Educational

visits The Hub Educational Services



Approved by: Vanessa Brooks **Date:** 30/9/23
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THE HUB EDUCATIONAL SERVICES CIC

EDUCATIONAL VISITS POLICY (Updated 2026)

1. Introduction and Purpose

Educational visits are an essential part of The Hub's curriculum and ethos. They enrich learning, build life skills, and support pupils' social, emotional, and academic development. Whether pupils are visiting local venues, engaging in cultural experiences, participating in sporting activities, or attending residential trips, each visit is planned carefully to ensure safety, inclusion, and meaningful educational value.

This policy explains how educational visits are planned, approved, supervised, and evaluated. It outlines the responsibilities of staff, volunteers, pupils, and parents/carers, and ensures that all visits comply with current legislation and national guidance, including the DfE's *Health and Safety on Educational Visits*, OEAP National Guidance, and Keeping Children Safe in Education (2024–2026).

The policy applies to all off-site activities organised by The Hub, including visits during school hours, evenings, weekends, holidays, residential trips, and overseas travel.

2. Legislative and Statutory Framework

This policy is informed by:

- **Health and Safety at Work Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Equality Act 2010**
- **Keeping Children Safe in Education (2024–2026)**
- **Working Together to Safeguard Children (2023)**
- **OEAP National Guidance (2025–2026)**
- **DfE Health and Safety on Educational Visits (2024 update)**
- **SEND Code of Practice (2015, still current)**

These documents emphasise the importance of robust planning, clear supervision, inclusive practice, and thorough risk assessment. They also require schools to ensure that staff are competent to lead visits and that safeguarding remains central throughout.

3. Roles and Responsibilities

3.1 Directors

The Directors hold overall responsibility for ensuring educational visits are safe, well-planned, and appropriately supervised. They approve all visits under 24 hours and oversee training, compliance, and evaluation. They ensure that staff leading visits are competent and that all activities meet statutory requirements.

3.2 Educational Visits Coordinator (EVC)

The Hub's EVC, Vanessa Brooks, oversees all educational visits. The EVC supports staff in planning visits, assesses staff competence, reviews risk assessments, checks external providers, ensures compliance with OEAP National Guidance, and evaluates visits to improve future practice.

3.3 Trip Lead

Each visit has a designated Trip Lead responsible for planning the visit, coordinating staff and volunteers, gathering accurate information about the venue, ensuring inclusion, communicating with parents/carers, and maintaining safety throughout the visit. The Trip Lead ensures staff understand their roles and that pupils are supervised appropriately at all times.

3.4 Staff

Staff must follow all procedures for planning, risk assessment, supervision, and behaviour management. They support pupils' safety, communicate with parents/carers, manage behaviour, and report concerns immediately. Staff transporting pupils must comply with The Hub's transport policy, including seatbelt use, smoke-free vehicles, and dashcam requirements.

3.5 Parents and Carers

Parents/carers must provide accurate medical, dietary, and emergency contact information, return consent forms promptly, and share any concerns that may affect their child's participation or safety.

3.6 Volunteers

Volunteers must follow staff instructions, model appropriate behaviour, supervise pupils safely, and report concerns immediately. Volunteers without DBS checks will never be left alone with pupils. All volunteers must sign and follow The Hub's Volunteer Code of Conduct.

3.7 Pupils

Pupils are expected to follow staff instructions, behave appropriately, and take responsibility for their own safety and the safety of others. Behaviour expectations are reinforced before every visit.

4. Planning and Preparation

All visits must be planned thoroughly and approved by the Directors. Decisions consider cost, timing, educational value, staffing, disruption to the AP, and health and safety. Staff proposing a visit must gather detailed information including travel arrangements, venue suitability, costs, staffing, resources, accommodation (if relevant), insurance, and first aid provision.

For visits over 24 hours, residential trips, or overseas travel, Directors must give additional approval. Planning must follow OEAP National Guidance and DfE expectations for visit leadership, supervision, and emergency planning.

Parents/carers receive clear information once the visit is approved. Written consent is required for visits outside normal hours or those involving higher-risk activities.

After each visit, staff evaluate the planning, safety, and educational impact to improve future practice.

4.1 Inclusion

The Hub is committed to ensuring all pupils can participate in educational visits. Pupils with SEND, medical needs, allergies, or EHCPs receive the same support they would have on site. Reasonable adjustments may include additional staffing, adapted itineraries, specialist equipment, or alternative arrangements. Additional risk assessments are completed where necessary.

5. Risk Assessment

A full risk assessment must be completed at least two weeks before every visit. The assessment must consider:

- Medical needs and allergies
- Staffing levels and supervision ratios
- Transport risks
- Venue-specific hazards
- Behavioural risks
- Emergency procedures
- Inclusion and reasonable adjustments

Risk assessments must follow OEAP National Guidance and be approved by the EVC. Copies are carried on the visit and kept at the AP. Preliminary visits to venues are encouraged where practical.

5.1 Supervision and First Aid

Supervision ratios are determined by risk assessment, not fixed numbers. At least one qualified paediatric first aider must attend every visit, and first aid kits must be carried. All supervising adults must be aware of medical needs and emergency procedures. Regular headcounts and rollcalls are mandatory.

Adults without DBS checks must never be left alone with pupils.

5.2 Transport

Transport must comply with The Hub's Transporting Learners Policy. All pupils must wear seatbelts, and booster seats must be used where required. Staff vehicles must be smoke-free and vape-free. Staff transporting pupils must use a dashcam with clear signage and have their licence and insurance checked by the AP.

Unless agreed otherwise, all visits depart from and return to The Hub.

5.3 External Organisations

External providers must meet appropriate safety standards and hold the LOtC Quality Badge where possible. If not, additional checks must be completed in line with DfE guidance. Written agreements must clarify responsibilities between The Hub and the provider.

6. Volunteers

Volunteers may support visits where appropriate. Selection is fair and based on pupil needs, trip context, and volunteer suitability. Volunteers receive a full induction on the day of the visit covering responsibilities, behaviour expectations, emergency procedures, and communication protocols.

Volunteers without safeguarding checks will never be left alone with pupils.

7. Communication and Consent

Parents/carers are informed of visits at least one month in advance. Information includes travel details, staffing, equipment needed, behaviour expectations, and medical requirements. Written consent is required for higher-risk or out-of-hours visits. Parents/carers may withdraw their child from any visit.

For overseas trips, passport and health insurance information is required.

8. Emergency Procedures and Incident Reporting

Emergency planning covers serious injury, missing pupils, safeguarding concerns, and unexpected risks. The Trip Lead must be familiar with emergency procedures for each visit.

If a pupil goes missing, staff search immediately while maintaining supervision of others. If the pupil is not found within 30 minutes, the AP is contacted, parents/carers are notified, and the police are called. This aligns with OEAP guidance and current DfE expectations.

All incidents are reported according to The Hub's Health and Safety Policy, including reporting to Ofsted or HSE where required. Near misses are also recorded to support learning and improvement.

9. Charging and Insurance

Parents/carers will not be charged for visits during AP hours or for curriculum-linked visits outside school hours. Voluntary contributions may be requested for some visits, except residential trips where charges may apply.

The Hub ensures adequate insurance for all visits, including travel, medical cover, cancellation, and loss of personal items.

10. Residential Visits

Residential visits require additional approval and planning. Staff must receive appropriate training, and all adults must have safeguarding checks. Parents/carers receive detailed information at least two months before departure.

Overseas visits must follow Foreign and Commonwealth Office travel advice and use providers with LOtC accreditation or equivalent.

11. Review

This policy is reviewed annually and shared with all staff.

12. Linked Policies

- Health and Safety
- Behaviour
- Child Protection and Safeguarding
- First Aid
- SEND
- Equality
- Transporting Learners

Appendix 1: 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: Staffing Volunteers Physical supplies Transportation		
Accommodation options, where needed		

	TRIP INFORMATION	ADDITIONAL COMMENTS
Insurance needed, where applicable		
Risk assessment plans and first aid provision		

Appendix 2: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the AP. If you feel you cannot agree with this code, please speak to Vanessa Brooks at the earliest opportunity and withdraw from the trip.

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

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: template letter for parents/carers and consent form This form is based on the Department for Education's consent form for school trips and other off-site activities. Parents and carers should sign and date the form and return it to the AP

Trip destination:

Trip date(s):

I, _____, confirm that I am happy for my child, _____, to take part in the school trip to

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.

Contact information

I can be contacted using the following details:

Work telephone:

Home telephone:

E-mail address:

Alternatively, please contact _____. Their relationship with the pupil is _____

Work telephone:

Home telephone:

E-mail address:

The name and contact details of our family doctor are:

Medical information

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them.

I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.