



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 2026](#)
- Working Together to Safeguard Children 2026
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Education (Independent School Standards) Regulations 2014

3. Roles and Responsibilities

Headteacher

The headteacher is responsible for:

- Approving educational visits in accordance with the school's approval arrangements, including non-routine and higher-risk visits
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body/proprietor to approve residential, overseas or higher-risk visits where required by the school's arrangements

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, including their safeguarding, insurance, competence, risk management and any required licences or accreditations
- Advise the headteacher and governing board when they are approving trips
- Access the necessary training, advice and guidance to remain competent for the EVC role
- 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
- Report any safeguarding concern arising during a visit immediately to the trip lead and/or DSL in line with the Safeguarding and Child Protection Policy

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

Planning will be inclusive and child-centred. Pupils will not be excluded from educational visits solely because of SEND, disability, medical needs or behaviour. The school will consider reasonable adjustments, individual support, communication needs and proportionate risk controls, in consultation with pupils, parents/carers and relevant professionals where appropriate.

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.

Where an outside organisation provides activities or takes responsibility for part of a visit, the school will check that appropriate safety and safeguarding standards are in place. This will include checking public liability insurance and, where relevant, legal compliance, emergency arrangements, risk assessments, staff competence, vehicles, accommodation, sub-contracting and any required licences. A current Learning Outside the Classroom Quality Badge may be used as evidence of nationally recognised standards; where a provider does not hold the badge, the school will complete proportionate checks itself.

Adventurous activities such as caving, climbing, trekking and watersports will be identified and planned in advance. Where an Adventure Activities Licensing Authority (AALA) licence is legally required, the school will confirm that the provider holds a current licence. Staff will not add unplanned adventurous activities during 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

Risk assessment and planning will be proportionate to the level of risk. Routine local visits involving no more than an everyday level of risk may be covered by existing school procedures and established local-visit arrangements and will not require a new full written risk assessment every time. Non-routine, higher-risk, residential, overseas and adventurous visits will require specific risk assessment and additional planning. These assessments will be completed early enough to allow appropriate approval, communication and reasonable adjustments; normally at least 2 weeks before the visit where practicable.

Where a specific written assessment is required, it will use the school's risk assessment template in appendix 2 and be approved by the Headteacher or EVC. Existing school assessments, previous visit evaluations and provider risk information may inform the assessment, but the school will remain responsible for deciding whether the arrangements are suitable for its pupils and staff.

Risk assessment will consider the activity, environment and transport alongside the individual needs of pupils and staff. This includes SEND, communication and sensory needs, behaviour, mobility, medical conditions, allergies, medication and emergency arrangements, using individual healthcare plans and other relevant plans where appropriate.

A preliminary visit to a new destination will be considered where it is reasonably practicable and would materially improve planning. Where this is not necessary or practicable, staff may use reliable provider information, virtual visits, previous evaluations and other current information to inform planning.

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

Approved risk assessments and essential visit information will be readily accessible to the trip lead and the school's emergency contact. Sensitive information will be carried and shared only where necessary and kept secure.

Individual risk assessments will be completed where a pupil's specific needs create additional risks that are not adequately controlled by the general visit arrangements. Assessments will focus on enabling safe participation and reasonable adjustments rather than blanket restrictions.

During the visit, staff will continue to monitor conditions and use dynamic risk assessment. The trip lead may adapt, postpone or stop an activity where circumstances change or the planned controls are no longer sufficient.

6. Staff Ratios and First Aid

There is no single national staff-to-pupil ratio for school-age educational visits. Each visit risk assessment will determine the safe and effective level of supervision, taking account of pupils' ages, SEND and communication needs, behaviour, medical needs, the activity and environment, transport arrangements, staff competence and the role of any volunteers. On all educational visits, we will make sure:

- Appropriate first aid provision is available based on the needs and risks of the visit, including at least 1 supervising adult with suitable first aid competence for the planned activity
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- Supervising adults are briefed on relevant medical conditions, allergies and emergency arrangements, and individual healthcare plans are shared on a need-to-know basis
- Required medication and emergency medicines, including adrenaline auto-injectors where prescribed, are readily accessible and managed in line with individual healthcare plans and school procedures
- 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

7. Transport

Transportation for trips will be organised by the school in line with current legal requirements and the school's safety procedures. Vehicles, operators and drivers must be suitable, appropriately licensed and insured, and seat belts/restraints must be used where required. Planning will take account of pupils' mobility, SEND, medical and safeguarding needs. Unless previously agreed with parents/carers, transport for visits will leave from and return to the school site.

8. Communication and Consent

On admission, parents/carers may be asked to give general consent for routine local curriculum visits and other off-site activities covered by the school's established arrangements. For most curriculum visits during normal school hours, specific written consent is not required, although parents/carers will be informed about visits as appropriate. Specific written consent will normally be obtained for visits outside normal school hours and for residential, overseas or higher-risk activities, unless valid general consent already covers the activity and the school decides further consent is unnecessary. For non-routine educational visits, Leicester Therapeutic School will provide parents/carers with appropriate information in advance, normally at least 1 week before the proposed date where practicable.

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 specific consent is required, parents/carers will be asked to provide written consent by signing and dating the school's consent form.

Parents/carers will be given sufficient information to understand the nature of the visit and may raise concerns or provide updated information. The school will work with families to resolve barriers to participation and make reasonable adjustments wherever possible.

Parents/carers will be asked to keep the school informed of current medical conditions, allergies, medication, dietary requirements, communication needs and emergency contact details relevant to the visit.

For overseas trips, parents/carers may also be asked to provide passport and travel-health information, including a UK Global Health Insurance Card (GHIC) or valid European Health Insurance Card (EHIC) where relevant, alongside any information required for travel insurance.

9. Essential Trip Folder

Each trip lead will ensure that essential visit information is current, accessible and taken on the visit in a secure form. Only information that is necessary for the safe management of the visit will be carried. Where relevant, this should include:

- **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
- **Current pupil photographs** where necessary for identification or safeguarding purposes, stored securely and not retained longer than needed for the visit
- **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 emergency/next-of-kin details** where necessary, stored securely and accessible only to those who need them in an emergency
- **Emergency contact details** for parents/carers and the school

- **Communication aids** (visual schedules, social stories, symbols, or instructions as required)
- **External provider, venue and transport contact details**, together with any relevant licences, insurance or emergency information

10. 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.

The school's emergency response arrangements apply to all educational visits. In an emergency, the trip lead will first protect life and prevent further harm, contact 999 or other emergency services where required, and then contact the school's nominated emergency contact as soon as practicable. The school will coordinate communication with parents/carers, senior leaders and relevant agencies. Staff should not make statements to the media or post information about the incident online.

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

If a pupil is unaccounted for, staff will immediately implement the visit's missing-pupil procedure without compromising supervision of the remaining group. The trip lead will alert the venue/site team where applicable, contact the school and, where the pupil is not located promptly or there is immediate risk, contact the police/emergency services. Safeguarding procedures will be followed throughout.

All accidents, incidents, safeguarding concerns and near misses will be recorded and reviewed in line with the school's Health and Safety, First Aid and Safeguarding policies. The school will determine whether any external notification is required, including a RIDDOR report to the Health and Safety Executive where the legal criteria are met and any safeguarding or regulatory notification where applicable.

Incidents and near misses that do not require external reporting will still be recorded internally and reviewed so that lessons can be learned and future control measures improved.

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.

11. Review & Monitoring

This policy will be reviewed annually by the Headteacher and the EVC, and sooner following a significant incident, change in legislation/guidance or material change to school practice. At every review, the policy will be shared with the governing body/proprietor.

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	
Visit category (routine local / non-routine / residential / overseas / adventurous)	
External provider checks (LOtC Quality Badge / insurance / safeguarding / competence / licence where required)	

Individual pupil adjustments / medical, allergy and communication needs	
Emergency / safeguarding arrangements and school contact	
Approval required (EVC / Headteacher / governing body/proprietor as applicable)	

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 reflects the HSE steps for managing risk:

- 1) Identify hazards
- 2) Assess the risks, including who might be harmed and how
- 3) Control the risks using sensible and proportionate precautions
- 4) Record the significant findings and required actions
- 5) Review the controls and update the assessment when circumstances change or following incidents/near misses

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 it is appropriate, necessary, in line with school policy and directed/authorised by staff
- 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
- Be left unsupervised with a pupil unless the school has completed the appropriate safeguarding checks and explicitly authorised the arrangement
- Take photographs, video or audio recordings of pupils on personal devices; any school-authorised images must follow school safeguarding, online safety and data protection procedures

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 template reflects Leicester Therapeutic School's consent arrangements and current Department for Education guidance 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 details of any medical conditions, allergies, dietary requirements and medication your child will need during the visit. I consent to school staff administering medication in line with the school's procedures and to emergency medical treatment being sought where necessary in my child's best interests.

Signed:

Date: