

Trust-Education Group Ltd

Educational Visits and Trips Policy

Purpose

This policy sets out the arrangements for the planning, approval, management, and review of all educational visits and trips undertaken by Trust-Education Group Ltd. As an SEMH independent school serving pupils aged 11–16, Trust-Education-Group Ltd recognises that educational visits provide valuable learning opportunities but also present potential risks that must be managed carefully. The policy ensures that all visits are conducted safely, lawfully, and inclusively with the safeguarding, welfare, and wellbeing of pupils as the highest priority. It provides clear guidance for staff, volunteers, parents, and external providers to ensure consistency and compliance with statutory requirements.

Scope

This policy applies to all off-site educational activities, including local visits, community-based learning, enrichment activities, day trips, residential visits, and curriculum-linked experiences. It applies to all pupils, including those with special educational needs or EHCPs, and to all staff, volunteers, contractors, and external professionals involved in visits. All visits organised by the school or in partnership with external providers are covered by this policy to ensure a consistent approach to risk management, supervision, and safeguarding.

Legal and Regulatory Framework

This policy is informed by and complies with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Independent School Standards Regulations, Department for Education guidance on health and safety in educational visits, Keeping Children Safe in Education, the Equality Act 2010, and Working Together to Safeguard Children. Compliance with these requirements ensures that visits are planned, approved, and delivered in a way that protects the welfare of pupils and staff and minimises risk.

Definitions

Educational visits are defined as any learning activity that takes place outside the school premises. The visit leader is the member of staff with overall responsibility for planning, risk assessment, and management of the visit. The Educational Visits Coordinator (EVC) is responsible for overseeing all visits, ensuring that approvals, risk assessments, and records are maintained, and that staff have the appropriate competence and training. Higher-risk visits, including overnight stays, water-based activities, adventurous activities, or visits involving pupils with identified vulnerabilities, require additional planning and approval.

Roles and Responsibilities

Proprietor / Trust Board of Governors: Ensure effective oversight of educational visits, receive assurance reports on planning and outcomes, and ensure compliance with statutory requirements.

Co-Headteachers: Melissa Wainman and Katie Everson holds overall accountability for the safe management of visits, authorises higher-risk and residential trips, and ensures adequate staffing, training, and resources.

Educational Visits Coordinator (EVC): Laura Wilding maintains the register of visits, checks risk assessments, oversees staff competence and training, liaises with senior leaders regarding high-risk pupils, and ensures documentation is complete.

Visit Leader: Plans the visit in detail, completes all relevant documentation, briefs staff, pupils, and parents, manages supervision and risks during the visit, and responds to incidents or emergencies.

Staff and Volunteers: Follow instructions, maintain effective supervision, act in accordance with safeguarding, behaviour, and absconding policies, and report concerns immediately.

Planning and Approval Process

All educational visits must have clearly defined objectives that link to the curriculum or SEMH development outcomes. Preliminary checks of venues and activities must ensure suitability and safety. Written risk assessments should be proportionate and include transport, supervision, medical needs, environmental factors, behaviour management, and emergency procedures. Individual pupil risk assessments should be completed where necessary. Approval levels are tiered by risk, with low-risk local visits approved

by the EVC, medium-risk visits requiring headteacher/principal approval, and high-risk or residential visits requiring senior leadership or Trust-level notification.

Risk Assessment and Management

Risk assessments identify potential hazards, evaluate risks, and outline control measures. They consider SEMH needs, behaviour triggers, absconding risk, potential exploitation, vulnerability, transport arrangements, environmental factors, supervision ratios, medical needs, and emergency planning. Risk assessments are dynamic and reviewed throughout the visit, and shared with all staff involved.

Safeguarding and Child Protection

Safeguarding arrangements apply consistently during all visits. Pupils must be supervised at all times unless a specific risk assessment allows otherwise. Staff must follow the Trust safeguarding and child protection policy and must not pursue absconding pupils off site. Any safeguarding concerns must be reported immediately to the designated safeguarding lead.

Behaviour, SEMH Needs, and Absconding

Trust-Education Group Ltd Behaviour Policy applies during all visits. SEMH needs and known triggers must be considered in planning. Individual behaviour and safety plans must be followed. Enhanced supervision or 1:1 support is provided where required. Clear procedures must be followed if a pupil absconds or behaves in a way that compromises safety.

Inclusion, Equality, and Accessibility

Visits will be planned to ensure that all pupils, including those with SEND or medical needs, can participate safely. Reasonable adjustments will be made to ensure inclusion. Visits may only be adapted or withdrawn if risks cannot be managed safely.

Medical Needs and First Aid

Medical and care plan information will be reviewed prior to visits. Emergency medication must be accessible at all times. At least one trained first aider will accompany the group. Clear procedures for medical emergencies will be in place.

Transport Arrangements

Only approved, insured, and vetted transport providers will be used. Transport risk assessments will be completed where required. Seatbelts must be worn when fitted, and staff must supervise pupils during boarding, travel, and disembarkation. Procedures must ensure safe embarkation and disembarkation and account for high-risk pupils.

Emergency and Critical Incident Procedures

Visit leaders must carry emergency contact details and pupil information. Procedures must be in place for accidents, medical emergencies, missing pupils, or critical incidents. Senior leadership and emergency services must be contacted as appropriate.

Accidents, Incidents, and Reporting

All accidents, incidents, and near misses must be accurately recorded in the school's reporting system. Parents or carers, the Local Authority, the base school, social workers, and any other relevant agencies will be informed in line with safeguarding procedures. Reporting to RIDDOR will be completed where required by law, and follow-up reviews will be conducted to prevent recurrence.

Monitoring, Evaluation, and Review

Visits will be reviewed following completion. Patterns of incidents will be analysed to inform future planning. This policy will be reviewed annually or following significant incidents to ensure it remains current and effective.

Policy Lead	Melissa Wainman Proprietor
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Approval:	Matthew Embley Chair of the Governing Body