Educational Trips & Visits Policy

Policy title:	Educational Trips and Visits Policy
Function:	For information and guidance about Educational Trips and Visits. This document forms part of the portfolio of policies designed to inform students and parents.
Status:	Approved
Statutory Guidance	DfE Charging for School activities (May 2018) DfE Health and safety on Educational Visits (Nov 2018) Educational Visits policy – School Improvement Liverpool (Sept 2025) National guidance for the management of outdoor learning, off-site visits and learning outside the classroom (www.oeapng.info)
Audience:	Students, Parents, Staff, Leaders, Trustees, Local authority, General public
Ownership:	Trustees/Headteacher
Last reviewed:	26 September 2026
Reviewed by:	Headteacher
Next review:	Annually or when any significant advice given by the LA or a major incident on a trip

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Our Vision

At The Blue Coat School Liverpool, every student belongs, is valued, and is empowered to thrive. Guided by Non Sibi Sed Omnibus — not for oneself but for all — we honour our story with honesty while forging a modern, inclusive future.

We celebrate individuality and champion diversity, inspiring students to flourish in their own way with confidence, curiosity, resilience, and kindness.

Our vision is to ignite ambition and nurture integrity and compassion, preparing young people to shape a fairer, brighter world — in Liverpool and beyond.

Aims and objectives

1 This policy sets out The Blue Coat School's Educational Trips and Visits arrangements which includes consideration of statutory guidance and the guidance that is available from the Local Education Authority.

2 The policy will support the School's commitment to:

- offer a wide and stimulating programme of visits, trips and activities in the UK and overseas
- encourage visits and work outside the classroom which enhance the curriculum
- ensure students can enjoy residential outdoor pursuits experiences during their schooling in a safe and healthy manner
- provide effective guidance for staff planning a trip
- inclusivity to enable all students to have the same opportunities irrespective of their individual needs.

3 Through this policy, the School seeks to enhance the character, learning, skills and experiences of its students and sustain strong relationships within the School across and between students and staff.

Roles and responsibilities

4 The Trustees will ensure that this policy meets current statutory requirements and is reviewed annually.

5 The Headteacher will ensure that the procedures, practices and arrangements set out in this policy are adhered to and will ensure that staff involved are competent to carry out such responsibilities they are allocated.

6 The Educational Visits Coordinator (EVC) will liaise with the leaders of trips and visits to ensure that all procedures, practices and arrangements necessary for the implementation, safety and completion of the trip have taken place. All new staff will receive during an introduction to educational visits and trips as part of their induction.

7 The Visit Lead will ensure effective supervision by appointing a deputy visit lead wherever possible.

Procedures and practices

General principles

8 This policy is directly linked to the SIL Educational Visits policy which has adopted the "National guidance for the management of outdoor learning, off-site visits and learning outside the classroom" (www.oeapng.info) as its source of guidance and good practice for educational visits and activities.

9 Educational trips and visits do much to enrich the experience of our students and so it is essential that the trip leader has a clear rationale for:

- the purpose of the visit and how it deepens the curriculum experience
- the appropriateness of the activities on the trip for the participating students
- how efficient and effective it is as a means of providing the curriculum experience
- value for money
- the skills, experience and qualifications they will need to lead the trip appropriately
- the use of a reliable Tour Operator where appropriate – If not, then the trip leader will assume the responsibilities of the Tour Operator, including the repatriation of the group and any additional accommodation and care should an extended stay be required.
- appropriate parental consent for the students and their activities.

10 Where required, parents/carers will be asked to provide written consent for educational visits. 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 about any off-site visits, and give an opportunity for them to withdraw their child. Written consent will be requested for activities that need a higher level of risk management or those that take place outside of school hours and overnight. As part of the parent consent they will be fully informed of the activities and arrangements for the visit.

11 Trip leaders will have the whole responsibility for the trip. At the planning stage the trip leader to meet with the EVC to discuss the proposed trip, the rationale behind the trip and any risks associated with the trip. Insurance cover to be researched at this stage and also presented to the EVC including cover for cancellation.

12 Local Authority approval is required for all residential trips and hazardous/adventurous activities and should be submitted through EVOLVE at least 35 days in advance. (Annexe A). Other single day trips and routine local visits are to be submitted through EVOLVE at least 15 days in advance and are approved by the Headteacher.

13 It is the responsibility of the trip leader to check the reputability of the provider. Organisations must hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, a Provider Form must be completed by the organisation to confirm that appropriate insurances are in place. The trip leader should ensure the provider completes this – some popular destinations already have Provider Forms uploaded onto EVOLVE.

14 If using a Tour Operator the trip leader should ensure the tour operator/travel agent is reputable and is a member of ABTA and/or ATOL and that the whole package being supplied is covered by an ABTA or ATOL.

15 All trips are to be considered and approved by the Senior Leadership Team (SLT) at the next available meeting, before expressions of interest are sought by forwarding a Trip Register of Interest Form (Annex C) to the EVC.

16 The trip is open to all School staff. A staffing list, comprising of staff, associates and volunteers who must all have up to date enhanced DBS checks, must be submitted at the earliest possible opportunity to the EVC using the Staff Approval Form (Annex D). This will be discussed at the next available SLT meeting. SLT will determine and agree the final staff attendees. Where a curriculum essential visit is offered within a curriculum area, it will be staffed as appropriate by members of staff within that department. Where an educational visit has a cross-curricular element, a member of staff from the relevant departments may attend. Additional places will be open to all School staff.

The following factors will be taken into consideration when determining the staffing of a trip:

- adult:student ratio (Annexe B)
- impact on cover requirements
- impact of students in school
- relevant experience, qualifications and expertise
- the need for a qualified first aider
- previous attendance on school trips
- be able to participate in all activities planned for the trip eg., skiing, swimming, ice-skating

17 Allocation of free places can only be offered to staff, or other appropriate adults who have been approved by SLT to attend the trip.

18 All staff must adhere to the code of conduct whilst supervising trips (Annex F).

19 Staff who do not normally work on the day(s) of a trip during the working week of term time will be remunerated either:

- at their daily rate of pay should their presence be deemed essential by SLT
- at an associate staff pay rate should their presence not be deemed essential by SLT.

20 Exchange visits usually involve groups of students travelling to another country and staying with host families. Host families should be subject to DBS checks (or the equivalent overseas) and, where not available, proper assurances from the other school must be obtained. This can include a signed letter from the Headteacher/Principal of the host school endorsing the families that will be hosting the students.

21 The trip leader must upload all details of the trip onto Evolve within 35 days of the trip departure date, to enable the EVC, HT and LA to review all aspects of the trip. This includes all risk assessments. Information not uploaded within 35 days risks the trip not being given LA approval to take place.

Finance

22 The Blue Coat School will strictly adhere to national guidance when making decisions about charges for activities during and outside school hours. This policy should be read in line with the School's Charging and Remissions Policy.

23 No trip is to be booked and no monies paid to the provider until all insurance related documentation has been received in advance.

24 Trips that are paid for either wholly or in part by contribution from the students will have an account sheet that is drawn up by the trip leader which will include:

- information outlining the cost of the trip and a payment schedule that will meet these costs
- a clear indication of all payments and the extent to which they are refundable, including in the case of cancellation for any reason or circumstance. This information to be included within the initial letter to parents.

25 All trips taken by The Blue Coat School should be financially viable and in particular:

- a trip in deficit will only be allowed to continue with specific approval by the Headteacher
- a trip in surplus will be managed in such a way that money is repaid to all students in a fair and equitable way.

26 It is the responsibility of the trip leader to produce and submit a clear and final balance sheet to the Finance Manager that includes:

- total income with an indication of how it was generated
- total expenditure supported by invoices and receipts.

27 Where possible, The Blue Coat School, will consider financial support for eligible students who may not be able to afford trip payments and are deemed to be at an educational disadvantage should they be able to unable to attend.

28 The Blue Coat School will not charge any students for transportation when:

- the School has arranged for the students to be educated off-site
- a visit is necessary for students to meet their examination requirements
- it relates to a term time educational visit that is mandatory part of the curriculum.

29 The trip leader will inform students where a trip does not include a meal package and it is necessary for students to either pay for their food or bring food prepared from elsewhere.

30 The Headteacher has the right to withdraw students from any trip should they be in breach of the School's Reward and Behaviour policy, in such cases any monies will be refunded wherever possible.

Health and Safety

31 A provisional risk assessment to be submitted to the EVC at the planning stage of the trip. Final completed risk assessments must be submitted to the EVC and uploaded onto EVOLVE at least:

- 35 days prior to the trip departure date
- risk assessment from the venue and/or provider to be obtained and reviewed in advance within the timescales above
- trip leader to ensure that only reputable transport companies are used
- individual risk assessments and any reasonable adjustments must be considered and discussed with the SENCO well in advance to ensure the safety and attendance of students on the trip
- all risk assessments must be shared with all staff, associates and volunteers attending the trip
- all risk assessments are to be continually reviewed during the trip. Any revision to the risk assessment during the trip must be communicated to the EVC and SLT emergency contact.

32 Trips that involve high risk activities must have appropriately qualified instructors to lead the activity.

33 The trip leader must have all the necessary student documentation and medical information available to them during the trip and will take appropriate steps to ensure all current safeguarding requirements and guidance are adhered to. For an overseas visit, to ensure that all passports and GHIC health cards are valid, and all non-British citizens have visa entitlements to re-renter the UK. Current Government guidance must be checked and adhered to prior to the departure of the trip with any relevant and necessary actions addressed in advance.

34 The trip leader must ensure that there is an emergency plan and a copy of this forwarded to the EVC. An Assistant trip leader is to be identified, and they have full information of the trip including involvement in the planning stage and preparation of risk assessments. Generally, emergency planning will be defined as planning for serious and unexpected risk, serious and life-threatening injury, individuals going missing and a serious breach of safeguarding expectations.

35 There should be an identified first aider on the trip. The trip leader should collect a First Aid Kit and school mobile telephone prior to departure. If a member of staff accompanying the trip administers medicine, it must be recorded. For any student who is self-administering medicine, the trip leader must ensure a checking system is in place. All incidents and accidents must be recorded and reported when the trip returns.

36 The trip leader should have a copy of the emergency procedures and basic emergency plan.

37 The trip leader must advise students of any necessary clothing or other items that are essential for their safety on the trip.

38 All trips will be assigned two emergency SLT contacts, who will be contacted regularly throughout the trip.

39 The trip leader together with SLT will determine the continued attendance of a student on a trip should their behaviour fall below that which is acceptable as stated in the School's Reward and Behaviour policy. Trip leaders in liaison with SLT may take appropriate steps remove a student from a trip where necessary. In the most extreme cases, a student may have to be repatriated back home, at the expense of their parents.

40 The School insurance policy will cover most out of school activities. It is the responsibility of the trip leader to discuss this aspect with the EVC to decide whether additional insurance cover is required at the initial planning stage of the trip. All declared medical conditions of all attendees on the trip is to be disclosed to the insurance company prior to the departure of the trip.

41 A staff member who is fluent in the language of the visiting country to attend the trip unless there are the services of a tour operator/guide.

42 The school will share relevant personal data with providers to ensure the safety of staff and students.

43 The School will adhere to any public health guidance that applies to current legislation and will take actions to address these appropriately.

Monitoring, review and evaluation

44 The trip leader has the responsibility of evaluating the trip upon its return using the Trip Evaluation Form (Annex D) and forward to the EVC.

45 Record keeping to be kept following the school's information policy. RIDDOR accidents must be kept until the student reaches age 25, or for 7 years following the incident in the case of an adult.

46 The Headteacher will liaise with the EVC who will manage the monitoring and evaluation of all trips, so that the School may make well informed decisions about future proposals.

Annexe A – List of adventurous activities

Any activities on this list requires LA approval and must be submitted for approval at least 35 days in advance.

Multi activities – led by external provider such as Kingswood or PGL	Mountain biking
Abseiling	Off road cycling
Airborne activities	Open country activities and field studies
All activities in 'open' country	Orienteering
All watercraft activities	Paintballing
Archery	Rafting or improvised rafting
Battle Ships	River/gorge walking, ghylls, canyons or scrambling
Bouncy castles – must be run and managed by the independent company not the school	Rock climbing (including indoor climbing walls)
Camping	Rowing and sculling
Canal boating	Sailing / Windsurfing / kite surfing
Canoeing	Sea-level traversing and coasteering
Caving/potholing	Shooting and archery
Climbing, trekking etc	Skiing
Coasteering / coastal scrambling / sea level traversing	Skiing – indoor and dry slope
Expeditions – including DofE and pre-expedition training	Snorkel aqualung activities
Farm visits	Snowboarding
Forest school – sessions involving knives and/or campfires	Surfing
Fishing	Swimming (all forms, excluding UK public pools)
High level rope courses	Theme park visits
Hill walking and mountaineerin	Trampoline parks – visits to trampoline parks is not allowed and will not be approved
Horse riding	Underground exploration
Ice skating	Use of powered safety/rescue craft
Kite flying / surfing	Walking near water (such as beach/canal)
Low and high rope courses	Water skiing
Moorland, fell and mountain activities	Extreme sports
Motor sport – all forms	

Annexe B – Guidance: Adult to Student ratio

The table below offers more detailed guidance which applies where the Group Leader and Supervisors are experienced and competent and should be used as a starting point when considering ratios:

Activity	Recommended Ratios	Notes
Local Visits Visits in the local area close to support at school **Day Visits** More than 60 miles or 1 hour from school (minimum of two supervisors required)	Years 7-13 1:15 (one supervisor per activity or supervision group) (minimum of two supervisors required except under exceptional circumstances)	A minimum of one qualified and competent group lead is needed for every group or class; they must be supported by other responsibility adults. Please note minimum ratios are not recommended but small working groups of 6-12 remain the target.
Residential Visits, UK or abroad (minimum of three supervisors recommended, any less needs a thorough risk assessment and emergency management plan)	Years 7-13 1:10 (one supervisor per activity or supervision group, these do not include any centre residential staff)	Supervisors should reflect the gender of the group wherever possible.
Open Country Working by water or away from a road or building	Years 7-13 1:12 (one supervisor per activity or supervision group, these do not include any centre staff)	Overall group sizes above 20 are not recommended at any one location at a time (supervision and sustainability issues). Similarly, large groups should not be moving together on convoy. The number of qualified leads will depend on the risk assessment.

A useful framework for assessing requirements for ratios and effective supervision is **SAGED**:

Staffing: who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
Activities to be undertaken: what do you want the group to do and what is possible?
Group characteristics: prior experience, abilities, behaviour and maturity, any specific or medical/dietary needs.
Environment: indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.
Distance: how far are you away from school or emergency support?

Annex C: Trip Register of interest Form

Before completing Part A, please read the School's policy on Educational Trips and Visits. The purpose of this form is to seek SLT agreement in principle. If approved, a letter to parents may be drafted and forwarded to the EVC.

TRIP ORGANISER: _____ **TITLE OF TRIP:** _____

Purpose of the visit and specific educational objectives:

What are the: Intended curriculum outcomes - Aims and objectives – Learning objectives – Educational objectives – What will students gain from this experience -

Details:

Destination:	Number of students: Please list names if known:	Year groups:
Date and time of departure:	Date and time of return:	Transport arrangements:
Provider:	Accommodation:	Cost of trip:
Proposed staff:	How will students be chosen if trip oversubscribed? *Eg: random selection, year groups*	
Programme of activities (including any hazardous activities):		
Details of risks associated with the trip / First aid provision:		
Insurance cover provided:		

I confirm a full Risk Assessment will be prepared and forwarded to the Educational Visits Coordinator at the earliest opportunity and at least 35 days before the event commences. I confirm I will upload all details of the trip onto EVOLVE as outlined in the school's educational visits and trips policy at least 35 days prior to the departure date.

Signed by Organiser: _____ Date: _____

I agree that the trip / event should go ahead, and I will support the event in the event of the Trip Organiser being unable to organise it.

Signed by Curriculum Team Leader: _____ Date: _____

SLT decision:	**APPROVED / NOT APPROVED for Trip letter / Register of interest to Parents**

Feedback prompts from SLT:

Cost to Parents	Student lesson disruption
Cost to School*	Staff lesson disruption

* Note: with the exception of curriculum essential trips, all trips and visits must be cost-neutral from the perspective of the School.

Annex D – Staff Approval Form

TRIP LEADER: _____

Title of Trip: _____ **Date of Trip:** _____

Staffing:
Please list the proposed members of staff to accompany the students on the trip. Please take into account the adult: student ratio, the disruption to lessons and the departments affected. Bear in mind that associates/support staff are able to accompany students on trips, but their roles may affect their availability. In the first instance please approach the Line Manager before approaching the member of staff directly. Please obtain approval and signature of Line Manager to each member of staff. SLT reserve the right to change staffing and have the right of veto. Staffing to be approved prior to the bookings of any travel tickets.

Ratio – day trip 1:15, residential trip 1:10

Staff Name	Line Manager approval (signature)	Cover Implications
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

I confirm I have read and understood the Educational Trips and Visits Policy and that all necessary procedures are in place.

Signed by Trip Leader: _____ Date: _____

Signed by SLT: _____

Feedback prompts from SLT:

Staff lesson, student disruption / Further Comments:

Annex E: Trip evaluation form

This form is to be completed by the Trip Leader and returned to the Educational Visits Coordinator.

Trip Leader:			
Number in Group:	Boys:	Girls:	Supervisors:
Date(s) of Visit:			
Purpose of Visit:			
Venue:			

Please comment on the following:

Evaluation Point	**Rating out of 10**	**Comment**
Venue:		
Travel arrangements:		
Content of education programme provided:		
Instruction:		
Equipment:		
Suitability of environment:		
Accommodation:		

Food:		
Evening activities:		
Provider / Courier / Representative:		
Were aims and objectives of the trip achieved and how were they achieved:		
Value for money:		
Overall, how did you rate the trip:		
Would you offer this trip again: Yes / No If no – why?		

Details of any injury / damage / loss of personal items etc:

_____

_____

_____

Other comments and evaluation:

_____

_____

_____

Any other information to be considered when planning for this trip in the future:

_____

_____

_____

Signed: _____**Date**: _____

Annex F: Staff code of conduct for school trips

This code of conduct outlines the expectations, responsibilities and professional standards for all staff participating in school organised trips, ensuring the safety, wellbeing and positive experience of all students involved. Staff should read and sign this form, showing that they understand and agree to follow this code whilst supervising school trips.

Professional responsibility:

- Staff must act in a professional, respectful and responsible manner at all times.
- Maintain clear and appropriate boundaries with students.
- Follow the school's safeguarding and child protection policies.
- Be familiar with the trip's risk assessment, itinerary and emergency procedures.

Duty of care:

- Supervise students vigilantly throughout the trip, maintaining appropriate staff to student ratio.
- Carry out regular headcounts, especially during transitions and free time.
- Monitors students' behaviour, wellbeing and health, respond appropriately and promptly to concerns.
- Never leave students unattended or placed in situations that may compromise their safety.
- Staff are required to remain in the same location as the students; students must never be left unattended within the hotel or accommodation.
- Staff must remain on-site overnight and be available to provide assistance at all times during the residential stay.

Behaviour and conduct:

- Be a positive role model, display respectful, inclusive and courteous behaviour.
- Avoid any behaviour that could be perceived as unprofessional or inappropriate.
- Maintain confidentiality, do not discuss student issues in public or with unauthorised individuals.
- Address and report any misconduct or safeguarding concerns immediately.

Substance use and health:

- Do not consume alcohol, illegal substances, or be under their influence for the duration of the trip, regardless of student presence.
- Avoid smoking or vaping in the presence of students or in areas where it may be witnessed.

Social media and digital conduct:

- Do not post trip related content on personal social media accounts.
- Do not take or share student photos on personal devices unless explicitly authorised by school policy.
- Maintain discretion and privacy regarding student information.

Dress and appearance:

- Dress appropriately for the nature of the trip and as a representative of the school.
- Ensure clothing is practical, safe and respectful of the school's professional standards.

Inclusivity and support:

- Support all students, including those with special needs or additional support plans.
- Encourage participation, respect diversity and promote a positive experience for all.

Incident and emergency procedures:

- Know your role in emergencies, follow the school's trip emergency plan.
- Record all accidents, incidents or near misses and report to the trip leader.
- In serious situations, contact emergency services first, then inform school leadership.

Failure to comply may result in disciplinary action in line with school policies.

Staff name: _____

Signature: _____

Date: _____