

QUANTUM MULTI-ACADEMY TRUST



Quantum
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Trips and Visits **POLICY**

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1. Introduction

The Employer / Trust Board has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Quantum Multi-Academy Trust reads this policy before contemplating or organising any educational trip or visit to be made by children from the any of the schools within the Trust.

- Read *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Trustee / Head / EVC / Visit Leader etc.)* see website link : www.oeapng.info/
- This policy should be read in conjunction with the school's procedural requirements.
- The remaining parts should be referred to as and when guidance is sought.
- **NB: FAILURE TO FOLLOW RELEVANT LEGAL REQUIREMENTS AND GUIDANCE, AS WELL AS THIS POLICY MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

2. Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at our schools, we offer a range of educational visits and other activities that add to what they learn at school.

3. Visits and curriculum links

3.1 All educational visits and activities support and enrich the work we do in our schools. There are also a number of people who visit our school's to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

English – theatre visits, visits by authors, poets and theatre groups;

Science – use of the school grounds, visits to local woods and parks;

Mathematics – use of shape and number trails in the local environment;

History – castle visits, study of local housing patterns, museums;

Geography – use of the locality for fieldwork, field work further away

Art and design – art gallery visits, use of the locality;

PE – range of sporting fixtures, extra-curricular activities; (see sporting fixtures policy)

Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;

Design and technology – work with local secondary schools;

ICT – its use in local shops/libraries/secondary schools etc;

RE – visits to centres of worship, visits by local clergy.

NOTE – when extra-curricular activities take place the number of adults present should be considered in line with STAGED principles. (Staffing/Transport/Activity/Group/Environment/Distance).

4. Gaining approval for a trip

4.1 Trustees

As part of their responsibility for the general conduct for the schools, the Trust Board has adopted this policy for the effective and safe management of educational visits.

The Trustees delegate to the Headteacher the responsibility to approve all visits. The Headteacher may in turn delegate to a member of Senior Leadership Team (SLT), all of whom will be advised by the EVC.

The Trustees have adopted a charging policy:

[QMAT Charging Policy](#)

4.2 The Headteacher or Delegated Senior Leadership Team Member:

4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised, and that this policy is implemented.

4.2.3 should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010

4.2.4 should ensure the suitability of all staff appointed to the visit.

4.2.5 should ensure that the visit leader fully understands his/her responsibilities.

4.2.6 should implement effective emergency contact arrangements.

4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

4.2.8 should have a system in place to record, audit and monitor school off-site visits. An electronic submission process EVOLVE is used to log, audit, approve the following:

Aspect	Evolve submission required	Approval level required
Overseas	Yes	EVC, SDA, LA
Adventurous	Yes	EVC, SDA, LA
Residential	Yes	EVC, SDA
Local approved	Yes	EVC, SDA

Sporting Fixture	No	HOD Boys & Girls PE
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5. Clarification of Roles

Trust Board/Local Governing Board:

The Trustees/Local Governing Boards should:-

1. Make sure that they have a clear understanding of how outdoor learning, offsite visits and activities support a wide range of outcomes for children and young people.
2. Ensure that this policy makes clear the Trustees involvement in the approval of offsite visits and activities.
3. Make sure that there is an EVC (Educational Visits Co-ordinator) in place.
4. Make sure that there are formal notification and approval procedures in place.
5. Make sure that the visits policy supports the principle of inclusion.
6. Make sure that there are monitoring procedures in place.
7. The school's annual calendar shall include, as far as practicable, visits/events which should be made available to the Local Governing Boards at the start of the academic year.

Headteacher/ Delegated SLT Member:

The headteacher should:-

1. Make sure that all learning outside the classroom, visits and offsite activities comply with the OEAP National Guidance and are notified or submitted for formal approval.
2. Ensure that all staff are competent to carry out all tasks allocated to them.
3. Ensure that an EVC has been appointed and that they have received appropriate training.
4. Make sure that suitable Safeguarding procedures are in place including vetting at an appropriate level of all voluntary helpers.
5. Make sure that the EVC, visit leaders, assisting staff and volunteers are appropriately trained and competent to carry out any task designated to them.
6. Have assigned sufficient time for staff to organise activities and visits properly.
7. Ensure that there is a suitable senior or middle manager to take the responsibility of being the named critical incident manager for every trip or visit.
8. Ensure that policies and procedures are reviewed on a regular basis. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.
9. Ensure that there is an establishment procedure for recording "near accidents/near misses", including any resulting learning points and action.

Educational Visits Co-ordinator (EVC)

The EVC should:-

1. Have an understanding of how learning outside the classroom, offsite activities and visits has a wide range of outcomes for children and young people and raise achievement.
2. Make sure that they have attended appropriate training.
3. Ensure that learning outside the classroom, offsite activities and visits meet guidance requirements.
4. Ensure that school managers, visit leaders, assisting staff and voluntary helpers understand that all staff involved require access to training at an appropriate level to ensure the school guidance and procedures are understood.
5. Ensure that the Trust has a visits policy and assist in its periodic review.
6. Support the headteacher and trustees/local governing board with approval and other decisions.
7. Organise training for visit leaders and assistant leaders.
8. Ensure that where accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management.
9. Ensure that establishment policy provides sufficient guidance to Visit Leaders about information for parents and parental consent.
10. Check that there is a 24/7 emergency contact(s) with the base for each and every visit and that emergency arrangements are in place.
11. Encourage trip leaders to review and evaluate trips through EVOLVE.
12. Ensure the reporting of accidents and incidents, complying with employer requirements and Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
13. Ensure that they keep up to date via EVC update processes and EVC Revalidation courses as recommended or required.
14. Ensure that Assistant Leaders are competent to carry out the tasks they are assigned.
15. Ensure that activities and visits are led by competent and confident leaders. The Visit Leader needs to be both accountable and competent. Being accountable implies being an employee and thus part of a chain of specified roles and responsibilities. Being competent requires that the leader can demonstrate the ability to operate to current standards of recognised good practice.

Visit Leader

The Visit Leader has the overall responsibility for supervision and conduct of the Visit. To ensure accountability and to avoid potential confusion, a single Visit Leader should be appointed. If this role changes during a visit, a clear handover should be made.

The visit leader should:-

1. Liaise with the schools' Educational Visits Co-ordinator (EVC) and ensure that their role is clear.
2. Be formally approved to carry out the visit, i.e. completed a suitable level of training either online, attended training course through EVOLVE or within school via EVC.
3. Plan and prepare for the visit, taking a lead on risk management. It is good practice to involve all staff in the planning and risk management process to ensure wider understanding. It is also good practice to involve young people in these processes wherever appropriate.
4. Define the roles and responsibilities of other staff (and young people)
5. Ensure effective supervision, appointing a deputy wherever possible.
6. If the staff team includes someone with a close relationship to a member of the group, ensure there are adequate safeguards so that this will not compromise group management.
7. Provide relevant information to supporting staff, including about the nature and location of the visit and about the participants (including age, health information, capabilities, special needs, safeguarding and behavioural issues).
8. Ensure that informed parental consent has been obtained as necessary.
9. Ensure that medical and first aid issues are addressed. Medical information provided by the parents on the consent form should be screened alongside medical records held centrally and any concerns discussed in confidence with the senior first-aider. The senior first-aider will provide first-aid kits for the trip, which shall be booked at least a week prior to the visit.
10. Ensure that emergency arrangements include emergency contact access to all relevant records, including medical and next of kin information for all members of the party, including staff.
11. Ensure that emergency contacts are suitable middle or senior managers and are provided with the relevant information needed should they be called upon to support the visit leader or CIMT in an emergency or critical incident.
12. Provide relevant information to parents and young people and arrange pre-visit information meetings where appropriate.
13. Ensure that provision for first aid has been considered in line with STAGED procedures. Qualified first-aiders may not be necessary for all off-site activities and visits. However, a basic level of first aid support should be available at all times. This will require that one or more of the staff leading the activity:
 - Has a working knowledge of simple first aid and is competent to use the first aid materials carried with the group;
 - Knows how to access, and is able to access, qualified first aid support: Ensure the activity/visit is effectively supervised.
14. Ensure that all staff and any third-party providers have access to emergency contact and emergency procedure details.
15. Evaluate all aspects of the visit, both during and after the event.
16. Report any accidents, incidents or near-misses.

17. Ensure the visit is carried out in line with relevant Coronavirus guidelines and regulations, in place at the time of the visit.

6. Restrictions

All foreign visits must be organised through a recognised tour operator. When a tour operator is used, only approved travel firms shall be approached. Any agent shall be affiliated to ATOL/ABTA, have appropriate insurance in place and be compliant with Data Protection Regulations.

1. In the case of a visit purchased from a tour operator, the visit shall not proceed unless a properly checked contract between the school and the agent is drawn up in the light of the agreed itinerary and this contract has been signed by the Visit Leader after outline approval from the finance manager. Any other/later financial commitment not specified in this contract must be agreed with an appropriate Senior Manager/Finance Manager prior to a firm undertaking being made to a tour operator. The only exception shall be emergency actions required during the visit by an unexpected change in circumstances.
2. The letter/letters to parents must give full details of the visit before they are asked to sign consent:
 - a. The date and place of the visit;
 - b. Departure and return times;
 - c. The types of activity to be undertaken;
 - d. The supervision arrangements;
 - e. Any insurance cover undertaken;
 - f. The cost and which parts of their payment may be refunded together with an explanation of the conditions under which such refunds may be made (see point 3)
3. The letter to parents detailing the costs of the visit shall also be made clear beyond which point the parent becomes liable for all costs incurred by the school in respect of their son/daughter, even if the child withdraws from the visit. The letter may, if appropriate, further suggest that parents themselves take out some form of travel insurance.
4. The date set for the parent's completion of payments shall be at least one month before the final invoices are due to be paid or the date of the visit, whichever is the earlier.
5. A meeting of parents, students and staff must take place before the visit, except in the case of a sixth form visit or day visits when the offer of a meeting can suffice.
6. The organiser shall ensure that, for every participant parental consent has been granted. The rule is **NO CONSENT, NO VISIT!** Persons over the age of 18 may sign their own consent.
7. The organiser shall have arranged for a medical kit appropriate to the nature of the visit to have been provided by the school's first aider.

8. The organiser shall have ensured that all participants, students and staff, have been fully briefed and know exactly what is expected of them during the visit.
9. Regular, specific, appropriate and dated checks on progress and financial viability by the finance department shall be required as part of the preparation.
10. No visit shall run at a loss. The organiser is responsible for seeing that every effort is made to ensure that all participants pay the full amount before the final deadline for payments (Also see note 2 under 'FREE PLACES' below). Should difficulties arise over non-payment, the senior member of staff having responsibility for visits must be informed.
11. Should the visit account be running a deficit, the visit organiser, Finance Officers and the Finance Manager individually have a responsibility to inform the Department Head immediately the deficit is discovered.
12. If a visits account is likely to enter a deficit, all payments from it shall be suspended immediately until the deputy head responsible for visits indicates what action shall be taken.
13. All receipts shall be entered immediately upon arrival in the finance office. The acceptance of any money from the visit organiser or students shall be counter signed by both the organiser and the Finance Manager.
14. The counting of all monies and their entry into the account shall be counter signed by a second Finance Officer.
15. Each visit will have its own, dedicated cost centre within School Fund so that all transactions (payments and receipts) can be visible on one, separate spreadsheet.
16. Information on the current financial position of a visit will be made available, from the finance Officer, upon request at any time throughout the visit cycle.

7. Free Places

1. The number of adults attending a visit is determined by health & safety requirements. These staff shall not be required to pay, their costs being covered by any amount charged to students. Over and above this agreed number, any additional adults (staff and other) shall be charged the full amount of the visit.
2. Should it be considered that any student whose family cannot afford part, or all of the cost of a visit should still attend, the cost of their place must be sought from the school fund account designated specifically for this purpose. Such students shall not be supported by spreading the cost of their place among other, paying participants.
3. Staff in the Finance Office will be able to assist in locating and obtaining financial support for students unable to meet the full cost.

8. Monitoring

1. All visit leaders are required to submit a written evaluation via the Evolve system after successful completion of a visit.

9. Induction and Training

1. All new staff will complete the online learning module available through Evolve or attend a suitable training course.
2. Any specific training requirements of visit leaders, such as specific requirements for D of E or SCO for skiing shall be discussed with the EVC, organised and successfully completed before the visit can be organised.

10. Behaviour

1. It is an expectation that any visit organised for students of our trust schools shall insist upon acceptable standards of behaviour from all participants. These standards of behaviour should be at least those that we expect of our students on a day-to-day basis.
2. The visit organiser should make it clear to both parents and students about any specific rules regarding the use of mobile phones or other electronic devices whilst on the visit. These rules may change from visit to visit according to the intended itinerary.
3. The school reserves the right to refuse to take any student on a trip or visit if it is deemed, they may pose risk to health and safety procedures or bring the school reputation into disrepute.

11. Inclusion

1. Visits should support the taught curriculum.
2. Visits should be accessible to all students through direct or realistic adaption or modification of the visit.
3. It is unlawful to treat disabled young people less favourably or to fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

12. Abbreviations

EVC – Educational Visits Coordinator
SDA – School Delegated Authority
HOD – Head of department
CIMT – Critical incident management team

13. Linked Policies

Charging Policy
First Aid Policy
Health and Safety Policy
School Sports and Fixtures Policy
Behaviour for Learning Policy
Equality Duty

Appendix 1 – Guidance for parent helpers (PRIMARY SCHOOLS)

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper. You will have an important role to play in the success and safety of the school trip. This document sets out what we do to make off-site trips successful and safe. It forms part of our school's off-site visit planning and risk assessment. Please sign and return the form at the bottom of this agreement and return to the school in advance of the trip.

Role of the Volunteer Helper:

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group.
- To stay with your allocated group of children at all times ensuring that their well-being and safety is maintained for the total duration of the school trip.
- To stay with school staff except where the teacher has asked volunteers to lead separate groups within agreed boundaries and periods of time (eg to view museum exhibits in small groups).
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that the group you are with keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.
- To contact your child's class teacher/school member of staff if there are issues with first aid, safety and/or behaviour.

Working alongside School Staff School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff.
- Show commitment to their group and an interest in the focus of the visit
- Assist children in their learning by helping them to read signs/labels/information, and by asking questions that encourage children to think and reflect on the experience.
- Follow any further guidance from the school staff.

What is not permitted Volunteer helpers are not allowed:

- to leave the visit site/premises.
- to bring additional siblings on the school trip.
- to re-organise school visit groups.
- to smoke, drink alcohol or engage in any illegal practices.
- to take photographs of children.
- to give / buy their group any treats - e.g. ice-creams, biscuits, sweets, or any other gifts - before, during or after the school trip.

Volunteers will be under direct supervision of school staff and will not be allowed to carry out duties - such as escorting children to the toilet (unless essential in the circumstances) or leading a small group of children - without a member of the school's staff explicit instruction.

First Aid

For each class on the school visit, there will normally be at least one qualified first aider. All first aid box(es) will be carried by staff. You will be informed if any child in your group has medication / needs. If medication needs to be administered, this will be done by a trained member of staff.

Emergencies

You will be given the number of the mobile phone(s) being used by the Visit Leader. Inform a member of staff as soon as possible if you become separated from the rest of the school party or encounter any problems by mobile phone or call the school directly if necessary.

OFF -SITE VISITS PARENT HELPER AGREEMENT

Dear Parent

We really appreciate your support for our class and thank you for helping make our off-site visits run smoothly. Please complete the short form below. We will save this information in our Off-Site Visit planning system, so that you will not need to complete it again for future visits. Thank you.

Parent Helper name	
Child's name	
Relationship to child	
Parent Mobile phone number	
Emergency Contact Name	
Relationship to Emergency Contact	
Emergency Contact Number	
Details of any disability, health or medical information that our first aider should be aware of, or which may affect your participation in the trip.	

- I confirm that I have read and will abide by the guidance in the Off-Site Visits Parent Helper Guidance
- I have signed the Volunteer/Student Confidentiality Agreement
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Volunteer name

Signature

Date