The Park Federation Academy Trust

Montem Academy

Educational Visits Policy 2026-27

Version History

Version	Date	Status and Purpose	Changes overview
1	25th June 2025	Draft for comment	Provided by the Key and approved by Forbes Solicitors
2	August 2025	Final	Update to KCSIE link
3	August 2026	Final	Updated appendices

Approval History

CEO or Principal (signature) Carmen Nel

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Next review: September 2027

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Contents

- Aims and scope.....3
- Legislation and guidance.....4
- Roles and responsibilities.....4
- Planning and preparation.....7
- Risk assessment.....9
- Volunteers.....10
- Communication and consent.....10
- Emergency procedures and incident reporting.....11
- Charging and insurance.....11
- Residential visits.....12
- Review.....12
- Links with other policies.....13

Appendix 1: proposed visit planning information.....14

Appendix 2: risk assessment template.....15

Appendix 3: volunteer behaviour and code of conduct.....16

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1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our academy, which require pupils to leave the academy premises, having been authorised to do so by the Principal or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, and form an integral part of our approach to furthering our pupils' education and personal growth.

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 academy 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 academy
- Trips abroad organised by the academy

Following all trips, we will evaluate the trip and ensure good practice is shared with others for future trips.

2. 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

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

3. Roles and responsibilities

Academy Council

Academy Council (AC) members will receive advice on planned Educational Visits from the Principal. They should ensure that this policy is reviewed regularly and in line with any changes in government/Health and Safety Executive (HSE) and Trust guidance. They will formally approve residential trips and foreign trips. Approval will be reflected in the AC minutes of meetings. The trip paperwork, including the risk assessment and insurance documentation, will be signed and dated by the Chair of the AC.

Key Tasks

- Ensure a policy is in place with regard to off-site activities;
- Ensure that visits have specific educational objectives;
- Be satisfied that risk assessments are carried out and that appropriate safety measures are in place;
- Formally approve residential and overseas visits;
- Ensure that all arrangements comply with MA's Safeguarding and Health and Safety policies;
- Ensure that funding and costs do not exclude any pupil from taking part;
- Review any codes of conduct for both leaders and pupils

Principal

The Principal 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 Academy Council to approve residential trips of more than 24 hours
- Working with the Academy Council to approve Overseas trips, including day trips
- Ensuring parental consent is obtained where necessary and that all parents receive communication about the trip

The educational visits co-ordinator (EVC)

As an academy we ensure we have a minimum of two qualified EVC's. Our current trained staff:

Staff member	Date qualified	Awarding Body
Darren Stewart	**June 2026**	**EVOLVE**
Stephanie Matthews	**June 2025**	**EVOLVE**
Sarah Kershaw	**July 2026**	**EVOLVE**

Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the Principal and Academy Council when they're approving trips
- Access the necessary training, advice and guidance from internal and external competent bodies
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements
- Complete trip risk assessments
- Conduct peer on peer review of all risk assessments

Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Have undertaken Visit leaders essential training or be an EVC
- Have received appropriate mentoring and guidance from more experienced colleagues
- Plan the proposed visit, considering the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the academy 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 coordinating 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 academy 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

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 Principal
- Carry out any required risk assessments and work with the trip lead
- 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
- Manage in line with our Child Protection and Safeguarding policies

Pupils

Our academy 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 academy's behaviour policy at all times. Full details of our behavior policy can be found on our website.

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

Volunteers

Volunteers are usually not required to attend trips. Where an academy has volunteers attending trips then they will be vetted in line with Keeping Children Safe in Education before being allowed to attend the trip. There will also be a risk assessment completed for any volunteers should they be required.
Volunteers attending academy 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.

Use of phones and cameras

- **Staff**

In adherence to the Montem Academy Mobile Phone Policy 2026-2027 and Acceptable Use of Cameras and Mobile Phone 2026-27, the use of personal mobile phones, smart watches and cameras are prohibited whilst pupils are present. If a staff member attending the visit needs to use their phone (e.g. to contact the school or an emergency), they must seek permission to do so from the trip lead, and find an area away from the pupils to use the device.

If, in exceptional circumstances, a staff member needs to contact a parent whilst away from school premises, the staff member must ensure that their caller ID is withheld (displayed as "Private Number" or "No Caller ID") to protect their personal contact details.

Adults must not, under any circumstances, use personal mobile phones or devices to take photos or recordings of pupils. Any photographs or recordings must be done using school equipment.

- **Parents/Carers/Volunteers**

Parents, carers or volunteers supervising trips must uphold the school's mobile phone policy. As such, they must not use their device in front of pupils. Parents who are accompanying their own child may take photos but these must include only their own child and must not be shared or posted onto social media. Photos and recordings of children who are not immediate family (their own son or daughter) is strictly prohibited.

- **Pupils**

Pupils are permitted to take or use a mobile phone on any educational visit. In cases where pupils have brought their devices to school on the day of the trip, the device will remain in school, to be retrieved on their return. Pupils are however, permitted to take their own camera on a school trip with their use being monitored by school staff.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Principal, and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the academy year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the academy
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility
- Any other factors deemed appropriate and relevant that have not been listed
- As part of the planning stage, information will be gathered by staff proposing the visit, including:
- Location and travel distance
- Mode of transport
- 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
- Trips maybe subject to cancellation in the event of adverse weather or any other significant factor

See **appendix 1** 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 Principal will seek approval of the Academy Council Chair.

Once the risk assessment has been approved by the Principal, and the Academy Council Chair 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 academy 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.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our academy life, including visits.

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 academy 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 on a 1:1 basis. Before a final decision is made.

5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the academy's risk assessment template, see **appendix 2**, completed by the EVC and reviewed by another EVC before being approved by the Principal. Existing risk assessments will be stored within the academy servers or those provided by the destination itself might also be used to support this process and scanned within the server.

The risk assessment will include how data will be safely managed and 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.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the Principal and, where appropriate, third party vendors.

Every risk assessment will be approved by the Principal, and a copy taken on the visit and another copy left with the EVC.

Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- For EYFS settings, at least 1 qualified pediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the academy's first aid and health and safety policies. These can be found on our website
- 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

Transport

Transportation for trips will be organised by the academy, in line with our safety procedures the EVC will ensure that where coaches are used that documentation regarding their risk assessment, servicing and insurances are received. Where public transport is used we will liaise with the necessary bodies. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously communicated at the planning stage with parents, transport for visits will leave from, and return to, the academy site.

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.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips.

Parents/carers asked to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members before and on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks in line with Keeping Children Safe in Education.

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.

7. Communication and consent

We will endeavour to 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. Communication will be via letter or email, and 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 academy
- 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 academy.

Because most visits occur during the academy day, they will form part of the curriculum and 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 obtain 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.

8. 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 Principal. They will arrange for staff to 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.

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

In a case of a pupil being unaccounted for, the trip leader will search the area, alert the venue and Police, while other members of staff remain in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the Principal who will notify the Academy Council Chair, CEO and the parents/carers. The trip leader will continue to liaise with the police and provide them with the relevant information so they can take over or continue the search, staying with them to comfort the pupil when found. The remaining staff and adults will gather as directed and may return to the academy 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) with learning shared through RIDDOR requirements.

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.

9. Charging and insurance

We will follow our academy's charging and remissions policy at all times.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

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. Our insurance is currently arranged by the Trust through the RPA.

We will ensure Professional Indemnity and Liability insurance is held by third party's supporting the trip and copies will be requested by the EVC or trip lead to support the risk assessment.

10. Residential visits

The Principal, together with the Academy Council, will approve all residential trips.

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 in line with Keeping Children Safe in Education

We will endeavour to provide Parents and carers with information about the visit and ask 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 academy
- 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
- This list is not intended to be exhaustive

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.

11. Review

This policy will be reviewed annually by the Principal. At every review, the policy will be shared with the full Academy Council.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy & Safeguarding Policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the Principal or 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		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
Additional information as required		

Appendix 2: risk assessment template

Date of assessment:

Date(s) of trip:

Trip leader:

Number of pupils and adults:

EVC Qualified Assessor:

Trip destination:

Checked by EVC Qualified Assessor:

Final approval Principal/Academy Council:

ACTIVITY	ASSOCIATED RISK	WHO MIGHT BE HARMED AND HOW?	SEVERITY	LIKELIHOOD	MEASURES/COMMENTS	RESULT
E.g. Playing Netball	*E.g. slips, trips and falls*	*E.g. Pupils and staff*	*E.g. Low*	*E.g Low*	*E.g. Pupils to listen carefully to instructions.* *Pupils to play within the designated areas.* *First aid kit to be organized and taken by trip lead and easily accessible.*	*E.g. Adequately Controlled*

Appendix 3: Volunteer behaviour and code of conduct

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

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

This volunteer code of conduct will be used alongside our existing policies which can be found on our 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 (please seek advice from academy staff)
- 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: