



'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Education Trips and Visits Policy

Five Rivers Child Care Ltd

Policy Owner	Headteacher
Authoriser	Head of Education
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1. Policy

1.1 Policy Statement

1.2 Terms and Definitions

The below table sets out a number of terms and definitions used within this document:

Term	Definition
Nil	

1.3 Data Protection

The Five Rivers Group supports the objectives of the United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018) and other legislation relating to Data Processing, including the Human Rights Act 1998, the Safeguarding of Vulnerable Groups Act 2006 and the regulations that underpin our services. The Five Rivers Group has a statutory obligation to process personal data in accordance with the provisions of the United Kingdom General Data Protection Regulation (UKGDPR) and the Data Protection Act 2018.

Every member of The Five Rivers Group has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the United Kingdom General Data Protection Regulation (UKGDPR), the Data Protection Act 2018, the Five Rivers Group Data Protection Policy and The Five Rivers Group Data Retention Policy.

1.4 Disclosure of Information

It is a criminal offence for a person to knowingly or recklessly sell, disclose or retain personal information outside of the Five Rivers Group under section 170 DPA 2018 without a legitimate purpose and legal basis. The Five Rivers Group considers these actions unauthorised and will take all necessary action to ensure personal data is not disclosed, retained or sold without a valid legal reason including referral to the criminal investigations team of the information commissioner's office (CRIT ICO).

2. Responsibilities

All adults and young people share responsibility for ensuring visits are safe, well-managed, inclusive, and educationally meaningful.

2.1 Senior Leadership / Headteacher

The Headteacher has overall responsibility for approval and oversight of all visits.

They must ensure that:

- All visits are authorised via EVOLVE
- A clear educational purpose is defined for each visit
- Risk assessments are reviewed and proportionate
- Staffing levels and competence are appropriate
- Visits comply with:
 - DfE Health & Safety guidance
 - Safeguarding arrangements are robust
 - Staff have appropriate training (including educational visits and safeguarding)
- High-risk, overseas, or residential visits are approved at the correct level and logged on EVOLVE
- There is a named emergency contact (Home Contact) for each visit
- Visits are reviewed and evaluated after completion

2.2 Visit Leader (Lead Teacher / Staff Member)

The Visit Leader is responsible for the planning, management and execution of the visit.

They must:

- Obtain formal approval before planning proceeds
- Ensure the visit follows the 'Plan – Do – Review' model
- Be competent and experienced for the activity and group
- Carry out a proportionate risk assessment (focusing on significant risks)
- Ensure:
 - Clear roles for all staff
 - Appropriate supervision ratios
 - Inclusion of pupils with SEND or additional needs
- Gather and review:
 - Medical information
 - Risk assessments (including IBSPs / EHCPs)
- Ensure:
 - First aid provision (qualified staff + kit)
 - Emergency procedures are in place and understood
 - Communication systems (mobile phones, contact list)
- Provide pre-visit briefings to staff and pupils

- Consider behaviour and stop the visit if safety is compromised
- Ensure safeguarding procedures are followed throughout
- Complete post-visit evaluation

2.3 All Staff

All staff must:

- Read and understand the risk assessment and visit plan
- Prioritise safeguarding and welfare
- Maintain professional conduct and supervision standards
- Report concerns immediately to the Visit Leader
- Be aware of:
 - Emergency procedures
 - Individual pupil needs

2.4 Pupils

Pupils must:

- Follow instructions from staff and venue personnel
- Behave responsibly and safely
- Not take unnecessary risks
- Report concerns immediately

Failure to meet expectations may result in:

- Removal from activities
- Early return
- Exclusion from future visits

3. Planning Procedures

Planning follows 'Plan – Do – Review' model.

Key Principles

- Safety is achieved through good planning, not excessive paperwork
- Visits must be:
 - Purposeful
 - Inclusive
 - Proportionately risk-managed

3.1 Approval Process

All visits must:

- Be logged and approved via EVOLVE
- Include:
 - Educational purpose
 - Risk assessment
 - Staffing ratios

- Safeguarding arrangements

Approval levels:

- Routine local visits – Headteacher
- Higher risk / residential / overseas – Headteacher + Governors

3.2 Planning Considerations

Staff must consider:

- Educational value
- Cost and affordability
- Inclusion and accessibility
- Behaviour and group needs
- Transport and travel arrangements
- Safeguarding and supervision
- Weather and environmental risks

3.3 Risk Assessment

Risk assessments must:

- Focus on significant hazards only
- Be proportionate and dynamic
- Include:
 - Environment risks
 - Activity risks
 - Group-specific needs
- Be shared with all staff

Dynamic risk assessment must occur during the visit.

3.4 Pre-visits

- Required for new or complex venues
- Recommended for higher-risk activities
- May use virtual or third-party information where needed

3.5 Inclusion and SEND

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.

3.6 Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip in order 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.

3.6 Safeguarding

All visits must:

- Follow school safeguarding policy
- Ensure:
 - Safe staff-to-pupil interactions
 - Clear reporting lines
 - Appropriate supervision at all times

4. Specific Activity Guidance

Your existing activity guidance (water safety, farms, etc.) remains valid, with added expectations:

- Follow national governing body guidance where applicable
- Use qualified providers where appropriate
- Ensure providers meet:
 - Health & safety standards
 - Insurance requirements

5. Off-Site Procedure Updates

Key strengthened requirements:

- A Home Contact must be based at school during visits
- Staff must carry:
 - Emergency contacts
 - Medical information
- Clear communication protocols must be in place
- Staff must consider:
 - Transition times
 - Emotional needs of pupils

5.1 First Aid

- At least one qualified first aider per visit
- First aid kit and medication carried
- Staff aware of medical plans and protocols

5.2 Supervision

Ratios must be based on:

- Age and needs of pupils
- Activity risk level
- Environment

Higher ratios required for:

- SEND pupils
- High-risk activities

5.3 Emergency Procedures

Generally, emergency procedures 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.

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

In the case of a pupil being unaccounted for, the trip leader will follow the schools policy for Children missing from school.

If required, 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.

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.

5.4 Transport

Transport must comply with:

- School transport policy
- Driver competency requirements
- Seatbelt and safety compliance

5.5 Communication and Consent

Parents/carers must receive:

- Clear information about:
 - Purpose
 - Travel arrangements
 - Risks
- Consent required for:
 - School trips
 - Residential trips
 - Higher-risk activities

Medical and emergency information must be current and verified.

6. Residential and Overseas Visits

The safety and welfare of pupils is paramount on all residential visits. Appropriate levels of supervision will be maintained at all times and will be determined through the visit planning and risk assessment process, taking account of the age, maturity, needs, medical requirements, behaviour and abilities of the pupils involved, as well as the nature of the activities and environment.

The headteacher, together with the Head of Education and Director of Education, will approve all residential trips longer than 24 hours.

The trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip

Parents and carers will be given information about the visit and asked for permission at least 1 month 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
- Clothing and equipment provided, and what pupils must bring themselves
- Accommodation options and arrangements
- The names of staff attending

Staffing Ratios

The Visit Leader, in consultation with the Educational Visits Coordinator (EVC) and/or Headteacher, will ensure that sufficient staff are deployed to provide effective supervision throughout the visit. Staffing ratios will be based on risk assessment and may exceed minimum recommended levels where circumstances require.

Consideration will be given to:

- The age, gender and needs of pupils.
- The size and complexity of the group.
- Pupils with SEND, medical conditions or additional vulnerabilities.
- The nature of planned activities.
- The location and accommodation arrangements.
- The need for staff of both sexes where appropriate.

Suitable arrangements will be in place to ensure staff are able to respond effectively in an emergency.

Supervision During the Visit

Staff must know the whereabouts of pupils at all times and implement supervision arrangements appropriate to the activity being undertaken. This may include:

- Direct supervision, where pupils remain under the immediate oversight of staff.
- Activity-specific supervision provided by suitably qualified instructors or centre staff.

Pupils will be informed of behavioural expectations, safety procedures, boundaries and emergency arrangements before and during the visit.

Accommodation

The Visit Leader will ensure accommodation is suitable, safe and secure. Sleeping arrangements will be planned to promote safeguarding and welfare.

- Staff accommodation will be separate from pupil accommodation wherever possible.
- Staff will conduct regular checks of accommodation areas, particularly during evening and night-time periods.
- Clear procedures will be established for reporting concerns, illness, emergencies or breaches of conduct.

Overnight Supervision

Suitable arrangements will be made for overnight supervision and emergency response.

- Pupils will be aware of how to contact staff during the night.
- Staff will remain available and contactable throughout the residential visit.
- Duty arrangements may be implemented to ensure adequate supervision and welfare support outside normal activity times.

- Checks may be undertaken where necessary to maintain pupil safety and wellbeing, while respecting pupils' privacy and dignity.

Group Management and Head Counts

The Visit Leader will establish robust procedures for monitoring attendance and maintaining group accountability, including:

- Regular head counts and registration checks.
- Buddy systems where appropriate.
- Procedures for moving between venues and activities.
- Clear arrangements for free time, including agreed boundaries and reporting points.

Any missing pupil will be treated as a serious incident and managed in accordance with the school's safeguarding and emergency procedures.

Safeguarding

All staff accompanying residential visits are expected to uphold the school's safeguarding and child protection procedures at all times. Any safeguarding concerns arising during the visit must be reported immediately to the Visit Leader and managed in accordance with school safeguarding policies.

Staff Conduct

Staff must maintain professional standards throughout the visit and act as appropriate role models. They must:

- Follow school policies and procedures.
- Remain fit to undertake supervisory responsibilities.
- Avoid situations where they are alone with a pupil unless necessary and in accordance with safeguarding guidance.
- Maintain appropriate boundaries and professional relationships at all times.

The Visit Leader has overall responsibility for ensuring that supervision arrangements remain effective throughout the residential visit and that any emerging risks are assessed and managed appropriately.

Additional requirements:

- Enhanced planning timelines
- Board approval where required
- Safeguarding checks for all adults
- Compliance with:
 - FCDO travel advice
 - Insurance and medical requirements

The EVOLVE Risk Assessment must be approved by the Head and Director of Education well in advance of the trip taking place.

7. Monitoring and Evaluation

All visits must be:

- Evaluated post-visit
- Recorded on EVOLVE/SharePoint
- Used to inform future planning

The policy will be reviewed:

- Annually
- Following any serious incident
- In line with national guidance updates