

# STAFFORD GRAMMAR SCHOOL

Prep 3-11 | Senior 11-16 | Sixth Form 16-19

## Educational Visits Policy

### Policy Review

| Date of Review | Reason for Review | Reviewer                                    | Checked & approved                 | Date of approval | Next review |
|----------------|-------------------|---------------------------------------------|------------------------------------|------------------|-------------|
| 01.09.26       | Annual review     | Head of Prep. (EVC) & Deputy Head: Academic | Safeguarding & Behaviour Committee | 07.10.26         | 01.09.27    |

### To be read with Trip Guidance

#### [Trip Guidance Update 2026](#)

At Stafford Grammar School, we recognise that educational visits are an integral part of a broad and balanced education. They enrich the curriculum by providing pupils with meaningful, real-life experiences that cannot always be replicated in the classroom. Whether taking part in a local visit, sporting fixture, Forest School session, residential experience or overseas trip, pupils are given opportunities to develop academically, socially and personally.

Educational visits help to foster independence, resilience, confidence, teamwork and leadership, while encouraging curiosity, respect for others and an appreciation of the wider world.

The School is committed to ensuring that all educational visits are carefully planned, appropriately risk assessed and effectively supervised. All visits will be organised in accordance with current Department for Education (DfE) guidance and health and safety requirements, ensuring that the welfare, safeguarding and wellbeing of pupils remain the highest priority at all times.

## Aims

Educational visits are designed to:

- Enrich and enhance the curriculum through first-hand learning experiences.
- Extend pupils' knowledge, understanding and enjoyment of subjects studied in school.
- Promote independence, resilience and confidence.
- Support pupils' personal, social and emotional development.
- Develop teamwork, communication and leadership skills.
- Encourage respect for different communities, cultures and the natural environment.
- Inspire curiosity, creativity and a lifelong love of learning.

- Create memorable experiences that contribute positively to pupils' overall development.

This policy applies to all educational visits organised by Stafford Grammar School, including:

- Local curriculum walks
- Visits within the local community
- Day visits
- Sporting fixtures and tournaments
- Forest School activities
- Residential visits
- Overseas visits
- Adventurous activities
- Duke of Edinburgh Award expeditions
- Co-curricular and enrichment visits

## **Roles and Responsibilities**

### **Headteacher**

The Headteacher is responsible for ensuring that:

- All educational visits are appropriately approved.
- Suitable planning procedures are followed.
- Visits are adequately staffed.
- Staff leading visits are suitably experienced and competent.
- Appropriate safeguarding arrangements are in place.
- Emergency procedures are established.

### **Educational Visits Co-ordinator (EVC)**

The EVC will:

- Support staff with planning educational visits.
- Ensure visits comply with current guidance.
- Review and approve planning documentation and risk assessments where required.
- Ensure suitable insurance arrangements are in place.
- Maintain records of educational visits.
- Support staff with emergency planning and post-visit evaluation.

### **Visit Leader**

The Visit Leader has overall responsibility for the organisation and safe conduct of the visit and will:

- Plan the visit thoroughly.
- Complete appropriate risk assessments where required.

- Undertake reconnaissance visits where appropriate.
- Ensure suitable staffing ratios.
- Brief accompanying staff and volunteers.
- Provide parents with all necessary information.
- Ensure medical and emergency information is available throughout the visit.
- Carry emergency contact details.
- Maintain appropriate records and report any incidents.

## **Staffing and Supervision**

Staffing must be adequate for the activity being undertaken, taking into account the age, number and needs of the pupils.

- Staff must be appropriately qualified or experienced for the activities they are supervising.
- The roles and responsibilities of all staff and volunteers must be clearly explained.
- Staff must be briefed on safety arrangements and emergency procedures.
- Where possible, staff should avoid attending a trip when their own children are also taking part. This allows their child to enjoy the experience without a parent present, while also ensuring that the member of staff can focus fully on their professional responsibilities.
- Volunteers must be suitable to work with children and must complete the relevant checks and safeguarding requirements before attending.

## **Planning Educational Visits**

All trips must be planned sufficiently in advance to allow appropriate consideration of:

- The purpose and educational value of the visit.
- The age, needs and abilities of the pupils.
- The suitability of the venue and activities.
- Staffing and supervision arrangements.
- Transport and travel arrangements.
- Medical, dietary and accessibility requirements.
- Weather and other environmental conditions.
- Emergency procedures.

The Trip Leader must ensure that the required school approval has been obtained before the trip takes place.

## **Risk Assessment**

The school template must be used for all risk assessments and supplemented with visit-specific considerations. A suitable risk assessment must be completed for every trip.

The risk assessment should identify:

- Potential hazards.
- Who may be at risk.
- The control measures required.
- Any additional precautions for individual pupils.
- Emergency arrangements.

Risk assessments must be reviewed if circumstances change, including changes to the itinerary, weather or activities.

## **Staff–Pupil Ratios**

As general guidance, Stafford Grammar School normally operates within the following minimum supervision ratios:

| Year Group | Typical Ratio         |
|------------|-----------------------|
| Nursery    | 1:4                   |
| Reception  | 1:6                   |
| Years 1–3  | 1:8                   |
| Years 4–6  | 1:10–15               |
| Years 7–13 | 1:15 (1:10 overnight) |

## **First Aid**

Appropriate first aid provision will be available for every educational visit.

The Visit Leader will liaise with the school nurse to ensure:

- A suitably stocked first aid kit is available.
- Required medication accompanies pupils.
- Medical information is readily accessible.
- At least one suitably qualified First Aider accompanies the visit where appropriate.

## **Transport**

Transport arrangements will be carefully planned to ensure pupils travel safely.

The School will ensure that:

- Coaches and transport providers are reputable and appropriately licensed.
- Seat belts are worn where fitted.
- Drivers meet all legal requirements.
- Minibus drivers are authorised and suitably qualified.
- Appropriate supervision is maintained throughout journeys.

## **Behaviour Expectations**

Educational visits are an extension of school life.

Pupils are expected to:

- Follow staff instructions at all times.
- Behave responsibly and safely.
- Show courtesy and respect to others.
- Respect property and the environment.
- Represent Stafford Grammar School positively.

Where behaviour gives rise to concerns regarding safety or the successful participation in a visit, the School reserves the right to withdraw a pupil from that visit following discussion with parents.

## **Inclusion**

Stafford Grammar School is committed to ensuring that educational visits are inclusive.

Reasonable adjustments will be made wherever practicable to enable participation by pupils with:

- Special Educational Needs and Disabilities (SEND)
- Medical conditions
- Disabilities
- Additional support needs

Each visit will be individually assessed to balance inclusion with the health and safety of all participants.

## **Safeguarding**

All trips must comply with the school's safeguarding procedures.

Staff must:

- Maintain appropriate professional boundaries.
- Ensure pupils are supervised at all times.
- Follow the school's procedures for reporting concerns.
- Ensure that pupils know who to speak to if they are worried.
- Consider the additional needs of vulnerable pupils.

Any safeguarding concern must be reported immediately to the Designated Safeguarding Lead or in accordance with the school's safeguarding procedures.

## **Emergency Procedures**

Visit Leaders will carry:

- Emergency contact details
- Medical information
- School emergency contact numbers
- Relevant visit documentation

Should an emergency occur, staff will:

1. Ensure the immediate safety of pupils and staff.
2. Contact the emergency services where necessary.
3. Inform the Headteacher or nominated senior leader.
4. Maintain accurate written records.
5. Ensure communication with parents is coordinated by the School wherever possible.

## **Communication with Parents**

Parents and carers must receive appropriate information about the trip, including:

- The date and destination.
- The purpose of the visit.
- Travel arrangements.
- Clothing and equipment requirements.
- Cost and payment arrangements.
- Any relevant medical or dietary information.
- Emergency contact arrangements.

Where appropriate, parental consent must be obtained before the trip takes place.

## **Insurance and Finance**

The school will ensure that appropriate insurance arrangements are in place for school-organised trips.

All financial arrangements must follow the school's financial procedures. Parents will be informed of any costs associated with the trip.

## **Review and Evaluation**

Following a trip, the Trip Leader should review the visit and identify any lessons learned or improvements required for future trips.

Significant incidents must be reported in accordance with school procedures.

This policy will be reviewed annually or earlier if required due to:

- Changes in legislation.
- Updated Department for Education or Health and Safety Executive guidance.
- Significant incidents.
- Recommendations arising from educational visits.