

# Educational Visits Policy



GLEBE HOUSE  
SCHOOL & NURSERY  
HUNSTANTON

*This policy was updated in September 2025.*

*Review is due for the beginning of September 2026.*

*All changes from previous documents and sections have been highlighted yellow.*

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*This policy initiated* - September 2024  
*Policy written by* - The Head and EVC  
*Policy to be updated on an annual basis.*  
***This policy is currently under review***

## Change Log – for 2025/2026

Sections which have changes from the previous Educational Visits Policy.

This policy was completely reworked for 2024/2025 - further changes pending with Evolve.

## Introduction

Glebe House School values the enormous benefits of Educational visits. This document seeks to inform teachers who take part in or lead school trips to ensure their safety, and that of their pupils and has been compiled with reference to the DFE 2012 Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies and also the 2011 HSE document School trips and outdoor learning activities.

## Roles and Responsibilities

The Governing body has ultimate responsibility for ensuring, as far as is reasonably practicable, the health and safety of anyone on a school trip.

The Headmaster must ensure that visits comply with the requirements of the Governors. He must ensure that the group leader is competent to run the trip and monitor risk throughout the trip.

The Educational Visits Coordinator Mr Stewart??) is an advisor to group leaders and staff on trips, to parents and pupils, to the Head and the Governing body. All trip forms must go through her.

The Group Leader has overall responsibility for the supervision, conduct and health and safety of pupils on trips. The procedure for organising a trip is outlined in Appendix 1 and the detailed role of the Group Leader is outlined on Appendix 2

Teachers should follow the instructions of the Group Leader and consider stopping a visit or activity if they feel the risk to the health and safety of pupils is unacceptable.

An adult Volunteer can only be left in sole charge of pupils if this has been previously agreed in the risk assessment

## Risk Assessment

The aim is prevent or reduce risk that may be encountered by pupils. If risks cannot be contained, then the trip must not take place.

- These will usually be carried out by the group leader.
- The person assessing risk must be competent to do so
- See Appendix 3 for how to carry out a risk assessment
- Risk assessments must be presented to the EVC.
- Providers such as tour operators, activity leaders etc must provide documentary evidence that they have carried out risk assessments (in addition to that undertaken by the group leader)
- Residential visits require particular care and an exploratory visit should be undertaken if possible.
- If, as a last resort, an exploratory visit is not practical, then the group leader will need to consider how to complete an adequate assessment of risk. A minimum measure would include specific information, in writing, from the venue. This may be supplemented by information from other schools that have visited the area, and information from other organisations such as the local tourist board.

Remember that whilst the Governors, Head, and EVC face ultimate liability should something go wrong, the Group Leader may be found negligent in a court of law if s/he has not prepared the trip adequately.

## Ratios

In considering ratios, take into account age and behaviour of children, experience of staff, nature of trip, duration of trip, type of accommodation, first aid cover.

Bearing in mind, the legal expectation is that the care provided should at least match that of a prudent parent, a guide for ratios could be as follows. The figures are for adult supervisors – more are needed if less are teachers.

*Please note: some centres will indicate minimum ratios.*

	Nursery / Reception	Y1-2	Y3-6	Y7-8
Day visit with low risk	1 to 4	1-6	1-15	1-20
Day visit with higher risk*	1 to 4	1-5	1-8	1-10
Residential visit with low risk	N/a	N/a	1-12	1-20
Residential visit with higher risk* (in these cases, remember that activities are likely to be run by trained instructors)	N/a	N/a	1-8	1-10

Any adult supervisor who may have unsupervised access to children must have undertaken a DBS check.

## Remote Supervision

Older pupils may experience remote supervision where:

- The objectives of the trip are better served by this
- Parents have been informed in advance
- Pupils understand clear boundaries

## Water Activities

These present by far the greatest risk to life on trips, and most deaths that occur are water related. Swimming or even paddling in natural waters is a dangerous activity and Group Leaders should ensure the following:

- The competence of all pupils is known
- Local conditions are fully understood
- A safe area is designated for the group
- There is a risk associated with sudden immersion in cold water
- Pupils have not eaten for 30 minutes before swimming
- Pupils and staff are clear of procedures in an emergency
- Ratios are at least 1-10
- One supervisor remains out of the water

- A designated teacher holds a current life-saving qualification unless lifeguard cover is present

## Residential Visits

Group leaders must ensure the safety of accommodation. This includes location of sleeping rooms (ground floor rooms should be avoided if possible), staff sleeping rooms are located close to those of pupils, ideally the entire facility is for the group, but if this is not possible, the group's sleeping accommodation must be located together, with staff rooms nearby and no other groups or members of the public located in the vicinity of the group.

## Host Families

All host families must have the necessary checks (DBS, disqualification from childcare etc) – for this reason in most situations, unless risk assessed, host families should be chosen from employees of the school where these checks will already be in place.

## **Appendix 1**

When planning an educational visit, please follow these guidelines.

1. Discuss your planned visit with the EVC and decide on a suitable date.
2. Liaise with Logistics Coordinator books the venue(s).
3. Liaise with Logistics Coordinator regarding the date so that it can be put on next term's calendar.
4. Liaise with HOSS to arrange transport.
5. Make arrangements with the kitchen regarding juices, lunch & tea. Make sure they are aware of any allergies. Ensure that boarding staff are aware if children will be late back.
6. Assess Medical needs. Discuss the medical needs of the group with relevant parents and note any special requirements.
7. Complete Risk Assessments. Risk assessments should identify significant hazards, assess the risk of harm and put control measures in place. Copies should be given to the Educational Visits Co-ordinator (EVC).
8. Write a letter to parents. (Copies to be given to Headmaster, school secretary & Ensure all documentation is completed (Copies to be given to Headmaster & LC).
9. Things to take with you:
  - a. Completed booking forms
  - b. Contact numbers
  - c. Mobile phone
  - d. First Aid Kit
  - e. Water bottles
  - f. Medical Forms
  - g. Any prescribed medicines
  - h. Risk Assessment
  - i. Packed lunches/juices etc
  - j. Sick bucket

## Appendix 2 – The Role of the Group Leader

The Group Leader has overall responsibility for the supervision, conduct and health and safety of pupils on trips. Therefore, when on the trip, the Group Leader has authority over all other staff, including more senior staff.

1. To complete the checklist for running a trip (Appendix 1)
2. Adhere to school policy on the trip
3. Appoint a deputy who is competent to run the trip in your absence and ensure all staff have a copy of the parental contact details sheet
4. Clearly define the role of all adults, and make them aware of their responsibilities
5. Be aware of child protection issues
6. Ensure that adequate first aid provision exists
7. Ensure staff, parents and pupils are adequately briefed. A copy of the Parental Consent form can be found at the end of this policy document.
8. Undertake and complete a comprehensive risk assessment. Note – these should be carried out before all residential trips where practicably possible, and all day trips where the visit is not a very regular occurrence (eg at least termly). Regular trips should have a periodic review of risk assessment. Have risk assessment approved by the EVC
9. Ensure that pupil details are complete and at hand
10. Ensure that adult/pupil ratios are sufficient
11. Ensure that all staff and the school are aware of emergency procedures
12. Ensure that staff are aware of any special needs of pupils
13. Take relevant details of the trip with them
14. Ensure copies of all documentation are given to the Headmaster and the LC

## Appendix 3: Carrying out a risk assessment

**This is the School's Policy on Risk Assessment.**

### Risk Assessment Policy

*Risk assessment is an essential, and legally required, aspect of any trip. Risk assessments must be carried out by people competent to make the assessment. In most cases, this will be the trip leader. The EVC is available to support staff in carrying out risk assessments. All School trips will have a risk assessment completed prior to the trip taking place, and an on-going review of risk will take place during the trip*

### The Law: Four key points

- A. Teachers on trips have a duty of care. They must act like a PRUDENT PARENT
- B. Negligence can only occur if a problem is REASONABLY FORESEEABLE. Therefore, the risk assessment ensures that anything reasonably foreseeable has been covered.
- C. It is necessary to employ REASONABLE and PRACTICABLE ways to control risk. This will always fall into one of 3 categories – supervise pupils around the hazard/protect against the hazard/train people about the hazard
- D. Where 2 professionals have considered a risk, and worked out a way of dealing with the risk, and are in agreement, courts will, according to advice, support the action of the professional.

Whilst it is legally necessary to carry out a risk assessment, the law does not prescribe how it should be done. However, Glebe House has decided that a common approach to Risk Assessment will be used.

### Carrying out a risk assessment.

Where possible, all sites to be visited should be assessed. If this is impossible (and given that many schools now do visit all sites, even those abroad, it is unclear how a court would react to the defence that it was impossible to visit the site), then all methods possible should be undertaken to assess risk. However, where it is not reasonable nor practicable to visit the site prior to a trip, such as a ski trip where weather conditions vary daily, the trip can still take place provided all reasonable efforts have been made to carry out a risk assessment.

Where a company is used to provide activities or part of the itinerary, then that provider should supply a risk assessment. This risk assessment is to be used to SUPPLEMENT and not REPLACE the trip leader's risk assessment.

School policy is that should a provider refuse, or be unable, to supply a risk assessment, then that provider will not be used by the school.

There are six stages to carrying out a risk assessment for Glebe House School

1. Identify the hazard
2. Identify who might be harmed
3. Assess risk in terms in likelihood of harm, and severity of harm. In each case, grade the risk under one of the following headings – VERY HIGH; HIGH; MEDIUM; LOW; VERY LOW (with a numerical score of 5 to 1)
4. Complete the standard Beacon School Risk Assessment pro forma, and include it in your paperwork for approval by the EVC.
5. Apply control measures and communicate them
6. Constantly review risk whilst on the trip, and review the trip after it has been completed..

To determine whether a risk is too great, use the following guidance – attach the figure 5 to VERY HIGH down to 1 for VERY LOW. Multiply together the score for likelihood to the score for severity. A score greater than 10 indicates risk that is too great, scores approaching 10 should make you ensure that you can control the risk, and the benefits are sufficient for the activity to go ahead.

PLEASE REMEMBER – it is not the risk assessment that is important, but the action you take in controlling the risk. It is more important to DO than WRITE DOWN