



Leigh Academy
Ebbsfleet

Leigh Academy Ebbsfleet Educational Visits Policy

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Date	Version no.	Brief detail of change

- [1. Introduction](#)
- [2. Policies and OEAP National Guidance](#)
- [3. Roles](#)
- [4. Procedural Requirements](#)
- [5. Monitoring](#)
- [6. Induction and Training](#)
- [7. Risk Management](#)
- [8. Assessing Venues, Facilities and Providers](#)
- [9. Personnel Matters](#)
- [10. Volunteers](#)
- [11. Emergency Procedures and Incident Reporting](#)
- [12. Behaviour](#)
- [13. Inclusion](#)
- [14. Insurance](#)
- [15. Finance](#)
- [16. Data Protection & Privacy Policy](#)
- [17. Property](#)
- [18. Time scales](#)
- [19. Budgeting/Refunds](#)
- [20. Safeguarding](#)

1. Introduction

Leigh Academy Ebbsfleet believes that every young person should experience the world beyond the classroom as an important part of learning and personal development, whatever their age, ability or circumstances. Educational visits, residential trips and other off-site activities make an important contribution to the curriculum and are an essential way in which we enrich our pupils' social, cultural and academic development.

Under the Health and Safety at Work etc. Act 1974, the Academy must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety, both on or off school premises. We understand that staff organising and taking part in school visits off-site accept responsibility for the care and welfare of pupils.

The procedures for planning school trips seek to ensure that pupils and staff experience the most benefits and achieve the best possible outcomes, whilst minimising the risks to their health, safety and welfare. Pupils learn to understand and manage the risks that are a normal part of life by experiencing a wide range of activities. Health and safety measures can help them to do this, but should be proportionate to the risks of the activity. Common sense should be used in assessing and managing the risks of any activity. Staff should be given the training they need so that they can manage risks effectively and keep themselves and their pupils safe.

The main legislation covering school trips is the Health and Safety at Work Act 1974 and regulations made under that Act. The Trust has overall responsibility for health and safety, though tasks may be delegated to staff, but all staff also have a duty to look after their own and others' health and safety, and school staff and others have a duty to take care of pupils in the same way that any prudent parent would. Some activities, especially those happening away from school, can involve higher levels of risk.

As a responsible employer we understand our obligations to:

- Assess the risks to pupils, staff and others affected by school activities in order to identify the health and safety measures that are necessary and keep a record of the significant findings of that assessment
- Introduce measures to manage those risks through a risk assessment
- Make sure our employees have a clear understanding about the risks and measures to be taken to manage the risks
- Ensure that adequate training is given to employees on health and safety matter

The benefits are immense and make an invaluable contribution to the academic, personal and social development of pupils:

- broadening horizons
- fun
- self-esteem
- decision-making
- relationship building (staff and young people)
- risk taking
- understanding risk
- experiencing new cultures
- raising aspirations
- responsibility
- motivation
- inclusion
- a chance to share
- lifelong leisure activities
- creativity
- independence
- invaluable part of citizenship
- 'real' learning
- team building
- consequences related to actions
- allow success
- learning to cope with failure
- living and working with others
- bringing the curriculum alive
- magic moments – memories for life

All planned trips should try to meet these aims, and careful consideration should be given in the planning stages to look at the educational aims and desired outcomes of the trip.

2. Policies and OEAP National Guidance

This policy aims to guide those planning a trip and should be read in conjunction with the [Government Health and Safety on Educational Visits guidance](#).

All Trust and Academy Policies, including (but not exclusive to) Safeguarding, Acceptable Use, Behaviour, Whistleblowing and Staff Code of Conduct will be complied with by all staff, pupils and parents during the duration of the visit or trip. Any breaches of these policies will be managed as per established processes for the regular school day.

Leigh Academy Ebbsfleet has adopted OEAP National Guidance and processes visits through the Evolve system. In the event of any apparent conflict between Leigh Academy Ebbsfleet or Leigh Academies Trust policies and OEAP National Guidance, Leigh Academy Ebbsfleet or Leigh Academies Trust policies must be followed and clarification sought from the Educational Visits Coordinator (EVC) or Principal.

3. Roles

The outline of roles and responsibilities of key stakeholders can be found below. These lists are guidance, and not limited to just the identified points. Additional OEAP guidance can be found [here](#).

Role of the Principal

- It is the principals role to actively monitor the process of the tips to ensure that requirements are kept within the set guidelines issued by the Trust
- Ensure the financial viability of the Trip
- To ensure that the EVC keeps them informed of the progress of the visit
- To ensure that the activity leader is competent and has the experience and training to undertake the activity
- To check that the EVC has designated an appropriately competent group leader who will meet the expected procedures outlined in this document
- To ensure that in the event of a major incident or accident, the LAT guidelines are adhered to in terms of informing parents, staff and the media. Help to ensure that serious incidents, accidents and near-accidents are investigated
- To ensure the arrangements are in place for the educational objectives have been satisfactorily resolved within the risk assessment
- Ensure that there is always a contingency plan (Plan B)
- Ensure that staff are aware of and understand emergency planning and procedures
- Ensure that each individual academy has emergency procedures in place in the event of a major accident on an educational visit
- Ensure that each individual academy 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

Role of the Educational Visits Co-ordinator (EVC)

- School visits are on the decision of the EVC (Educational Visits Co-ordinator). The EVC will consider the following points before agreeing that the trip can be organised:

- The value of the school visit relative to the curriculum and the expected learning outcomes
- To evaluate the potential risks involved and introduce measures to manage those risks
- The frequency of off site visits already made by that year group/curriculum area
- The staffing required
- Other implications which may be brought to bear upon the school, such as the clash of dates with other planned activities or the extra administrative support required in the organisation of the visit
- Financial viability and the potential risks involved
- Training needs of the staff who are going on the trip are considered and met.

Finance

It is the responsibility of the Finance Manager to ensure that The Principal, EVC & Trip Leaders are kept up to date with the finance regulations and Trust policies and to ensure the trip viability:

- Ensure that the Trip budget form is filled out correctly and is authorised by the Principal and EVC
- To evaluate the trip costs so that a budgetary plan can be made
- Assist in all levels of the trip planning process, including a payment timeframe based on the trip criteria - setting timely instalment/s where applicable (avoiding months such as December and August where possible and if applicable) whilst allowing for a minimum 30 day period (prior to the final payment deadline) for outstanding pupil payments to be 'chased' - payment timeframes are required to be cohesive with Tour Operators & Supplier interim and final payment timeframes *payment timeframes should exclude School holiday periods.
- Help staff raise purchase orders for the trip expenditure

The Visit Leader

The Visit Leader has full responsibility for the safe running of the activity including pre planning and following guidance and ensuring all pupils are aware of their roles.

To achieve this the Visit Leader will:

- Identify the clear purpose and objectives of the visit
- Complete visit documentation and obtain EVC approval in advance for any proposed visit off-site, no matter how short its duration
- To ensure the finance department has been notified and are kept updated with the progress of the trip
- Plan the itinerary in such a way as to account for all times on the visit including meal and 'down' times particularly on residential/overseas trips

- Have prior knowledge of the venue – The Trip Leader should make an exploratory pre visit, (see Safe Practice of Offsite Activities – See 3.2 Planning)
- To obtain sufficient information about participating pupils to assess their suitability and be confident that all pupils participating will behave in an appropriate manner
- Undertake and complete a comprehensive risk assessment
- Consider stopping the visit if the risk to health and safety of the pupils is unacceptable, and have in place procedures for such an eventuality
- To ensure that all adults involved in supervising the visit are aware of the risk assessments including 'Plan B' and the expected standards of behaviour
- To ensure that the ratio of supervisors to pupils is appropriate for the needs of the group
- To continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions
- To ensure that group supervisors and the emergency contact have a copy of the pupils SEN or medical needs
- To ensure adequate first aid provision

Responsibility of Participating Staff

- To ensure the health and safety of everyone in the group and to act as a responsible parent would do in the same circumstances
- Follow the instructions of the Visit Leader and help with control and discipline.
- Notify the Visit leader and consider stopping the visit or the activity if they think the risk to health and safety of those in their charge is unacceptable

Role of the Pupil

- To be aware of the risks including backup plans in case of emergency
- To know who their supervisor is at any given time and how to contact them if they notice an issue whilst on the trip
- To understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- To understand and accept the expected standards of behaviour and the consequences for breaking these standards

4. Procedural Requirements

The procedure for arranging an educational visit at Leigh Academy Ebbsfleet can be found on the LAE Microsite, which all staff have access to. If trip leaders require further information, they should contact the EVC in the first instance.

5. Monitoring

Leigh Academy Ebbsfleet will monitor outdoor learning and off-site activities to ensure that:

- Visits and activities are carried out safely and effectively and in line with the employer's policy and procedures
- Relevant policies and procedures are reviewed and updated to remain current and in line with good practice
- Employees have easy access to the employer's policies and to OEAP National Guidance
- Employees have access to relevant training that supports the implementation of this guidance, e.g., Educational Visit Coordinator (EVC) training, Visit Leader training
- Establishments have access to advice and further information to clarify the guidance issued
- Establishments appoint, train and revalidate EVCs in accordance with the employer's policies
- Establishment practices, including notification and approval procedures, comply with the employer's policies
- Establishments keep appropriate records

The Academy may choose to delegate some monitoring to establishments. Each establishment should set out their approach to monitoring in their policy document. It should address the following issues:

- The monitoring role of the EVC, Head/Manager, other senior staff and the governing body
- Requirements for reporting of accidents, near misses, incidents and concerns
- Requirements for other reporting (for example, a requirement for Visit Leaders to submit a completed review form after all visits that meet certain criteria)
- Notification and approval procedures
- The types of visits subject to scrutiny by the EVC or Head/Manager
- Any arrangements for peer monitoring on a sample basis

- The focus and extent of monitoring through field ('out-of-classroom') observation

6. Induction and Training

Leigh Academy Ebbsfleet ensures that staff leading and accompanying education visits are suitably trained in a number of ways, not limited to but Including:

- Staff CPD sessions
- Induction sessions with new staff
- Training for ECTs
- Guidance from the EVC
- Accompanying experienced members of staff on educational visits

7. Risk Management

'Risk Assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (ie. low).

Visit Leaders are responsible for carrying out and recording risk assessments. They will use the recommended template to ensure consistency. Additional risk assessment should be attached from the venue/activity organisation.

For local and regular visits and activities standard generic risk assessments should consider staff, activity, group, environment, transportation and distance as the key factors in implementing sensible and suitable control measures.

Risk assessments must be uploaded onto the Evolve trip system. A selection of pre-prepared Risk Assessments will be available for use of guidance from the outdoor education unit.

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic Risks – normal risks attached to any activity out of the academy. These will be covered by careful completion of the 'Educational Visits Checklist'.
- Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of generic risks. These should be recorded on ESRA Form.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

Further detail on risk assessment will take account of the factors stated in Section 5.3b of the National Guidance publication and will be found in Section 12 of the publication “[Educational Visits – Health and safety on educational visits, 2018](#)”.

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2016. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future.

There are no set ratios for educational visits - these decisions are made based on ensuring an appropriate level of staffing, in discussion with the EVC and Principal.

8. Assessing Venues, Facilities and Providers

Wherever possible visit leaders will gain credible assurances of health and safety management systems and quality provision through a Learning Outside the Classroom Quality Badge.

The EVOLVE system contains a list of previously checked and approved providers.

Organisations which licence or accredit activities for schools such as the Adventure Activity Licensing Authority (AALA1: www.hse.gov.uk/aala/index.htm) and the Council for Learning Outside the Classroom (CLOtC: www.lotcqualitybadge.org.uk).

CLOtC also provides comprehensive guidance for planning and managing activities of all kinds which take place beyond the classroom walls - www.lotc.org.uk

Where providers of teaching, instruction or accommodation do not hold this then assurances will be gained through a Provider Statement and appropriate additional accreditations.

In addition, adventurous activity providers will be checked for compliance with appropriate adventurous licensing requirements and any tour operators will be checked for compliance with relevant tour and travel operator licensing requirements. Pre visit may be necessary for some trips to ensure the accessibility of the venue has been monitored and relevant provisions are in place to ensure all pupils are able to experience the learning.

9. Personnel Matters

If staff require further guidance on the below matters, they should contact the EVC in the first instance:

- Time allowed for planning or preparation
- Off-duty and/or personal time during a visit
- Use of private cars during a visit
- The availability of protective equipment and clothing
- The availability of guidance, training and support and insurance

Staff should note:

- Behavioural expectations - staff are expected to continue to meet the academies staff code of conduct when leading/accompanying an education visit. Staff must not under any circumstances consume alcohol or other substances of this nature.
- Staff must disclose medical or other issues that may affect their safety, capability or judgement during a visit.

10. Volunteers

It is essential that volunteers meet the requirements of the roles that they are assigned (Visit Leader, Activity Leader, Assistant Leader, Helper). The engagement of any volunteer must involve an appropriate level of vetting and induction. They must be sufficiently competent and confident to carry out their responsibilities. The level of competence and the thoroughness of the engagement process depend upon the role that the volunteer is to take, and the degree to which they will be working independently or under supervision. The EVC and Principal hold responsibility to ensure that any volunteers are suitable to accompany an educational visit. ALL volunteers must hold an Enhanced DBS.

11. Emergency Procedures and Incident Reporting

Staff should refer to the Emergency Action card when faced with an emergency. This card should be held by all members of staff supporting/leading an educational visit. This is available from the EVC.

12. Behaviour

Appropriate behaviour is essential for the smooth running of educational visits and adventurous activities and ensures that effective memorable learning can take place. Pupils, parents and carers will be made aware of the code of behaviour, expectations of pupils and sanctions which may be invoked should the code be breached. In addition, parents and carers will be made aware of their responsibilities for removing pupils in prescribed circumstances. Behaviour expectations should be high just as they are in school. Pupils are expected to be well mannered, considerate, respectful and follow instructions.

Any behaviour incident that happens during a trip should be logged and investigated in the usual way when at the earliest opportunity (not waiting until return).

Statements should be taken and the incident investigated thoroughly, and the school and parents informed. In the case of any safeguarding issues, action should be taken straight away and the school and parents informed. On return to the school, the incident will be treated in the usual way and appropriate sanctions put in place.

Pupils must:

- Not take any unnecessary risks
- Follow the instructions of the leader and other supervisors including those at the venue of the visit
- Dress and behave appropriately and responsibly
- If abroad, be sensitive to local codes and customs
- Look out for anything that might hurt or threaten himself or herself or anyone in the group and inform the group leader or supervisor

Pupils who have been suspended will not be permitted on school trips due to the risk to other learners and staff.

13. Inclusion

Academies are required to ensure that pupils with SEND and medical conditions have full access to education, including school trips. We actively support SEND pupils and those with medical conditions to participate fully and safely in school trips and visits, making any reasonable adjustments required. We acknowledge that it is unlawful to treat a pupil with a protected equality characteristic (such as disability, sex, religion or belief) less favourably or fail to take reasonable steps to ensure that pupils with protected characteristics are not placed at a substantial disadvantage without justification.

We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that SEND pupils or those with medical conditions are included on trips and will consult with parents and pupils and take advice from relevant healthcare professionals to ensure that pupils can participate safely.

If the outcome of a risk assessment is that the residual risk to the health and safety of the pupil or to others is unacceptably high as a result of the pupil's SEND needs, taking into account all reasonable adjustments, then the decision not to include the pupil on that occasion will be communicated to the parents/carers of the pupil by a member of the Senior Leadership Team. The deposit and other monies paid will be refunded.

14. Insurance

Leigh Academy Ebbsfleet holds risk protection arrangement ([RPA membership](#)) which ensures appropriate cover for each educational visit. Some visits may require additional insurance, such as for overseas visits. The EVC will consult with the Leigh Academies Trust Health and Safety advisors to ensure appropriate insurance is in place.

15. Finance

Staff wishing to run academy visits should give due regard to the Academy Charging Policy - refer to Appendix 1, Charging & Remissions Policy when seeking funds from parents to finance the visits.

16. Data Protection & Privacy Policy

Information about staff and pupils, including recognisable photographs is subject to data protection law. It is vital for the health and safety of those involved in visits that relevant information is available to leaders and external providers (where appropriate) for planning activities and in the event of an emergency. [The data protection](#) and [privacy policy](#) should be referred to for more detailed guidance.

17. Property

Staff and pupils are responsible for their own personal property when taking part on educational visits. This includes all electronic items such as phones, headphones and laptops.

Visit Leaders will ensure that there is adequate security for property, for example, for valuables during a residential visit, or if pupils are required to hand over or leave behind certain items during an activity.

18. Time scales

When preparing a trip, it is important that it is arranged well in advance of the departure date to ensure that the following has been implemented.

- Financial obligations have been met, Invoices are paid and monies collected have been accounted for
- Letters that are sent to parents & guardians are sent within a timely manner as per table below
- Payment schedules set up so that parents/cares can pay in instalments split over the months leading up to the trip close date
- Any 3rd party companies have had sufficient time to deal with our request
- Passport, Visa and Vaccination requirements as applicable are checked in a timely manner prior to departure

The payment terms of the Leigh Academies Trust is 30 days, therefore all trips need to be settled no less than 30 days prior to the final payment date. Please bear in mind some suppliers/tour operators may require payments to be made in advance especially with regards to Residential/Overseas trips where a 14 week guideline is recommended. This allows for outstanding pupil payments to be chased and paid and ensure the Academy can meet an 8-12 week final payment deadline prior to departure which reflects very standard Travel payment expectations.

With this in mind the Trust have asked that academies observe the following guidelines in relation to trip cost and time:

- Up to £50 - No Less than 2 Months
- £50-£150 - Over 3 months
- £150-£500 - Over 6 Months
- Over £500 - 12 Months and over

19. Budgeting/Refunds

Trips are not designed to generate funds for an academy and need to be budgeted accordingly. However If the trip is found to be under budget by anything over a 5% threshold a refund will need to be set up so that the money goes directly back to the payee. However if the 5% is less than £5 a pupil no refund is required.

Trips are based on an individual trip basis and cannot fund other trips i.e.a buffer cannot be included to fund trip losses or go to fund other trips.

20. Safeguarding

If a safeguarding concern is raised during a school trip, either locally or on a residential trip, the academy will follow its Child Protection/Safeguarding Policy and will contact relevant agencies, such as the police or social care, either in the local area of the trip location or where the child resides. Any decisions will be made based on the assessed risk and urgency of the incident, and are at the discretion of the DSL in attendance.

Local police/social care, either in the UK or abroad, should be notified of a safeguarding incident if the child is at urgent risk of harm. The agencies where the child resides will be contacted if the incident is lower risk or if the risk has been adequately mitigated by the DSL on duty, and where the management of the incident can wait until the return. In either case, the parent of the child is to be contacted immediately and informed of the reason for either decision (unless the parent is the subject of a disclosure). If necessary, the identified DSL will contact the local authorities where the trip is taking place for advice.