



Educational Visits Policy

Reviewed by: Trustees' Teaching and Learning Committee

Reviewed: July 2025

Contents

1.0 Introduction	2
2.0 School procedures for educational visits	2
3.0 Supervision	5
4.0 Safety	5
5.0 Transport by car	6
6.0 Student Driving	7
7.0 Constraints	7
8.0 Monitoring.....	7
9.0 Associated Policies:	7

1.0 Introduction

- 1.1 This policy should be read in conjunction with the DfE guidance 'Health and Safety: advice on legal duties and powers' (November 2018) and Gloucestershire County Council 'Educational Visits Manual' (located on evisit website & with Trips Administrator).
- 1.2 School visits are a valuable and important part of school life. They are encouraged, whilst keeping disruption to a minimum. Educational visits can involve an element of risk and whilst school cannot give safety guarantees, it is essential that the risks are assessed and that all precautions are taken to ensure the safety of participants. The aims and objectives of the visit must be clearly identified and understood. As a school KLB believes trips are a vital part of our curriculum and contribute directly to our values; they enable our students to show courage, resilience, inclusion, courage and respect for our wider community.
- 1.3 All teachers and supervisors who are responsible for looking after others have a duty of care in common law. If the persons in their care are under the age of 18 they will be in loco parentis and will be expected to exercise the same degree of care a reasonable, prudent and careful parent would exercise. The group leader and supervisors are in loco parentis until the children have been returned to the care of their parents or carers. Visit leaders must follow the procedure for handing over students to parents/carers as laid out in the emergency procedure sheet given to all visit leaders.

2.0 School procedures for educational visits

- 2.1 There will be equal opportunities for students to participate in school visits regardless of physical constraints subject to Health and Safety considerations.
- 2.2 All relevant information must be made available and discussed with the Trip Administrator and Educational Visits Co-ordinator before the Headteacher, Deputy Headteacher, GCC or Trustees approve the visit or journey, as appropriate.
- 2.3 An outline plan of overseas visits, others of high cost which are known at the start of the academic year will be presented to Trustees at the end of the previous academic year and shared with parents.
- 2.4 The Headteacher or EVC will authorise non-hazardous day visits within the UK and the trustees will authorise overseas visits and any trips where hazardous activities are planned.

- 2.5 Staff must apply for approval for a visit at least six weeks in advance for local trips, (12 weeks for UK residential and potentially hazardous trips) and the previous academic year for trips abroad and UK residential.
- 2.6 Trips that arise at short notice will be given due consideration. Staff must not assume that approval will be given. Staff will be informed as to the reasons why approval is not given for a visit. Examples of trips at short notice would be a for where a competition entry has been successful.
- 2.7 Organisers of visits will adhere to all current legal requirements for the case of young people. This includes risk assessments (online using the evisit website) and ensuring that the necessary police checks (Children's Barred List and DBS - Disclosure and Barring Service) are made for all adults involved in the visit and up to date where necessary.
- 2.8 Risk assessments need to be read by all assistant leaders and visit staff prior to departure.
- 2.9 Student lists, consents, itinerary and emergency contact numbers need to be left at reception and with the EVC.
- 2.10 Staff organising a visit or journey must check for students who are not permitted to go on school visits. Names of students who give cause for concern on a visit or journey must be given to the EVC upon return from the visit. There must be hard evidence for behaviour to be a reason for exclusion from an educational visit.
- 2.11 If a trip is oversubscribed, all students who return the paperwork by the deadline will be entered into a draw. Staff will consult the list of students who have previously not been successful in gaining a place on a trip and give these students priority by not including them in the draw. This list needs to be updated if a student has been given priority. Disadvantaged students may be given priority at this stage.
- 2.12 The following statement must be included in the details about a visit to parents; 'previous behaviour both in school and on school visits will be taken into account in deciding whether to allow a student to take part in this visit'.
- 2.13 Letters to parents about the visit must not be issued prior to approval being given. Staff will use the generic trips letter to ensure consistency. Deadlines given to parents for the return of money and paperwork must be adhered to so that parents and students experience consistency of expectations.
- 2.14 A letter need not be sent to inform parents every time there is a sports fixture but a current list of fixtures must be made available and consent for participation in regular fixtures obtained.

- 2.15 Online consent will be completed before departure e.g. parental consent and medical information. Any student who does not have consent will not be permitted on the visit or journey. Up to date medical information about the students on a trip must be given to the visit leader by parents/carers and by the trips administrator.
- 2.16 All residential trips must have a parent information evening to communicate to parents/carers the key information about the trip, health and safety, and behaviour expectations and a briefing provided for students.
- 2.17 There must be a member of the department organizing the visit who remains at school in order to facilitate the smooth cover of lessons.
- 2.18 Financial support will be available for students so that they have equal opportunities to participate in visits regardless of their financial circumstances. A subsidy is available to students who are eligible for Pupil Premium or Post-16 Bursary funding for trips. Only one overseas trip per key stage can be subsidised. For all trips which are considered essential to the course a voluntary contribution will be requested.
- 2.19 The financial viability of a trip is essential.
- 2.20 Trip accounts need to be finalised 6 weeks after the trip.
- 2.21 If the amount charged for a visit exceeds the actual cost, refunds will be paid equal to the difference as follows:
- 2.21.1 If the excess is £5 or more per student.
 - 2.21.2 If the excess is less than £5 but is 10% or more of the trip cost.
 - 2.21.3 If the difference is less than either of these amounts, the administration costs in making the refunds with respect to individual students will exceed the refund. Bank charges and administration costs must be deducted before repayments are completed. Therefore, the difference between the income and expenditure for the visit will be transferred to the trip contingency budget.
- 2.22 Refunds will be made to the student's ScoPay account. Parents may request a cheque for funds to be withdrawn from the ScoPay account. If there is a large balance, a bank transfer may be completed.
- 2.23 If a subsidy has been made by the school towards the cost of a trip, any refund will reflect the percentage of that subsidy.
- 2.24 The cover costs need to be incorporated into the costing of the trip. The Schools Visits Coordinator will advise on the percentage. These will be kept to a minimum for curriculum trips.

2.25 An evaluation of the visit by the group leader is required upon return to school within 4 school weeks (residential, overseas and potentially hazardous trips only).

2.26 The leader must provide a summary of the trip for the school newsletter.

3.0 Supervision

3.1 For non-residential visits, the ratio of staff to students will be 1:20.

3.2 For residential and overseas visits, the ratio of staff to students is 1:10 subject to a minimum of 2 members of staff for any visit. For sixth form trips this may be changed to include provider staff, or staff at exchange schools.

3.3 For residential and overseas visits which includes boys and girls, there must be at least one male and one female member of staff. For single sex groups, there must be at least one member of staff of the relevant gender. Staff working for external licensed providers can be included in this.

3.4 Non-KLB staff adults must not be allocated sole responsibility for a student or group of students on a school visit. KLB staff must make up a minimum of 50% of the supervising adults.

3.5 Off site visits must be led by a member of the school's staff on a permanent or fixed term contract.

3.6 Early Career Framework teachers in their first year will not lead off site visits, but can (and should be encouraged) to accompany.

3.7 Parent helpers or other non-staff adults who accompany a school trip or visit will be subject to a DBS check.

3.8 All adults involved in school visits must be aware of the school's safeguarding policies and guidance and the child protection procedures.

4.0 Safety

4.1 Exclusion from a visit can be made on Health and Safety grounds; this overrides the Disability and Discrimination Act.

4.2 The levels of supervision on the visit or journey are those given in the document 'Educational Visits Manual' (Gloucestershire County Council).

- 4.3 Group leaders will take with them the handbook of practical information; medical consent forms, the risk assessment form. All visit staff will be given a summary of this information. Student information needs to be kept safe and any loss of such information needs to be reported to the Headteacher and the school's designated GDPR lead. Information packs returned to trips administrator for secure disposal after the trip has returned.
- 4.4 Any activity which has intrinsic hazards over and above the normal day to day risks and requires particular supervision, specific qualifications and experience of the group leader will need the use of a licensed provider, for example Duke of Edinburgh expeditions.
- 4.5 Standards of dress and behaviour will be made clear to the students prior to the visit.
- 4.6 The group leader must take a mobile telephone on the visit (school or personal).
- 4.7 A member of staff will have a working knowledge of First Aid or know where to access First Aid on the trip, and take a First Aid kit with them.
- 4.8 An accident report form must be completed at school when an accident or medical issue occurs on a school visit.
- 4.9 The procedure in case of emergency is included in the visits handbook and in the trip leader's pack of information. Each student is given a card with key safety messages and a contact telephone number.
- 4.10 Staff organising a visit or journey must not use a member of their family as the contact person as this may cause personal conflict in the case of an emergency. At least one member of SLT needs to be amongst the emergency contacts so that the Headteacher can be contacted if needs arise.
- 4.11 A driver of the school minibus must have passed the school minibus test and be over the age of 25 years. A journey of over 40 miles must be considered on the risk assessment to consider additional driver, overnight stays and likely number of hours driving in a day.

5.0 Transport by car

- 5.1 For school employees
- 5.2 The use of a staff car will only take with the permission of the EVC
- 5.3 the drivers have passed their test a minimum of 2 years prior to the visit taking place;

- 5.4 responsibility for the insurance of private vehicles rests with the owner or driver concerned. The school cannot provide insurance to protect the interests of the driver if an accident were to happen;
- 5.5 All prospective drivers who are employees must have a "business use" extension to their "domestic and pleasure" policy;
- 5.6 This method of transport must be explicitly mentioned in the trip letter.
- 5.7 All employee drivers should produce documentary evidence for the EVC when seeking approval for the visit to take place
- 5.8 For non-employees the school cannot provide insurance to protect the interests of the driver and passengers if an accident were to happen.

6.0 Student Driving

- 6.1 Students are not permitted use their own vehicles for driving themselves or others whilst on visits. Where there is a potential for students to drive, in any letter to parents, the school shall make clear its policy and actively encourage pupils to take the trip's authorised transport.

7.0 Constraints

- 7.1 There will be a maximum of 1 visit per subject in Years 7 - 9
- 7.2 There will be a maximum of 4 visits within the Year for Years 10 - 13. Students will not be permitted to participate in visits which conflict with examinations or controlled assessments. Trips in Year 11 are not permitted from Term 3 onwards.
- 7.3 Consideration will be given to additional visits which cause no disruption to the curriculum. For example, if the visit is in normal lesson time for the relevant subject.

8.0 Monitoring

- 8.1 The trip administrator will monitor participation of students and keep a record of this.
- 8.2 The school will work towards all students, especially disadvantaged students, having a trip experience as part of their KLB curriculum.

9.0 Associated Policies:

- 9.1 Safeguarding
- 9.2 Child Protection

9.3 Behaviour and Discipline

9.3.1 Charging for School Activities

KLB



Katharine Lady Berkeley's School
Wotton-under-Edge, Gloucester, GL12 8LX

Tel: 01453 842227

Mail: info@klbschool.org.uk

www.klbschool.org.uk