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Reviewer	Liam Donovan

Trips & Outings

Educational Visits – Planning, Approval and Responsibilities

The class teacher, nursery supervisor or holiday scheme supervisor can plan an outing for their class or group. They are the responsible member of staff for the health and safety of the children and act as the **Group Leader**. They are to appoint a **Deputy Group Leader**, who is also responsible.

The Group Leader is to liaise with the Headteacher or Nursery Manager to ensure that the following are clear:

- who is going on the outing;
- the purpose of the visit and the specific educational objectives;
- the places to be visited;
- the dates and times of the outing;
- transport arrangements;
- details of any hazardous activity and the associated planning;
- organisation and staffing;
- names and responsibilities of other adults accompanying the party.

Approval and Authorisation

All educational visits must be approved by the **Headteacher** before arrangements are confirmed with parents or pupils.

The Group Leader is responsible for submitting the proposed visit and all relevant documentation sufficiently in advance to allow the visit to be properly planned and assessed. **All required risk assessments must be submitted to the Headteacher at least two weeks before the planned date of the visit.**

This should include:

- the school's current generic **Risk Assessment for Outings**;
- the risk assessment supplied by the venue or activity provider, where available;
- any additional risk assessments required for the specific visit or activities;
- details of any hazardous, adventurous or specialist activities;
- arrangements for supervision and staffing;
- transport arrangements;
- first-aid and medical arrangements;
- arrangements for pupils with SEND, medical or additional needs;
- emergency and communication arrangements;
- relevant insurance information.

The Headteacher may request further information, amendments to risk assessments, additional staffing or other control measures before approving the visit.

No educational visit may proceed without Headteacher approval and without the required risk assessments and safety arrangements being in place.

Where there is a significant change to the planned visit, including a change of venue, activity, transport arrangements, staffing or risk level, the Group Leader must inform the Headteacher and obtain further approval where necessary.

If the Group Leader or Deputy Group Leader is absent on the day of the outing, permission to continue with the outing must be sought from the Headteacher.

Safeguarding

The school's safeguarding and child protection procedures apply in full during all educational visits, whether the visit takes place locally, elsewhere in the United Kingdom or overseas.

The Group Leader has overall responsibility for ensuring that appropriate safeguarding arrangements are in place throughout the visit. All staff and accompanying adults must understand their safeguarding responsibilities and follow the instructions of the Group Leader.

Before the visit, the Group Leader must ensure that:

- all accompanying adults are appropriately briefed about their safeguarding responsibilities;
- staff and volunteers understand the school's expectations regarding supervision of pupils;
- appropriate DBS and suitability checks have been completed where required;

- adults understand that any safeguarding concern must be reported immediately to the Group Leader and/or the school's Designated Safeguarding Lead (DSL);
- appropriate arrangements are in place for pupils with additional safeguarding, medical, SEND or personal-care needs;
- supervision arrangements are appropriate to the age, needs and circumstances of the pupils;
- arrangements for toilets, changing and personal care maintain pupils' dignity, privacy and safety.

Adults accompanying a visit must maintain appropriate professional boundaries with pupils at all times. They must follow the school's safeguarding procedures and staff code of conduct.

Volunteers and other accompanying adults must follow the directions of the Group Leader and must not make independent changes to supervision arrangements or activities unless necessary to respond to an immediate safety or safeguarding concern. Pupils must be appropriately supervised at all times. Staff must remain alert to safeguarding concerns, including bullying, inappropriate behaviour, pupils becoming separated from the group, unwanted contact from members of the public and concerns involving another adult.

Where a safeguarding concern arises during a visit, the Group Leader must ensure that the pupil is kept safe and that the concern is reported promptly in accordance with the school's safeguarding procedures. The school's DSL should be contacted as soon as practicable where required.

Photographs, videos and the use of mobile phones must comply with the school's policies and parental consent arrangements. Staff and volunteers must not use personal devices to photograph or record pupils unless this is specifically permitted under school procedures.

Where a pupil requires personal care, toileting or changing assistance, this must be undertaken in accordance with the school's existing policies and the pupil's individual arrangements, with appropriate consideration given to dignity, privacy and safeguarding. Any safeguarding incident or concern arising during an educational visit must be recorded and reported in accordance with the school's normal safeguarding and incident-reporting procedures.

Risk Assessment and Pre-Visit Planning

Risk assessment(s) are to be sought from the place to be visited.

Public Liability insurance details (Policy Number, Company and cover dates) must be obtained by the Group Leader or Headteacher from the place being visited.

The Group Leader is to try to organise a pre-visit to the place being visited in order to undertake a hazard and risk assessment. The Group Leader is to write an additional risk assessment and precautions taken to minimise any risks if this is necessary.

The assessment must be shared with all adults attending the outing.

Many venues also provide their own risk assessments for schools. The Longwood School generic **"Risk Assessment for Outings"** should also be adhered to. This document is constantly being revised, so it is important to use the most recent version.

The Group Leader must continually monitor hazards throughout the visit and take appropriate action where circumstances change.

Hazardous activities include, but are not limited to:

- walking near busy or city streets;
- walking in crowded areas;
- being near water;
- touching farm animals, birds or reptiles;
- climbing;
- other activities identified through the risk assessment process.

The Group Leader must consider who is at risk from each hazard and list existing controls or note where the relevant information may be found, for example:

- ensuring sufficient supervision;
- undertaking an exploratory visit;
- providing clear guidance to pupils;
- following the venue's safety procedures;
- providing appropriate protective equipment where required.

The Group Leader must also consider how to manage hazards which are not currently or fully controlled and must implement additional precautions where necessary.

Supervision and Staffing

The Group Leader is responsible for setting the ratio of adult supervisors to pupils for any visit. Factors to be taken into consideration include:

- gender, age and ability of the group;
- pupils with special educational or medical needs;
- the nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- competence of staff;
- requirements of the location to be visited;
- competence and behaviour of pupils;

- first-aid cover.

In normal circumstances, as a general guide, the ratio should be:

- **1 adult for every 8 pupils in school years 1–2**, with a higher ratio for Foundation Stage classes;
- **1 adult for every 10–15 pupils in school years 3–6**.

Some venues insist upon higher ratios and these must be followed.

Each member of staff and other accompanying adults may have responsibility for a small group of children. All accompanying adults must understand their responsibilities, the boundaries of their role and the arrangements for contacting the Group Leader in an emergency.

A qualified First Aider must attend the outing with an outing First Aid bag.

The accompanying first-aider will carry medications as individuals in the group require and an emergency first-aid kit. Older children (KS2) learn to manage conditions by carrying their own inhaler or EpiPen where this is appropriate and has been agreed with parents and the school.

Emergency Arrangements

The Group Leader must know how to make contact with the school in case of an emergency. Staff at the school are responsible for contacting parents unless otherwise directed as part of the school's emergency procedures.

Children are to be told how to conduct themselves and what to do if they get lost or into difficulties.

Each child is to wear a wrist tag, with the school's contact information detailed.

The Group Leader must continually monitor hazards throughout the visit and must be prepared to modify, postpone or stop an activity if circumstances become unsafe.

In the event of a serious accident, illness, safeguarding concern, missing child or other significant incident, the Group Leader must follow the school's emergency and safeguarding procedures and contact the school as soon as practicable.

Headcounts and Group Management

Before leaving on a day trip, the total number of children must be totalled by the Group Leader or Deputy inside the building and then re-counted once aboard the coach before departing.

Throughout the outing, the number of children must be counted by the designated responsible member of staff in their smaller groups.

Children should be counted at appropriate transition points, including when leaving the school, boarding and leaving transport, entering or leaving venues and before the return journey.

When all staff and children are seated on the coach for the return journey they are counted by the Group Leader or Deputy and finally counted again once back at school. Staff are to check that no items of personal property have been left on the coach.

Missing Child

If a child becomes separated from the group or is believed to be missing, the Group Leader must be informed immediately.

The Group Leader must ensure that the remaining children are appropriately supervised while arrangements are made to locate the missing child. The child's last known location and circumstances must be established and an appropriate search initiated in accordance with the venue's procedures and the school's emergency arrangements.

The school must be contacted as soon as practicable. Emergency services or venue security should be contacted where appropriate.

Parents will normally be contacted by the school in accordance with the school's emergency procedures.

Any missing-child incident must be recorded and reviewed following the visit.

Transport

Coaches used for an outing must be fitted with seatbelts.

Longwood School will check that the coach company being used has adequate insurance and that the drivers are suitably vetted (DBS checks).

Staff will regularly check that seat belts are securely fastened.

Children must remain appropriately seated and supervised throughout the journey and must follow the instructions of staff and the driver.

Food, Clothing and Personal Property

All parents are asked to provide a nutritious and healthy packed lunch and two carton drinks for their child in a disposable carrier bag for the day trip.

Children are to wear school uniform unless requested otherwise by the Group Leader. Parents are asked to supply a change of clothes, wellington boots or other equipment which their child will need for the day.

Food must not be shared between pupils where this could create an allergy or dietary risk. Children must follow appropriate handwashing and hygiene arrangements before eating.

Each member of staff will remind children to look after all items relating to the children in their designated group. However, all pupils should be encouraged to take responsibility for their own property, especially in KS2.

Water Safety

Children are to stay out of water and enter neither swimming nor paddling pools unless permission from the Headteacher has been specifically sought for this activity and appropriate risk assessments have been carried out.

Any visit involving proximity to rivers, canals, lakes, ponds, reservoirs, beaches or other bodies of water must include specific consideration of water-related hazards and appropriate control measures.

Farm, Animal, Bird, Insect and Reptile Visits

Farm / animal / bird / insect / reptile visits must have appropriate risk assessments and hygiene arrangements in place.

Safety rules:

Never let pupils:

1. place their faces against the animals or put their hands in their own mouths after feeding the animals;
2. eat until they have washed their hands;
3. sample any animal foodstuffs;
4. drink from taps other than designated public facilities;
5. ride on tractors or other machines which are not designated for that purpose;
6. play in the farm area unless it has been designated for play.

Trips Abroad

Parents must obtain individual insurance which covers their child for the trip whilst travelling without parents/family. Confirmation of the insurance details must be obtained by the Group Leader.

Alternatively, it may be the case that the school's insurance is adequate.

The Group Leader must ensure that appropriate arrangements are also in place for passports, travel documentation, medical needs, emergency contact arrangements and any specific risks associated with the destination.

Monitoring and Review

The Group Leader must continually monitor hazards throughout the visit and take appropriate action if circumstances change.

Following a significant incident, near miss or higher-risk visit, the Group Leader should review the effectiveness of the risk assessments and control measures and report any necessary amendments to the Headteacher.

Any changes identified should be incorporated into future planning and, where appropriate, the school's generic **Risk Assessment for Outings**.