



Educational Visits and Trips Policy

Policy owner	Headteacher	September 2025
Formally endorsed by	Trustees	
Review date		September 2027

Educational Visits and Trips Policy

St Paul's Waldorf School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Trips, visits and learning off-site comprise an essential part of the school's curriculum. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

Within school, responsibility for educational visits rests with the Trustee Body, Headteacher, Educational Visits Coordinator (EVC) and the Visit Leader (the Teacher).

Aims and scope

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

- 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 the school
- Trips abroad organised by the school

Legislation and guidance

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](#)
- Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).
- Oeapng.info (outdoor educators advisors panel, national guidance)
- RoSPA (Royal Society for the Prevention of Accidents)
- National Counter Terrorism Security Office
- Foreign and Commonwealth Office

Roles and responsibilities

Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours

- Making sure staff, including the educational visits co-ordinator, have received any necessary training

The educational visits co-ordinator (EVC)

Heulwen Miller is the appointed EVC at our school. Their role is to:

- 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
- Advise the headteacher when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning, to the visit itself, and use this to improve future arrangements

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Carrying out appropriate checks on staff and volunteers attending the trips
- Ensuring the volunteers have completed appropriate training

Trip lead

Every educational visit will have 1 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 pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits
- Communicate key details about the visit and all locations to staff, pupils 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 pupils and others

Staff

Staff have a responsibility to make sure all pupils 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 headteacher and EVC
- Carry out any required risk assessments and work with the trip lead

- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

Parents and carers

By agreeing that pupils 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
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Volunteers

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

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

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils 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

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

Planning and preparation

The decision on whether or not a visit will take place will be made by EVC with guidance from the Headteacher, 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 school
- Health and safety considerations
- Staff-to-pupil ratio

- Inclusion and accessibility

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

See **appendix 1** for our trip information form for the planning and approval of a visit.

Written parental consent will be required for trips that take place outside of London and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

SEND

If a pupil 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.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

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

Challenging behaviour

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

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

Risk assessment

We will carry out a full risk assessment at least 1 week before the start of all non-residential trips.

Appropriate templates will be used to cover all activities. The risk assessment will include any specific medical issues and allergies (for staff and pupils), 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.

It is the duty of the class teacher to inform the trip lead of any specific allergies in the class and to make sure that all staff and parents accompanying on the trip are aware of the allergies and the plan in place should a child have a reaction.

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

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

Every risk assessment will be approved by the EVC or Headteacher, and a copy taken on the visit and another copy left with Reception.

Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all trips for EYFS stage
- Appropriate first aid equipment will be taken on all trips, in accordance with the school'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 by the class teacher.
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls
- Ratios for non-residential trips are:
 - Class 1 and 2 – 1:6 adult to child ratio
 - Class 3,4,5 – 1:10/15
 - Class 6,7 and 8 – 1:15/20

Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

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

Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we 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.

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

Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than 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 pupils going on the trip
 - The setting and circumstances of the trip
 - Volunteers' skills, attitude and past behaviour, including previous volunteer experience
- Parents/carers selected to volunteer will be informed at least 1 week 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 **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure. This will include: their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip. Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

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

Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via email or parents' and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

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

We will always get written consent before taking nursery-age children off-site except for weekly scheduled walks.

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.

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.

Emergency procedures and incident reporting

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

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

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

If possible, 1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. (Please see our Lost Child Policy). In the unlikely event that a pupil cannot be found within 20 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

Insurance

We will make sure 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.

Residential visits

The EVC along with the Headteacher will approve overnight trips.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the EVC will make sure that:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks and training. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- 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 our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we 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.

Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Lost Child Policy
- Charging and remissions policy
- Behaviour policy
- Safeguarding and Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Accessibility plan
- Terms and conditions

Appendix 1 - Terror Attack Precautions Prior to Trip

When planning a school trip consider the likelihood of the destination, venue or transport hubs being at risk of a terrorist attack. Confirm with insurers that they will cover costs resulting from acts of terrorism, including medical care, repatriation and cancellation/curtailment.

Enforce student awareness to cultural sensitivities, clothing and behaviour and comply with instructions from legitimate security forces and officials

Ensure you are aware of the latest news relating to your destination:

- In the UK know the current threat level by checking <https://www.mi5.gov.uk/threats-and-advice/terrorism-threat-levels>
- When travelling abroad check the Foreign, Commonwealth & Development Office website (<https://www.gov.uk/foreign-travel-advice>) during planning, at regular intervals and immediately prior to leaving.
- Consider the threat of terrorism as part of visit risk management and include it within visit emergency plans.
- Scanned copies of passports, visas and travel insurance details will be saved onto staff email in case of lost documents following an incident.

The Trip risk assessment must identify:

- Possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter.
- How to minimise waiting and queuing times at busy venues.
- Where to wait and gather for head counts.
- How to get away in an emergency, bearing in mind that the direct route and planned transport might no longer be an option.
- How the leadership team might manage an enforced group split

Emergency Contact

There must be a designated emergency contact for overnight trips. The designated emergency contact (the School Administrator) should have copies of the pupil consent forms.

ON THE TRIP

Take with you

A fully stocked first aid kit and a charged mobile phone must be taken on each trip.

Changes to the plan

Any significant changes must be risk assessed and where possible discussed with the Educational Visit Coordinator at school. The risk assessment should be changed accordingly.

Rules and behaviour management

Expectations for behaviour and site-specific rules should be shared with pupils in advance, including sanctions for inappropriate or risky behaviour.

It may be necessary for a child to be sent home if their behaviour is thought to increase risk to themselves or others.

If a pupil falls ill

If a pupil falls ill and/or requires medical care, the trip leader - the designated First Aider - shall ensure that the pupil receives appropriate diagnosis and treatment at the earliest possible opportunity.

The pupil's parents must be contacted as soon as possible.

The pupil must be accompanied by a staff member or appropriate adult at all times during such diagnosis and treatment.

In the event of a pupil requiring any medical treatment, the Visit Leader shall inform the Emergency Contact and they will contact the parent/guardian at the first possible opportunity. Or, the Visit Leader will contact the parent/guardian themselves.

If an adult fall ill

In the event of a member of staff or adult volunteer falling ill and/or requiring medical care, the Visit Leader shall ensure that the adult receives appropriate diagnosis and treatment at the earliest possible opportunity.

If it is necessary for a seriously ill member of staff or adult to return home the Visit Leader will inform the Emergency Contact in order to make appropriate arrangements including:

- Arrangements for travel/ accompaniment for the ill adult
- Arrangements for the adult/child ratio to be maintained (i.e. another adult to join the trip if necessary)
- Arrangements to end the trip early if necessary

Recording and reporting incidents

Any incident or accident must be recorded by the Visit Leader including date, time, nature of the event, those present, first aid given if any.

Incidents/ accidents should be reported to the EVC or Headteacher as soon as practicable.

At the site on residential trips

The fire safety and evacuation plan for the residential building must be checked. Adults and children must have separate sleeping arrangements. Boys and girls must have separate sleeping arrangements.

Remote supervision on residential trips

On residential trips it is possible for older children to have some free time (remote supervision). A clear plan must be in place to ensure that pupils under remote supervision can contact a responsible adult if necessary.

Terror Attack during a Trip

- Be vigilant and aware of your surroundings – know where the exits are and where you would run to.
- Avoid political or religious celebrations/demonstrations or venues. Contact embassies or high commissions in advance of any proposed visits to these locations;
- Employ the STAY SAFE Principles:
 - RUN - Escape if you can, leaving belongings behind. Is there a safe route and can you get there without exposing the children to greater danger? Leaders should attempt to keep everyone together whilst moving away as quickly as possible. Keeping together may be difficult and is ultimately less important than speed of action and staying safe.

- o HIDE - If you cannot RUN, HIDE - Find cover from gunfire. If you can see the attacker, they may be able to see you. Staying low and even better, moving away whilst behind solid objects such as concrete barriers or buildings (as opposed to just parked cars) will provide good protection. Be aware of your exits and try not to get trapped. Encourage children to be quiet, silence your phone and turn off vibrate. Lock / barricade yourself and the children in and move away from the door.
 - o TELL - Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker.
-
- Using public transport following a security incident may not be the best option as some terrorist organisations plan secondary attacks that specifically target transport hubs.
 - The group leader will notify the school contact as soon as practicable, noting the known whereabouts of all members. The school contact will notify all parents of the children on the trip.
 - Activate your emergency plan. The emergency team (consisting of Headteacher and Administration Manager) at the school will become a communication focal point and receiving area for next of kin and students upon return in schools.
 - The emergency team will arrange the group's return transport when the situation is sufficiently secure to do so. Parents will collect their children from school rather than travel to the incident location
 - The school will arrange proactive trauma counselling for students and staff after such an event.
 - The experience of the National Counter-Terrorism Security Office is that decisive leadership is key.

Appendix 2: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the EVC

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none">> Staffing> Volunteers> Physical supplies> Transportation		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
[Insert additional information as required]		

Signed by Headteacher:

Name: _____

Signed: _____

Date: _____

Signed by EVC:

Name: _____

Signed: _____

Date: _____

Appendix 3: 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 school. If you feel you cannot agree with this code, please speak to the Class Teacher at the earliest opportunity and withdraw from the trip.

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

This volunteer code of conduct will be used alongside the school's Volunteer Policy and Terms and conditions.

Volunteers agree to:

- Remain professional and respectful with staff and pupils 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 pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils 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 pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

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

Signed:

Date:

Appendix 4 - St Paul's Waldorf School – Parental Bond

Name of pupil _____

A copy of the School trips policy has been made available to me and I have read the rules and conditions and the pupil BEHAVIOUR BOND relating to the trip.

I agree to fully support the School in the execution of their responsibilities under the rules, conditions and Bond.

If my child is sent home as a result of his/her behaviour I agree to:

- Reimburse the School within 7 working days with the full costs reasonably incurred in such return.
- Personally collect my child from the station/airport or other location agreed with the School Contact/ Visit Leader YES/NO

If NO then:

I hereby advise the School of the designated guardian who will be available to collect my child from the station/airport or other location agreed with the School contact/ Visit Leader.

Name of designated guardian _____

Signature of designated guardian _____

Telephone Number _____

Name of parent/carer (in block letters): _____

Signature: _____

Date: _____