



CHANDLERS RIDGE
ACADEMY

SCHOOL VISITS POLICY FEBRUARY 2026

Policy Date: February 2026
Review Cycle: Annually
Responsible: Local Governance Committee
Ratification at LGC on 25.03.26

Version Control

Review Date	Updates
V1 February 2026	

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Introduction

Chandlers Ridge recognises that educational visits and school trips provide valuable learning experiences beyond the classroom. This policy sets out the legal and operational framework to ensure that all visits are safe, properly planned, and educationally worthwhile, in accordance with statutory guidance. Visits may include routine day visits, residential trips, foreign exchanges, and activities of an adventurous nature.

Legal and Statutory Framework

This policy is written with regard to the following statutory guidance and legislation:

- Health and Safety at Work Act 1974
- DfE (2018) Health and safety on educational visits guidance
- HSE (2011) School trips and outdoor learning activities guidance
- DfE (2018) Charging for school activities
- DfE (2013) Driving school minibuses

This policy should be read alongside the school Behaviour and Safeguarding policies, and our Trust's Health and Safety and Charging & Remissions policies.

Key Definitions

School Visit/Trip: Any organised educational activity taking pupils off the school site.

Residential: A visit that includes an overnight stay.

Adventurous Activities: Identified prior to the visit and includes trekking, climbing, water sports, caving, skiing, etc.

In loco parentis: The designated trip leader has a duty of care for pupils in place of the parent during the visit.

Responsibilities and Roles

Trust/Governance Committee

- Ensures the policy is applied fairly and without discrimination.
- Ensures visits contribute positively to pupil learning.
- The trust monitors compliance with statutory guidance and has responsibility for health and safety under the Health and Safety at Work Act 1974.

Headteacher

- Oversees policy implementation and approves all proposed trips.
- Ensures a trained and competent visit leader is appointed.
- Ensures relevant checks, risk assessments, and consent arrangements are completed.
- Ensures emergency and contingency planning is in place.

Designated Visit Leader

- Acts in loco parentis for the visit.
- Ensures staff and volunteers understand responsibilities, supervision, and safeguarding requirements and has oversight of risk assessments.
- Organises pre-trip information for parents, including consent where required.

Staff, Volunteers and Carers

- Follow policy, briefings, and supervisory duties.
- Ensure pupil safety and conduct throughout the visit.

Pupils

- Follow staff instructions and behave in line with the Behaviour Policy.

Planning and Risk Management

All visits must be planned with proportionate and sensible risk management appropriate to the activity. The visit leader in conjunction with school must:

- Read key guidance (DfE and HSE documents).
- Complete a written risk assessment that identifies foreseeable hazards and control measures.
- Ensure adventure activities are identified and approved in advance.
- Ensure suppliers and external providers (e.g. activity centres) are suitable considering insurance, safety standards and licencing where applicable.

Consent and Parental Communication

Written consent is generally not required for visits during school hours that are part of the curriculum, but parents must be informed in advance.

Written consent is required for:

- Residentials
- Foreign trips
- Trips outside school hours
- Activities of an adventurous nature.

Parental letters must explain costs, cancellation arrangements, and how refunds will be handled.

Supervision and Staffing

Visit leaders must ensure appropriate supervision ratios for the age, ability, and nature of the visit. Supervising staff must be competent and briefed on roles and responsibilities.

Inclusion and Equal Opportunities

Chandlers Ridge does not discriminate against any pupil on the basis of protected characteristics and reasonable adjustments are considered and made to enable pupils with SEND or additional needs to participate.

Transport and Minibuses

Transport arrangements must comply with relevant minibus policy and legal safety standards for vehicle use and driver competence.

Insurance and Licensing

Appropriate insurance must be in place for all visits. Adventure activities must be provided only by organisations with required licences or equivalent quality accreditation.

Emergencies, Accidents and Incidents

The school's emergency procedures must be followed for accidents or incidents. For overseas trips, local emergency services, family contacts, insurers, and the British Embassy must be notified as appropriate.

Evaluation and Record Keeping

Chandlers Ridge reviews and records incidents, accidents, risk assessments, and evaluations post trips.