THE PERSE SCHOOL
CAMBRIDGE

Educational Visits Policy

The Perse School

September 2026

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1 Aims

1.1 This is the Educational Visits policy for pupils of the Perse School (**School**) which comprises the Perse Pelican School, the Perse Prep School and the Perse Upper School (**the relevant Schools**).

1.2 The aims of this policy are as follows:

1.2.1 to set out the School's approach to the planning and implementation of Educational Visits in order that everyone involved understands their responsibilities and can participate fully;

1.2.2 to establish a framework for managing risks and challenges to the health, safety and welfare of pupils on Educational Visits that is proportionate;

1.2.3 to actively promote the well-being of pupils;

1.2.4 to help promote a whole school culture of openness, safety, equality and protection from all forms of harm and abuse;

1.2.5 This policy forms part of the School's whole school approach to promoting child safeguarding and wellbeing, which seeks to ensure that the best interests of pupils underpins and is at the heart of all decisions, systems, processes and policies.

2 Scope and application

2.1 This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).

2.2 This policy applies to all Educational Visits (as defined in paragraph 5 of this policy). This policy shall also apply to pupils at all times and places in circumstances were failing to apply this policy may:

2.2.1 affect the health, safety or well-being of a member of the School community or a member of the public; or

2.2.2 bring the School into disrepute.

3 Regulatory framework

3.1 This policy has been prepared to meet the School's responsibilities under:

3.1.1 Education (Independent School Standards) Regulations 2014;

3.1.2 EYFS statutory framework for group and school-based providers (DfE, September 2025)

3.1.3 Education and Skills Act 2008;

3.1.4 Children Act 1989;

3.1.5 Childcare Act 2006;

3.1.6 Equality Act 2010;

3.1.7 Health and Safety at Work etc Act 1974;

3.1.8 Data Protection Act 2018 and UK General Data Protection Regulation 2018 (UK **GDPR**); and

3.1.9 SEND Code of practice: 0 to 25 years (DfE and Department of Health, September 2024); and

3.1.10 Package Travel and Linked Travel Arrangements Regulations 2018.

3.1.11 Health and safety Executive: School trips and outdoor learning activities (Health and Safety Executive (HSE), June 2011)

3.2 This policy has regard to the following guidance and advice:

3.2.1 Health and safety on educational visits (DfE, November 2018);

3.2.2 Health protection in education and childcare settings (UKHSA, maintained);

3.2.3 First aid in schools, early years and further education (DfE, February 2022);

3.2.4 Keeping children safe in education (DfE, September 2025);

3.2.5 National guidance for the management of outdoor learning, off-site visits and learning outside the classroom;

3.2.6 School and college security (DfE, July 2024);

3.2.7 Emergency Planning and Response for Education, Childcare and Children's Social Care (DfE, May 2023).

3.2.8 How to report a serious incident in your charity (The Charity Commission, updated June 2019);

3.2.9 Investigating Accidents and Incidents (HSE, HSG245 2004)

3.3 The following School policies, procedures and resource materials are relevant to this policy:

3.3.1 Health and Safety Policy;

3.3.2 Safeguarding and Child Protection Policy and procedures;

3.3.3 Anti-Drugs and Substances Policy;

3.3.4 Policy on Behaviour and Discipline;

3.3.5 Policy on Disability;

3.3.6 Policy on Special Educational Needs and Learning Difficulties and Learning Support;

3.3.7 Acceptable Use of ICT Policy for pupils;

3.3.8 Risk Assessment Policy for Pupil Welfare; and

4 Publication and availability

4.1 This policy is published on the School website.

4.2 This policy can be made available in large print or other accessible format if required.

5 Definitions and interpretation

5.1 Where the following words or phrases are used in this policy:

5.1.1 Reference to **Adventure Activities** include but are not restricted to activities such as winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking, water sports or activities in or around water and Cadet and other uniformed activities. An activity may be considered to be adventurous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain, in or near water or areas considered to be politically, economically or socially unstable.

5.1.2 Reference to **Contingency Plan** means a Plan B in the event the planned activity on an Educational Visit cannot be undertaken safely.

5.1.3 Reference to **Educational Visit** includes but is not restricted to the following activities which are off-site and arranged or facilitated by the School at any time:

(a) study and cultural visits;

(b) hazardous and Adventure Activities and expeditions; and / or

(c) overseas trips and residential trips.

5.1.4 Reference to **Educational Visits Co-ordinator (EVC)** means a member of staff to whom the Head delegates responsibility alongside their main role, for the arranging and the administration of an Educational Visit and the assessment and management of any risks posed by that Educational Visit. Separate EVCs have been appointed for the Perse Pelican School, the Perse Prep School and the Perse Upper School. The name of each school's EVC is published in the Key School Contacts section of PersePortal. The EVCs will deputise for each other in the event of an emergency or if an EVC for an individual school has not been appointed. In the event that an EVC is not appointed the Deputy Head (Staffing & Operations) will act as EVC.

5.1.5 Reference to **Emergency Contact** means the individual appointed to act as the emergency contact for each Educational Visit. The Emergency Contact will be a member of the relevant School's senior leadership team. The Emergency Contact should never be related to any of the adults or children on the educational visit.

5.1.6 Reference to **Employee** means anyone who works under a contract of employment at the School.

5.1.7 Reference to **External Provider** means any person or organisation other than the School or an Employee of the School who provides a service and / or facilitates an activity under a contract during an Educational Visit e.g. an activity, field studies or outdoor education centre provider or an expedition company.

5.1.8 Reference to **Venture Leader** (**Leader**) means an Employee who has overall responsibility for the planning, organising, supervision and conduct of the Educational Visit delegated to them by the EVC.

5.1.9 Reference to Deputy Venture Leader means an Employee with sufficient experience and expertise to assist the Leader in the organising, planning and running of an Educational Visit and in the event of the Leader being incapacitated can act as the Leader.

5.1.10 Reference to an **Educational Visit Code of Conduct and Behaviour** means the code of conduct and behaviour specific to the Educational Visit which is drafted by the Leader and must be adhered to by all pupils who attend the Educational Visit.

5.1.11 References to **First Aiders** are members of staff who have completed an approved first aid course and hold a valid certificate of competence in First Aid at Work, Emergency First Aid at Work, Paediatric First Aid at Work, Emergency Paediatric First Aid at Work or an advanced first aid qualification designed for "far from help" situations.

5.1.12 Reference to the **Head** means reference to the Head of the relevant School as described in 1.1.

5.1.13 Reference to **Home Contact** means the individual who will know the movements of the party and the best way of getting in touch with them for the purpose of conveying important information. For day Educational Visits during school hours, the Home Contact can be designated as 'Reception' as long as reception has copies of all the relevant documentation.

5.1.14 Reference to **Homestay** means any arrangement where the School organises or arranges, and has power to terminate, the care and accommodation of a child in the home of a host family to whom the child is not related. Homestay includes arrangements in the UK or abroad, and situations where the School engages a company to make the arrangements.

5.1.15 Reference to **HSE** means the Health and Safety Executive.

5.1.16 References to **Licensed Activities** means only those activities which are currently licensable under the Activity Centres (Young Persons' Safety) Act 1995 and Adventure Activities Licensing Regulations 2004 (SI 2004/1309) and include caving, climbing, trekking and water sports.

5.1.17 Reference to **Parent(s)** includes one or both of the parents, or those with parental responsibility for a child.

5.1.18 Reference to **Accompanying Adult** means an adult who has been approved by the EVC and who has supervisory responsibilities and duties assigned to them during an Educational Visit by the School (to include but not restricted to Employees, Parents, host parents, and volunteers).

6 Responsibility statement and allocation of tasks

6.1 The Board of Governors has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Board of Governors has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Upper School EVC	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	EVC – Upper, Prep & Pelican Schools	As required, and at least termly
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	EVC – Upper, Prep & Pelican Schools	As required, at least termly
Monitoring accident / incident reports and records created in relation to the policy and identifying any action to be taken in response and evaluating proportionality and effectiveness	EVC – Upper, Prep & Pelican Schools	As required, and recommended to be at least annually
Formal annual review	Board of Governors	Annually

7 Legal requirements and responsibilities

7.1 **Head**: The Head will ensure that Educational Visits comply with legislation, regulations and guidance issued by the HSE, the Department for Education together with that provided by the Board of Governors and the School's own health and safety policy.

7.2 The Head will ensure that:

7.2.1 the EVC is sufficiently qualified, experienced and competent to arrange, administer and monitor Educational Visits;

7.2.2 the EVC is provided with up-to-date training, advice and guidance.

7.3 Where the EVC has been appointed the Venture Leader for a particular Educational Visit, one of the Deputy Heads (Upper School) or the Head (Prep or Pelican School) will act as the EVC.

7.4 The **EVC** will:

7.4.1 be an experienced Educational Visits leader themself;

7.4.2 have the status to be able to guide the working practices of others;

7.4.3 be confident in assessing the ability of others to lead Educational Visits;

7.4.4 be confident in assessing External Providers;

7.4.5 be able to advise the Board of Governors and / or the Head in approving Educational Visits, where necessary;

7.4.6 have access to, and be aware of, appropriate training, guidance and advice.[1]

7.5 The **EVC** will ensure that:

7.5.1 a Leader is appointed who is competent to plan, undertake and supervise activities and to monitor / assess the risks in preparation for and throughout the Educational Visit;

7.5.2 where appropriate, a Deputy Venture Leader is appointed who is competent to act in the absence of the Leader to plan, undertake and supervise activities and to monitor / assess the risks in preparation for and throughout the Educational Visit (see 7.7 below).

7.5.3 Educational Visits do not take place unless approval has been given by the Head or EVC and / or another suitable member of the senior leadership team in advance, as necessary;

7.5.4 the Initial Trip Details and Approval section of the Educational Visits Form is completed and signed and referred to the Head where appropriate.

7.5.5 there are adequate arrangements in place to ensure the health, safety and welfare of those on the Educational Visit, including ensuring that there are appropriate risk assessments and contingency and emergency plans in place;

7.5.6 there is adequate insurance cover for Educational Visits;

7.5.7 any relevant qualifications claimed by the Leader or other relevant members of the group have been checked and verified and are up to date;

7.5.8 full details of the Educational Visit are provided to the Leader in good time so that they can provide information to parents in a timely manner;

7.5.9 accompanying Adults are properly assessed in accordance with the School's *Safeguarding and Child Protection Policy* and procedures, which will include barred list checks if the Accompanying Adult is likely to be left unsupervised or allowed to work in regulated activity[2];

7.5.10 they hold a pre-trip meeting with the Leader prior to all residential / overseas visits.

7.5.11 adequate records are retained following the Educational Visit;

7.5.12 a summary of all Educational Visits taking place during holiday periods is provided to the Senior Leadership Team for the relevant School;

7.5.13 appropriate evaluation and monitoring takes place following visits including ensuring that appropriate lessons are learned and risk assessments and procedures are adapted where necessary;

7.5.14 The School has considered its requirements to report safeguarding incidents to any other regulatory body or organisation including, but not limited to:

[1] EVCs can find detailed guidance for the management of outdoor learning, off-site visits and learning outside the classroom on the OEAP website https://oeapng.info/guidance-documents/

[2] See paragraph 310 of KCSIE 2025

(a) Charity Commission;

(b) Health and Safety Executive (**HSE**) (see also section below);

(c) Disclosure and Barring Service (**DBS**);

(d) Teaching Regulation Agency (**TRA**); and

(e) Insurers.

Please see section 17 of the *Safeguarding and Child Protection Policy* for more information.

7.6 The **Leader** is responsible for the planning, undertaking and supervision of the particular Educational Visits delegated to them by the EVC.

7.7 **Deputy Venture Leaders** are required for all overseas trips, and those UK trips which either involve 4 or more nights of residential accommodation (1 or more nights for the Prep and Pelican Schools) or group sizes larger than 12. Assistant Leaders must be fully involved in all the planning and have the necessary skills and experience to competently run the trip in the absence of the Leader. The School's Critical Incident Plan details arrangements for another member of staff to join the party in either capacity at short notice in case of emergency.

7.8 The Leader must follow legislation, regulations, guidance and this policy and other applicable School policies relevant to Educational Visits.

7.9 Where necessary, the Leader should obtain specialist advice to enable Educational Visits to be undertaken safely.

7.10 Where required, the Leader will be appropriately qualified and will produce evidence of such qualifications, upon request.

7.11 The **Leader** has overall responsibility for:

7.11.1 the preparation and planning of the Educational Visit including completion of the Educational Visits Form and obtaining approval from the EVC for the Educational Visit to take place;

7.11.2 carrying out risk assessment(s);

7.11.3 preparing and implementing a Contingency Plan in case the primary activity is undeliverable;

7.11.4 the supervision and conduct of the Educational Visit;

7.11.5 the health, safety and welfare of the group during the Educational Visit;

7.11.6 the behaviour and discipline of pupils during the Educational Visit;

7.11.7 ensuring that the School's relevant emergency policies and procedures are implemented in an emergency.

7.12 The **Leader** will also ensure that:

7.12.1 all those attending or involved in the Educational Visit know who is in charge at any time and that all Accompanying Adults and External Providers are aware of any identified risks and understand their respective responsibilities;

7.12.2 that everyone on the Educational Visit is aware of emergency arrangements;

7.12.3 any insurance conditions are complied with;

7.12.4 where appropriate an Educational Visit Code of Conduct and Behaviour is prepared for the Educational Visit and ensure that pupils, parents and Employees attending the Educational Visit are aware of its contents and the need for pupils to adhere to it;

7.12.5 parents are given sufficient information about the Educational Visit, in writing. For overseas and other residential trips, parents and pupils will be sent a Parents Information Pack by PersePost;

7.12.6 there is sufficient first aid provision for each Educational Visit and will be aware of and adhere to the School's policies on first aid and administration of medicine and obtain relevant medical information for pupils.[3]

7.13 The Leader has the full authority of the Head and has the right to return any pupil home if, after consideration of all relevant matters, they are of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the Parent.

7.14 **Accompanying Adult(s)** will:

7.14.1 follow the terms of this policy, any applicable codes of conduct (including the Educational Visit Code of Conduct and Behaviour) and the School's *Behaviour and Discipline Policy* and the instructions of the Leader;

7.14.2 help with control, behaviour and discipline of the group;

7.14.3 look after their own health and safety and do their best to ensure the health and safety of everyone in the group;

7.14.4 inform the Leader immediately if they suspect there is a risk to the welfare, health and safety of themselves or others during the Educational Visit;

7.14.5 be properly checked and assessed in accordance with the School's safeguarding and child protection policies and procedures;

7.14.6 be aware of potential conflicts of interest if their own children are members of the group.

7.15 Unless they are an Employee, Accompanying Adults will not normally be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment. Under no circumstances will an Accompanying Adult in respect of whom no barred list check has been obtained be left unsupervised or allowed to work in regulated activity.[4]

7.16 **Pupils** will:

7.16.1 follow the instructions of the Leader and Accompanying Adult(s) during the Educational Visit and comply with the School rules, Educational Visit Code of Conduct and Behaviour, the School's drugs policy and behaviour and discipline policy;

7.16.2 not behave in a way which put themselves or others at risk or in breach of the School rules, Educational Visit Code of Conduct and Behaviour and the School's behaviour and discipline policy;

[3] If the trip includes EYFS pupils, there will be at least one paediatric first aider.
[4] See paragraph 310 of KCSIE 2025.

7.16.3 dress and behave appropriately and responsibly, using safety equipment appropriately and as instructed;

7.16.4 if abroad, be sensitive to local codes and customs and abide by local laws;

7.16.5 look out for anything that might hurt or threaten themselves or anyone in the group and tell the Leader or an Accompanying Adult about it;

7.16.6 Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on an Educational Visit;

7.16.7 Reasonable adjustments will be made for pupils with disabilities, medical or special educational needs. Please refer to the School's Policy on Disability and Policy on Special Educational Needs and Learning Difficulties and Learning Support for further details.

7.17 **Parents** will:

7.17.1 provide the School with clear and accurate up to date information on their child's health, including any allergies and / or any special needs;

7.17.2 provide appropriate consents, including to the administration of first aid, medication and medical treatment, and where necessary, provide the School with their child's medication in advance of the trip;

7.17.3 provide up to date contact details or other appropriate contact details in the event that they will be unavailable;

7.17.4 ensure that their child has had the necessary vaccinations to enable them to safely take part in the Educational Visit[5];

7.17.5 for any Educational Visits which involve overseas travel, ensure that their child's passport has sufficient validity and that the necessary visas are in place for travel and entry to the destination country, as directed by the Leader, before providing parental consent for the Educational Visit;

7.17.6 ensure that their child understands the standard of behaviour and conduct expected of pupils on the Educational Visit;

7.17.7 If, after requests, the parents do not provide the School with the above information or ensure their child has the necessary vaccinations or required travel documentation (passports/visas etc), the School reserves the right to prevent the pupil from attending an educational visit. The School will not be liable to refund the cost of the School trip under these circumstances.

8 Timing of Educational Visits

8.1 The dates of proposed trips must be agreed with the EVC well in advance and prior to any promotion to parents and pupils.

8.2 Educational visits will not be permitted to take place during the agreed period of trip recess within the school summer holidays or any periods of school closedown.

[5] Information on recommended vaccinations on the National Travel Health Network and Centre (NaTHNaC) https://travelhealthpro.org.uk/countries

8.3 The Leader will liaise with the EVC regarding appropriate dates during term time and in the holiday periods.

8.4 The School can only support a finite number of trips at any one time. Restrictions on the number of authorised trips are most likely to occur during busy periods such as half terms. The EVC will coordinate and manage the number of trips that can run concurrently.

8.5 In order not to disrupt teaching and learning across the School, residential trips should not usually take place during weekdays in term time, unless permission has been granted by the EVC. However, it is recognised that trips may occasionally leave before the end of term in order to secure lower flight prices or for other practical reasons – permission to leave before the end of term must be obtained from the EVC.

9 Planning and preparations

9.1 The Leader will:

9.1.1 undertake and complete the planning of and preparation for the Educational Visit;

9.1.2 where necessary and reasonable, undertake an exploratory visit to areas or in respect of activities involving significant hazard, or they should obtain reliable information concerning the nature of any hazards and means of avoiding or minimising risk;

9.1.3 obtain approval for the Educational Visit to take place from the EVC;

9.1.4 undertake appropriate risk assessment(s) and complete a risk assessment form (see paragraph 10 of this policy);

9.1.5 ensure that appropriate parental consent has been obtained for the pupils (including specific written consent to the trip if this is required) (see paragraph 12);

9.1.6 ensure Parents of pupils with health / medical needs attending the Educational Visit have provided the appropriate medicines for administration and that these are held appropriately during the Educational Visit;

9.1.7 brief Accompanying Adults, group members and Parents (where appropriate) particularly in advance of an Adventure Activity, an overnight trip or visit outside the UK as well as on any vaccinations that are required for the Educational Visit (Leaders must have consulted an approved medical practitioner before providing this advice);

9.1.8 provide a list of attendees and emergency contact details for each attendee to the Home Contact and will carry a copy of this during the Educational Visit at all times;

9.1.9 liaise with the Emergency Contact (via the Home Contact if appropriate) to make contingency arrangements in the event of transport breakdown, other failure or in the event of a pupil having to be sent home;

9.1.10 report back to the EVC; and

9.1.11 retain appropriate records following the Educational Visit.

10 Risk assessment

10.1 The School endeavours to take a proportionate and sensible approach to Educational Visits and the level of planning and preparation will be tailored in each case to the type of trip and the particular risks involved. Some Educational Visits may only require a little extra planning beyond the educational aspect of the trip, whilst others may need detailed planning and risk assessment and approval of the Head.

10.2 The School will ensure that those who are conducting the risk assessments have the necessary skills, status, competence and experience to do so.

10.3 The School adopts a common-sense and proportionate approach to health and safety on Educational Visits with a focus on real risks, not those which are trivial and / or fanciful.

10.4 An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every Educational Visit. Risk assessments must be carried out in accordance with procedure 2.01 of the School's Health & Safety Manual and using the risk assessment section of the School's Educational Visits Form.

10.5 **Generic risk assessments**: If there is a generic risk assessment already in place for a specific type of trip or activity, the Leader may (where appropriate) review the generic risk assessment and check that it is still suitable.

10.6 **Specific risk assessments**: If there is no generic risk assessment for the activity, or if the visit involves one of the following factors (listed below) the Leader must carry out a specific written risk assessment for the Educational Visit:

10.6.1 activities requiring a higher level of risk management than is normal during routine activities;

10.6.2 Adventure Activities;

10.6.3 off-site activities that take place totally outside normal School hours including during School holiday period or during weekends;

10.6.4 overnight and residential stays;

10.6.5 visits outside the UK;

10.6.6 for pupils with specific special educational needs / specific medical conditions which mean that they are at a higher risk, as directed by the Designated Safeguarding Lead / Deputy Designated Safeguarding Lead.

10.7 During any period where there are guidelines set out by UKHA or the DfE, a risk assessment will be undertaken to identify the measures needed to reduce the risks from any public health incidents including infectious diseases so far as is reasonably practicable.

10.8 If any risk is considered to be unacceptable by the Leader or EVC or Director of Operations or Head the Educational Visit shall not go ahead or shall be terminated if already in progress.

10.9 When conducting a risk assessment, the following factors should be considered, notwithstanding any risk assessment that may be conducted or supplied by any external provider:

10.9.1 the type of activity;

10.9.2 the age / competence / fitness / usual standard of behaviour of the pupils;

10.9.3 any special educational / medical needs, including allergies, of any of the pupils;

10.9.4 any impact of individual needs on the group as a whole;

10.9.5 adult: pupil ratios;

10.9.6 the competence / experience / qualifications of the adults;

10.9.7 modes of transport, journey routes and location(s) of visits;

10.9.8 the location of the activity and any relevant conditions in the locality (e.g. weather, natural hazards, crime and safety concerns etc);

10.9.9 emergency procedures;

10.9.10 public health advice, such as hygiene and ventilation requirements; and

10.9.11 any other relevant factor in relation to the specific circumstances of the Educational Visit.

10.10 **Dynamic risk assessments**: regardless of the type of the visit, the Leader must be prepared to re-evaluate and / or reassess the risks and mitigate any risks where possible whilst the visit is taking place, taking into account of any relevant changes in circumstances or factors such as fatigue or changes in the weather.

10.11 **Contingency plan**: the Leader should also consider and assess a Contingency Plan in addition to the main activity; in case the main activity is undeliverable. In some cases, this may be as simple as returning to base, in other cases where there is a high probability that the main activity may become undeliverable (e.g. if weather conditions require this) it may be prudent to assess an alternative activity.

10.12 If the risks become unacceptable the Educational Visit / activity shall be terminated and / or a Contingency Plan carried out instead.

11 Charging

11.1 The School reserves the right to charge for Educational Visits, transport, accommodation, equipment and other associated costs. Such details will be provided to Parents prior to the Educational Visit.

11.2 If payment is not received in advance (or as required) or School fees are outstanding, the School reserves the right to exclude pupils from the Educational Visit.

11.3 The School's method of payment for Educational Visits is for such payments to be made electronically via ParentPay. It is the School's policy not to accept cash or cheques as payment for Educational Visits.

11.4 Parents will also be informed of the arrangements for sending a pupil home early. Parents will normally be required to meet the costs of such arrangements should this be required for reasons of health and safety or breach of this policy. The School will not be obliged to refund the cost of the remainder of the Educational Visit.

11.5 Should a pupil not attend a trip, or be required to return early from a trip, for any reason (including following a decision by the School that the pupil cannot be accommodated because of behavioural, welfare or disciplinary concerns), then the parents/carers shall not be entitled to a refund and shall be liable for any additional costs incurred. In practice, where the School is able to recover costs under a travel insurance policy it will do so, in which case it will offer a refund to parents.

12 Consent

12.1 Written parental consent is generally not required for routine Educational Visits which are a normal part of the pupil's education at the School and take place during the normal School day.

12.2 **General consent**: The School obtains general written consent from Parents for all Educational Visits that do not involve an overnight stay, high risk or adventure activities, or travel abroad when the pupil enters the School. This covers the whole time the pupil is at the School.

12.3 This general consent includes:

12.3.1 any visit which involves nursery age children;[6]

12.3.2 non-routine off-site activities and sporting fixtures which extend beyond the normal start and finish of the school day.

12.4 The School obtains specific written consent from Parents for all Educational Visits which involve:

12.4.1 overseas travel; or

12.4.2 an overnight or residential stay; or

12.4.3 some element of high risk; or

12.4.4 adventure activity at any time.

12.5 The School provides sufficient information to Parents either via a specific communication and / or termly calendar about each visit to enable them to opt out of specific visits should they wish to do so and of any extra safety measures required.

12.6 If consent is refused by one or both Parents, the School reserves the right to refuse to allow the pupil to take part in the Educational Visit.

13 Insurance

13.1 The School has the following insurances in place:

13.1.1 Personal accident insurance;

13.1.2 Travel insurance;

13.1.3 Employers liability insurance;

13.1.4 Public and products liability insurance; and

13.1.5 Professional liability insurance.

13.2 There shall be appropriate insurance cover in place for each Educational Visit.

13.3 The EVC and Leader should have an awareness of any requirements set by the School's insurers when planning an Educational Visit.

13.4 Parents should be informed of the insurance arrangements made by the School in clear terms. They should be told which insurances are arranged by the School and which are arranged and

[6] Written consent for EYFS children is required.

payable by Parents. Parents should be told of any insurances that have not been verified, for example, host parents abroad.

13.5 The School will consider available insurance cover for Educational Visits in order to understand the potential impact on cover of public health incidents as these are likely to constitute a significant factor in determining whether any visit can go ahead. Where the School arranges cover, it will be clear with parents about the limitations to available insurance cover in these circumstances.

13.6 The School cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

14 Supervision and ratios

14.1 Supervision of pupils can be direct, indirect or remote but must always be 24 hours a day.

14.2 There must be an adequate ratio of adults to supervise pupils throughout Educational Visits. This ratio should derive from the risk assessment(s) undertaken and the risk factors identified. The School will apply best practice when setting the appropriate supervision ratio for each Educational Visit.

14.3 Where an Accompanying Adult is also a Parent of a pupil on the Educational Visit, the School should take into account the risk of them being distracted by the needs of their own child rather than looking to the needs of the group. That Parent cannot be the Leader or Assistant Leader and will not usually count in the ratio for the group as a whole, unless the School can manage the risk of conflict by other means e.g. by not allocating that Parent a role with direct responsibility for their own child.

14.4 Where possible, there should be provision within the ratio for a different Accompanying Adult, in the event of an emergency or incident, to:

14.4.1 deal with any emergency or incident;

14.4.2 seek emergency and / or medical assistance;

14.4.3 supervise the remainder of the party.

14.5 For local low risk visits in normal circumstances and subject to any special considerations the following ratios *may* be appropriate:

Class / Year	**Applicable ratio**
Nursery	1:3
Reception	1:5
Years one and two	1:8
Years three and four	1:10
Years five and six	1:12
Years seven to eleven	1:15

Sixth Form	1:20

14.6 The ratio should become closer the more complex or hazardous the activity.

14.7 Unless otherwise agreed by the EVC, for overnight stays, residential visits or visits outside of the UK, at least two of the adults will be Employees.

14.8 Unless otherwise agreed by the EVC, all residential mixed sex groups should have at least one male and one female Accompanying Adult.

14.9 The Leader will ensure that each pupil who is not under direct supervision is accounted for. This means the Leader will know the identity, whereabouts and expected time and place of return of the pupil.

14.10 Where pupils are supervised remotely, the pupils must have the aptitude for, and be appropriately trained, briefed and experienced for the activity involved. Pupils must however be able to contact the Leader or an Accompanying Adult as appropriate in the event of an emergency.

15 Child protection

15.1 The School's *Safeguarding and Child Protection Policy* and procedures will apply at all times during Educational Visits.

15.2 A designated member of the School's safeguarding team (Designated Safeguarding Lead (DSL) / Deputy Designated Safeguarding Lead (DDSL)) will be on duty and available (both in and out of term) for the Trip Leader or Home Contact to contact should safeguarding concerns relating to pupils arise during an Educational Visit.

15.3 Any incident amounting to any report, allegation or suspicion of abuse or safeguarding concerns even if they are considered not to meet the harm threshold (so called low level concerns) which occur whilst on the Educational Visit will be dealt with appropriately at the time and will be reported to the School's Designated Safeguarding Lead (**DSL**) and / or to the Head (as appropriate) in accordance with the School's *Safeguarding and Child Protection Policy* and procedures. The member of staff will then follow the instructions of the Designated Safeguarding Lead and / or Head.

15.4 If a child is in immediate danger or risk of harm anyone can make a referral to the relevant agency. Where an emergency referral is made, the DSL must be informed as soon as possible.

16 External Providers and Adventure Activities

16.1 The School will ensure that any External Provider has in place the appropriate safety standards and liability insurance.

16.2 **Adventure Activities**: the School will check that any External Provider providing Adventure Activities has the adequate standards of safety, competence and experience in the activities undertaken.

16.2.1 **LOtC**: Where possible, the School will use External Providers who hold a LOtC Badge (see https://www.lotc.org.uk/lotc-accreditations/lotc-quality-badge/).[7]

16.2.2 **AALA:** Where External Providers are required to have a licence to provide Licensed Activities the School will check that they either have a LOtC badge, or

[7] If a provider holds a LOtC badge there is no need to seek any further assurances from the provider about the safety of provision as this has been externally accredited.

if not, ensure that they hold a current AALA licence at Adventure Activities Licensing Authority. Licensed activities include climbing (excluding artificial structures), caving, trekking and water sports (which take place on 'specified water').

16.2.3 Where the External Provider does not hold a LOtC badge and / or AALA licence, the School will seek to check with the appropriate national governing bodies or association for the sport or activity concerned or other relevant federations or associations.[8]

16.2.4 Where no such body can be identified, the School will take other reasonable steps to ensure that any External Provider is the appropriate organisation to use.[9] The steps required will depend on the nature of the activity and the level of risk involved, but will include checking:

(a) their insurance;

(b) they meet legal requirements;

(c) their health and safety and emergency policies and / or risk assessments;

(d) staff competence;

(e) safeguarding arrangements;

(f) any sub-contracting arrangements they may have in place.

16.3 The School's Educational Visits procedures are in line with the recommendations from BS8848 and the Perse Exploration Society received Young Explorer's Trust approval prior to undertaking any major summer expedition. Leaders will retain a record of their due diligence investigations, and if in doubt, should consult with the EVC.

16.4 Prior to commencement of any Adventure Activity the Leader should be fully satisfied with arrangements for health and safety.

16.5 In the event that they are not satisfied they will consider whether it is appropriate to abort the activity altogether or whether it is safe and / or appropriate to undertake a Contingency Plan.

16.6 There should be a clear agreement in place with External Providers about respective roles and responsibilities. In any event, the School retains responsibility for the well-being of pupils and during the activity at all times.

16.7 Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.

17 Transport

17.1 Pupils will be properly supervised at all times whilst on school-arranged transport.

17.2 The Group Leader, as part of the planning and risk assessment of an Educational Visit shall consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements, safety and supervision arrangements, including

[8] Other accreditation schemes provide reassurances about providers and reduce the need for further questioning include Adventuremark and National Governing Body centre approval schemes.

[9] Further guidance can also be found on the Outdoor Education Advisers Panel (OEAP) website see https://oeapng.info/

those arising from public health incidents e.g. a significant infectious disease incident such as COVID-19.

17.3 The Leader will ensure that the mode of transport is appropriate for the Educational Visit and that there is adequate insurance in place. Where required, the School will also ensure that the mode of transport is accessible for all participants e.g. wheelchair users.

18 Trips abroad and off-site accommodation

18.1 The School understands that trips abroad and those which involve pupils being accommodated off-site can have extra risks and may need a higher level of risk assessment.

18.2 **Package tours**: Where the School is purchasing packages from travel agents, tour operators or other providers the School will ensure that they are ABTA or ATOL bonded, as appropriate.

18.3 If the School is self-organising a "package"[10] which includes a combination of services including transport, accommodation or tourist services and which is not exempt, the EVC will ensure that the School complies with the relevant provisions of the Package Travel and Linked Travel Arrangements Regulations 2018.

18.4 **Off-site accommodation**: The School will ensure that all off-site accommodation provided for use by pupils on Educational Visits is satisfactory and, where possible, has been assessed by the School before use.

18.5 Where this is not possible, for example on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, for example by seeking references from other schools.

18.6 **BS8848: 2014**: If the trip involves significant risks such as challenging terrain, going to remote places or extreme climates, the School will use the British Standard BS8848: 2014 for adventurous activities outside the UK as the basis for planning the visit and to inform its risk assessments and, where possible, ensure that any External Provider also follows this standard.

18.7 **Response to public health incidents and / or other outbreaks or pandemics:** The School understands that any outbreaks or pandemics are likely to affect its Educational Visits programme. The School will consult up to date guidance in relation to Educational Visits when planning and, where necessary, before commencing an Educational Visit, particularly where it involves an overnight stay or visit abroad[11].

18.8 **Testing, vaccination and quarantine arrangements:** The Leader will check the testing, vaccination and quarantine arrangements for the destination and for arrivals from that destination to the UK, well in advance of the trip and ensure that the Head/EVC and Parents are aware of the current requirements and the risks of those requirements changing once the trip has commenced. The School will ensure that appropriate contingency plans are in place. However, parents will be responsible for the additional costs arising as a result of any contingencies, for example relating to testing and quarantine.

18.9 **Foreign and Commonwealth Office**: The Leader will consult the FCO guidance in advance of any trip abroad to ensure that s/he is aware of any up-to-date safety and security issues, entry requirements, travel warnings and health requirements.[12]

[10] As defined by the Package Travel and Linked Travel Arrangements Regulations 2018.

[11] See https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings for more information.

[12] See https://www.gov.uk/foreign-travel-advice and https://www.gov.uk/guidance/safer-adventure-travel-and-volunteering-overseas and

19 Exchange visits

19.1 Private arrangements

19.1.1 The School does not organise exchange visits and does not arrange Homestays, either in the UK or abroad. In relation to care and accommodation not arranged by the School, or where the School does not have the power to terminate, the School will make it clear to Parents that any arrangements made by them will be a private arrangement with the host family and that the Parents will be entirely responsible for ensuring that they are satisfied with the arrangements.

20 First aid and medical arrangements

20.1 The Leader will have regard to the School's first aid and administration of medicine policies and procedures and will ensure that there is adequate first aid provision on each Educational Visit.

20.2 The minimum requirements for Educational Visits are:

20.2.1 a suitably stocked first aid container;

20.2.2 at least one appointed person to take charge of first aid arrangements or to have a First Aider to attend the visit as appropriate;

20.2.3 in Early Years settings at least one person who has a current paediatric first aid certificate must attend the Educational Visit;

20.2.4 the Leader will:

(a) check that parental consent has been obtained for the treatment and / or administration of medicines for pupils with health / medical needs attending the Educational Visit;

(b) ensure Parents of pupils with health / medical needs attending the Educational Visit have provided the appropriate medicines for administration and that these are held appropriately during the Educational Visit.

21 Mobile phones/pupils' property

21.1 Mobile phones can be very useful in emergencies. However, there may be reasons why their use by pupils should be restricted on Educational Visits, for example:

21.1.1 mobile phones can act as distractions, preventing pupils from making full use of the educational opportunities offered by the Educational Visit;

21.1.2 carrying such phones can expose pupils to the risk of mugging and street violence;

21.1.3 phones may be damaged by cold or wet conditions; and

21.1.4 on residential trips there is a risk of inappropriate use of mobile phones in the evening. Collection of phones should be discussed as part of the trip planning.

21.2 The Leader and at least one other Accompanying Adult will carry a fully charged mobile phone at all times and will ensure that the Emergency Contact at the School has the relevant

number(s). They will also ensure that all parents and guardians are provided with the relevant number(s).

22 Emergencies

22.1 The Leader should be fully conversant with the School's communications and emergency response plans for incidents which take place away from school and on Educational Visits. See the School's Critical Incident Plan for further details.

22.2 The Leader is responsible for ensuring that all members of the Educational Visit are aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.

22.3 In the event of an emergency all members of the group should:

22.3.1 remain calm;

22.3.2 assess the nature and extent of the emergency; and

22.3.3 take immediate action to safeguard themselves and other members of the group.

22.4 The Leader, Assistant Leader or Accompanying Adult (in the event that the Leader is unable to carry out this role) should:

22.4.1 summon emergency assistance and / or medical assistance and / or inform the police, if appropriate;

22.4.2 seek assistance from a First Aider, if appropriate;

22.4.3 if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;

22.4.4 seek to stabilise the situation and then contact the Emergency Contact for emergency assistance;

22.4.5 follow the instructions of the Emergency Contact and the terms of the School's emergency response plan.

22.5 The Leader (or Assistant Leader or Accompanying Adult if appropriate) will liaise with the Emergency Contact and will make arrangements to inform Parents of any accidents or injuries and first aid treatment affecting their child as soon as practicable.

22.6 The Leader should ensure that the incident is properly recorded and consider with the Emergency Contact whether the accident should be reported to any external agencies, including the police or the HSE pursuant to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) (**RIDDOR**).

22.7 Under no circumstances should anyone make a statement to the press or any admission.

22.8 Where a claim might be brought following theft or other loss, the local police must be informed.

23 Incidents involving the police

23.1 In the event of an incident occurring during an Educational Visit in which the pupil(s) become involved with the police the Leader should:

23.1.1 inform the Home Contact immediately, or as soon as practicable and ask that the School's lawyers be notified so advice regarding the handling of the matter can be sought;

23.1.2 inform the Parent(s) of the pupil(s) involved immediately, or as soon as practicable unless prevented from doing so by local police for legal reasons;

23.1.3 if local police have asked that the Parents of the pupil(s) involved are not made aware of their child's involvement with the police, the Leader should do all that is reasonably required to satisfy himself / herself that the reason given is for legitimate legal reasons;

23.1.4 if considered necessary, the School may make arrangements for legal representation for the pupil to be funded at the Parents' expense;

23.1.5 instruct a senior member of staff on the Educational Visit to act as appropriate adult where necessary unless the Parents request otherwise.

24 Training

24.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and other Accompanying Adults understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

24.2 The level and frequency of training depends on role of the individual member of staff.

24.3 The School maintains written records of all staff training.

25 Record keeping and data protection

25.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

25.2 The information created in accordance with this policy may contain personal data. The School's use of personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data. The School's approach to data protection compliance is set out in the School's data protection policies and procedures. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's *Data Protection Policy* and *Information Security and Sharing Data Guidance*.

26 Version control

Date of adoption of this policy	3 September 2026
Date of last review of this policy	June 2026
Date for next review of this policy	June 2027 (earlier if required)
Policy owner (SMT)	Educational Visits Coordinators
Authorised by	Jonathan Scott On behalf of the Board of Governors