Trips and Visits Policy (Secondary)

Policy Details	
Policy Title:	Trips and Visits Policy (Secondary)
Last amendment date:	June 2026
Owner:	Director of School Improvement
Approved by:	Standards Committee
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Rationale

Pupils extend and realise their potential when they participate in activities that offer challenge and learning experiences outside the school curriculum. Pupils can derive considerable educational benefit from taking part in visits with their school. They can undergo experiences that are not available in the classroom. Visits can develop a pupil's investigative skills, intrigue, enthusiasm and enjoyment. Longer visits can encourage greater independence, teamwork and confidence. All trips and visits are planned to be as fully inclusive as is reasonably possible. No framework of regulations and guidance can provide a total guarantee of safety. Nevertheless, if the practice identified in this document is followed, visit organisers should be able to proceed with confidence, knowing that they have taken all reasonable precautions to ensure the safety and wellbeing of the young people in their care.

Scope

The intended scope of this policy is for the secondary schools in the Haberdashers' Academies Trust South.

Aims

To develop, implement and maintain clear systems understood by all visit leaders, accompanying staff and adults to enable trips and visits to proceed knowing that they have taken all reasonable precautions to ensure the health and safety of the pupils in their care. In addition, it is to promote the academic, personal, social, cultural and physical development of all pupils.

Implementation

Categories of visits

The types of visits undertaken can be broken down into three categories.

Type I visits

There are two categories of Type I visit: -

- Regular, routine off-site activities. (E.g. the use of off-site facilities for PE);
- Specific, one-off or occasional visits. (E.g. museum visits, field study visits etc.);

Type I visits are those which fall into none of the categories which define a visit as Type II or III as stated below.

Approval *- This trip type must be approved by the Principal*

Type II Visits

Type II visits are overnight trips without significant risk element and fall into one or more of the categories below:

- all visits including an overnight stay;
- all visits including adventurous activities supervised by employees or volunteers;
- all visits including adventurous activities supervised by an external provider (e.g. a commercial centre or hired instructor).

Approval *- This trip type must be approved by the Principal before the end of the Spring term of the academic year before the trip is due to take place.*

Type III Visits

- all visits abroad;
- all visits in any of the categories above for which insurance is arranged other than through the school's policy;
- all overnights or other trips with significant risk element.

Approval *- This trip type must be approved by the Principal before the end of the Spring term of the academic year before the trip is due to take place.*

Responsibilities

The Principal is responsible for the welfare and wellbeing of all pupils whilst on trips and visits, under the oversight of the Local Academy Governing Body. The Educational Visits Co-ordinator (EVC) has designated overall responsibility for all school visits and journeys from the Principal. The designated Educational Visits Coordinator must be a member of the Academy Leadership Team.

The Educational Visits Coordinator

The Educational Visits Coordinator (EVC) should ensure that:

- Visits comply with regulations and guidelines recommended by the respective Local Authority (LA) (as guidance), DfE and the School's own Health and Safety Policy;
- All necessary actions (see Flow charts) have been completed before the visit begins;
- An appropriate risk assessment has been completed, and appropriate safety measures are in place;
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- The group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- The group leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place;
- Group leaders organise visits properly and have sufficient time to do so;
- Non-teacher supervisors on the visit are appropriately involved and have the relevant skills to support or participate on the trip or visit.
- Arrangements have been made for the medical needs, allergies, dietary requirements and special educational needs of all the pupils;
- Adequate first-aid provision will be available;
- The mode of travel is appropriate;
- Travel times out and back are shared with the EVC (including pick-up and drop-off points);
- There is adequate and relevant insurance cover;
- A school contact has been nominated (this may be the Business Manager or an appropriate member of senior staff in addition to or in the absence of the EVC) and the group leader has details;

- The group leader, group supervisors and nominated school contact have a copy of the agreed emergency procedures;
- The group leader, group supervisors and nominated contact have the names of all the adults and pupils travelling in the group, and the contact details of parents/guardians and the teachers' and other supervisors next of kin; those supervising are vetted appropriately in accordance with the safeguarding policy.
- All appropriate documents relating to trip are placed in the agreed shared area for easy access;
- There is a contingency plan for any delays including a late return home.
- Ensure that the Trust are informed of any concerns regarding providers and venues.

It is the responsibility of the EVC to ensure that all stages of the required planning process have been undertaken by the group leader.

The Group Leader

One teacher, the group leader, should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group.

Group leaders must be accountable and competent to lead the appropriate activity. The EVC should consider the levels of experience, rationale and aims, decision making capabilities, ability to manage the pastoral needs of pupils, qualification and skills and additional staffing needs.

The group leader should have been appointed or approved by the EVC. The group leader should:

- Be conversant with this policy, and any other relevant policies, procedures and guidance (including DFE guidance)
- Obtain prior agreement before any off-site visit takes place, through submitting a request to the EVC at least 4 weeks prior to the proposed visit; for late requests or exceptional circumstances will be considered at the Principal's discretion (signed and dated)
- Include all relevant assessments, details and itinerary to the EVC prior to approval being given;
- Have the address and phone number of the visit's venue and a contact name;
- Undertake and complete a risk assessment appropriate to the nature of the trip, and hand this in, fully completed with final pupil details prior to the scheduled date of departure;
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- Be aware of safeguarding issues or any special arrangements for pupils with additional needs. In addition, be satisfied that any arrangements required to meet the needs of these pupils are met.
- Ensure parents/guardians have signed consent forms when the trip on offer is outside of the timings of the school day. Signed forms are always required for all Type II Visits;
- Be able to control and lead pupils of the relevant age range and be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place;
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents and guardians;
- Obtain relevant documentation to support risk assessing, including from travel providers;
- Appoint a Deputy Group Leader
- Ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- Clearly define each group supervisor's role and ensure all tasks have been assigned;
- Ensure that adequate first-aid provision and other safety measures are available, including allergy information for staff and students;
- Ensure that emergency arrangements and contingency plans are secure and understood by all;
- Ensure the ratio of supervisors to pupils is appropriate for the needs of the group;

- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- Ensure that group supervisors have details of the school contact;
- Ensure that group supervisors and the school contact have a copy of the emergency procedures;
- Ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs as well as contact information which will be necessary for them to carry out their tasks effectively;
- Ensure that pupils with medical needs are planned for in consultation with the Academy medical lead;
- Ensure that adequate first aid provision is in place, including resourcing and trained adults; this should include at least one member of staff with an up to date first aid qualification.
- Observe the guidance set out for teachers and other adults below;
- Notify the EVC that the trip has returned safely;
- Ensure all relevant plans for access for pupils with additional needs have been fully documented.

Teachers and other staff

- Teachers or other staff on school-led visits act as employees of the Trust, whether the visit takes place within normal hours or outside those hours, by agreement with the Principal.

- Teachers or other staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent/guardian would do in the same circumstances. They should:
    - follow the instructions of the group leader and help with control and discipline;
    - consider stopping the visit or the activity, notifying the group leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.

Adult Volunteers – non staff members

All adults on the visit should have the appropriate checks made to ensure that they are able to work with pupils other than their own children. Non-staff members should not be left in sole charge of pupils and should only act in supervising pupils. As such, their roles and responsibilities must be made clear prior to departure and during the visit. They must:

- Do their best to ensure the health and safety of everyone;
- Follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- Speak to the group leader or teacher supervisors if concerned about the health or safety of any pupil at any time during the visit.
- Inform the group leader there is a serious behavioural, medical, or safeguarding concern immediately.

Pupils

The group leader should make it clear to pupils that they must:

- Not take unnecessary risks;
- Follow the instructions of the leader and other supervisors including those at the venue of the visit;
- Dress in full uniform unless another dress code has been advised relevant to the trip such as hiking boots or sportswear;
- Adhere to the Home School Agreement and adhere to the Behaviour Policy so that they are safe and well throughout the time away from their school sites;
- Adhere to the required expectations regarding use of mobile phones or technology whilst on a trip or participating in an activity. This should be highlighted and communicated in advance by the group leader;
- Where applicable, that a completed pupil risk assessment is available (taking into account any access arrangement or specific needs);

- Look out for anything that might hurt or threaten themselves or anyone in the group;
- Report all incidents or concerns to the group leader or supervisor.

Good behaviour and conduct on trips and visits is essential to ensure that all pupils can benefit from the opportunities provided. Pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. Pupils who misbehave on a school trip or visit will be challenged, corrected and/or disciplined as appropriate by the group leader. Where such misbehaviour puts the pupil, other pupils or staff at risk or threatens the success of the visit, the parents/guardians of that pupil will be required to collect the pupil and take him or her home at the parents'/guardians' expense.

Parents/Guardians

Parents/guardians should be able to make an informed decision on whether their child should go on the visit. The group leader should ensure that parents and guardians are given sufficient information in writing and are invited to any briefing sessions relating to the visit. The group leader should also tell parents/guardians how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct. Parents/guardians should also be asked to agree to the arrangements for sending a pupil home early and the fact that they will be required to meet the cost. Special arrangements may be necessary for parents/guardians for whom English is a second language.

Parents/Guardians will need to:

- Provide the group leader with emergency contact number(s) and a signed consent form;
- Give the group leader information about their child's emotional, psychological and physical health which might be relevant to the visit; including any relevant medications and instructions for administering these as well an assessment of the pupil's ability to do so;
- Undertake any special procedures (e.g. vaccinations or medical EHIC) necessary for the trip.

The School is not liable for trips organised between parents/guardians or by students involving students of the school.

Planning Visits

Preliminary Planning

Formal approval must be sought before proceeding with any arrangements:

- Confirm availability of the dates on the school calendar
- ***Four weeks' notice*** will be required prior to the departure and approval sought from the EVC. In special circumstances approval may be granted in a shorter notice period;
- Type II and III trips should be discussed and approval given by the Principal by the end of the Spring Term of the academic year prior to the planned departure. **Any type II or III trip that is not approved by the Principal before the end of the previous Spring term will not be approved.** *Additionally, a minimum timescale of 6 months is required for planning;*
- The period between the half-term of the spring term and the end of the public examinations must be kept free of all but the most essential trips and activities.
- An overview of all type 2 and 3 trips undertaken in the past academic year and planned trips for the year ahead should be shared with governors at the end of the academic year to review impact and ensure accessibility and equity.

Risk Assessment

A risk assessment must be completed well before the visit by the group leader and approval granted by the EVO. The nature of the risk assessment will depend on the trip, taking into account factors such as:

- Distance from school

- Type of activity
- Location
- Need for staff with specialist skills

Practical guidance on how to complete a risk assessment is available from the Outdoor Education Advisers Panel - https://oeapng.info/visit-leader/

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency? What are the emergency procedures?
- Are there any increased security measures in place? If so, do the above need to be reassessed in line with these?

The risk assessment must be shared with all teachers/supervisors on the visit. A copy must also be available for the Principal and EVC.

Dynamic risk assessing is required of all staff – this is the continual assessment of risks and hazards.

External Providers

An external provider is one that provides an element of instruction, staffing, guidance or where there is a service provided (i.e. students partake in an activity). This could include an activity centre, ski company, tour operator, overseas expedition provider, freelance instructor, youth hostel or voluntary organisation.
The decision about using external providers is the responsibility of the group leader, EVC and the Principal. When making the choice, and to ensure that appropriate safety measures are secure, each school will:

- Ensure the provider holds a council for learning outside the classroom (LOtC) quality badge (or)
- A provider form has been satisfactorily completed by the provider (see appendices)

Minibus Transport

If using one of the school's minibuses, the Trust Minibus Policy must be read in advance of any trip. For the safety of the driver and passengers, time must be allowed to review the policy and its requirements/checks.

Licences

Staff employed to drive minibuses are required to hold a full D1 licence. D1 licences will automatically have been issued if the licence was obtained before January 1997. Licences obtained after this date are B class licences.

B Class license holders will only be permitted to drive a minibus if:

- The minibus weights no more than 3.5 tonnes and has no more than 16 seats.
- The driver is over 21 years of age and holds a full licence for 2 years
- The driver is not being specifically renumerated for driving through their contract of employment.

Where driving is being undertaken by school staff, EVCs should ensure appropriate checks of the licences have taken place. Planning should consider journey times and appropriate rest breaks; maximum leaden weight and any medical needs of the driver.

MIDAS training is not mandatory or a legal requirement to drive the minibus, but it is recommended and advisable to complete because there are many risks to carrying passengers in a minibus. The training builds confidence for the driver and the school. With the Principal's approval, a member of staff without MiDAS training may drive the minibus as long as the following criteria is met:

- The minibus has 9 – 16 passenger seats plus the driver with an Academy Section 19 Permit
- They have held their driving licence for two years or longer
- They are aged between 21 and 70
- They are appropriately licensed to drive the vehicle
- No previous accidents in the minibus.

Liability for driving always rests with the driver.

Preparing Pupils

Equal Opportunities

Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate irrespective of special educational or medical needs, ethnic origin, sex, religion, ability to pay, etc. Reasonable adjustments must be made for pupils who are disabled.

Information to Pupils

Pupils should understand:

- The aims and objectives of the visit/activity;
- The background information about the place to be visited;
- Basic foreign culture and customs;
- How to avoid specific dangers and why they should follow rules;
- Why safety precautions are in place;
- Why special safety precautions are in place for anyone with disabilities;
- What standard of behaviour is expected from pupils;
- Appropriate and inappropriate personal and social conduct including sexual activity;
- Who is responsible for the group;
- What not to bring back, either within the UK or from abroad, such as drugs, knives etc;
- What to do if approached by anyone from outside the group;
- Procedures for assembling or meeting before during or after the trip;
- What to do if separated from the group.

Preparing Pupils for Remote Supervision

During any time that remote supervision takes place, the group leader must ensure that pupils are aware of the ground rules and area adequately equipped to be on their own in a group. The size of each group should also be considered. As minimum pupils should have the following:

- Telephone numbers and emergency contacts if lost;
- Maps and plans and any other information for them to act effectively;
- Location of local telephones and the appropriate money or coins;
- A knowledge of how to summon help;
- A knowledge of out of bounds areas or activities;
- Identity cards and a rendezvous point.

It is important that pupils are told not to go off on their own, are given clear instructions about permitted remote supervised activities and understand and accept the ground rules.

Preparing Parents/Guardians

Communicating with Parents/guardians

a. Before residential visits, or when the pupils are to travel abroad or engage in adventure activities, parents/guardians should be encouraged to attend a briefing meeting where written details of the proposed visit should also be provided. There should be alternative arrangements for parents/guardians who cannot attend or who have difficulty with communication in English.
b. Parents/guardians need to be aware that the teachers and other adult supervisors on the visit will be exercising the same care that a prudent parent/guardians would. The following information on matters that might affect pupil health and safety should be given to parents/guardians:
    - Dates of the visit;
    - Visit's objectives;
    - Times of departure and return – parents/guardians must have agreed to meet their child on return;
    - The location where the pupils will be collected and returned;
    - Mode(s) of travel including the name of any travel company;
    - The size of the group and the level of supervision including any times when remote supervision may take place.

Parental Consent

Parental consent on the relevant form must be obtained from the parent or guardian of each pupil taking part in any visit. Regular, routine off-site activities (E.g. the use of off-site facilities for PE identified as such in the School prospectus) or those occurring during the school day do not require such permission.

Safeguarding of pupils

Insurance

All participants in Type II and III visits must be insured through the school's visit and journeys insurance policy or through special insurances related to the activity or linked to a company delivering the activity. This must be submitted with the proposal where applicable.

Staffing ratios

The following ratio is a recommended guide ratio for all visits. This ratio is also dependent on the trip type and also the level of risk assessed based age, needs and genders of the pupils attending as fewer adults can be assigned for older pupils.

- Age 11 – 18 1:12
- Age 4-11 1:6

It is strongly recommended that for all Type II and III visits and when a minibus is used for a long journey that a teacher and a second adult accompany the party. Where pupils of both sexes are taking part in the visit, there should be a member of staff of both sexes accompanying the visit.

Safety procedures

For residential visits, all group members should carry the address and telephone number of the accommodation in case an individual becomes separated. This applies to exchange visits when pupils will also need to know about any ground rules agreed between the group leader and host family.

Where visits involve multiple activities with differing requirements each activity will need to be assessed and separate information provided. Pupils should be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff or instructor.

Emergency Arrangements

In the event of an emergency the following steps must be followed:

- Group Leader to assess dangers and ensure that all pupils are safe
- Group leader to contact EVC and relate concerns. Detailed account of situation and contingency plans to be discussed
- EVC to contact the Principal and Business Manager to discuss next steps
- EVC to liaison with group leader regularly for updates and to feedback decision from discussion with Principal
- Principal to inform CEO and Chair of Local Board
- Contact with parents/guardians will be done by the Principal and Business Manager
- Detailed report to be written by the group leader and passed to EVC
- EVC will report outcomes and findings to the Principal for consideration

Report will be shared with Principal, CEO and Chair of Local Board, along with a timeline for all recommendations made.

Group Leaders and EVCs should consult the Business continuity plan to support with the planning of contingency and emergency arrangements.

Staff time

Trips and visits are very important for our children and young people, and we very much appreciate the time and commitment given by staff to organise and be part of them. Many trips and visits take place during the working week and school day.

We do also run trips which extend beyond the normal day and / or are residential. For these trips, staff leading or supporting do so voluntarily. All meals, accommodation and expenses required by the trip will be paid for by the school. Staff involved will not be paid overtime, but the school will offer reasonable time off in lieu, if it is possible to do so, or will look for opportunities to enable those staff involved to gain some additional non-contact time. This will be dependent on the demands of the school. Any such arrangements will be agreed before the trip takes place.

This approach does not apply to staff taking part in holiday revision classes or intervention residentials, supporting pupils as part of their public examination preparations. The process for these is shared separately.

Visits Abroad

An overview of all type 2 and 3 trips undertaken in the past academic year and planned trips for the year ahead should be shared with governors at the end of the academic year to review impact and ensure accessibility and equity. Visits abroad should include as far as possible at least one adult with the ability to speak and read the language of the visited country. This may be the tour guide from the tour operator.

Passports

All students and staff on School visits abroad must hold a valid individual passport; the passport must have at least one year before expiry at the time of travel. Parents and guardians are responsible for ensuring their child has a valid passport.

The Group Leader should check the passport details of all adults and students to prevent the risk of anyone being refused entry. Parents/guardians will also be required to provide a copy of their child's birth certificate.

Details for individual countries can be obtained by contacting the UK embassy or consulate of the relevant country or the UK Passport Agency. Should colleagues need assistance in this matter, please see the Educational Visits Coordinator (EVC).

Visa Exemption

Students who are not British nationals or nationals of an EU country will need to travel using their own passport and will normally require a visa to travel to another EU country. British nationals may need a visa to travel to some countries. Details can be found here. However, a school can apply for visa exemption on behalf of the students. Details of visa exemption can be obtained from the Home Office or British Council. Should colleagues need assistance in this matter please see the Educational Visits Coordinator (EVC).

Visas

When travelling to some countries, visas will be needed. Click here to check the gov.uk website for further information. Most countries require passports to have at least one year before expiry at the time of travel. The Group Leader and EVC should check for updates regularly, as visa requirements may change.

UK Global Health Insurance Card (UK GHIC)

For most people, the UK GHIC replaces the existing European Health Insurance Card (EHIC) for new applications. Each individual teacher and student that are travelling will need a UK GHIC card.

Parents/guardians should apply on-line for an UK GHIC on behalf of their child/ren via the NHS website available here. The Card is not valid indefinitely and Group Leaders should, therefore, check the expiry date on the Card well in advance of departure.

Customs allowances and prohibited items

Information can be found here regarding customs allowances when travelling both within and outside the EU. It also details prohibited and restricted goods.

Terrorism

Advice about terrorism is available from the Foreign and Commonwealth Office on their website and from the Home Office here. A section is also included in the risk assessment database for UK airports and UK ports. It must be remembered, however, that there are often exceptions in insurance policies for claims under terrorism unless there is specific advice from the Foreign and Commonwealth Office not to travel.

Travel advice

Travel advice about the safety in specific countries is available from the Foreign and Commonwealth Office here. Once again, it must be remembered that there are often exceptions in insurance policies for claims under refusal to travel unless there is specific advice from the Foreign and Commonwealth Office not to travel.

Exchange visits

Student exchanges are encouraged, but the Principal is expected to ensure that rigorous checks are made as far as is reasonably practicable.

Detailed guidance is available in a document by The Outdoor Education Advisers' Panel entitled Young People's Exchange Visits. This document includes detailed advice and procedures including the need for Disclosure and Barring Service (DBS) Disclosures and reciprocal checks. Relevant checks need to be carried out on the families hosting the home stay. This means:

- DBS checks for British families. If there is a cost implication, since the measure is to protect British students, it is not unreasonable to pass the cost of such a check to parents/guardians as part of their contribution to the cost of the visit.
- A relevant check for reciprocating families in the country to be visited. Where equivalent checks do not exist, in general the head of the receiving establishment will be requested to verify that to the best of their knowledge hosts are suitable. The Trust must be informed if this is the case.
- If satisfactory evidence cannot be ascertained or if hosts refuse to supply the information the visit should not continue.

Note: Electronic checks may be carried out by the school. Please contact the EVC.

Additional forms will be required for visits abroad, including:

- Letter for border control.
- Parental permission to take child abroad.
- Parental permission consenting to medical treatment abroad.

Please contact the Central Trust team for further information.

Communication

This policy is available at all times on the school website and the staff intranet for stakeholders to view and refer to.

This policy will be shared with staff at regular intervals through whole staff meetings and professional learning sessions to ensure all staff are aware of their duties in relation to planning, leading and supporting with any school trips and visits.

Students and parents/guardians will be notified of this policy as and when it becomes relevant to them.

Monitoring and Evaluation

The Local Governing Body will receive an annual report on school visits from the EVC in the summer of each year. The report will outline the trips that have taken place in the year by year groups, and a clear indication of whether these visits are Type I, Type II or Type III. The report will detail any problems that had occurred during visits in the year. In addition to this, the reports for each Academy will also include a summary from the other schools within the Trust to quality assure procedures and make any recommendations. This will be shared at the Local Governing Body meetings. The report will also contain a list of Type II and III visits that have been approved to take place in the following academic year. The Chair of the Local Governing Body will have the right to request the full paperwork from any of the trips or visits referenced in the report for quality assurance purposes.

Related documents

Trust templates and documents

- Trips and Visits – Planning documents
- Trips and Visits Report Template
  Minibus Policy

Guidance and resources from other organisations

- Outdoor Education Advisers Panel (OEAP)
- For trip leaders https://oeapng.info/visit-leader/
- For Educational Visits Coordinators https://oeapng.info/evc/
- The Department for Education (DfE)
- Health & Safety on Educational visits https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
- The Royal Society for the Prevention of Accidents (RoSPA)
- Planning visits and adventurous activities https://www.rospa.com/rospaweb/docs/advice-services/school-college-safety/school-visits-guide.pdf
- The Key for School Leaders
  Educational Visits: planning checklists https://schoolleaders.thekeysupport.com/administration-and-management/health-and-safety/transport-visits/residential-visits-checklists/
- School trips risk assessments: https://schoolleaders.thekeysupport.com/administration-and-management/risk/trips-risk-assessments/educational-trips-risk-assessments/?marker=full-search-q-school%20trips%20policy-result-1
- Staffing ratios for trips and visits: https://schoolleaders.thekeysupport.com/staff/staff-ratios-and-qualification-requirements/staffing-ratios/staffing-ratios-for-trips-and-visits/
- Parents/guardians accompanying pupils on school trips: https://schoolleaders.thekeysupport.com/pupils-and-parents/engaging-parents-and-carers/involving-parents-in-the-life-of-the-school/parents-on-school-trips-guidance-and-templates/?marker=full-search-q-parents%20accompanying%20pupils%20on%20school%20trips-result-2
- Educational visits: do we need parental consent: https://schoolleaders.thekeysupport.com/pupils-and-parents/engaging-parents-and-carers/parental-consent-and-responsibility/parental-consent-special-school-visits/
- Taking medical information on trips https://schoolleaders.thekeysupport.com/administration-and-management/record-keeping/information-collected-by-schools/taking-medical-information-trips/?marker=full-search-q-school%20trips%20policy-result-10