



James Bateman Middle School

School Trips and Visits Policy

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Reviewed	
Review due	November 2026

Aims

James Bateman Middle School has a strong commitment to providing educational visits for our pupils in all year groups. We acknowledge that there are many benefits to learning outside the classroom and use them effectively to enhance the experiences of our students. This policy applies where students undertake any activities outside their normal school base, both inside and outside of the normal school day. The following types of activities constitute a trip or a visit:

- Out of hours clubs;
- sports teams;
- visits to schools;
- museum visits,
- day trips;
- adventurous activities;
- residentials and
- overseas visits.

Planning Procedures

The school, through the use of Evolve has adopted Outdoor Education Advisers' Panel Employer Guidance to help plan and carry out safe visits.

The School will appoint an Educational Visits Coordinator (EVC), nominated by the Headteacher, who will be appropriately trained, experienced and able to offer guidance to staff organising trips.

All staff wishing to run a trip (visit Leaders) or a visit must first discuss the proposal with the Headteacher and the School Business Manager (If there is a financial cost) to discuss factors such as curriculum impact, calendar clashes and cover issues.

Once permission has been granted the Visit Leader will then add the visit details to the Evolve system which will then forward the details onto the EVC to check that the planning and risk management follows Employer Guidance.

Final Authorisation for the trip to go ahead lies with the Headteacher who will declare that the staff on the trip are competent and that the trip is well planned.

For adventurous activities, residentials and overseas visits further approval is required by the LA. All relevant forms to ensure a well-planned trip can be located in the resources section on Evolve.

Recommended timescales for completing the evolve form are as shown below.

Example Recommended Timescales for establishments				Entrust EVA Teams
	VL creates	EVC	HEAD	ENTRUST
Local & Regular	1/2 Term	2 Weeks	1 Week	NOT REQUIRED
Local & Additional Risk	1 Term	5 Weeks	4 Weeks	3 weeks
Residential UK	1 Term	6 Weeks	5 Weeks	4 Weeks
Foreign	1 Year - 2 Terms	10 Weeks	8 Weeks	6 Weeks

As part of the planning process trips should be planned so that they are fully inclusive and follow legal guidance.

Roles and Responsibilities

As part of the planning process the Visit Leader will need to be carefully risk assessing, including emergency planning so that the risk to participants is reduced to an acceptable level and control measures are identified and implemented.

The Visit Leader is also responsible for assessing the needs of the cohort that might apply to the trip. Supervision ratios and first aid provision will need to be considered as will pupils with specific needs. If required a discussion with the SENDCo may be held at this point around specific individual needs and staffing. All participants should have a clear understanding of their roles and responsibilities including their role in the risk management including those designated as emergency contacts.

Visit Leaders will have overall responsibility for the visit that they are leading. Prior to the visits, they will be researched to assess the suitability of the venue and provider. Where possible school shall endeavour to use providers with recognised accreditation such as the LOTC mark or AALS Licensing.

Visit Leaders will also be expected to communicate effectively with parents to ensure that they are aware of itinerary's and trip organisation.

Visits and trips should be accessible to all – the Visit Leader should make every effort to find venues and providers that are suitable for all participants to be actively involved. On rare occasions school may refuse to allow students to participate on school visits but this will be done in conjunction with the school's behaviour or attendance policies and with discussion with parents. If behaviour of students fails to meet expectations parents or guardians will be contacted and in extreme circumstances removal from the trip may be required. Parents would be expected to cover any cost implications in this event.

Staff accompanying trips and visits will be, where appropriate DBS checked.

Emergency Procedures and Accident Reporting

Every visit that takes place must consider what to do if there is an incident. On the Evolve form an emergency contact must be designated. This person will act as the link between the trip participants and home.

In the event of a 1 hour or more delay staff on the trip should make use of Arbor to notify parents/guardians of ETA.

If there is an incident staff on the trip act dynamically to continue risk assessing and will then contact school to decide next steps. If any first aid is needed school should be informed so that parents can be notified.

Accident reporting should be carried out in line with the school's Health and Safety policy.

Evaluation

Upon completion of the trip an evaluation should be carried out by the visit leader through the completion of the evolve form. In particular comments should be made about things noticed whilst on the trip that can help with the risk management process if the visit is repeated again.

Checklist for Visit Leaders

Trip.....Date.....Yr Grp.....

Pre Visit	Hold discussion with Headteacher to authorise trip and check date availability	
	Discuss with School Manager costings of the trip to set a sensible price and note on reverse of this form	
	Work with the office staff to: Produce a letter for pupils/parents. Set up consent forms. Create a payment schedule.	
	Complete the evolve form and risk assessments. Risk assessing is the responsibility of the visit leader. Completed risk assessments from previous trips can be seen and adapted by the visit leader. EVC can advise.	
	Consider needs of the group, staffing, ratios, pupils with specific needs e.g. mobility issues.	
	Hold a parent meeting (If required, mainly residentials)	
	Collect medical information – for day visits this can be asked for from the office. For residentials use the school adopted pro-forma to get more up to date information.	
	Ensure the office know who is attending – access to lists.	
	Gather any items needed on the visit: Sort out first aid packs – from the school office, sick bags etc. Collect and charge the school mobile phone (if required)	
	Share itinerary, risk assessments with group leaders, accompanying staff and the necessary parties staying at school.	
Day of Visit	Take registers before leaving – notify the office of people leaving on the trip and absences.	
	Ensure required medication, medical forms are taken.	
	Carry out dynamic risk assessments (coach suitability, weather conditions, surfaces, crowds, behaviour and welfare of pupils etc.)	
	Ensure if first aid is needed that school are notified. If necessary they can then notify parents. Copies of accident forms to be collected.	
	Ensure parents are notified of changes to expected time of arrival. Use Arbor or ask the school office to notify parents.	
Post Visit	Return any items – school mobile, medication etc.	
	Complete evaluation – ensure any concerns/near misses are recorded.	
	Complete pupil voice if appropriate to aid the evaluation process.	