



LEICESTER THERAPEUTIC SCHOOL

BUILDING FOUNDATIONS THROUGH NURTURE AND MINDSET

Educational Visits Policy

Policy Owner	Leicester Therapeutic School
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Safeguarding at Leicester Therapeutic School

At Leicester Therapeutic School, we are committed to providing an environment in which students feel safe and secure to access their education. All stakeholders are responsible for ensuring the safety and well-being of children. Safeguarding is everyone's responsibility and all staff are encouraged to maintain an "it could happen here" attitude. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. Leicester Therapeutic School are dedicated to creating a strong safeguarding culture, and that the safety and well-being of children is the central thread that embeds itself through all aspects of the school. If a person is concerned about anything they read, witness or hear with regards to the school, they should contact the school's designated safeguarding lead immediately or Headteacher. Safeguarding, and the safety and well-being of all pupils at Leicester Therapeutic School is carefully considered and a central theme through all school policies.

Special Educational Needs & Disabilities (SEND) at Leicester Therapeutic School

At Leicester Therapeutic School, we are passionate about providing an inclusive education to children with special educational needs. We recognise and celebrate the individuality of our pupils and use personalised approaches, allowing pupils with SEND to feel supported during the school day. We strive to provide pupils with the same opportunities and experiences that pupils would have received at a mainstream school, believing passionately that in the right environment, with the right support, pupils will flourish in education. We do this by focusing on providing a SEND friendly environment, a differentiated curriculum and a strong focus on developing pupils' personal, social and emotional development. The special educational needs and disabilities of all pupils at Leicester Therapeutic School is carefully considered and a central theme through all school policies. For more information, please read the school's SEND Information Report.

1. Policy Aims

Educational visits are activities arranged by our school, which require pupils to leave the school premises, having been authorised to do so by the Headteacher

Educational visits are a valuable way to enrich the curriculum with experiences that bring learning to life, provide valuable context to academic learning and provide opportunities for shared experiences, thus developing positive relationships between peers and staff. They form an integral part of our approach to furthering our pupils' education and personal growth and development.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils, staff and volunteers and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area including playtime and lunchtime
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities

2. Legislation and Guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)

3. Roles and Responsibilities

Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours

Leicester Therapeutic School has also appointed an Educational Visits Coordinator at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they are approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, considering the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Produce a risk assessment using the template at the end of this policy, outlining risks and mitigating factors reducing those risks to an acceptable level.
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff and volunteers are capable and able to always fulfil their roles while responsible for pupils and others

Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner

- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

Volunteers on any educational visit or trip will be required to sign the Leicester Therapeutic volunteer contract.

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow the Leicester Therapeutic Code and Community Code. Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to always uphold the school behaviour policy.

4. Planning and Preparation

The decision on whether or not a visit will take place will be made by Headteacher, and based on (but not limited to) factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio

As part of the planning stage, information will be gathered by staff proposing the visit, including (but not limited to):

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our trip information form for the planning and approval of a visit.

- Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.
- Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.
- Leicester Therapeutic School will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

5. Risk Assessment Procedure

Leicester Therapeutic School will carry out a full risk assessment at least 2 weeks before the start of any trips. In exceptional circumstances, in the best interest of the child, the Headteacher will consider authorising a trip within this 2-week period if they are convinced the processes outlined in this policy have been adhered to, and the trip has been fully risk assessed.

This will be completed using the school's risk assessment template, a copy of which can be found in **appendix 2**, and approved by the Headteacher or the EVC. Existing risk assessments and/or those provided by the destination itself should also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils) using individual health care plans, the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Staff will make a preliminary visit to a new trip destination as part of the planning and risk assessment process.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the Headteacher, and a copy taken on the visit and another copy left with the EVC and the school reception.

Individual risk assessments for key children will be completed, where necessary.

4. Staff Ratios and First Aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip and individual health care plans will be shared as necessary.
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

5. Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision. Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

6. Communication and Consent

On admission to the school, you will either give or not give your consent for small curriculum trips which occurring regularly, for example playtimes at the Oval, lunchtimes at the local park, visiting local sports facilities and parents will not receive communication again regarding these 'everyday' trips. For educational trips that aim to enrich the curriculum and that are infrequent, Leicester Therapeutic School will contact the parents and carers of pupils invited to take part in an educational visit at least 1 week before the proposed date of the trip. Communication will be sent via letter, secure school text message system or via a documented phone call and information provided will include the date, travel times, destination and purpose of the visit.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

7. Essential Trip Folder

Each lead teacher will be responsible for creating a trip folder and ensure it is up to date with latest information and take it on the trip with them, this should include, where relevant:

- **Parental consent forms**, including consent for emergency medical treatment and medication
- **Medication administration records** and copies of written medication consent
- **Trip risk assessment**, read and signed by all team members and volunteers
- **Photos of all children**, ensure that these are current photos
- **Itinerary for the day**, including time to toilet and drop off and pick up times

- **Individual risk assessments**, including reasonable adjustments and control measures
- **Medical information**, including allergies, dietary needs, and emergency procedures
- **Behaviour support plans** or positive handling plans, where applicable
- **Staffing arrangements**, identifying key adults responsible for specific pupils
- **Staff next of kin details**, identifying who to contact in an emergency
- **Emergency contact details** for parents/carers and the school
- **Communication aids** (visual schedules, social stories, symbols, or instructions as required)

8. Emergency Procedures and Incident Reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations
- The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

At least 1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found, the trip leader will follow the emergency response plan (appendix 1)

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE) where appropriate.

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents. This will be in line with Leicester Therapeutic School's first aid policy.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

9. Review & Monitoring

This policy will be reviewed every 2 years by the Headteacher and the EVC. At every review, the policy will be shared with the full governing board.

Appendix 1: Proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the Headteacher.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

Trip Information	Details
Destination	
Trip date	
Travel distance	
Contact number	
Length of stay	
Purpose of visit / educational benefits	
Number and age of pupils	
Transportation options	
Cost breakdown, including multiple options where available	
Resources required, including: Staffing Volunteers Physical supplies Transportation	
Accommodation options, where needed	
Insurance needed, where applicable	
Risk assessment plans and first aid provision	
Parents Communication	

Appendix 2: Trip Risk Assessment Template

Site / Group / Activity Specific Risk Assessment and Risk Management Record

Risk Assessment				
Risk Rating: L=Low- The hazard is unlikely to cause harm, or any potential harm would be minor. M=Medium- There is a reasonable chance that harm could occur, or the harm could be more serious if it did occur. H=High- There is a high likelihood of harm and/or the potential harm would be serious.		Location:		Classroom
General Controls		Group:		
		Activity:		
		Assessor:		Miss Helen Dixon
		Approved by:		Mrs Gurjinder Sahota
		Date:		
		Review Date:		
Hazard	Risk	Risk rating L/M/H	Who is at Risk	Control Measures

Staff Name (Print)	Signed	Date

This document is based upon the HSE 5 Steps to Risk Assessment:

- 1) Identify the hazards
- 2) Decide who might be harmed and how
- 3) Evaluate the risks and decide on precautions
- 4) Record your significant findings
- 5) Review your assessment and update if necessary

Appendix 3: Volunteer Behaviour and Code of Conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the Headteacher at the earliest opportunity and withdraw from the trip. A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Appendix 4: Template Letter for Parents/Carers and Consent Form

This form is based on the Department for Education's consent form for school trips and other off-site activities.

Parents and carers should sign and date the form and return it to the school's administrator either in person or via email on office@leicesterts.co.uk

Trip destination:

Trip date(s):

I, _____, confirm that I am happy for my child, _____, to take part in the school trip to *[insert destination]*.

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.

Contact information

I can be contacted using the following details:

Work telephone:

Home telephone:

E-mail address:

Alternatively, please contact _____. Their relationship with the pupil is _____

Work telephone:

Home telephone:

E-mail address:

Medical information

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them. I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.

Signed:

Date: