



Educational Trips and Visits Policy

Approved by: School Advisory Board

Last reviewed on: October 2025

Next review due by: October 2027

Introduction

South Bank University Academy (SBUA) will encourage educational visits as appropriate in support of curriculum delivery. SBUA will adopt safe practices when planning and taking students on educational visits away from the SBUA premises.

Scope of this policy:

- This policy relates to all visits or journeys undertaken by students, under the supervision of the employees of the SBUA, which take them outside the physical boundaries of the SBUA.
- This does not include visits where a class are taken off site on foot for no more than the normal duration of the lesson. In these instances the teacher must inform a member of the senior leadership team of the group they are taking out, the destination and the expected time of arrival back in the SBUA.
- It is recommended that written consent from parents / carers is given for trips and is essential for higher risk activities, those outside of SBUA hours and trips outside of the UK. General consent for trips within SBUA hours is sought on admission to the SBUA.
- It includes Outdoor Education, where physical activities (classed as adventure activities) cannot be carried out within SBUA, e.g. rock climbing, canoeing, sailing and camping.
- There may also be a residential element.
- The policy covers the entire period between departing from and returning to the SBUA or into the care of the parents - whichever happens first.
- The leader is the person who has overall responsibility for the whole group undertaking the visit and the activities its members undertake.
- A deputy leader should be involved in the preparation and organisation of the visit, should it be necessary to take over the running of the visit.
- Low risk activities are those conducted away from dangerous environments, in which the actual physical discipline or skill does not itself represent danger, and where safety is largely achieved by vigilant and thorough supervision.
- High-risk activities are those associated with physical danger. The activity may involve the acquisition of specific skills and normally requires specialist equipment and qualified instruction by approved persons.

Aim

We aim to ensure that students:

- develop the ability to integrate socially;
- develop SBUA's values;
- develop leadership skills, self-reliance, a sense of responsibility, initiative and resourcefulness
- increase their self-confidence, dignity and feelings of self-worth;

- learn to work purposefully in a team with unselfishness and good fellowship;
- gain the necessary insight, skills and knowledge to pursue outdoor education in adult life;
- are enabled to meet challenges that are beyond their normal experiences and develop mentally, spiritually and physically, appreciating all that community life within the town and countryside can offer.

Operation

Roles and responsibilities

The Principal is responsible for:

- Appointing a member of staff as Educational Visits Coordinator (EVC).
- Ensuring a termly pre-approval meeting takes place with the Governing Body (usually the Chair of the SAB) before residential or overseas trips are planned or approved.
- Approval of all off site educational visits subject to the appropriate planning, verification and risk assessments.
- Make time available for the EVC to arrange for the induction and training of staff and volunteers and ensure that employees receive the induction and training that they need before the visit.
- Be aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships.
- Ensure that visits are evaluated to inform both the operation of future visits and to inform training needs. Further employee training should be made available where a need is identified.
- Ensure that there is a contingency plan (Plan B), covering for example the implications of employee illness and the need to change routes or activities during the visit.
- Arrange for the recording of accidents and the reporting of death or disabling injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- Help to ensure that serious incidents, accidents and near-accidents are investigated by employees.
- Ensure that the establishment has emergency procedures in place in case of a major incident on ventures. These should be discussed and reviewed by employees.
- Ensure that young people, parents / carers, group supervisors and others are given written details of these procedures.
- Ensure that the Home Based Contact has the authority to make significant decisions. He or she should be contactable and available for the full duration of the visit 24 hours a day. He or she should be able to respond immediately at the establishment base to the demands of an emergency and should have a back-up person or number. He/she should keep contact details with them at all times.

- Establish a procedure to ensure that parents / carers are informed quickly about incident details through the Home Based Contact, rather than through the media or students.
- Check that contractors have adequate emergency support procedures, and that these will link to the SBUA.
- Be aware of the responsibility to the SEN and Disability Act namely that there is a legal requirement not to discriminate on the grounds of disability and there is a duty of planning for all SBUA activities which includes off site visits.

The EVC is responsible for ensuring that:

- Visits comply with regulations and guidelines provided by the DfE and SBUA policy.
- The group leader is competent to monitor the risks throughout the visit.
- Adequate child protection procedures are in place.
- All necessary actions, including risk assessments, have been completed before the visit begins.
- Training needs have been assessed by a competent person and the needs of the employees and students have been considered.
- The group leader or another supervisor are suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- Volunteers on the visit are appropriate people to supervise children.
- The ratio of young people to supervisors is appropriate.
- Parents / carers have signed consent forms, where required.
- Arrangements have been made for the medical and special educational needs of the students.
- Adequate first-aid provision will be available.
- The mode of travel is appropriate.
- There is adequate and relevant insurance cover.
- They have the addresses and phone number of the visit's venue(s) and have contact names.
- A Home Based Contact has been nominated and the group leader has details.
- The group leader, group supervisors and Home Based Contact have copies of agreed emergency procedures.
- The group leader, group supervisors and Home Based Contact have the names of all adults and
- Students travelling in the group, and the contact details of parents / carers and the teachers' and other supervisors' next of kin.
- Departure and return times are known, and there is a contingency plan for any delays including a late return home.

Responsibilities of the Governing Body

The Governing Body must be made aware of all residential and potential high risk visits (as determined by the Principal) and must approve them, normally through the Chair of the SAB. There will be a termly meeting to discuss and pre-approve residential, overseas and high-risk trips. It is the responsibility of the Governors to ensure that:

- The off-site activity or visit is appropriate and relevant.
- The establishment can be run efficiently in the absence of employees engaged in the activity or visit.
- The arrangements are in line with the advice and recommendations provided by the DfE.

In addition, the Governing Body should expect that:

- The visit has a specific and stated objective.
- The Principal/group leader shows how their plans for residential and high risk visits comply with regulations and guidelines, including both the SBUA's health and safety policy documents. Also that the principal or group leader reports back after the visit.
- They are informed of high risk and residential visits well in advance.
- Guidance is available (e.g. from the DfE) to inform the establishment's policy, practices and procedures relating to the health and safety of young people on educational visits. These should include measures to obtain parental consent on a basis of full information, to investigate parental / carer complaints, and to discuss and review procedures including incident and emergency management systems.
- The Principal and the EVC are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfil their responsibilities.
- They are made aware of Governor training for this area as appropriate.
- That bookings are not completed until external providers have met all the necessary assurances. Also, ensure that specific items in the risk management - for example, overnight security, room and floor plans - are checked prior to departure.
- That the principal and the EVC have taken all reasonable and practicable measures to include students with special educational needs or medical needs on a visit.
- Cost implications have been considered and budgeted for. A system is in place to secure contributions as required to cover partial or full costs.

Approval

Before planning the visit in detail the Leader should complete the Initial Approval Form and send it to the **EVC (Matt Goss)**.

In the case of visits incorporating overnight stays and/or hazardous activities this should be at least a term before and in all other cases at least a month before. If permission is granted in principle the Party Leader must:

- Log the trip on EVOLVE
- Draw up a risk assessment form and add to EVOLVE
- Gain parental consent by sending home the SBUA visit letter and consent form/using the online consent function through EVOLVE

The EVC will decide whether the visit should proceed on the grounds of safety according to the policies and procedures provided by the SBUA.

NO VISIT MAY PROCEED WITHOUT THE PERMISSION OF THE EVC.

All visits involving absence on one or more nights, all journeys involving travel by air or sea and any to which particular risks are attached will require the approval of the Board of Governors at least one month in advance.

Overseas journeys must obtain permission from the Board of Governors at least 3 months in advance, earlier if possible to enable financial stage payment to be made.

NO RESIDENTIAL VISIT MAY PROCEED WITHOUT THE PERMISSION OF THE PRINCIPAL AND GOVERNING BODY.

Insurance Guidelines

Visits fall into a number of categories:

- Regular sporting activities (fixtures, visits to swimming pools etc.) will automatically be covered by the SBUA's general insurance policy.
- Low risk activities, which do not include an overnight stay, will be covered by the SBUA's existing policy. No separate payment need be made.
- Visits, which involve special hazards or where there is an overnight stay, may need additional insurance cover. The leader should obtain the advice of the Principal. The cost of this cover must be included in the costing of the visit. The Leader must ensure that the insurance cover has been provided.
- Visits or journeys, which require approval by Governors should have the position on insurance, made clear in writing. Organisers must satisfy themselves that appropriate insurance exists.

Health & Safety

The Leader is responsible for ensuring the safety of all members of the group. They must be fully conversant with the Emergency Procedures. The Leader should take a copy with them on the visit.

All reasonable measures will be taken to ensure the Health and Safety of all students and employees participating in SBUA visits, journeys and outdoor education ventures.

A risk assessment is to be carried out for all off-site activities whether it is a day visit to a local site, a residential visit to a centre or camp.

Instructors will be appointed as required to ensure that appropriate safe instruction is given at all times, the cost to be included in the costing of the venture.

Principal: Community and Enrichment.

The EVC will be appointed by and act on behalf of the Principal and is therefore responsible to the Governing Body for overseeing all off-site visits. **The EVC appointed for the SBUA is the Assistant Principal, Matt Goss.**

The functions of the EVC are to:

- Ensure educational visits meet employers' and SBUA's requirements.
- Support the Principal and Governors with approval and other decisions.
- Assess competence of prospective leaders and staff in terms of qualifications and/or experience.
- Ensure risk assessments meet requirements.
- Organise training and induction.
- Ensure that DBS checks are in place as necessary.
- Ensure parents are informed and give consent.
- Organise emergency arrangements.
- Keep records of visits, incidents and near-accidents (sometimes called near misses).
- Review systems and monitor practice.

Planning the Visit

To be undertaken by the leader and deputy leader at an early stage:

- Discuss with employees to ascertain support and feasibility;
- Discuss preliminary plans with the senior team and EVC.
- Complete an Application for Educational Visit Form.

Policies and procedures should be backed up by the provision of forms for:

- Risk assessment.
- The approval of visits.
- Parental / Carer consent.
- Emergency procedures.
- Accident reporting.

Calculate cost and arrange funding or payments. Investigate sources of financial support. Confirm insurance cover with the Principal.

Arrange for the booking and receive written confirmation. Check details such as; times, facilities for refreshments, toilets, hazardous areas, special clothing or equipment required. Arrange transportation. Ensure Risk Assessment is carried out.

Distribute a circular letter to targeted students, parents / carers including the following information and Parental Consent Forms to be signed and returned. This can be completed using the relevant functions on EVOLVE.

- Destination with full address and telephone number.
- Dates and times of departure and return.
- Method of travel (travel company/coach Company).
- Names of leader, deputy leader and accompanying staff.
- Cost and what it covers.

On receipt of Parental / Carer Consent Form:

- Compile register of students (Use of EVOLVE function)
- Check employee student ratio.
- Ensure one adult has an in date first aid qualification.
- A further letter to the parents / carers should include:
 - o Payment details.
 - o Date after which any deposit cannot be returned if cancelling.
 - o Medical information form to be completed, signed and returned.
 - o Kit list, equipment required.
 - o Amount of money advised to take, staff responsible if applicable.
 - o Rules, including safety and emergency procedures relevant to the trip.
 - o Emergency telephone contact number of parents/carer in the event of an emergency.
 - o Name and telephone number of the employee contact number at home accessible during the visit

Preparing for the Visit/Journey

- Arrange the SBUA contact - a member of the senior leadership team prepared to be accessible by phone during the visit if out of SBUA hours.
- A comprehensive itinerary of the journey/visit including contact details must be compiled by the leader and issued to the: (i) EVC and Principal (ii) SBUA

- Office (iii) Appropriate other members of staff.
- Any major changes must be made known to all concerned.
- Compile a register which should include: Name, Tutor group, Medical information, Dietary requirements, Ancillary support, Emergency home contact names and telephone numbers
- A copy of the register should be provided to the SBUA Attendance Officer who will inform the leader of the emergency contact arrangements at the SBUA end. The leader will inform parents, participants and staff of the procedures in the case of an emergency.
- A list of students and staff should also be posted in the appropriate filespace on the SBUA IT system.
- A first aid kit should also be carried by all adults depending on the nature of the visit. Available from the EVC/Reception Office.

Safety and Supervision

Staffing Ratios

In general there should be a minimum of two members of staff accompanying visits in the ratio of not less than 1:10, however specific conditions apply to some types of visit. The Principal may make an exception, for instance for games matches or small sixth form groups when it may be appropriate for only one member of staff to accompany the group.

The ratios below apply to the supervision of students under the age of 18 and are set as a minimum requirement. They should be adjusted bearing the following points below in mind:

- Age, sex, special needs
- Nature of activities, high or low risk
- Experience and expertise of adults
- Duration and purpose of the visit
- If residential, what type of accommodation?

Category A - 1 adult to 10 young people for local, daytime, low-risk activities. However, for every 20 students there should be at least 1 teacher and 1 adult.

Category B - 1 adult to 10 young people for where the visit involves 1 or more nights away. There must always be 2 adults and for mixed groups both male and female adults.

Category C - 1 adult to 8 young people when the visits are abroad. There must always be 2 adults and for mixed groups both male and female adults.

Category D - 1 adult to 8 young people for activities of a physical/adventurous nature.

Where a party is subdivided each division must have a nominated supervisor. They must have clear, well-defined, written instructions clarifying their role and detailing arrangements.

Risk Assessments

A risk assessment should be carried out for all off-site activities. A pre-visit to venues is desirable and sites that are frequently visited should be reassessed on a regular basis, at least annually. The frequency of assessment will depend upon a number of factors (e.g. weather, nature of group, experience of employee, location). The process is quite simple and should involve the following:

- identify the hazards;
- identify who is at risk;
- decide the possible outcomes and their likelihood;
- identify existing controls. Where these are seen to be inadequate, note the actions required to bring them to the necessary standard.

Parents / carers should be advised that the Principal reserves the right to exclude a student from a visit on behavioural or medical grounds. The decision to exclude should be made on the grounds of a specific assessment of risk and should not contravene Disability Discrimination law.

Duty of Care

When teachers take a party away from the SBUA, they are 'in loco parentis'. The Duty of Care expected is that of a reasonably careful and prudent parent / carer applying his or her mind to the SBUA situation. This duty is continuous during the whole period of the visit and cannot be delegated to anyone else. This applies to students under the age of 18 and parental / carer consent is required for off-site ventures for students under that age.

Volunteers

The role of the helper, whether parent or specialist instructor, must be considered. Parents or other suitable adults should only be allowed to accompany the visit if:

- their inclusion is expressly approved by the Principal
- they have been informed of the nature of the visit and made aware of their duties and responsibilities
- they have a current DBS check in place as appropriate and a copy provided to the EVC.

Protection of Children

The planning and organisation of all ventures, and particularly those of a residential nature, must include precautions to protect students from abuses such as racial, sexual or physical harassment from either adults or other

students in the group. Employees should remember that the law now requires all adults who have significant contact with students to disclose any cautions, bindovers, and convictions or pending convictions of a criminal nature. If a caution or conviction is disclosed then the Principal must be informed and a decision made on the suitability of the adult to take part in the ventures with students.

Remote Supervision

The aim of remote supervision is to encourage students to assume degrees of personal and group responsibility and thereby gain confidence in their own ability to work with others. This may be achieved in activities in both familiar and unfamiliar, potentially hazardous, situations. Therefore particular attention must be given to the detailed briefing of such activities (e.g. to include risk factors, appropriate emergency procedures, telephone numbers and meeting points). For high-risk activities, to reach the stage of acting independently, students must have required the necessary techniques, with sufficient experience, confidence, physical ability and judgement. The training given, therefore, must be sound and thorough, with careful judgement being necessary before the leader can withdraw. Even then withdrawal from direct supervision should be a gradual and progressive process. A staged progression may develop from:-

- accompanying groups;
- shadowing groups;
- checking at various times and venues;
- Occasional contact via pre-arranged locations and methods.

It is important to emphasise that the leader remains responsible for the group when its members are operating from a distance from the leader.

Where equipment is loaned to students for activities subsequently and independently managed by those students, an element of supervision is implied. People involved in loaning equipment must seek to ensure with the users that the nature of the activities to be undertaken is within their competencies.

First Aid

A first aid kit and mobile phone should be carried on all visits and at least one accompanying staff member must have an in date first aid qualification. There should be one first aid kit per vehicle or one per sub-group.

Medical Details

Medical details of any student, employee or other participating in the activity who may require some form of medical treatment during the activity must be recorded and retained by the group leader. These details must include type and

dosage of medication, which may be required during the duration of the activity. Sufficient medication for the visit must accompany the group and be in the custody of the leader or students appropriate.

For residential visits, the address and telephone number of the nearest hospital and doctor should, where possible, be obtained before departure.

Use of Transport

When journeys are planned by road the organiser should be aware of the need for two drivers for long journeys, the need to break the journey at regular intervals and the need for a responsible adult in addition to the driver to help supervise a group unless the journey is local. An example of this might be where a leader is prepared to drive and supervise a small group of students in a minibus on a short journey.

The number of passengers carried on a coach or minibus, whether operated under a minibus permit or not, must not exceed the seating capacity indicated on the vehicle. Where seat belts are fitted they must be worn. The number of persons seated must not exceed the number of seat belts provided. It is recommended that, where possible, students should be transported in a coach, minibus or by public transport and that the use of private cars should be discouraged.

Before allowing an employee to drive a minibus or to use their own car, a photocopy of their Driving Licence and fully comprehensive insurance policy (which indicates the car may be used for this purpose) must be given to the EVC. Where employees are driving the risk assessment relevant to the trip must address the problem of driver fatigue.

Records

After the visit the group leader must complete an evaluation on EVOLVE. Records for each educational visit should be retained centrally by the SBUA for a minimum of three years via the EVOLVE platform. .

Monitoring and Evaluation

The governing body and Principal will monitor the operation and effectiveness of the SBUA's Educational Trips and Visits Policy.

Initial Trip Approval Form

Visit Outline	
Venue or Title of Visit	
Visit Leader	
Date(s) of Proposed Visit	
Curriculum or Other?	
Day or Residential	
Likely Number of Students	
Year Groups of students	
Likely Number of Staff	
Total cost of trip	
Cost to parents	
Line Manager Approval?	

Date Submitted	
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Visit Details	
Subject/Pastoral/School/Year	

Destination of Visit (Include Address if Residential)	
Reason for or Purpose of Visit (Please describe link to curriculum)	
Date and Time of Departure	
Location of Departure	
Date of Time of Return	
Location of Return	
Student Details	
Ages or Year Groups of Students	
Number of Male Students	
Number of Female Students	
Number of Pupil Premium Students	
Number of SEND Students	

Staff Details (Include Any Parent Helpers)		
Name	Position	First Aider or Other Skill/Role

Transport and Travel		
Coach/Train/Minibus/Walk/Other		
Name of Coach Company		
Name of Minibus Driver		
Other Transport or Travel Details For example: • Name of Other Travel Company or Organisation • ABTA Details • ATOL Details		

Insurance

Is any additional insurance required?		
Details of alternative or additional insurance.		

Activities	
What activities will the students be involved with?	
I confirm that the risk assessment submitted with this paperwork reflects any individual needs for students and staff following discussions with safeguarding and SEND.	
First Aid and SEND	
I confirm that Lead First Aider has been notified of this visit, the students taking part and the specific medical needs of the students.	
If appropriate, has the destination been assessed for any disabilities or additional needs of students on the visit?	
Students With Specific SEND Needs Requiring Special Arrangements	Adjustments and Arrangements Planned for These Students
Other	

Has the school kitchen been informed of the number of students on the visit?	
Has the attendance team been notified of the students taking part?	
I confirm that parents and carers are fully aware of visit details.	
I will email the teachers at least one week prior to the visit to inform them of the students who will be missing their lessons.	
I have/will photocopy the permission forms and leave one set with Admin and one set with the Visits Coordinator (SLT).	

I have/will collect a visits mobile phone.	
Finance completed and finance statement submitted?	

Approval

Day Visit (Approved by the EVC)	
Approved? Yes or No	
Signed by	
Date signed	
Further Actions Required by Visit Organiser?	

Residential Visit (Approved by the Principal & Governors)	
Approved? Yes or No	
Signed by	
Date signed	

Further Actions Required by Visit Organiser?
Parental Consent for a SBUA Visit if not using EVOLVE

SOUTH BANK UNIVERSITY ACADEMY
OFFICIAL PARENTAL CONSENT FORM FOR A SCHOOL TRIP OR VISIT

NAME OF STUDENT:		DATE(S) OF VISIT:	
VISIT DESTINATION:			

A) MEDICAL INFORMATION ABOUT YOUR CHILD			
Date of Birth:		Student's Registration Group:	
Does your child suffer from any medical conditions?			YES / NO
<i>If YES, please give details:</i>			
Is your child currently taking any medication?			YES / NO
<i>If YES, please give details:</i>			
Will your child need medication administered on the visit?			Yes / No
<i>If YES, please give details:</i>			
Please outline any special dietary requirements your child may have:			
Does your child suffer with any allergies (including medication)?			YES / NO
<i>If YES, please give details:</i>			
Is your child's Tetanus immunisation up to date?			YES / NO / DON'T KNOW
<i>Please give the date of the last Tetanus immunization (if known):</i>			
Please give the details of your child's doctor:			
Doctors	Name	/	Surgery
			Name:
			Address:
Telephone			Number:

It is typical of most visits that students are permitted to walk around in groups in an agreed area with a specified meeting place and times. During these times your child might not be directly supervised by a member of staff.

- ☐ I understand and accept this level of supervision.
- ☐ I do not accept this level of supervision and I would like my child to always be in a group with an adult.

DECLARATION (Applicable to all visits, both day and residential)

I agree to my son/daughter receiving medication as instructed and for any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided. As the parent/carer of the above-named student, I agree to the child taking part in this visit and participating in the activities described. I acknowledge the need for the child to behave responsibly and represent the school appropriately.

Signed: Date: Full Name (Capitals) Parent/Guardian

Contact 1:

Name:

Relationship to Child:

Tel:

Contact 2:

Name:

Relationship to Child:

Tel:

Code of Conduct for all out of SBUA activities

To be read and signed by students and parents when students join the school.

All participants on any out of SBUA activity are entitled to expect that their safety will come first. The following code of conduct sets out the SBUA's expectations. It is a code of conduct that ensures safety and enjoyment for all involved in these activities.

Students should:

- Follow the rules established at the start of each activity, without fail and without question.
- Never leave the group whether indoors or out without permission from a responsible adult.
- Always be in a group of at least three.
- Be considerate and respectful at all times to all members of the group and the community.
- Remember that they are representatives of the family, their SBUA, their community and their country, and behave accordingly.
- Be punctual.
- Avoid noisy behaviour at all times.
- Abide by the laws of the countries visited and comply with customs regulations.
- Not purchase or consume alcohol/drugs or cigarettes or potentially dangerous weapons or fireworks.
- Understand that parents will be informed as soon as is practicable of any breach of the code of conduct.

I fully accept this code of conduct.

Student's Name: (BLOCK CAPITALS)

_____ Student's Signature

This code of conduct is a partnership of trust between teacher, parent and child. If the group leader believes that the safety or enjoyment of anyone is at risk because of the behaviour or attitude of your child your child may be banned from an activity and/or you may be required to collect your child at your own expense. In these cases there will be no refund of monies paid.

I understand that if required I will collect my child from the activity at my own expense.

Student's Name: (BLOCK CAPITALS)

Signature of Parent/Carer

Name of Parent/Carer: (BLOCK CAPITALS)
