



Educational Visits and Academy Trips Policy

North Kesteven Academy

2026-2027

Introduction Date:	Autumn Term 2026
To be Reviewed:	Autumn Term 2027

North Kesteven Academy

Think Excellence

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Statement of intent

North Kesteven Academy understands that visits and trips can be effective ways of motivating students, and they can often offer unique educational experiences. The academy aims to ensure that students are engaged in their learning and are given opportunities to explore this in a more practical setting.

The academy takes the health and wellbeing of our staff and students very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for students and staff members while out on educational visits and academy trips.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for academy activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'Academy trips and outdoor learning activities'
- DfE (2013) 'Driving academy minibuses'

This policy operates in conjunction with the following academy policies:

- Complaints Procedures Policy
- Behaviour Policy
- Business Continuity Plan
- Health and Safety Policy
- Charging and Remissions Policy
- Minibus Policy
- Pupil Equality, Equity, Diversity and Inclusion Policy
- DBS Policy

Definitions

'In loco parentis' means that the group leader of any academy trip or educational visit has a duty of care over the students in place of a parent.

'Academy trip' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the academy which takes students and staff members off-site.

'Residential' means any academy trip which includes an overnight stay.

Activities of an '**adventurous nature**' include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

Roles and responsibilities

The governing board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational trips and visits positively impact on students' lives, teaching them life skills and providing new experiences.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator.

- Being part of the approval process for extra-curricular trips and activities.
- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits' coordinator, ensuring a whole-academy approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

The educational visits coordinator is responsible for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational trip information and health and safety guidance.
- Overseeing the planning of the educational trips, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated trip leader.
- Ensuring relevant paperwork, including risk assessments, for extra-curricular trips and activities is completed.
- Appointing an appropriate and competent member of staff to be the designated trip leader for each trip.
- Ensuring the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers.

The designated trip leader selected to be in charge on an individual trip is 'in loco parentis' and has a duty of care to all students on the trip. They are also responsible for:

- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the headteacher.
- Undertaking any relevant training or courses which are arranged by the educational visits' coordinator.
- Completing all essential documentation for the trip and ensuring it has been approved by the educational visits' coordinator.
- Conducting a risk assessment prior to academy trips and educational visits to ensure student and staff safety.
- Creating an itinerary prior to an educational visit or academy trip and distributing it to students, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular trip or activity in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the students is maximised throughout any educational visit or activity.

Volunteers on the trip are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Supervising and ensuring the safety of students by following the procedures outlined by the designated trip leader.

Planning academy trips

Prior to planning an academy trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'Academy trips and outdoor learning activities'

The academy uses the 'Evolve' system for planning trips and visits. Training is available through the Educational Visits Coordinator on the use of this system.

A thorough risk assessment will be conducted by the designated trip leader during the planning of the trip, to ensure student and staff safety.

When partaking in adventure trips, activities will always be identified at the planning stage and never added during the trip. When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The academy will do everything in its power to ensure that all students are given an opportunity to participate in academy trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all students. Where there is a maximum capacity of students for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents.

Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them

- Review assessment and update if necessary

Risk assessments will be conducted for each academy trip before it is undertaken to identify hazards and control measures specific to the trip.

Vetting providers

When considering external providers for activities, the educational visits coordinator will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for. If an organisation does not meet the academy's standards, they will not be considered.

Equal opportunities

The academy promotes values of equality and does not discriminate against any individual or group of students when organising a trip. The extra-curricular trips and activities offered to students will provide new experiences and develop life skills. Extra-curricular trips and activities are organised, managed and conducted in accordance with the academy's Equality Policy.

Due to the popularity of some extra-curricular trips and activities, the academy offers places on a first come, first served basis. Any individual, staff or otherwise, shown to be taking preference over one student or a group of students will be subject to formal disciplinary action.

Where possible, students will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For academy trips that require additional payment, the fee will be reasonable and help will be provided where possible for students who cannot afford the initial fee.

Transport

The Site Manager is responsible for arranging the annual maintenance of the minibuses, including MOTs and road tax.

The driver will have a current driving licence, be aged 25 years or over and hold a full licence in at least a category D PCV in order to drive on a domestic academy trip. Category B PCVs may be acceptable in certain circumstances. Before driving abroad, the educational visits coordinator will check what is needed. All drivers of the minibus must have undertaken the training provided by the academy.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the academy. A list of staff members who hold the required licence and have completed specific training will be held by the academy.

Parental consent

Parental consent is not generally required for off-site activities that take place during academy hours.

Written consent will only be required for:

- Trips that need a higher level of risk assessment.
- Trips that are outside of normal academy hours.

The academy may ask parents to sign a consent form when their child starts in year 7 or when they enrol. This consent form will cover them for their whole time at the academy.

Staffing ratios

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to student ratios are as follows:

- Abroad: 1:10
- Other residential: 1:10
- High risk: 1:8
- Day trip visits: 1:15

Insurance and licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence. Insurance will be checked to ensure adequate protection and medical cover is in place. Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in the finance office.

Accidents and incidents

In the case of accidents and injuries while on an academy trip in the UK, the academy's accident reporting process will begin, as detailed in the Health and Safety Policy. In the case of accidents and injuries while on an academy trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or student outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the designated senior leader who will contact the family of the injured person.
- Students will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The headteacher will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the headteacher or, if they are not available, the deputy headteacher or the director of operations.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'initial response' section, to ensure the safety of students and staff should anything happen, e.g. a terrorist attack. Staff will be briefed on how to react and respond should an emergency situation occur. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels. Students and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

Missing person procedure

The academy places student and staff safety as its top priority when participating in academy trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken in accordance with this policy. The educational visits coordinator will communicate with the venues of the academy trips to ensure the correct group sizes are planned for each setting.

When travelling with a student with SEND, the educational visits coordinator will ensure an adult is with them at all times and that the visit is adequately modified to suit the student's needs in accordance with this policy.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group. All staff members and students will be required to carry mobile phones with them at all times. Staff should ensure they have an academy phone, available from the finance office in advance. If a student doesn't own a mobile phone, they will be paired up with a student who has a mobile phone.

Upon arriving at every venue, the designated trip leader will identify a rendezvous point where students and adults should go if they become separated from the rest of the group. Students and staff will usually wear academy branded clothing, in order to make them easily identifiable.

Regular head counts of all students and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on an academy trip domestically or abroad:

- The designated trip leader will ensure the safety of the remaining students and staff by taking a register to identify who is missing.
- The designated trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.
- Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.
- If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. the British Embassy, will be contacted.
- If the police are called, the trip leader will contact the headteacher, or other available person, back at the academy and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to the academy. If this is not possible, e.g. when a trip is taking place abroad, the educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

Students with SEND

Where possible, activities and visits will be adapted to enable students with SEND to take part. A member of the Inclusion team will liaise with student's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Where this is not possible, an alternative activity of equal educational value will be considered for all students. Students with SEND will be accompanied by a responsible adult during the extra-curricular trip or visit as needed.

Finance

The financial procedures outlined in the academy's Charging and Remissions Policy will always be followed when arranging trips.

The academy will act in accordance with the DfE's guidance document 'Charging for academy activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of academy time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the student is being prepared for at the academy.

- Part of religious education.

Money for academy trips will always be paid directly to the academy. Under no circumstances should academy trip money be processed through personal accounts.

All letters to parents regarding academy trips will include a clause explaining what will happen in the event that the trip is cancelled or a student cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents.

In the event that a student cancels their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. This will take into account whether the space on the trip can be offered to someone else. Where a student has previously cancelled a space on an academy trip and received a full refund, the academy has the right to refuse to allow the student to attend future trips and visits.

The academy will take a common-sense approach to refunds and cancellations, ensuring that all students are treated equally. Any charge made in respect of students will not exceed the actual cost of providing the trip divided equally by the number of students participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per student. Any excess of expenditure will be subsidised by the academy fund.

Trips abroad

When planning academy trips abroad, the academy will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the academy will also consult the British Standard for adventurous activities outside the UK.

Validity of passports, visa requirements and other entry requirements, e.g. vaccination status, will be researched and dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and students will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip the educational visit coordinator will check the travel advice for each country the trip will visit to ensure no visa or permit is needed and to check any other regulations or time limitations.

Staff and students will be made aware that they must not have spent over 90 days in the EU, Switzerland, Norway, Iceland or Liechtenstein, within a 180-day period if they intend to participate in any trips within these countries.

Before the trip, the relevant healthcare and travel insurance checks will be conducted to ensure attendees are covered for medical issues or accidents.

Students and staff will be informed if they need to apply for a free Global Health Insurance Card (GHIC) to ensure they can access state-provided healthcare during a temporary stay in the EU.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad. Before the trip, students will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of students are known at all times.

Staff will check the location's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead. A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all students and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the academy will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the academy will make checks prior to agreeing to use the provider.

Evaluating trips and visits

Following an educational trip and/or visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

Monitoring and review

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy annually. The scheduled review date for this policy is July 2026.

September 2025

Dear Parent/Carer

To ensure that we have fully completed our risk assessments within Physical Education and Sport we need to attain written permission from all parents/carers for students to attend and compete in any sporting fixtures or trips within academy time or extra-curricular activities.

Sporting fixtures will be notified to students as far in advance as possible and students must have notified their teacher of their availability at least the day before the fixture.

For most sporting fixtures students will be transported to the venue in an academy mini-bus. Students will be expected to wear seatbelts at all times and adhere to the North Kesteven expectations of behaviour and conduct which are clearly laid out in the Behaviour Policy.

It is imperative that suitable arrangements have been made for the student to get home safely. Please indicate on the slip below the permitted forms of transport you will put in place for your child to return home.

This signed permission will cover the student for their time at North Kesteven Academy. Parents/Carers reserve the right to withdraw this permission at any time and must notify us of any changes immediately. Trips that include an overnight stay will require further consent and parents/carers will be contacted accordingly.

Please complete the reply slip below and return with the induction pack.

Yours faithfully



Mr. G Walters

Head of Physical Education

Sporting Fixtures Permission– September 2024

Please delete as applicable*:

I give/do not give* permission for my child to participate in any academy sporting fixture or trip and will ensure that they are able to get home safely.

Student's Name ……..Tutor Group ……..

Parent/Carer……Print Name:……