Educational Visits Policy

This policy is effective in Lancaster Academy part of the Learning without Limits Academy Trust

Associated Trust Policies:	Associated Academy Policies:
Charging and Remissions Policy	Academy Business Continuity Plan
Complaints Policy	Accessibility Plan
Data Protection Policy	Attendance Policy
Diversity, Equity and Inclusion Policy	Behaviour Policy
Health and Safety Policy	Child Protection and Safeguarding Policy
Minibus Policy	First Aid Policy
	SEND Policy
	Supporting Learners with Medical Conditions Policy

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V1.0	August 2025	AE	Policy approved at Trust Board meeting 25th September 2025.
V1.0a	<Date>	<Initials>	Policy localised for Lancaster Academy

This document is a Trust wide policy which is approved by Trustees for use in all Trust premises. It is the responsibility of individual Academies to insert information in to the document where indicated so that it is relevant to local circumstances and practice, whilst not removing any content contained within it, prior to the policy being noted by Local Governing Bodies.

The Educational Visits Co-ordinator (EVC) at Lancaster Academy is: Tom Richards - EVC

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1. Aims of this Policy

1.1. Learning without Limits Academy Trust recognises the value of educational visits in enriching the curriculum and supporting learners' personal development. This policy aims to ensure:

- All trips enhance educational provision and learner experience
- The safety and welfare of learners and staff are safeguarded
- Legal and insurance requirements are met

2. Scope of this Policy

2.1. This policy applies to all educational visits, arranged either by or on behalf of Lancaster Academy. It does not apply to work-experience placements, work related learning or alternative provision. The Academy Principal is responsible for appointing a suitably trained and experienced Educational Visits Co-ordinator (EVC) to oversee these visits.

2.2. 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 an Academy
- Trips abroad organised by an Academy

3. Legislation and Guidance

3.1. 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

3.2. For our Primaries Academies, some sections of this policy are based on the statutory framework for the Early Years Foundation Stage.

3.3. This policy also complies with our funding agreement and articles of association.

4. Types of Visit

- Low risk e.g. local visits to the park, local museum
- Medium risk e.g. swimming, farms, day trips that may require transport
- High-risk; local residential e.g. outdoor pursuits
- High-risk; overseas residential/activity e.g. foreign trips

4.1. Each level of risk has different planning, approval, and risk assessment requirements.

5. Role and Responsibilities

5.1. The Trust Board

5.1.1. The Trust Board is responsible for ensuring effective risk management strategies and suitable insurance are in place.

5.2. The Principal

5.2.1. The Principal is responsible for:

- Appointing a suitably qualified and experienced Educational Visits Co-ordinator (EVC)
- Approving staff requests for educational visits requested at the start of the academic year, or as a minimum, 8 weeks prior to the date of the visit.

- Approving any medium risk visits and high risk; local residential visits on the EVOLVE online portal
- Working with the Trust CEO to approve all high risk; overseas residential/activity visits prior to the visit being added to the EVOLVE online portal
- Making sure all staff have received any necessary training:
    - EVCs should attend formal EVC training and refresher sessions
    - All Trip Leads must be trained in trip planning and risk assessment
    - First aid training must be up to date for at least one accompanying adult per visit.

5.3. The Trust CEO

5.3.1. The Trust CEO is responsible for:

- Working with the Academy Principal to approve all high risk; overseas residential/activity visits prior to the visit being added to the EVOLVE online portal.

5.4. The Trust Educational Visits Co-ordinator (EVC)

5.4.1. The Trust EVC will:

- Approve all high risk; overseas residential/activity visits on the EVOLVE online portal.

5.5. The Academy Educational Visits Co-ordinator (EVC)

5.5.1. The Academy EVC will:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Ensure all visits are logged correctly on the EVOLVE online portal, with all necessary documentation correctly completed and uploaded, including risk assessments
- Approve any low risk visits on the EVOLVE online portal
- Liaise with external support, where necessary
- Advise the Principal when they are approving trips
- Access the necessary training, advice and guidance
- Monitor all post-trip evaluations completed by the Trip Lead on EVOLVE to help improve future visits

5.6. Trip Lead

5.6.1. Every educational visit will have one member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to learners, staff and volunteers
- Assign staff and volunteer roles, as needed

- Assess all risks on the trip, put in place control measures to reduce the risks, and record these in written risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents/carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the Academy or a third party
- Communicate key details about the visit and all locations to staff, learners 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 learners and others
- After each visit, complete an evaluation on the EVOLVE online portal to help improve future visits

5.7. Staff

5.7.1. Staff have a responsibility to make sure all learners and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Principal at the start of the academic year, or as a minimum, 8 weeks prior to the date of the visit.
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents/carers and make sure trips are inclusive of all learners' needs
- Look out for the health and safety of themselves and those around them
- Help manage learner behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

5.8. Volunteers

5.8.1. All volunteers are required to sign and return the Volunteer Behaviour and Code of Conduct (Appendix 1) prior to the visit.

5.8.2. Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for learners
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure learners under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

5.9. Parents/Carers

5.9.1. By agreeing that their child(ren) can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Give consent via the EVOLVE online portal and any other documentation / information required in a timely manner

- Share any concerns or information about their child that may affect or impact their ability to safely take part in the trip

5.10. Learners

5.10.1. The Academy Behaviour Policy also applies to all educational visits. This includes the expectation that learners 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

5.10.2. Learners will always be reminded of behaviour expectations before going off-site for a visit, and will be expected to uphold the Academy's Behaviour Policy at all times.

6. Planning and Preparation

6.1. The decision on whether or not a visit will take place will be made by Principal, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the Academy
- Health and safety considerations
- Staff-to-learner ratio
- Inclusion and accessibility
- Any other factors deemed appropriate and relevant

6.2. As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- STAGED risks assessment to be completed for each visit.

6.3. See Appendix 2 Educational Visits Checklist for the planning and approval of a visit.

6.4. In cases where a trip involves travel overseas and/or overseas residential, the Principal will seek approval of the Trust CEO prior to adding the trip to the EVOLVE online portal.

6.5. Once the risk assessment has been approved by the Principal, and the CEO where relevant, staff will communicate with parents/carers and provide trip information.

6.6. After each visit, an evaluation process will take place to review all aspects of the visit, from the planning through to the visit itself, to continually improve the planning and experience of our future visits. Once each visits has been concluded the Trip Lead, using the EVOVLE online portal, must:

- Submit an evaluation form
- Report any accidents or near-misses
- Reflect on the effectiveness of planning and learning outcomes

6.7. The EVC will monitor the evaluation to help improve improvements for future visits.

7. Inclusion

7.1. All learners, regardless of background or abilities, should be able to take part in every aspect of Academy life, including visits.

7.2. SEND

7.2.1. If a learner with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

7.2.2. The trip programme will be adjusted where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

7.2.3. Additional risk assessments may be carried out to ensure the safety of all staff and learners.

7.3. Challenging Behaviour

7.3.1. In some cases, it may be reasonable and necessary to prevent a learner with challenging behaviour from coming on a trip to protect their safety and the safety of the other learners attending.

7.3.2. We will consider all reasonable options to help the learner go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the learner can be supervised on a 1:1 basis.

8. Risk Assessment

8.1. A full risk assessment will be carried out before the start of all trips.

8.2. This will be completed using the Trust risk assessment template and approved by the Principal/EVC. Existing risk assessments, available on the EVOLVE online portal, or those provided by the destination itself might also be used to support this process.

8.3. The risk assessment will include any specific medical issues and allergies (for staff and learners), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

8.4. Where practical, staff should make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

8.5. Trip leads will raise any concerns or questions about potential risks and safety measures with the Principal and, where appropriate, third party vendors.

8.6. Every risk assessment will be uploaded to the EVOLVE online portal and approved by the Principal/EVC, and a copy taken on the visit.

8.7. Dynamic risk assessments must be conducted during the visit as needed.

8.2. Staff Ratios and First Aid

8.2.1. Risk assessments for each visit will ascertain the safe level of supervision required. This is to ensure that on all educational visits:

- At least one male and one female supervising adult is present (for mixed learner groups)
- At least one supervising adult who is First Aid trained is present on all trips
- Appropriate first aid equipment will be take on all trips, in accordance with the Academy's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with learners at any time
- Staff will take regular headcounts and/or rollcalls

8.3. Supervision and Rations

8.3.1. Ratios will vary by age, activity, and risk, but the following are minimum guidelines:

EYFS	1:4
KS1	1:6
KS2	1:10
KS3 / KS4	1:15

8.4. Transport

8.4.1. Transportation for trips will be organised by the Academy, in line with Academy safety procedures as set out in the Academy's Health and Safety Policy and First Aid Policy. The Academy will make sure learners, staff and volunteers are transported safely and efficiently, with the required first aid provision.

8.4.2. Unless previously agreed with parents, transport for visits will leave from, and return to, the Academy site.

8.5. Use of external organisations

8.5.1. As part of the risk assessment process, any external organisations providing an activity will be checked to ensure they have appropriate safety standards and liability insurance.

8.5.2. This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, the Academy will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

8.5.3. The Academy will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

9. Volunteers

9.1. Where appropriate, parents/carers may be asked to volunteer to attend and supervise learners alongside staff members on trips. Where more parents/carers volunteer than is required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the learners going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

9.2. Parents/carers selected to volunteer will be informed at least two weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See the Appendix 1 for our volunteer code of conduct for educational visits.

9.3. Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

9.4. Where practical and as required by the nature of visits (i.e. when volunteers may be left with learners without staff members present), volunteers are required to undergo safeguarding checks, including DBS checks.

9.5. At no point will volunteers on whom no safeguarding checks have been carried out be left alone with learners or given sole responsibility for the care of a learner.

10. Communication and Consent

10.1. Annual blanket consent may be obtained for low risk, local visits, via the EVOLVE online portal.

10.2. The Academy will contact the parents/carers of learners invited to take part in an educational visit. Parents must be fully informed of:

- Purpose and benefits of the trip
- Travel and accommodation details
- Costs and payment arrangements
- Medical and behaviour expectations

10.3. The following will also be communicated:

- Times and details of travel, including drop-off and pick-up times and location
- Learner-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the Academy
- Expected behaviour and consequences of learners' failure to meet these standards

10.4. Specific consent, via the EVOLVE online portal, is required for all medium and high risk visits.

10.5. As most visits during the school day will be part of the curriculum, the Academy will not always need written consent. However, the Academy will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

10.6. Each academic year parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached via the EVOLVE online portal.

10.7. In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

11. Emergency Procedures and Incident Reporting

11.1. Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

11.2. The trip leader will be familiar with these plans for each visit.

11.3. All Academies must:

- Have an emergency contact available 24/7 during any trip
- Brief staff on emergency procedures
- Report incidents immediately to the Principal and Trust Central Team

11.4. In the case of serious incidents:

- The Academy Business Continuity Plan will be activated
- Parents and authorities will be informed following agreed protocols

12. Charging and Insurance

12.1. The Academy will follow the Trust's Charging and Remissions Policy at all times, which can be located in the Policies section of the Trust website.

12.2. Parents/carers will not be charged for any educational visit that takes place during school hours. Similarly, no charges will be made for visits outside school hours if they form part of the curriculum

12.3. Where appropriate, parents/carers may be invited to make a voluntary contribution towards the cost of educational visits. These contributions are entirely optional and no learner will be excluded from participating due to inability or unwillingness to contribute. For residential visits, charges may apply for board and lodging, except where exemptions are applicable under the Trust's Charging and Remissions Policy.

12.4. The Academy will ensure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

13. Residential Visits

13.1. The Trust CEO will approve all high risk; overseas residential/activity visits prior to the visit being added to the EVOLVE online portal. The Trust EVC will approve all high risk; overseas residential/activity visits on the EVOLVE online portal.

13.2. The planning and preparation laid out in this policy will apply to all residential visits as well as one-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained prior to the start of the visit
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate e.g. if the volunteer will be in direct unsupervised contact with learners – this will include relevant DBS checks

13.3. Parents/carers will be given information about the visit and asked for permission prior to the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to the Academy
- 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 the Trust Charging and Remissions Policy (this will include information about exemptions)
- Clothing and equipment provided, and what learners must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

13.4. For visits abroad, the Academy 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.

14. LwLAT Wellbeing Statement

14.1. The Trust will always put the effective education of our learners at the heart of any decision that we make. In doing so, we recognise that the requirement to adhere to policies and procedures may be time consuming and can impact on workload. For this reason the Trust and its Academies will always endeavour to support staff when policies and procedures are being actioned.

15. Review of this Policy

15.1. This policy is reviewed every two years, or sooner if required by new or statutory legislation, by the Trust Board. The Trust will monitor the application and outcomes of this policy to ensure it is working effectively.

Appendix 1: Lancaster Academy Volunteer Behaviour and Code of Conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the Academy. If you feel you cannot agree with this code, please speak to Tom Richards at the earliest opportunity and withdraw from the trip.

[A copy of this form will be kept in the Academy office, and you may ask for a photocopy to keep for yourself.]

This volunteer code of conduct will be used alongside the Trust's Parental Code of Conduct, which can be found in the Policy section of the Trust website.

Volunteers agree to:

- Remain professional and respectful with staff and learners at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to learners
- Report any concerns about the safety or wellbeing of a learner to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with learners unless told to by a member of staff
- Engage in physical contact with learners unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a learner unless previously agreed with staff
- Take photographs or record learners without the permission of learners and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed: T. Richards

Date: 01.11.2025

Appendix 2: Lancaster Academy Educational Visits Checklist

To make the process of organising a trip or visit easier please follow this checklist.

Please refer to the Trust Educational Visits Policy, the Trust Minibus Policy and any relevant local Academy procedures prior to completion.

Visits that are out of county, or adventurous (high risk) must be submitted on EVOLVE at least 6 weeks prior to departure.

Trips/Visits should have everything in place and be authorised at least 24 hour before a trip is to leave the Academy.

PLEASE NOTE: It is the responsibility of the person organising the trip to ensure that each student has Visit Consent logged on Evolve, before the trip leaves the Academy.

Pre-Visit Planning / Authorisation		
1a	Budget holder to sign completed Authorisation for a Visit Form	☐
1b	Send the signed Authorisation for a Visit Form to the Principal as soon as possible. *Ideally at the start of the academic year, if not then it should be done 8 weeks before the date of the trip.* *Local sporting fixtures throughout the year can be organised at shorter notice, but must be sent to the Principal's PA to put on the Academy calendar; if these are during the school day they will require the Principal's approval.* Once agreed, the trip leader and Educational Visits Coordinators (EVCs) will be informed and the visit will be added to the Academy calendar.	☐
1c	Complete a pre visit and complete risk assessments. *Any absence for this must be approved by the principal.*	☐
1d	An Academy EVC will check all the trip details/information on EVOLVE is complete and correct and the visit is safe to go ahead.	☐
1e	The Principal will check and authorise low and medium risk visits on EVOLVE. For high risk; overseas residential/activities the Trust EVC will authorise the visit on EVOLVE.	☐
Visit Planning and Preparation		
2	Ensure the trip lead has access to the EVOLVE online platform to record all the visit information. *EVCs can assign access and provide guidance and training as needed.* Visits that are out of county, or adventurous (high risk) must be submitted on EVOLVE at least 6 weeks prior to departure.	☐
3	Arrange with individual staff members, their line managers and cover staff any and all cover for staff attending the visit. Ensure a staff absence form is completed when necessary.	☐
4	Add visit details, and all the staff and students who are going on the visit to EVOLVE.	☐
5	Check you have a first aider on each trip/visit; and book the First Aid kit with the main office, to be collected on the day of the trip.	☐

6	Check you have all the contact details/medical information for everybody on the trip (available on EVOLVE). If anybody has specific medical needs identified in care plans add the care plans to EVOLVE and provide any additional risk assessment, as needed. Note: you may need additional staff to ensure you have adequate first aiders.	☐
7	Check students have got appropriate consent for visits - done through EVOLVE.	☐
8	Risk assessments must be written for the visit and added to EVOLVE. This includes: • Transport risk assessment • Any venue/activity risk assessments	☐
9	Book appropriate transport.	☐
10	Create an itinerary and add it on to EVOLVE.	☐
11	A draft letter must be submitted for approval to the Principal and, once checked/returned, sent to parents/carers – ideally 2 weeks before the visit.	☐
12	You must have a paper copy of a list of everybody (including staff) on the visit, including medical information and emergency contact details.	☐
13	A final register of who's gone on the trip must be left in the office before the trip leaves the Academy.	☐