require information about any specific medical conditions that pupils have. Full details of insurance cover are available from the School Bursar.

Travel Guidelines

All buses and coaches are booked through the office and every effort is made to ensure reputable and licensed operators are used. In advance of a trip, pupils will be given clear safety instructions based upon the risks associated with the particular type of travel. When travelling by coach, seat belts must be worn. A member of staff will stay at the end of the trip until all pupils have been collected. In the case of long journeys, pupils will be given the opportunity to exercise after reasonable intervals.

First Aid

A dedicated educational visits first-aid kit is available for all trips. This may be collected from the school secretary. The kit should be returned immediately following the trip and any items to be replenished should be noted in writing to the school secretary who will take the necessary action to replenish it.

The Travelling First Aid Kit will contain:

- a leaflet giving general advice on first aid.
- six individually wrapped sterile adhesive dressings;

- one large sterile unmedicated wound dressing approximately 18cm x 18cm;
- two triangular bandages;
- two safety pins;
- individually wrapped moist cleansing wipes;
- one pair of disposable gloves.

Equivalent or additional items are acceptable. Additional items may be necessary for specialised activities.

Managing medicines on trips and outings

- Staff accompanying the children must include the Key Person or Class Teacher for a child with a risk assessment, or another member of staff who is fully informed about the child's personal needs and/or medication for the pupil.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is the medical consent form signed by the parents to record when the medication has and is due to be administered.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is the medical consent form signed by the parents to record when the medication has and is due to be administered.

Emergency procedures framework for day trips and residentials

A copy of the trips or visits risk assessment, including pupil details and group leader contact details will be held with the School Secretary who will act as a contact point at all times during the trip.

The Group Leader will be contactable at all times by the School Secretary and visa versa.

Trips and visits will occasionally run outside of normal school hours or will include an overnight stay. In this event the School Secretary will still act as a point of contract.

Linked Policies

EYFS Supervisions on Outings and Visits Policy

Risk Assessment Policy

First Aid Policy

Allergens Policy

Administering Medicines Policy

Positive Behaviour Policy

Health and Safety Policy

Mini Bus Policy

Use of Mobile Phone Policy

Appendix 1

Risk Assessment for:

Assessed by:

Date:

What are the hazards?	Who could be harmed and how?	What are the control measures	Risk rating	What further actions are required?	Action by whom?	Action by when?	Date done
		•		•			
		•		•			
		•		•			
		•		•			

Risk assessment calculator

Likelihood

The likelihood of something happening can be graded as:

- 1** = Low (seldom)
- 2** = Medium (frequently)
- 3** = High (certain or near certain)

Severity

The severity of injury if something does happen can be graded as:

- 1** = Low (minor cuts and bruises)
- 2** = Medium (serious injury or incapacitated for 3 days or more)
- 3** = High (fatality or a number of persons seriously injured)

Likelihood	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3

Risk rating

Severity

- 1 – 2 = low priority
- 3 – 4 = medium priority
- 6 – 9 = high priority