



WHINSTONE  
 PRIMARY SCHOOL

## SCHOOL VISITS POLICY FEBRUARY 2026

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## Introduction

Whinstone Primary School recognises that educational visits and school trips provide valuable learning experiences beyond the classroom. This policy sets out the legal and operational framework to ensure that all visits are safe, properly planned, and educationally worthwhile, in accordance with statutory guidance. Visits may include routine day visits, residential trips, foreign exchanges, and activities of an adventurous nature.

## Legal and Statutory Framework

This policy is written with regard to the following statutory guidance and legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Adventure Activities Licensing Regulations 2004
- DfE (2018) Health and safety on educational visits guidance
- HSE (2011) School trips and outdoor learning activities guidance
- DfE (2018) Charging for school activities
- DfE (2013) Driving school minibuses
- Equality Act 2010.

This policy should be read alongside the school Behaviour and Safeguarding policies, and our Trust's Health and Safety and Charging & Remissions policies.

## Key Definitions

**School Visit/Trip:** Any organised educational activity taking pupils off the school site.

**Residential:** A visit that includes an overnight stay.

**Adventurous Activities:** Identified prior to the visit and includes trekking, climbing, water sports, caving, skiing, etc.

**In loco parentis:** The designated trip leader has a duty of care for pupils in place of the parent during the visit.

## Responsibilities and Roles

### Trust Board

The Trust Board holds ultimate responsibility for health and safety in accordance with the Health and Safety at Work Act 1974. The Trust Board:

- Ensures the policy is applied fairly and without discrimination.
- Ensures visits contribute positively to pupil learning.
- Monitors compliance with statutory guidance and has responsibility for health and safety under the Health and Safety at Work Act 1974.

### Headteacher

- Oversees policy implementation and approves all proposed trips.
- Ensures a trained and competent visit leader is appointed.
- Ensures relevant checks, risk assessments, and consent arrangements are completed.
- Ensures emergency and contingency planning is in place.

### Designated Visit Leader

- Acts in loco parentis for the visit.
- Ensures staff and volunteers understand responsibilities, supervision, and safeguarding requirements and has oversight of risk assessments.
- Organises pre-trip information for parents, including consent where required.

### Staff, Volunteers and Carers

- Follow policy, briefings, and supervisory duties.
- Ensure pupil safety and conduct throughout the visit.

### Pupils

- Follow staff instructions and behave in line with the Behaviour Policy.

## Planning and Risk Management

All visits must be planned with proportionate and sensible risk management appropriate to the activity. The visit leader in conjunction with school must:

- Read key guidance (DfE and HSE documents).
- Complete a written risk assessment that identifies foreseeable hazards and control measures.
- Ensure adventure activities are identified and approved in advance.
- Ensure suppliers and external providers (e.g. activity centres) are suitable considering insurance, safety standards and licensing where applicable.

School has an Educational Visits Coordinator (EVC) responsible for supporting staff with planning, risk assessment and provider checks.

### Consent and Parental Communication

Written consent is generally not required for visits during school hours that are part of the curriculum, but parents will be informed in advance.

Written parental consent may be required for visits that involve higher levels of risk (for example adventurous activities), visits outside normal school hours, residential visits or overseas visits.

Parental letters will explain costs, cancellation arrangements, and how refunds will be handled.

## Supervision and Staffing

Visit leaders must ensure appropriate supervision ratios for the age, ability, and nature of the visit. Supervising staff must be competent and briefed on roles and responsibilities.

## Inclusion and Equal Opportunities

Whinstone Primary School does not discriminate against any pupil on the basis of protected characteristics and reasonable adjustments are considered and made to enable pupils with SEND or additional needs to participate.

## Transport and Minibuses

Transport arrangements must comply with relevant minibus policy and legal safety standards for vehicle use and driver competence.

## Insurance and Licensing

Appropriate insurance must be in place for all visits. Adventure activities must be delivered by providers holding a licence under the Adventure Activities Licensing Regulations 2004 where applicable, or equivalent quality accreditation.

## Emergencies, Accidents and Incidents

The school's emergency procedures must be followed for accidents or incidents. For overseas trips, local emergency services, family contacts, insurers, and the British Embassy must be notified as appropriate.

## Evaluation and Record Keeping

Whinstone Primary School reviews and records incidents, accidents, risk assessments, and evaluations post trips.