



## Whitecross Nursery School Educational Visits and School Trips Policy

Reviewed by	Kate Parker
Date of last review	April 2026
Date of next review	April 2027
Approved by School Delegation	

*This policy will be reviewed sooner if there is a change to legislation or guidance that may affect it. Any changes will be communicated to all stakeholders.*

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## 1. Aims and scope

Whitecross Nursery School understands that visits and trips can be effective ways of motivating Children, and they can often offer unique educational experiences. The school aims to ensure that Children are engaged in their learning and are given opportunities to explore this in a more practical setting.

The school takes the health and wellbeing of our staff and Children very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for Children and staff members while out on educational visits and school trips.

Educational visits are activities arranged by, or on behalf of, our school, which require children to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

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

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- › Visits to places of interest in the local area
- › Day visits to places such as museums and other cultural and educational institutions
- › Sporting activities

## 2. 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](#).

## 3. 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
- › Working with the governing board to approve residential trips of more than 24 hours

### **The educational visits co-ordinator (EVC)**

The headteacher and Lead Teacher are 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 and governing board when they're approving trips
- › Access any necessary training, advice and guidance
- › Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

### **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 children, 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, including any costs or necessary equipment not supplied by the school or a third party
- › Communicate key details about the visit and all locations to staff, children and parents/carers, including roles, responsibilities and expected behaviour
- › Make sure staff are capable and able to fulfil their roles at all times while responsible for children and others

### **Staff**

Staff have a responsibility to make sure all children 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

- › 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 children's 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 children 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

### **3.5 Volunteers**

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

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

### **3.6 Children**

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

- › Follow instructions given to them while on the trip
- › Dress and behave as expected for the length of the trip

Children 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.

## **4. Planning and preparation**

The decision on whether or not a visit will take place will be made by Head Teacher, 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
- › Any other factors deemed appropriate and relevant

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 needed, where relevant
- › Risk assessment plans and first aid provision
- › What safety measures can be put in place in order to reduce any risks
- › Add any additional minimum standards, depending on the age of the children

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, 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.

#### **4.1. Inclusion**

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

##### **Special educational needs (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 children.

##### **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 children 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.

## **5. Risk assessment**

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed by a staff member with suitable skills, status and competence, and using the school's risk assessment template or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and children), 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.

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 headteacher. One copy taken on the visit and another copy will be left with the EVC.

### **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 (with a current certificate) is present on all trips
- › 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
- › Adults without a DBS check will not be left alone with children at any time
- › The trip lead will take regular headcounts and/or rollcalls

### **Transport**

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure children, staff and volunteers are transported safely 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.

## **6. Volunteers**

Where appropriate, parents and carers may be asked to volunteer to attend and supervise children 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, while taking into consideration:

- › The needs of the children 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 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree to fulfil the expected behaviours for this role. See **appendix 1** 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, including on their responsibilities and 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 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 children or given sole responsibility for the care of any pupil.

## **7. Communication and consent**

We will contact the parents and carers of children invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter 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 and staff qualifications, where relevant

- › Clothing and equipment required, and whether this is provided by the school
- › Expected behaviour and consequences of children's 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.

We will always get written consent before taking nursery-age children, on transport/a educational visit over an hour in length.

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.

Parent and Carers are asked on application if they would like their child to partake walks and visits in the local area. We will not always communicate in the same way for the shorter local area visits.

## **8. 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.

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 search the area while another member of staff remains in charge of other children. In the unlikely event that a pupil cannot be found within 30 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 children.

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.

## **9. Charging and insurance**

We will follow our school's charging and remissions policy at all times.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect children's ability to take part fully in the trip.

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.

## **10. Review**

This policy will be reviewed every year. At every review, the policy will be shared with the governing board.

## **11. Links with other policies**

This policy links with the following policies and procedures:

- › Health and safety policy
- › Charging and remissions policy
- › Behaviour policy
- › Child protection policy
- › First aid policy
- › Supporting children with medical conditions policy
- › Special educational needs (SEN) policy
- › Equality information and objectives
- › Early Years Foundation Stage (EYFS) poli

## Appendix 1: 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 Headteacher at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found.

Volunteers agree to:

- › Remain professional and respectful with staff and children 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 children
- › 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 children unless asked to by a member of staff
- › Engage in physical contact with children unless appropriate or required
- › Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- › Use demeaning, offensive, abusive or insensitive language
- › Smoke, vape, 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 children without the permission of children and staff

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

