

# Educational Visits and Journeys Policy



SEPTEMBER 2025

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## Rational and Aim

Langford Village Academy recognises the immense benefits that educational visits and trips can bring to all of our children and young people. They can be some of the most memorable times of a child's education, and are of a great benefit academically and socially. Any supervised activity where children are not on the school site is classed as an Educational Visit or School Trip.

## Policy

Langford Village Academy subscribes to the Central Bedfordshire policy on Educational Visits and Journeys, which is available from Central Bedfordshire Council via EVOLVE.

All BEST academies use EVOLVE, an online system for recording all information related to a visit, and a library of resources including national and local guidance for running educational trips and visits. The Educational Visits Coordinator (EVC) can provide access to EVOLVE and direct staff to appropriate documents.

The website is [www.centralbedfordshirevisits.org.uk](http://www.centralbedfordshirevisits.org.uk).

Langford Village Academy has a trained EVC who is responsible for ensuring all administration and documentation is received on EVOLVE and that it meets required standards and deadlines. The EVC is: Langford Village Academy: [drandall@bestacademies.org.uk](mailto:drandall@bestacademies.org.uk)

## Procedure

### Outline Approval

Staff who wish to apply to take students on an educational visit must follow the Central Bedfordshire guidance on running an educational visit and journey.

Where possible staff should be planning trips as far in advance as possible, and they should, on the whole, form part of a planned educational provision. It may not, though, always be possible to book trips in advance, and opportunities will inevitably present themselves in-year. Where possible, it is best practice to get all trips into the school calendar (even in draft form) in the summer term for the following year.

At local Academy level, initial outline approval for all Educational Visits and Trips must be obtained from the Principal. It is important to note that the approval of all trips on EVOLVE are subject to the Principal's decision.

It is important to establish which category of visit the trip would fall into. This can be done using the flow diagrams in the Charging and Remissions Policy. If it is deemed that the trip is a "Necessary Educational Visit", the financial risk to the academy must be calculated and the relevant approving member of staff must be informed of the potential risk. The outline approval will consider the

educational merits and impact of each trip and check for conflicts with calendar, other trips, staffing levels etc. The approving person has the right to prioritise and if necessary, refuse approval without prejudice / recourse.

A designated, trained and competent group leader will be appointed, who must be a member of staff. Competency should be assessed by means of the CBC Competency Assessment Form.

The outcome of the request will be notified back to the group leader as soon as practicable.

This is only outlining approval and the trip may still be subject to refusal once entered on EVOLVE – it is essential therefore that the group leader does not commit to any financial undertaking at this stage.

### **Final Approval**

Once outline approval has been granted, details of the visit must then be entered on EVOLVE.

Information on accessing the system can be obtained from the EVC. The deadline for all required information to be uploaded depends upon the nature and classification of the trip:

- For those visits which are residential, overseas or adventurous (as defined in the CBC policy), 12 weeks advance notice will be needed to process the paperwork on EVOLVE. Significantly longer will be needed for trips run jointly across more than one academy.
- Occasionally a unique and valuable opportunity presents itself- this would have been approved at SLT level (at the organising academy) before any booking/financial agreements are undertaken.
- For all other lower risk and routine trips and visits, a minimum 4 weeks' notice is required.
- Final approval is conditional on these deadlines being met, and again no firm bookings or financial commitments can be undertaken until FINAL approval is confirmed on EVOLVE. If an advance deposit is required the financial risk to the Trust must be minimal.
- Any changes to the trip after final approval must be communicated via the EVC, and EVOLVE updated.

For those trips which involve visits to the local area, during the school day, such as a walk around the village, it is appropriate for the school to keep on file an annual consent form. Charges for visits are made in accordance with the BEST Charging and Remissions Policy. For routine sports fixtures, a generic risk assessment covering all fixtures should be provided and reviewed at the start of each year. Written parental permission for pupils to participate in fixtures should be provided and reviewed at the start of each year. Written parental permission for pupils to participate in fixtures as required should be obtained and held. Routine sports fixtures do not need to be processed through EVOLVE.

## **Staffing and Supervision**

The Group Leader is responsible for selecting a team of trained and competent supervisors.

Competency should be assessed by means of the CBC Competency Assessment Form. Supervisors should be members of staff, although it may be appropriate to take volunteers. These volunteers must be known to the school and subject to all safeguarding checks, including DBS checks, and must be assessed as competent to supervise a trip. Leave of absence for staff has to be sought in the usual way. In the event of taking parents of children who are attending the trip, this must be considered by the Group Leader in the risk assessment, and they must be minded to the extra risk that is posed in relation to conflict of interest in emergency situations. Parents should not routinely attend residential visits that their own children are on (the exception to this is staff-parents) If parents are attending a day visit, they should not be allocated to work in a group with their own child.

Group leaders are responsible for the whole trip including organisation, administration and supervision. They must therefore be present at all times during the visit. It is advisable to appoint a deputy in order to enact any contingency plan in the event of the group leader becoming incapacitated.

On all visits there must be an appointed person for First Aid. Chapter 2 of the CBC guidance gives further details.

In line with the CBC guidance, all members of the staff team must be briefed about the trip, and roles and responsibilities allocated.

Group Leaders and Supervisors should be following CBC guidance on supervision at all times during the visit and remember that they have a 24/7 duty of care towards the young people on the trip. Down time and allocation of specific tasks for all supervisors should be well managed by the Group Leader. Staff should maintain the highest level of conduct on all trips and staff should not drink alcohol whilst supervising pupils.

It is good practice to provide a job description for all Leaders and Supervisors on trips.

It is important to brief children and young people attending a trip about the potential risks, and safety measures. Dependent on the nature of the visit, it may be necessary to involve parents in this briefing as well. Expectations of behaviour should be made explicit.

Use of social media and other methods of communication should be carefully managed by the group leader. Group Leaders will want to carefully consider the implications of allowing children and young people to send messages home, or to share information via social media. Children should be encouraged to follow best practice in relation to good e-safety. It is essential that in the event of an emergency or critical incident that CBC procedures are followed. Any child whose behaviour has been a cause for concern may lose the right to participate in a trip where their actions or behaviour could jeopardise their safety and the safety and enjoyment of other pupils. Children and parents must be made aware that the school reserves the right to withdraw a place. The decision is to be made by the Principal or Senior Teacher in consultation with parents and pupil concerned.

There must be complete equality of opportunity for pupils in taking part in educational visits. Teaching Assistants should attend trips where they are needed to support pupils with Special Educational Needs and Disabilities and ratios should be adjusted accordingly. Risk Assessments must consider the needs of the group.

There are some visits with limited availability. In these instances, selection criterion must be made explicit to children and parents. Every effort will be made to minimise the disappointment suffered by pupils who are not selected. "First come, first served" is not an acceptable means of selection under our Equal opportunities Policy.

## Supervision Ratios

Supervision ratios are followed as per the Central Bedfordshire Educational Visits and Journeys Policy Document.

For Foundation Stage (young people under 5)

- One supervisor for every 3 pupils, depending on the nature of the visit.

Years 1 – 3 (young people under 8)

- One supervisor for every 6 – 8 young people, depending on the nature of the visit.

Years 4 – 6 (young people aged 8 – 11 years)

- One supervisor to every 10 – 15 young people, depending on the nature of the visit.

Visits will only be authorised if the Academy has capacity to cover absent teachers and/or support staff.

## Residential ratios

For Year 4 – 6 (young people aged 8 – 11years)

- One supervisor for every 8 young people, depending on the nature of the visit.

Field File and Emergency contacts

The Group Leader must leave a field file with the school-based emergency contact (Local Point of Contact), EVC and/or SLT. Details of what to include in a field file can be found in the CBC policy. It is good practice to have 2 or 3 additional copies of the field file both on the trip and back with the school contact/EVC.

In emergencies Group Leaders should contact the Emergency Point of Contact (designated SLT member) who will follow the guidance for emergency and critical incidents as outlines in the CBC policy.

In cases of delayed return, or non-emergency situations, the group leader should contact the designated Emergency Point of Contact. It may be appropriate to set up a contact tree in advance of the visit in order to share information with parents and carers.

## Transport

School minibuses can be booked using local arrangements. CBC guidance on staffing supervision should be followed.

The use of staff cars for travel on trips and educational visits is **not permitted**. If an emergency situation exists and the need to use private cars for travel is unavoidable, e.g. emergency situations when the alternative would be that pupils are stranded, the following must be in place (copies will be required by the EVC retrospectively):

- A full UK driving licence
- A current MOT certificate
- Valid Car registration documents
- Proof of tax

- Fully comprehensive car insurance certificate including business cover

Pupils will not be covered by school's insurance if travelling in a private staff car. Similarly, if pupils are to meet at a designated destination e.g. airport or train station, they will not be covered by school's insurance until they are with the group leader. The point at which the academy's duty of care starts must be made clear to parents. Further information on insurance can be obtained from the EVC.

## Point of Origin/Out of School Hours Drop-off/Collection

Unless otherwise arranged, visits will begin and end at the organising academy. No other drop-offs will be authorised, unless these are made clear in writing to parents and appropriately risk-assessed. The point at which the academy's duty of care begins and ends should be made explicitly clear to parents.

## Finance/Budgeting

Please see the Charging and Remissions Policy for more information on this aspect. After outline approval is obtained, a budget proposal must be completed by the Group Leader and returned to the Finance Officer for consideration and approval. Payments and collections must ensure that there is no liability on the Academy should individuals cancel or withdraw, and tour operator conditions must not expect more payment (at any stage) than has been collected from students.

Details regarding the collection and payment mechanism for students may only be confirmed to parents and children after they have been agreed with the Finance Officer. Ideally payments must be made directly to the local Finance Office and at pre-arranged times for each trip.

## Parental Consent Letters

The CBC policy templates of Parental Information and Consent forms must be used and their content should not be reduced.

## Implementation and Review

This policy will be made known to all staff, parents/carers and governors, and published on the academy's website. Copies are also available upon request from the academy office. This policy will be reviewed every three years or as required.

Written by: Debbie Randall

Agreed by Principal:

Ratified by Governors:

Date: September 2025

Date: September 2025

Date: October 2025