NORTHAMPTON
PRIMARY ACADEMY TRUST

EDUCATIONAL VISITS POLICY

Associated Policies:	Health & Safety Policy Charging & Remission Policy Behaviour Policy Child Protection and Safeguarding Policy First aid Policy Supporting children with medical needs Special educational needs Policy Equality information & objectives School accessibility plan EYFS Policy
Author:	School Improvement Leader
Date Approved:	25th Feb 2026
Approved by:	CEO
Date issued:	25th Feb 2026
Date of Review:	Feb 2029
Website Inclusion	N
Version:	V1.1 25

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POLICY REVIEW ARRANGEMENTS

This policy will be reviewed and updated as necessary if/when any changes are made to legislation that affect our Trust's practice. Otherwise, or from then on, this policy will be reviewed every 3 years and approved by the Trust Chief Executive Officer.

1. POLICY STATEMENT

The **Northampton Primary Academy Trust** (NPAT) believe that outdoor learning, off-site visits and learning outside the classroom are an integral part of the entitlement of every child to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes NPAT a supportive and effective learning environment. The benefits of pupils taking part in visits and learning outside the classroom include (but are not limited to):

- Improvements in their ability to cope with change and novelty
- Increased critical curiosity and resilience
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness

- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other)
- Improved achievement and attainment across a range of curricular subjects Pupils are active participant's not passive consumers and a wide range of learning styles can flourish
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions giving them the tools and experience necessary to assess their own risks in a range of contexts
- Greater sense of personal responsibility
- Possibilities for genuine team working including enhanced communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments
- Improved awareness and knowledge of the importance and practices of sustainability
- Physical skill acquisition and the development of a fit and healthy lifestyle

Northampton Primary Academy Trust fully recognises that learning outside the classroom helps to bring the curriculum to life as it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives.

2. AIMS AND SCOPE

Educational visits are activities arranged by, or on behalf of, our schools which require pupils 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 pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils 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
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

3. 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

Where this policy applies to schools with the Early Years Foundation Stage (EYFS), sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

This policy also complies with our funding agreement and articles of association.

4. EMPLOYER RESPONSIBILITIES

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer.

As the employer, the Northamptonshire Primary Academy Trust must be informed of all residential visits, trips abroad and any adventurous activities for example climbing, caving and water sports. The Trust should be informed at the planning stage.

All schools within Northampton Primary Academy Trust must appoint a dedicated Educational Visits Co-ordinator (EVC)

All schools must appoint an accredited educational visits advisor who is a member of the 'Association for Advisors of Outdoor Learning and Educational Visits' (AAOLEV formerly OEAP) with suitable experience and expertise to support them in reviewing their off-site visits and ensure the safety of pupils, staff and visitors at all times. AAOLEV advisors can be found at: https://oeapng.info/oeap-advisers-in-england/

EVCs will be provided with suitable guidance, training and support for their role and are required by the Trust to complete accredited training which must:

- Be at least a 5-hour contact course (face to face or via live teams)
- Be delivered by a AAOLEV (OEAP) Course Director
- Not contain any eLearning or self-led training elements
- Be refreshed 3 yearly

The appropriate guidance for the management of outdoor learning, off site visits and LOtC is available to staff and EVCs on the National Guidance web site at: www.oeapng.info

Every educational visit will have one member of staff designated as the Visit Leader. The Trust requires that Visit Leader training is completed for all those who lead trips or visits of a residential nature or whereby they lead an adventurous activity.

Note: Local trips within the school learning area (see appendix 1) or regularly undertaken day trips to environments regularly visited by schools may be led by competent staff who have not attended Educational Visit Leader training on the explicit authorisation of the Headteacher.

For the purposes of day-to-day updating of information, EVCs and Visit/Activity Leaders are directed to the periodic news items and updates of AAOLEV National Guidance.

Where an employee requires further help, guidance or bespoke training, they should contact their appointed Outdoor Education Advisor Service.

5. ROLES AND RESPONSIBILITIES

5.1 Headteacher / Governing body

The Headteacher / Governing body 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 Body to approve residential trips of more than 24 hours

Headteachers should refer to the AAOLEV National Guidance for the role of the Head Teacher http://oeapng.info/head-manager/ for more information.

For more information on the Governing body the AAOLEV National Guidance for the role of the Governing body http://oeapng.info/governors/ should be referred to.

5.2 Educational Visits Coordinator (EVC)

Lee Bridge & Rachel Carsberg are the appointed EVC's at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Act as the first point of call for advice on visit related matters
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Check final visit plans before submitting them to the Head Teacher
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Further information on the role of the EVC can be found within the AAOLEV National Guidance for the role of the EVC http://oeapng.info/evc/

5.3 Visit Leaders

Every educational visit will have 1 member of staff designated as the Visit Leader. The Visit Leader will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, 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, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

Staff are advised to obtain outline permission for a visit from the EVC/ Head Teacher before beginning to plan/making any commitments.

See AAOLEV National Guidance for more information on the role of the Visit Leader - http://oeapng.info/visit-leader/

5.3 Outdoor Education Advisory Service

Visits and activities listed below must be checked by the schools designated Outdoor Education Advisor Service (who should be an Accredited Member of the Outdoor Education Advisor's Panel) before the activity takes place:

- overnight stays
- foreign travel
- adventurous activities

5.4 Staff

Staff have a responsibility to make sure all pupils 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 Visit Leader
- Communicate with parents and carers and make sure trips are inclusive of all pupils' 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

5.5 Parents and carers

By agreeing that pupils 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

5.6 Volunteers

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

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

5.7 Pupils

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

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils 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.

6. PLANNING AND PREPARATION

The decision on whether or not a visit will take place will be made by a 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
- [Insert 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 detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 2** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the Headteacher will seek approval of the Audit & Risk committee.

Once the risk assessment has been approved by the Headteacher, and the Governing Body 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.

6.1. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits, where it is safe to do so.

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 pupils.

Challenging behaviour

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

7. PRELIMINARY VISITS AND PROVIDER ASSURANCES

Northampton Primary Academy Trust requires that all visits are thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people, it is a vital dimension of risk management.

It is good management practice to carry out a preliminary visit. The following identifies the circumstances where a preliminary visit is a requirement:

- Where there is a high complexity factor and the visit has not happened previously
- When the visit is solely led by the school
- Residential visits - where able to do so.

If the visit is led and managed by the provider, then a variety of approaches can reduce the need to pre-visit.

Visit Leaders can take full advantage of the nationally accredited provider assurance schemes that are now available which assists to reduce bureaucracy – examples include: -

- The Learning Outside the Classroom (LOtC) Quality Badge
- AALS licensing
- Adventuremark

Northampton Primary Academy Trust takes the view that where providers hold one of the above accreditations, there should be no need to seek further assurances.

The AAOLEV National Guidance 4.4f – Assessing an adventure activity provider check list, 4.4h – using external providers and facilities and 8.8p – Provider Questionnaire - http://oeapng.info/downloads/all-documents/ should be followed when undertaking pre-visits and assessing providers.

8. TYPES OF VISITS AND APPROVAL

There are four types of visits, for each of which the approval process is slightly different:

a. Visits or activities within the school learning area (see appendix 1) and which involve no more than an everyday level of risk. Visits that are part of the curriculum and take place during the school day do not require consent. Those that are not part of the curriculum or extend beyond the school day are covered by blanket consent, but information will be provided to parents in advance, and they will have the opportunity to withdraw their child. These follow the learning area operating procedure (appendix 1). Schools will not log these visits on the eVisit system.

b. Other day visits within the UK excluding adventurous activities. Visit Leaders will gain outline permission for visit from their Headteacher. Visit leader to collate and input information onto the eVisit system, all information must be uploaded prior to submitting to the EVC for approval ideally 3 weeks in advance, once reviewed by the EVC, final approval for the visit will be given by the Head Teacher.

c. For all residential visits and adventurous activities Visit Leaders must gain outline permission for visit from their Head Teacher. The Visit Leader should collate and input information onto the eVisit system, and all information must be uploaded prior to submitting to the EVC for approval at least 6 weeks in advance. Once reviewed by the EVC, the visit will be given outline approval by the Head Teacher. Once outline approval has been given, the visit will then be scrutinised by the Educational Visits Advisor to ensure the visit complies with the AAOLEV guidance after which final approval will be given, the EVA must receive the visit notification at least 6 weeks in advance of the visit occurring. For visits involving adventurous activities: Visit Leaders must check if an activity provider holds either an AALA licence (http://www.aals.org.uk/aals/provider_search.php) or a LOTC quality badge (http://www.lotcqualitybadge.org.uk/search). If not, the Visit Leader must send the AAOLEV National Guidance document 8p provider questionnaire) http://oeapng.info/downloads/model-forms-mind-maps-and-checklists/)

d. Returned questionnaires must be scrutinised by visit leaders.

e. For visits involving travel abroad Visit Leaders should initially gain authority from the CEO. Visit Leaders are then required to complete detailed planning well in advance and the EVC must be kept up to date with progress. Checks must be made on any third-party providers and permission from the Head Teacher to use them be obtained before any deposits are paid. Third party providers who hold the LOTC quality badge do not require further checks. Those who do not hold this accreditation should complete and return a

provider form (NG document 8p provider questionnaire) http://oeapng.info/downloads/model-forms-mind-maps-and-checklists/)

f. Returned questionnaires must be scrutinised by Visit Leaders. The Trust will also need to be notified at the planning stage of the visit.

9. RISK MANAGEMENT

A full risk assessment must be completed at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template on Every and in Appendix 3 and approved by the Headteacher and/or EVC.

Existing risk assessments 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 pupils), 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.

In some cases, outlined above, a preliminary visit to the trip destination should be made as part of the planning and risk assessment process. In some non-mandatory cases, staff may choose to do this as part of their planning and risk assessment process.

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, and a copy taken on the visit and another copy left with the EVC.

7.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, where realistically possible, we will try to ensure:

- Where possible, at least 1 male and 1 female supervising adult is present (for mixed pupil groups) – Where this is not possible, advanced planning must be made ahead of the visit for potential arising situations (e.g. visits to the toilet)
- At least 1 supervising adult able to administer first aid is present on all trips
- [For EYFS settings] At least 1 qualified paediatric first aider 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 pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

5.3 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.

5.4 Protection of data

All personal data of staff, pupils or volunteers that is required to be taken off site for the visit, must be stored securely on a portable school device.

10. VOLUNTEERS

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

- The needs of the pupils 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 as soon as possible prior to the visit and asked to confirm their attendance. They will also be asked to confirm they agree with the expected behaviour. See appendix 4 for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members including their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip. This induction should be completed where possible on a day prior to the visit, or where this is not possible, on the day of the visit, prior to departure.

Where practical and as required by the nature of visits (e.g. when volunteers may be left for short periods of time with children without staff members present), 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 pupils or given sole responsibility for the care of a pupil.

11. COMMUNICATION AND CONSENT

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip.

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 pupils' 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.

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 as

above about any off-site visits and give an opportunity for them to withdraw their child.

We will always get written consent before taking nursery-age children off-site.

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.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

12. 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.

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

In a case of a pupil being unaccounted for, the Visit Leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the Visit Leader will contact the school office who will notify the parents/carers. The Visit 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.

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.

When an involves serious injury or fatality occurs or where it is likely to attract media attention Northampton Primary Academy Trust office must be informed.

All Trust schools will practice their response to emergency situations on educational visits at regular intervals, at least every long term.

13. CHARGING AND INSURANCE

The Trust's Charging and remissions policy will be followed at all times.

Where necessary, schools may ask for a voluntary contribution to the costs of educational visits. Schools will always make every effort to keep these costs to a minimum, however, without these contributions, the trip may not be able to continue.

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.

14. RESIDENTIAL VISITS

The Headteacher will approve all residential trips in consultation with the school EVC and, where appropriate, the accredited (AAOLEV) educational visits advisor. All residential trips will be monitored by the Audit & Risk Committee.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, 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
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months 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, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

15. APPENDICES

Appendix 1 **school learning area**

General

This operating procedure applies to visits within the school learning area. It covers:

a. Visits / activities that are part of the normal curriculum and take place during the normal school day. These do not require parental consent.

b. All other visits / activities within the school learning area (those that take place beyond the school day or are not part of the curriculum) are covered by blanket consent, but parents will be informed in advance and given the opportunity to withdraw their child.

These visits/activities:

- Do not normally need additional risk assessments / controls beyond following the operating procedure below. However, where a specific risk is identified because, for example, a particular pupil's needs then a review of the individual pupil's risk assessment should be made and a record kept.

Boundaries

The boundaries of the territory are shown on the attached map (optional). This area includes, but is not limited to the following frequently used venues see examples below:

- Local park (identify name of park & location)
- Local museum (identify name of museum and location)
- Local Shopping Centre (identify name of Shopping Centre and location)
- Local Theatre (identify name of theatre and location)
- Local Library (identify name of library and location)
- Other local areas of interest regularly used

Operating Procedure for School Learning Area

The following are potentially significant hazards within **XXXX Primary School** Learning area:

- Road traffic

- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces and slips, trips, falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (e.g. nettles, brambles, rubbish etc)

These are managed by a combination of the following:

- The Head Teacher must give approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A list of approved staff should be maintained by the EVC and Head Teacher.
- The concept and operating procedure of the extended learning area is explained to all new parents when their child joins the school
- There will normally be a minimum of two adults. (This depends on the area and the age / maturity of the pupils).
- Staff are familiar with the area and visited previously, including any 'no go areas' and have practiced appropriate management techniques.
- Pupils have been trained and practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group. (This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc.).
- All remotely supervised work in the school Learning Area is done in 'buddy' pairs as a minimum. (this depends on age/maturity and location).
- Pupil's clothing and footwear is checked for appropriateness before leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available, and staff are appropriately trained.
- Staff will deposit in the office a list of all pupils and staff, a proposed route and an estimated time of return.
- A school mobile is taken with each group, and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. Hi-Viz waist coat for infants).
- A member of the staff accompanying the group is first aid trained.

Appendix 2 **Proposed visit planning information**

To be completed by the staff member proposing the educational visit and submitted to the Head Teacher.

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		

	TRIP INFORMATION	ADDITIONAL COMMENTS
Transportation		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
[Insert additional information as required]		

Appendix 3 **Risk assessment template**

Date of Assessment:

Date(s) of trip:

Trip Destination:

Trip leader:

Assessor:

Checked by:

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
E.g. slips and falls caused by wet floor	Pupils and staff	Appropriate footwear to be worn, first aid kit to be carried at all times	Follow additional instructions from destination staff as appropriate	Trip leader	Duration of trip	

Northampton Primary Academy Trust is proud to produce written materials that consider the British Dyslexia Association style guide principles.

Appendix 4 **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 [insert member of staff] at the earliest opportunity and withdraw from the trip.

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

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

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
- [Add more points as needed]

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

- Share details about the trip of events relating to it with other parents, unless instructed to do so by a member of staff.

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

Signed:

Date: