



The **HENRY**
BEAUFORT *School*

"At Henry Beaufort School there are no limitations to individual success;
we do not accept mediocrity or complacency."

Educational Visits Procedure

Policy Owned by:	Emma Colebourn	March 2025
Consultation with:	E Shelton	April 2025
Reviewed and Recommended by:	SLT	June 2025
Approved by:	SLT	June 2025
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Section 1- INTRODUCTION

An 'Educational Visit' is any organised, off-site visit involving students that requires the permission and approval of the Headteacher, the Educational Visits Coordinator (EVC) and the parents/guardians of students attending. Visits and off-site activities support, enrich and extend the curriculum in many subject areas. They encourage cooperation, team work and the application of problem-solving skills and develop independence and self-confidence. The aim of this procedure is to sustain and promote a broad range of off-site educational visits whilst ensuring safe practices and competent supervision. The school's policy and procedures are formulated in conjunction with the advice, guidance and training provided by Hampshire County Council Outdoor Education Services.

Section 2- INCLUSION AND ENTITLEMENT

All Educational Visits must have clearly identified aims and objectives and have an approved competent Visit Leader who is a member of staff. Well planned visits lead to successful visits. Staff will set appropriate learning challenges, responding to students' diverse learning needs. Provision, with well-planned reasonable adjustments will be made to support students, enabling them to participate effectively in all educational visits.

Educational Visits are an integral part of the curriculum. All students are entitled to participate irrespective of social background, race, ethnicity, religion, belief, special educational need or disability.

In cases where the family financial circumstances prevent a student participating in a curriculum visit the Charging and Remission Policy is to be followed.

Section 3- ROLES AND RESPONSIBILITIES

The Governing Body will, through the Curriculum Committee:

1. Ensure the Headteacher and the EVC are given support in relation to Educational Visits including the resources to enable them to fulfil their obligations.
2. Monitor the effectiveness of the school's arrangements for offsite activities to ensure that they have a positive impact and appropriate to the learning needs of the students.

The Head of Centre will:

1. Approve the initial request for a visit.
2. In the case of residential and overseas visits, refer the request to HCC for approval via the Evolve system.
3. Ensure that the EVC has had appropriate training which needs to be revalidated every 3 years.

The Leadership Link will:

1. Will check and approve the curriculum value of the visit.
2. Will check for school calendar clashes with events etc.
3. Review and approve the proposed student list, check appropriate stamp totals if appropriate.
4. Review the costings to make sure the visit is financially viable.

The Educational Visits Coordinator (EVC) will:

1. Promote educational visits and take a lead in policy development.
2. Liaise with staff, offering advice and support regarding educational visits.
3. Advise on the arrangements for visits, including staff to student ratios.
4. Ensure that approved visits are added to the school calendar.
5. Approve the letter to be sent to parents once drafted between the trip leader and SLT link.
6. Ensure that staff follow the most recent guidance in the Charging and Remissions Policy and Educational Visits Procedures.
7. Liaise with the SLT about trip proposals, costings, staffing.
8. Assess the competency of staff and volunteers involved in educational visits, ensuring appropriate checks are in place. Approve all staff attending the visit.
9. Confirm the insurance policy covers the planned activities.
10. Ensure approval, notification forms, checklists etc. are completed accurately and approved by HCC via Evolve.
11. Ensure records are kept and checks are made on staff qualifications and driving details (car insurance with business use if transporting students in own cars).
12. Attend relevant EVC training.

13. Organise Offsite Visits training for staff

Students should:

1. Follow the school's behaviour policy as this still applies on a school visit.
2. Understand that they have a responsibility to avoid unnecessary risks.
3. Follow the instructions of the Visit Leader and other members of staff.
4. Behave sensibly at all times, keeping to any agreed visit code of conduct.
5. Inform a member of staff if they become aware of any significant hazards or concerns

Parents/Carers/Guardians should:

1. Understand that they have an important role in deciding whether any visit or off-site activity is suitable for their son/daughter.
2. Inform the Visit Leader about any medical, psychological or physical condition relevant to the visit.
3. Ensure the medical and dietary needs on Arbor are up to date
4. Provide an emergency contact number on **which they will be available at all times.**
5. Provide consent and permission on Arbor.
6. Have had access to the Hampshire Insurance Synopsis
7. Be responsible for ensuring that their son/daughter has the correct travel documentation for overseas visits and re-entry into the UK.
8. Parents to have read and understood the code of conduct and acknowledge that they will be required to collect their child/arrange transport home if their child significantly breaches the code of conduct.

The Trip Leader is responsible for :

1. Planning the trip following the guidance (see Appendix 3 for the flow diagram). To include:
 - a. Liaising with the finance team for costings and payment plans
 - b. Liaise with PST to ensure the trip is set up effectively with consent and medical information
 - c. Collaborate with parents and student support to identify students with specific medical needs
 - d. Work with HOY and SEND team to identify staff who may require additional support on the trip
2. Ensure the trip is up and running effectively
3. Prepare effectively prior to departure and complete EVOLVE and Risk Assessments
4. Management of the trip (including reference to overseas guidance)
5. Reviewing the trip upon return

Additional members of staff and other adults taking part in educational visits will:

1. Assist the Visit leader to ensure the health, safety, welfare, pastoral care and supervision of the students on the visit.
2. Be clear about their roles and responsibilities whilst taking part in a visit.
3. Ensure they understand child protection and safeguarding issues.
4. Take care of their own Health and Safety and that of others on offsite visits.
5. Bring to the visit leader's attention any deficiencies in the arrangements that create hazards.
6. Volunteers will follow the behaviour and code of conduct as per Appendix 2.

Section 4-

FURTHER ADVICE AND GUIDANCE

- Advice on the school's educational visits insurance policy can be sought from the EVC.
- Further guidance can be found in the appendices of this procedures on [Trips](#)
- Further advice and guidance on all aspects of educational visits is available on Evolve from the Schools Outdoor Education and Visits Advisor. Relevant documents can be located on the link above
 - Off-site Activities and Educational Visits – The Green Book; updated version on Evolve [VYED - welcome \(education.gov.uk\)](#)
 - Safety in Adventurous Activities – The Pink Book; updated version on [Safety in adventure activities full Sept 2019 \(1\).pdf](#) Risk assessment Template (Stage 1 and Main Risk Assessment)

- Risk assessment examples:
- Off-site Emergency Procedure
- Supervision Ratios
- Student Code of Conduct
- Challenging Behaviour Management Risk Assessment Template
- School Costing Form
- EVC and Visit Leader Checklist
- HCC Insurance Synopsis
- Recent HCC communication and advice on terror alert and city visits

Planning a trip:

1. Before any visit discuss the proposed trip to their line manager to ensure the purpose and aims of the visit are very clear. Good practice is for residentials to be initially discussed two terms in advance and other trips at least half a term in advance to ensure thorough planning can be undertaken.
2. Ensure there are clear educational aims for the visit.
3. Take overall responsibility for the organisation, supervision and conduct of the visit and have an up-to-date knowledge of the Educational Visits Procedure
4. Ask the EVC for permission to organise the visit in terms of educational value, cover requirements and the school calendar. In the case overseas visits, ideally this should be nine months in advance.
5. Research the visit costs, seek best value and get three independent quotes. Confirm any costs being passed onto students with the Finance Office, use the visits costing form. Ensure that the trip has clear payment deadline schedules and will break even.
6. Draft the letter (including selection criteria) to parents and pass to their SLT link before giving to the EVC for approval. Agreed deadlines must be confirmed by finance.
7. Details to be included in the letter;
 - a. Nature and purpose of visit
 - b. Cost (which should be total and payable through Arbor
 - c. Date
 - d. Travel arrangements
 - e. Departure and return times
 - f. what students need to bring and wear etc
 - g. Arrangements for FSM
 - h. Medical information updated on Arbor reminder
8. Discuss with their SLT link sharing the trip with staff and offering this out to those interested. Timescales for this must ensure the trip can be appropriately staffed before making available to parents and the staffing must have been discussed with extended SLT for parity.
9. If the visit is oversubscribed or there is a limited number of spaces, conduct a robust analysis of the students who have applied or who are invited against the following criteria: (this may need to be adjusted depending on the nature of the trip and should be discussed in detail with the SLT link prior to sending)
 - i. Additional criteria such as study the subject where this is a bespoke curriculum trip.
 - ii. Priority will be given to those who have a positive behaviour profile. E.g. behaviour log from the current and previous year does not include detentions, exclusions or a high number of behaviour points. Students with poor behaviour will not attend, their place may be withdrawn and no refund will be given unless the place is filled by another student.
 - iii. They have followed and continue to follow the school rules. Their behaviour has been at an acceptable level during the current school year and they are on target to collect the correct number of stamps. (e.g. average above 30 stamps per week)
 - iv. Money owed to school from other activities including bus payments, music tuition or previous trips has been paid – students may not be eligible until all owed money is paid in full.
 - v. The number of other residential activities that students have already attended – priority will be given to those who have attended fewest.
 - vi. Names out of a hat – this will be the final selection point.
10. They should communicate accepted, reserves and unsuccessful applications using an agreed template (examples can be found in the trips folder on the staff SharePoint.)

Getting a trip up and running:

1. Confirm the names of students attending. Parents to be sent a communication via Arbor to give permissions for the trip, view the Hampshire Insurance Synopsis and agree to the Code of Conduct. Parents are asked to review and update medical information, provide emergency contact numbers and update any special dietary requirements.
2. Check parental consent forms, medical and behaviour concerns of students attending the visit via Arbor
3. Trip leader must liaise with the Admin for trips to ensure that the consent and financial requirements are on track as per the timeline.
4. Complete a Step 1 Risk Assessment initially and then a comprehensive risk assessment using the agreed template and pass to the EVC. *The Visit Leader must have sufficient competence and confidence to assess risks as they change throughout the visit and make decisions to stop activities if the risks become unacceptable.* Complete an Evolve form for the visit. The school uses EVOLVE for the submission, quality assurance and monitoring of all educational visits. For residential trip or trips that involve an adventurous element, Evolve needs to be submitted a minimum of 6 weeks prior to the date of the trip. For visits outside school hours, two members of staff, to be named contacts in case of emergency.
5. Ensure ratio's for staffing is appropriate. Please note that staff with a child on the trip does not count in the ratio.
6. Establish whether any student participating in the visit may need a permission letter from their doctor in order to be covered by the insurance policy. Liaise with the HOY to determine any behavioural issues or concerns and if a student is classed as 'vulnerable'. A clear risk assessment must be made for any named student with known behavioural or medical issues.
7. Ensure parents, accompanying staff and students are kept fully informed of visit arrangements and itinerary (and in the case of residential and overseas visits hold an information evening for parents and a separate meeting for students and staff).

Prior to departing:

1. It is good practice to complete a pre-visit of the site (location, hotel) if logistically possible.
2. Ensure that all accompanying staff have a clear understanding of accident/emergency procedures – provide them with a visit information pack include: itinerary, photos of students, and have Arbor accessible on their mobile devices to have access to all emergency contact details and information to medical and dietary conditions.
3. Ensure that all accompanying staff are fully briefed and clear about their specific duties, responsibilities and act in the same way as a careful parent 'in loco parentis'. For all trips hold a staff briefing to make clear expectations of supervision at each point of the visit using the itinerary. Staff should be provided the Risk Assessment in advance and an opportunity to ask questions.
4. Ensure adequate first aid has been considered and that first aid kits and individual students' medical kits have been taken along as appropriate and any specific medication needs for students has been checked and collected from Student Services. *These medical kits must be promptly returned to the Student Services office upon return.*
5. At least one week before the visit is due to take place, pass the names of students to the trip admin team.
6. Ensure that the staff have a charged mobile phone on the visit and this number has been communicated to the two emergency contacts. If applicable provides students with this contact number.
7. Understand child protection and safeguarding issues.
8. Ensure that all accompanying staff have a clear understanding of accident/emergency procedures – provide them with a visit information pack include: itinerary, photos of students, and have access to Arbor to allow access to all emergency contact details and information to medical and dietary conditions.
9. Ensure that all accompanying staff are fully briefed and clear about their specific duties, responsibilities and act in the same way as a careful parent 'in loco parentis'. For all trips hold a staff briefing to make clear expectations of supervision at each point of the visit using the itinerary. Staff should be provided the Risk Assessment in advance and an opportunity to ask questions.
10. Ensure adequate first aid has been considered and that first aid kits and individual students' medical kits have been taken along as appropriate and any specific medication needs for students has been checked and collected from Student Services. *These medical kits must be promptly returned to the Student Services office upon arrival back to school.*

Overseas residential visits – additional information

1. For overseas visits, ensure that all students have the correct travel documents to be able to enter the country being visited and to be able to re-enter the UK. Students who hold non-EU passports must have full residency stamps or visas that allow them re-entry on their own passports not their parents.
2. Ensure passports are checked prior to departure and check they do not expire within 6 months of your date of return. Record all details of every passport. (Name, DOB, issue/expiry date, passport number and country of issue)
3. Ensure that visa waivers for non-EU passport holders have been obtained for entry into countries that have a visa requirement and that the Headteacher has signed this before the visit leaves
4. Make arrangements for getting currency from the finance office and ensure there is a contingency amount in the event of an emergency
5. Ensure students have GHIC number if visiting Europe.
6. *From 2026 ensure ETIAS (European Travel Information and Authorization System) is completed.*

Whilst on the trip

1. Register the students before leaving school and contact the school office to confirm attendance and report any absentees. A hardcopy of the register should be left in reception.
2. Report any accidents and incidents that occur during the visits in accordance with the school health and safety policy and safeguarding policy. There is a Hampshire Incident Reporting Form located in the staff pack for you to follow.
3. Consumption of alcohol –no members of the staff should consume alcohol. Staff must not compromise the duty of care they have towards pupils on trips and visits. The Teachers' Standards say that teachers are expected to "demonstrate consistently high standards of personal and professional conduct". Drinking alcohol in front of students, or heavy drinking, *would* be seen as contravening these standards.
4. Carry copies of all supporting documentation on the visit, e.g., itinerary and have access to Arbor to have access to consent forms, emergency contacts, special medical and/or dietary requirements and ensure that copies of the details are left with the school office and with the emergency contact person(s) where the visit is outside school hours, residential or overseas.
5. Ensure students have ID cards with emergency contact numbers to ensure that they are able to contact staff in an emergency.
6. For residential trips ensure students are made aware of the location of staff rooms so that they can easily be contacted in an emergency.

On return of the trip

1. Complete an evaluation of the visit on Evolve.
2. Trip leader debrief with the staff involved in the trip and reflect on successes and areas for development.
3. Trip leader meet with EVC to discuss the trip and act upon any actions from the debrief.
4. Share these reflections with the EVC and ascertain whether the trip achieved the intended outcomes.

Mobile Phones on a trip

Students are permitted to take mobile phones on trips as per [Mobile Device Policy](#)

We value the use of mobile phones on trips for the following reasons:

1. **Safety and Communication:** Mobile phones allow students to stay in touch with teachers and parents, especially in emergencies.
2. **Navigation:** Phones can help students navigate unfamiliar places using maps
3. **Learning Opportunities:** Students can use their phones to look up information, take photos for projects, and document their experiences.

Students prior to a trip need to be reminded that The Henry Beaufort School considers the following to be examples of unacceptable use of a mobile device and a serious breach of the school's behaviour policy:

- Bullying, intimidating or harassing any member of the school community by text, email, social media or social media messaging.
- Photographing or filming adults or other students without their knowledge or permission
- Photographing or filming in toilets, changing rooms or similar areas of incidents on the trip
- Posting photos, images and footage on social media, which puts the school into disrepute.
- Refusing to turn off or hand over mobile device at the request of an adult in school
- Using a mobile device in a way that undermines the good functioning of the school/trip e.g. meeting up with peers, asking to leave lessons for the toilet and instead using a device or meeting with friends etc.
- Using a device to contact others during the school day as this causes disruption to teaching and learning.
- Using a device to contact parents/carers instead of through the usual routes of support for all students in school.

During school trips the trip leader, EVC and the Head of Centre will discuss the use of mobile devices on that trip and consider a number of factors including:

- Age of students
- Location of residential trip

During school residential trips in the UK, phone access will be limited. Student's phones will be collected in at bed time and phones will not be allowed in sleeping quarters over night.

Overseas residential: students will have access to their phones at night time

Students will also be reminded that they are responsible for the security of any mobile device that is bought into school. The Henry Beaufort School does not accept any responsibility for their loss, theft or damage. The school will also not accept responsibility for any adverse effects on health caused using such devices, whether potential or actual.

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to [the headteacher / designated member of staff, such as your 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: <ul style="list-style-type: none">o Staffingo Volunteerso Physical supplieso Transportation		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
[Insert additional information as required]		

Appendix 2: 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 [insert location].

Volunteers agree to:

- o Remain professional and respectful with staff and pupils at all times
- o Listen to and act on instructions from staff
- o Dress appropriately for the trip
- o Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- o Pay attention to potential dangers and raise concerns with staff
- o Act responsibly and demonstrate good behaviour to pupils
- o Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible
- o [Add more points as needed]

Volunteers agree **not** to:

- o Exchange contact details with pupils unless told to by a member of staff
- o Engage in physical contact with pupils unless appropriate or required
- o Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- o Use demeaning, offensive, abusive or insensitive language
- o 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
- o Allow themselves to be left alone with a pupil unless previously agreed with staff
- o Take photographs or record pupils without the permission of pupils and staff
- o [Add more points as needed]

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

Signed:

Date:

Appendix 3: Flow diagram for trip leaders

