

Educational Visits and School Trips Policy

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VERSION NUMBER	DOCUMENT AUTHOR/ REVIEWER	AMENDMENTS HISTORY
3	GAVIN CASS, HEAD OF EDUCATION	<p>Strengthened alignment with the Independent School Standards (Wales) Regulations 2024, including clearer governance, approval, and monitoring arrangements for educational visits.</p> <p>Updated safeguarding and welfare procedures to reflect enhanced emergency, missing pupil, and Local Authority notification processes.</p> <p>Expanded sections on medical needs, data protection and staff competence, ensuring</p>

		compliance with best practice and statutory expectations.
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Statement of Intent

Ysgol Tan y Gaer recognises that educational visits and school trips are powerful tools for motivating pupils and providing unique learning opportunities. These activities offer practical experiences that enhance pupils’ personal, social, and emotional development, contribute to wellbeing, and strengthen their sense of belonging within the community.

Educational visits are also integral to delivering the Curriculum for Wales, supporting Cynefin, and promoting cross-curricular skills such as problem-solving, communication, and resilience. They provide real-life contexts that enrich classroom learning and align with our vision of *belong, learn, grow*.

We are committed to ensuring that pupils are safe, supported, and fully included during all educational visits and trips. This policy provides a framework for planning and conducting educational visits in line with Welsh Government and Estyn guidance.

Legal and Guidance Framework

This policy operates in accordance with the following statutory guidance and best practice:

- The Health and Safety at Work etc. Act 1974
- HSE (2011) ‘School Trips and Outdoor Learning Activities’
- Welsh Government (2016) ‘Educational Visits – A Best Practice Guide’
- Welsh Government (2022) *Health and Safety on Educational Visits*
- Welsh Government (2023) statutory safeguarding guidance
- Outdoor Education Advisers’ Panel (OEAP) national guidance

Definitions

- In loco parentis: The group leader assumes legal responsibility for pupils, acting as a parent would.
- School trip: Any educational visit, exchange, day trip, or residential trip organised by the school that takes pupils off-site.
- Residential: Any school trip involving an overnight stay.
- Adventurous activities: High-risk activities, including but not limited to trekking, caving, skiing, water sports, and climbing.

Roles and Responsibilities

Head of Education

- Oversee the implementation of this policy and ensure compliance with statutory requirements, including the Equality Act 2010.
- Approve trips and educational visits, ensuring they support pupil development, wellbeing, and safety.
- Appoint and liaise with the Educational Visits Coordinator (EVC).
- Ensure all trips comply with safeguarding and health and safety requirements.
- Review incidents and safety measures following educational visits.

Educational Visits Coordinator (EVC)

- Coordinate planning and approval of all school trips and visits.
- Liaise with external providers and verify that they hold a *Learning Outside the Classroom Quality Badge* or equivalent.
- Ensure trip leaders are trained and competent.
- Confirm that risk assessments and contingency plans are completed.
- Maintain emergency contact procedures (including 24/7 contacts) for all trips.

Trip Leader

- Plan, organise, and complete risk assessments for the trip.
- Ensure the safety and wellbeing of pupils and staff at all times.
- Provide an itinerary to staff, parents, and pupils.
- Ensure all adults have completed safeguarding checks (DBS).
- Ensure appropriate qualifications and training (e.g., First Aid, activity-specific training) are in place.

Deputy Trip Leader

- Support the Trip Leader and assume responsibility if necessary.

Staff

- Follow this policy and be competent in their roles.
- Ensure pupil safety, inclusion, and safeguarding at all times.
- Support ALN adjustments to enable access for all pupils.

Planning and Risk Assessment

- Risk Assessments: All trips require a written risk assessment, including control measures and emergency planning. These must be reviewed and updated as needed.
- ALN Considerations: Trips must anticipate and remove barriers for pupils with ALN, ensuring accessibility and inclusion.
- Equality and Inclusion: All trips will be inclusive and reflect the Equality Act 2010. Adjustments to group sizes, timings, and activities will be made where needed.
- Pupil Voice: Where appropriate, pupils will be involved in planning and evaluating trips.

External Providers

- Providers must demonstrate compliance with safeguarding, insurance, and safety standards.
- Providers offering adventurous activities must hold the appropriate licence under the Adventure Activities Licensing Regulations.
- Accommodation, transport, and subcontracting arrangements will be checked.
- A written agreement of responsibilities will be secured when necessary.

Consent and Communication

- The school uses a Delegated Authority Form covering consent for most visits during the academic year.
- Separate consent will be sought for: residential trips, adventurous activities, foreign trips, and activities outside school hours.
- Parents/carers will be informed of the purpose, arrangements, and risks of each trip. Feedback and debriefing will be provided when necessary.

Staffing Ratios

- Minimum ratio: 1:1 due to the complex needs of our pupils.
- Ratios will be adjusted depending on the nature of the activity and needs of the group.

Transport

- All transport arrangements will follow organisational policies.
- Drivers must hold valid licences.
- Annual checks (MOT, servicing, and insurance) will be carried out.

Trips Abroad

- Trips abroad will follow Foreign, Commonwealth and Development Office (FCDO) guidance.
- Staff will be trained in country-specific risks.
- Emergency contacts (embassies, consulates, local authorities) will be identified.
- Pupils and staff must carry GHIC/EHIC cards to access EU healthcare.

Insurance

- Comprehensive insurance will be arranged for all trips, covering medical issues, accidents, and cancellations.

Emergency Procedures

- Each trip will include a Critical Incident Plan, covering:
Immediate response and first aid.
Communication with emergency services.
24/7 contact with senior staff.
Notification of parents/carers and local authority where required.
Reporting of serious incidents in line with Estyn, Welsh Government, and safeguarding procedures.

Local Authority Notification

The school will notify the placing Local Authority without delay in the event of any **serious incident, safeguarding concern, or accident requiring medical attention** during an educational visit.

- The Head of Education (or delegated senior staff member) will make direct contact with the designated Local Authority officer.
- Written reports will be provided within the timescales set out by statutory safeguarding guidance.
- Records of all notifications will be maintained by the Educational Visits Coordinator.

Medical Needs

Educational visits will take full account of the medical needs of pupils.

- Individual Healthcare Plans will be followed at all times, and copies carried by staff on the trip.

- Medication will be administered in line with the school's Supporting Pupils with Medical Needs Policy, with a designated member of staff responsible for safe storage and recording.
- Where necessary, trained healthcare staff will accompany visits.
- Emergency medical plans will be included in all risk assessments.

Staff Training

All staff involved in educational visits must complete the following mandatory training:

- **First Aid** (paediatric or emergency as appropriate).
- **Safeguarding** (in line with statutory Welsh Government requirements, refreshed annually).
- **Behaviour management and physical intervention** training, as required by the needs of the cohort.
- **Educational Visits training** for Trip Leaders and Deputies.

The Educational Visits Coordinator will maintain training records and ensure staff are competent before taking responsibility for pupils off-site.

Pupil Behaviour Expectations

Pupil behaviour and safety on visits will be managed in line with the school's Relationship Policy.

- Risk assessments will identify any behaviour-related risks and control measures to support positive participation.
- Staff will use consistent strategies from the Behaviour Policy to ensure a safe and inclusive environment.
- Pupils will be supported to understand expectations prior to the visit and will receive appropriate preparation to promote success.

Post-Visit Evaluation

Following each visit, the Trip Leader and Educational Visits Coordinator will carry out a structured evaluation, including:

- Review of risk assessments and safety measures.
- Feedback from staff, pupils, and parents/carers.
- Recording of incidents, adjustments, or lessons learned.

- Assessment of curriculum impact, identifying how the visit supported progression in skills, knowledge, wellbeing, and the Curriculum for Wales “What Matters” statements.

Evaluation outcomes will inform future planning and will be reported to senior leaders and, where appropriate, the Directors.

Monitoring, Review, and Evaluation

- The EVC and Head of Education will evaluate the success and safety of trips.
- Feedback will be gathered from staff, pupils, and parents.
- The policy will be reviewed annually or sooner if required.

