



ENHANCE ACADEMY TRUST

Educational Visits Policy

2025 - 2026

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Enhance Academy Trust – Educational Visits Policy

Introduction

Enhance Academy Trust recognises the immense educational value of learning beyond the classroom. Educational visits – whether routine local outings, day trips, residential stays, overseas expeditions or adventure activities – enrich pupils’ learning and personal development. This Policy sets out the Trust’s commitment and procedures for planning and managing all such visits safely and effectively. The Trust Board endorses this policy and acknowledges its legal and moral duty of care; it requires every academy to actively follow the arrangements below. All staff, pupils, parents and governors must cooperate to ensure our visits comply with legal requirements and best practice.

Scope

This policy applies to **all** Enhance Academy Trust schools and centres and covers **all types of educational visits and off-site activities**, including but not limited to:

- Routine local visits (e.g. visits to local parks, shops or churches).
- Day trips within the UK (e.g. museum visits, theatre outings).
- Residential visits (overnight stays in the UK).
- Overseas trips (educational visits abroad).
- High-risk or adventurous activities (e.g. caving, climbing, watersports).

It applies to visits during school hours, outside the school day, and any activities organised by the Trust (e.g. sports fixtures, outdoor education, Duke of Edinburgh Awards). The policy complements the Trust’s Safeguarding, Health & Safety and other policies; in case of conflict, statutory safeguarding guidance prevails (see *Keeping Children Safe in Education*[\[1\]](#)).

Statement of Intent

Enhance Academy Trust is committed to **maximising the educational benefits of visits while minimising risks**. To achieve this, the Trust will:

- Encourage visits that **enhance learning and personal development** for all pupils.
- Rigorously manage risks so that no unnecessary hazards are accepted, yet without unduly restricting worthwhile activities[\[2\]\[3\]](#). We take a **common-sense, proportionate approach** to risk (as recommended by HSE/DfE)[\[2\]](#).
- Follow all relevant **legal requirements and official guidance** (e.g. DfE and OEAP) on educational visits[\[4\]\[1\]](#).
- Appoint trained leaders and **appoint an Educational Visits Coordinator (EVC)** at each academy to oversee visits[\[5\]\[6\]](#).
- Ensure **staff and volunteers have appropriate training**, competence and clear roles for each visit[\[7\]\[8\]](#).
- Provide sufficient **resources and support** (e.g. information systems, insurance, communications plans) to implement this policy.
- Require **full compliance** with this policy from all Trust staff and any contractors or volunteers involved in visits.

All staff are expected to be aware of and follow this policy. Parents will be informed of visits and may be required to give consent when needed (especially for trips outside normal hours or of higher risk)[\[9\]](#).

Legal Framework

This policy is underpinned by UK law and national guidance. Key legal and guidance references include:

- **Health and Safety at Work etc. Act 1974** and the Management of Health and Safety at Work Regulations 1999 (requiring risk assessments).
- **Children Act 1989/2004**, which imposes a duty to safeguard and promote welfare of children on all activities (including off-site learning)[\[10\]](#).
- **Education Act 2002** and subsequent regulations regarding schools' general duties.
- **DfE Guidance: *Health and Safety on Educational Visits*** (2018, updated November 2018)[\[11\]](#)[\[12\]](#) – the principal Government advice for school visits.
- **DfE Guidance: *Keeping Children Safe in Education*** (current version) – for safeguarding requirements on trips[\[1\]](#).
- **Outdoor Education Advisers' Panel (OEAP) National Guidance**, particularly sections on legal framework (3.2a, 3.1a) and good practice in planning visits[\[1\]](#)[\[13\]](#). The Trust formally adopts OEAP National Guidance as its standard for managing visits[\[13\]](#)[\[14\]](#).
- **Adventure Activities Licensing Regulations 2004 / BS 8848 (2014)** – The Trust will follow recognized standards (LOtC Quality Badge or BS 8848) when using adventure providers abroad[\[15\]](#).

Enhance Academy Trust will regularly monitor changes in relevant legislation and guidance and update this policy accordingly. Compliance with this framework is mandatory; failure to do so may incur legal penalties.

Roles and Responsibilities

- **Trust Board:** Holds ultimate responsibility for safe learning environments across the Trust. The Board approves this policy, ensures it is implemented consistently, allocates adequate resources, and reviews performance reports on visits. It receives regular information on visits (e.g. termly reports of trips, incidents, review outcomes).
- **Chief Executive Officer (CEO):** Implements Board decisions on educational visits, authorises high-risk or overseas trips as needed, and ensures Trust-wide systems are in place. The CEO liaises with any Outdoor Education Advisers, provides oversight of EVC training, and reviews accident/incident statistics from all academies each term. The CEO raises any visit-related safety concerns with the Board.
- **Local Governing Body (or Academy Board):** In each academy, the governors support the Headteacher in overseeing visits. They ensure the academy complies with this policy and statutory guidance. Governors receive reports on visits from the Headteacher (including approvals, evaluations, incidents) and can query any aspect. A nominated governor may have particular oversight of off-site learning.
- **Headteacher / Principal:** Is responsible for the **day-to-day management** of educational visits at their academy. Duties include: approving all visits (or delegating approval to a suitable nominee), appointing a competent EVC, and ensuring that each visit meets Trust standards. The Headteacher must ensure that all visit leaders are competent, that adequate staffing and supervision are planned, and that written

risk assessments are completed and signed off before departure. The Headteacher must satisfy themselves (or through the Local Governing Body) that all arrangements (transport, accommodation, activity programmes) are safe and appropriate. They also ensure parents/carers are properly informed and consented, that any special needs of pupils are met, and that emergency/contingency plans are in place.

- **Educational Visits Coordinator (EVC):** Each academy has a designated EVC (a competent, experienced member of staff) who supports the Headteacher and leaders in delivering safe visits. The EVC's responsibilities include: coordinating the approval process; advising on OEAP/DfE guidelines; checking that leaders have appropriate training (e.g. first aid, OEAP Visit Leader training)[\[7\]](#); compiling risk assessments and visit plans; liaising with parents (e.g. consent forms); and maintaining records of visits. The EVC organises briefing sessions for visit leaders, manages emergency contact arrangements (nominating a base contact for each trip)[\[5\]](#)[\[16\]](#), and audits visit arrangements (for example, reviewing completed visit reports and any incidents). The EVC keeps up-to-date with training (EVCs attend a full OEAP EVC course and revalidation every 3 years[\[7\]](#)).
- **Visit Leader (Trip Leader):** The Visit Leader is the teacher or staff member appointed as leader for a specific visit. They assume **in loco parentis** responsibility for all pupils on that trip and must exercise the highest standard of care. The Visit Leader must be competent in managing the proposed activities and group (or be supported by more experienced staff). They must plan the visit in detail with the EVC, completing visit-specific risk assessments and itinerary. The leader obtains parental consent/information, briefings parents/pupils on expectations, and arranges required resources. During the visit, the leader ensures the group is supervised at all times according to the staffing plan, follows the risk assessment controls, and responds to any incidents. After the visit, the leader submits an evaluation report (covering successes and any incidents) to the EVC for review[\[17\]](#). All visit leaders must complete any required training (e.g. first aid, outdoor safety, or online modules such as *EVOLVE* or *HandsAm*)[\[8\]](#)[\[7\]](#), and any adult assistants/volunteers must be briefed by the leader before the trip.
- **All Staff and Volunteers:** All employees and approved volunteers involved in visits are responsible for carrying out their roles as set out by the Visit Leader and EVC. They must supervise pupils as agreed, follow instructions in the visit plan, wear any provided safety equipment, and monitor children's welfare. Staff must immediately report any incident or hazard to the Visit Leader and follow Trust reporting procedures (including using the accident/near-miss system). Adults must have the required DBS clearance if they accompany children unaccompanied by teaching staff[\[1\]](#).
- **Parents/Carers:** Parents must provide up-to-date emergency contact information and medical details for their child. They consent to visits in accordance with the consent procedures below[\[9\]](#). Parents should ensure their child is prepared (e.g. correct kit, behaviour expectations) and promptly report any concerns (such as health conditions) to the school. While on a visit, parents remain ultimately responsible for their children's welfare in law, but delegate supervision to the school. Parents must treat accompanying staff with respect and follow any reasonable instructions (for example, drop-off/pick-up times).

Arrangements

Planning and Approval of Visits

All educational visits must be formally planned and approved **before they take place**. Visit proposals should follow this process:

1. **Proposal and Categorisation:** The Visit Leader submits an outline plan to the EVC. The EVC (with the Headteacher) determines whether the visit is routine (low risk) or high risk. In line with OEAP guidance, the Trust defines categories of visits requiring Trust-level (employer) approval. For example:
 2. *Routine day visits* (close to school, everyday activities): approved by Headteacher.
 3. *Intra-UK residentials or challenging activities*: approved by Headteacher (reportable to Board).
 4. *Overseas visits, adventurous/high-risk activities (e.g. caving, skiing)*: require CEO/Trust Board approval[12].
5. **Preliminary Risk Check:** The Visit Leader conducts an initial review of risks (using past visit records or generic risk templates) to identify any unusual hazards. The EVC and Headteacher consult the OEAP A-Z guidance and risk-management documents as needed (for example, BS 8848 for overseas trips[15] or OEAP Section 7 for specific activities).
6. **Formal Approval:** Once satisfied the visit is justified educationally and preliminarily safe, the Headteacher (or Trust board for higher-category trips) gives formal approval. The EVC enters the visit details into the Trust's visit management system (or approved register). Notification to parents is then issued. For overseas trips, providers must hold the LOfC Quality Badge or equivalent accreditation[18].
7. **Detailed Planning:** With approval, the Visit Leader completes all detailed arrangements (itinerary, bookings, transport, staffing allocations). All required forms (OEAP forms E1–E4 or equivalent) are filled in and signed by the EVC/Headteacher. Any third-party provider's documentation (risk assessments, insurance certificates, licences) is checked and retained.

No student may participate without the head/CEO's approval and an adequate risk assessment in place. Visiting parents or volunteers must be approved by the EVC and DBS-checked if needed before the visit.

Risk Assessment

Every educational visit – especially those beyond everyday classroom routines – requires a **written risk assessment** covering all phases of the trip (preparation, departure, activity, return). The Visit Leader, together with the EVC and other staff, identifies hazards to children, staff or the public and implements control measures to reduce risk “*as low as reasonably practicable*”[19][3]. Risk assessments should be **proportionate and sensible**, focusing on genuine risks and benefits[20][2]. The process is guided by these principles:

- **Record Significant Findings:** By law, schools must record significant risk assessment findings (for groups of any size under Trust management)[3]. In practice, the Visit Leader documents what the group plans to do to manage risks. This record need not be overly complex – a two-column table of “risk vs control” or even detailed briefing notes may suffice[21][22]. The record must be dated and indicate who wrote it[23].
- **Review and Update:** Risk assessment is an ongoing process. The Visit Leader and EVC must review the risk assessment before each trip, and revise it if circumstances change (e.g. severe weather, changes in group composition)[23]. After the visit, any incidents or near-misses are noted and used to improve future assessments. A formal re-evaluation of the RA should occur when planning repeat visits or if problems arose[23][17].

- **Shared Responsibility:** All accompanying staff must be familiar with the risk assessment controls for the visit and confirm they understand and can implement them. The EVC ensures each risk assessment is checked (at least by the Headteacher) before the visit.

Generic risk assessment templates (OEAP forms or Trust templates) may be used for common hazards (e.g. coach travel, child crossing roads) to streamline the process, supplemented by visit-specific details. The key is that **all significant risks are identified and mitigated**[\[21\]](#)[\[23\]](#).

Supervision and Staffing Ratios

Pupil supervision must be adequate to maintain safety throughout the visit. There are **no fixed legal ratios**; instead, OEAP guidance emphasizes that staffing levels are determined by risk assessment[\[24\]](#). When planning supervision, the Visit Leader must consider:

- Nature and duration of activities (e.g. adventurous vs. classroom visits)[\[25\]](#).
- Environment and location (urban vs. rural, weather, transport)[\[26\]](#).
- Group characteristics (age, gender, abilities, special needs, behaviour)[\[27\]](#)[\[26\]](#).
- Staff competence and experience (a novice leader may require extra support)[\[28\]](#).
- Consequences of staff absence (if a leader is unavailable, do remaining staff suffice?)[\[28\]](#).
- Emergency coverage (at least one leader must always be able to respond to an incident).

A useful acronym is **STAGED** (Staff, Timing, Activity, Group, Environment, Distance) as a planning checklist (see OEAP 4.3b)[\[29\]](#). As a general guide, the academy aims to have at least one adult (usually staff) per 10–15 primary pupils and per 15–20 secondary pupils on routine day visits, with higher ratios (more adults) on adventurous or residential trips. Exceptions (e.g. allowing a parent helper to count as one adult) may be made only if explicitly approved by the EVC in writing (and consistent with safeguarding rules). Any non-DBS-checked adult must always be closely supervised by a DBS-checked teacher.

All supervising adults must have clarity on their roles. The Visit Leader assigns groups of pupils to each adult and briefs them fully. Staff may not divert their attention from supervision without suitable replacement. The Visit Leader remains ultimately responsible for safety, even when other staff are supervising sub-groups.

Training and Competence

The Trust ensures that staff leading or participating in visits have appropriate training:

- **EVC Training:** All EVCs undertake a formal OEAP EVC training course and periodic revalidation (every 3 years)[\[7\]](#).
- **Visit Leader Training:** Staff who lead visits should complete training (for example, first aid, outdoor activity training, or in-house visit-leader courses) to ensure they are competent. Schools should also consider OEAP Visit Leader or Outdoor Learning leader courses for staff running adventurous activities.

- **First Aid:** At least one qualified first-aider must accompany any residential or remote visit. Day visits should have a first aider if reasonably practicable. Academy First Aid policy applies (see Trust First Aid policy).
- **Onboarding:** New staff leading visits receive an induction on this policy and local procedures. Any update in guidance (e.g. new OEAP documents) is cascaded to staff via the EVC.

Employers are required to provide this guidance and training, which the Trust does by formally adopting OEAP NG and by organizing regular training sessions [\[13\]\[7\]](#). For example, Entrust (a school support service) notes that “*all schools should have a trained EVC*” [\[6\]](#). The Trust may arrange or fund external training (e.g. through outdoor centres or EVC conferences) to meet these standards.

Health, Safety and Safeguarding on Visits

The Trust’s safeguarding and health & safety policies apply fully during educational visits. In particular:

- **Safeguarding:** The same child protection procedures in *Keeping Children Safe in Education* apply off-site. All adults accompanying a visit must have appropriate DBS clearance for their role. Lone-working rules and child-staff gender mixing rules on trips mirror those in school. Any safeguarding concern (e.g. child going missing, allegation) is handled immediately by the Visit Leader in consultation with the academy’s Designated Safeguarding Lead (DSL). The Trust requires that reference be made to DfE/KCSIE guidance in safeguarding planning [\[1\]](#).
- **Medical:** Parents must complete a medical form for each trip (providing details of conditions, allergies, etc). The Visit Leader ensures access to any required medication (in line with the Trust’s Medicines Policy). Pupils’ medical needs are incorporated into the risk assessment.
- **Emergency Planning:** Every visit has a clear emergency plan. The Visit Leader designates an emergency contact (usually the EVC or Headteacher) at school and ensures all staff have their details. The contact has copies of the itinerary, consent forms and home contact numbers. Schools must have an *Emergency Response Plan* covering incidents away from school (e.g. serious injury, lost pupil, transport failure). This includes a communication strategy (scheduled check-ins, emergency call procedures). DfE advises that schools “have an emergency response plan... [and] a communications plan” for off-site incidents [\[16\]](#). The EVC supports leaders in preparing these plans (for example, compiling key contact numbers and embassy details for foreign trips).
- **Insurance:** Enhance Academy Trust maintains employer’s and public liability insurance covering educational visits. For **international travel**, academies must arrange appropriate travel insurance (covering medical treatment, repatriation, cancellation etc.) for all participants. Any external provider used (transport company, activity centre) must have its own public liability insurance – for example, LOtC-accredited providers meet this requirement [\[30\]](#). Visit Leaders must check and file copies of insurance documents for each provider.
- **Transport:** Coaches, minibuses and other vehicles must be suitable and properly insured. Coach companies must be reputable; drivers must have all necessary licences. Seat belts (or harnesses) must be worn on minibuses/coaches whenever provided.

Consent, Information and Communication

- **Parent/Carer Consent:** Written consent is **always required** for nursery-age children[9]. For older pupils, consent is not legally required for curricular trips in school time, but the Trust still provides parents with trip information and the opportunity to withdraw if they have serious concerns. Written consent is **required** for any trip that is *outside normal hours* (e.g. weekends, school holidays) or involves higher risk (overnight stay, adventurous activities)[31]. All parents must return the signed consent/medical form before the visit. The Visit Leader retains these forms securely (see Records below).
- **Information to Parents:** Parents will receive a trip letter detailing dates, costs, itinerary highlights, kit lists and contingency plans. The letter also covers conduct expectations and emergency contacts. For overseas trips, parents are given copies of provider itineraries, insurance details and foreign travel advice (e.g. FCO guidance)[15].
- **On-Trip Communication:** The Visit Leader carries a mobile phone (with emergency credit) and ensures at least one other adult has phone access. A check-in schedule is agreed (e.g. phone home each evening or at certain checkpoints). Any problems (accident, delay, ill pupil) are reported promptly to the academy contact. The Trust recommends using an app or messaging group for quick updates, with all parents included or represented.

Record Keeping and Evaluation

Academies must keep clear records of all visits for accountability and learning:

- **Documentation:** For each visit, the following documents are retained by the academy (usually by the EVC):
 - Risk assessments and safety plans (generic and visit-specific).
 - Visit proposal/approval forms (OEAP E1/E2/E3 or Trust equivalents).
 - Names and details of all supervising staff and volunteers.
 - Parents' consent and medical forms.
 - Insurance certificates and provider details.
 - Records of any accidents, incidents or near-misses that occurred on the visit.
- **Incident Reporting:** Any accident or near-miss during a visit is recorded immediately in the academy's accident book (see Trust Accident Reporting Procedure). The Visit Leader reports the incident to the Headteacher on return, who decides if further investigation or reporting (e.g. RIDDOR) is needed. Accidents on visits follow the same Trust reporting lines as on-site incidents.
- **Evaluation:** After each visit, the Visit Leader and EVC review the trip. A report or debrief is completed summarising what went well and any issues (near-misses, welfare problems, parent feedback). This evaluation, together with any incident records, is used to refine future planning. As DfE guidance advises, schools "should set up a clear process for evaluating all visits... and keep a record of any incidents, accidents and near-misses"[17]. The EVC maintains a termly log of trips (with summaries of incidents) which is submitted to the Headteacher and Trust CEO.
- **Monitoring:** The Trust will audit compliance with this policy (e.g. via internal review, EVC meetings or external visits advisor feedback). Any serious failings are reported to the Trust Board.

References and Further Guidance

This policy should be read alongside: the Trust's Health & Safety Policy, Safeguarding Policy, and other relevant policies (First Aid, Medicines, Travel, etc.). The following guidance is particularly useful:

- DfE "Health and Safety on Educational Visits" (November 2018)[\[11\]](#)[\[12\]](#).
- DfE "Keeping Children Safe in Education" (latest version)[\[1\]](#).
- OEAP National Guidance (www.oeapng.info), especially sections on Risk Management (4.3c), Ratios (4.3b)[\[24\]](#)[\[19\]](#), Residential Visits, and Approved Activities.
- LOtC Quality Badge guidance and HSE/BSi standards (for adventurous/offshore trips).

See also Trust Intranet or EVC for specific procedures, visit forms (OEAP E1–E4), and training resources.

Roles – Summary

- **Trust Board:** Endorse policy; allocate resources; oversee compliance.
- **CEO:** Authorises major trips; monitors reports; ensures systems are in place.
- **Local Governing Body:** Reviews visits, ensures safety arrangements.
- **Headteacher:** Approves all visits; appoints EVC; ensures risk assessments and training; approves communications.
- **Educational Visits Coordinator (EVC):** Coordinates planning/approval; trains and advises leaders; maintains records; liaises with advisers.
- **Visit Leader:** Plans and leads the trip; conducts risk assessment; briefs staff/pupils; supervises group; reports incidents.
- **All Staff:** Follow instructions, supervise pupils, report incidents.
- **Parents/Carers:** Provide consent and medical info; prepare pupils; support trip arrangements.

Arrangements Checklist

- All visits logged and approved before departure.
- Completed risk assessments on file.
- Staff-to-pupil ratios justified by risk assessment[\[32\]](#).
- Required training and first aid in place[\[7\]](#).
- External providers checked (LOtC badge, insurance)[\[30\]](#).
- Parental consent/communications done[\[9\]](#).
- Emergency plan prepared (including communication schedule)[\[16\]](#).
- Evaluation report submitted after visit[\[17\]](#).

Appendix A (OEAP Documentation) – Key resources include the OEAP National Guidance documents and forms (e.g. Visit Leader Planning Form E3, Notification Form E1, Risk Assessment Form E3, Approval Request Form E4k). These are available at www.oeapng.info under the "**National Guidance**" section (see especially Section 5: *Policies, Planning and Evaluation*). Visit leaders and EVCs should be familiar with these templates and guidance documents as an integral part of visit preparation.

Sources: Enhance Academy Trust adopts guidance from DfE and OEAP. This policy is informed by DfE *Health and Safety on Educational Visits* [11][16], HSE/OEAP advice on risk management [2][3], and OEAP National Guidance on staffing, training and approval processes [24][7]. In particular, OEAP recommends a common-sense approach with proportional risk assessment [2], and defines roles and training standards for EVCs and leaders [7][8]. These sources (and others cited above) should be used to guide detailed practice.

[1] [4] Legal responsibilities for school visits - RGS

<https://www.rgs.org/schools/fieldwork-in-schools/health-and-safety/legal-responsibilities-for-school-visits/>

[2] [19] oeapng.info

<https://oeapng.info/download/1144>

[3] [21] [22] [23] Outdoor education risk management: what to record and how |

<https://oeapng.info/15972-outdoor-education-risk-management-what-to-record-and-how/>

[5] Enhance Academy Trust Health and Safety Policy 2025_2026 - Version 4.docx

<file:///file-LU2HmLLTTTQMiwSbZMS2H>

[6] [14] Educational Visits, Advice & Guidance | Entrust

<https://www.entrust-ed.co.uk/services/educational-visits-advice-guidance>

[7] [10] [13] oeapng.info

<https://oeapng.info/download/1074/>

[8] Educational Visits and School Trips Policy v6

<https://pmsc.school/wp-content/uploads/2025/04/Educational-Visits-and-School-Trips-Policy-v6-Approved-web.pdf>

[9] [11] [12] [15] [16] [17] [18] [20] [30] [31] Health and safety on educational visits - GOV.UK

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

[24] [25] [26] [27] [28] [29] [32] oeapng.info

<https://oeapng.info/download/1142/>

