ALDENHAM
PREP SCHOOL

Educational Visits Policy

(including EYFS)

Managed by:	Updated:	Review Date:
S M Galpin	August 2026	August 2027

Head's Signature:	Date:
S. Galpin	August 2026
Mrs S M Galpin	

INFORMATION This is a copy controlled document. If you are unsure of it being the most current version, please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

Introduction

Aldenham Prep School believes that taking students off-site for carefully selected and suitable purposes is good for their education and leads to short, medium and long term benefits. The School aims to ensure that all school trips are of high educational value, represent good value for money and, most importantly, are safe.

For the purposes of this policy, an educational visit is any visit which takes place away from the School site.

The School has an Educational Visits Coordinator (EVC) whose role is to ensure that educational visits are well-planned and well-managed, in accordance with both the School's policies and HSE guidelines. The EVC will also ensure that:

- a risk assessment is carried out for each educational visit;
- the standard risk assessment for use of Bushey Grove Leisure Centre is regularly checked and amended as necessary;
- the standard risk assessment for all sports matches, home and away is regularly checked and amended as necessary;
- appropriate insurance is in place for all visits; and
- records are kept of each educational visit, including reports of any accidents/incidents that may have taken place during the visit.

This policy should be read in conjunction with the following policies:

- Behaviour and Discipline Policy
- Health and Safety Policy
- Missing Pupil Policy
- Minibus Policy
- Acceptable Use of ICT and Mobile Phones Policy
- Professional Code of Conduct
- Restraining Pupils Policy
- Social Media Policy
- Supervision Policy
- Uncollected Child Policy
- Whistleblowing Policy

This policy should also be read in conjunction with Educational Visits Risk Assessment.

Procedure for Planning Educational Visits

For all educational visits, the following procedure must be adhered to:

1. The proposing staff member (the 'trip leader') should submit a Visit Form on Evolve. This can only be submitted when all information has been completed. It will automatically be sent to the EVC for signature.

2. When outline approval has been given or rejected by the EVC, an email notification will be sent automatically to the Trip Leader with any supporting comments. Notification will also be sent to the School Administrator who will add the trip to the School Calendar. The School Administrator will update the Catering Staff/ Club Excel and Music/Drama Peris on future planned dates as appropriate.

3. The trip leader should draft a letter to parents, giving full details of the trip and requesting payment via Evolve also requesting any lunch information if required. Once approved, the letter should be passed to the School Administrator for issue to the parents. The School Administrator is then responsible for checking that parents give approvals and make payments by the required date. Parents will be reminded automatically by Evolve.

4. If payment in installments is required, trip leaders should advise the School Administrator of payment amounts and due dates. The School Administrator will set up all future payment requirements on Evolve.

5. If passport information is required, a copy should be requested with the initial form on Evolve. Imminent expiry dates or potential visa requirements can be flagged immediately.

6. Between 7 and 14 days before the trip departs, the trip leader should complete all information on the second part of the Visit Form. This includes all risk assessments and full details of the trip including emergency contacts and staff ratios. This will then be approved/rejected by the EVC. If it is rejected the trip leader must make the necessary amendments and resubmit the form. The form will then automatically go to the Head of the Prep School for their final sign off.

7. Residential trips only:

    - the trip leader should arrange a meeting with the Deputy Designated Safeguarding Lead (DDSL) to be briefed on any essential safeguarding information relating to students and their participation in the trip;
    - trips leaders must discuss potential rooming allocations with a member of SLT before confirming the arrangements with accommodation providers, as this can alleviate potential problems upon arrival; and,
    - the trip leader must ensure that they have the contact details for two members of the Senior Leadership Team who will be contactable throughout the duration of the trip in case of emergency. This number should not be passed to parents.

8. The trip leader must collect first aid supplies from the Medical Room and ensure all trip staff are fully briefed on any medical requirements of students on the trip. Staff on a residential trip should hand a sealed envelope to the trip leader with personal medical information to be accessible by medical staff in the event of an emergency.

9. *The trip leader should contact the School Administrator to get a mobile phone (if required). This number may be distributed to parents if it is deemed appropriate (it is compulsory to provide parents with this number for residential trips a Whatsapp broadcast group can/will be established by the school administrator if required). Trip phones should be returned to the office at the end of the trip.*

10. If required, the trip leader must ensure that they book minibuses via the School Administrator giving as much notice as possible. The School Administrator will co-ordinate minibus and lunch requirements with the Porters and Catering Department following completion of parental consent form.

11. The trip leader should contact the School Administrator to acquire any cash required for their trip. The trip leader must ensure that they have sufficient funds within their budget for this request.

12. During the trip, the trip leader must:

    - ensure that they have access to all medical, dietary and contact information for students be aware of the risks and assess them continually. In particular, the trip leader must ensure that students are wearing seatbelts wherever possible on public or school transport;

- record any medical issues, accidents or injuries. keep all receipts for expenditure: and
- take regular registers.
- *Record any behaviour incidents/issues*

13. After the trip, the trip leader must return all surplus cash and receipts to the Administrator (Sandra Constable).

Risk Assessments

All risk assessments must be completed as part of the Evolve Visit form. If risk assessments are provided by external providers, these should accompany the School paperwork. These will be scrutinised by the EVC.

Students with Disabilities

The School will make all reasonable adjustments to cater for the needs of students with disabilities, while giving equal importance to ensuring that no other student's education is impaired. The medical needs of all students are considered carefully when deciding on residential trip locations, transport arrangements and whether extra support staff are required. Risk assessments for trips and visits will take account of the particular needs of disabled students if required.

Finance

Unless otherwise agreed with the Head of the Prep School, all trips will be self-funding and cover the whole cost of the trip. Payment for all trips should be made via Evolve Trip system. Deposits for trips will be non-refundable (unless the trip is cancelled).

All expenses on the trip must be accounted for and must be reasonable and justifiable. If staff submit unacceptable expenses claims or cannot account for their expenditure, they may be banned from attending future trips or face disciplinary action. If in doubt, staff should always consult the EVC/ Head of the Prep School for clarification over what constitutes appropriate expenses.

Insurance

Every educational visit is usually covered by the School's annual travel insurance. The policy extends to all accompanying staff members, as well as students. The trip leader must arrange additional cover if a planned activity is not covered by the travel insurance policy. For residential trips, parents should also be informed of the excess, payable by them, in the case of a claim.

Supervision

For residential trips, all accompanying adults must have passed relevant DBS/safeguarding checks including full Safer Recruitment for volunteers. No parents, supporting adults or volunteers may remain with students overnight on residential trips without these provisions being complied with. At all other times their contact with students must be supervised. Coach drivers and tour guides should not be billeted close to the students or have access to communal areas overnight unless accompanied by staff.

For residential trips, one member of staff must be on duty every night and available to drive in an emergency.

The following supervision ratios should be adhered to:

- Foundation Stage: there must be a ratio of 1:3, with a minimum of three staff per trip.
- Year 1-3: there should be a ratio of 1:6, with a minimum of three staff per trip.

- Years 4-6: there should be a ratio of at least 1:15, with a minimum of two staff per trip.
- Overnight and overseas trips: there should be a ratio of at least 1:10, regardless of age, and a minimum of three school staff per visit.

If staff accompanying trips are the parents of students on the trip, they do not count in terms of ratios. Careful consideration should be given beforehand as to whether or not it is appropriate for parents to accompany school trips when they are also members of Aldenham Foundation staff.

If a day trip involves both boys and girls, it is recommended (but not mandatory) that there is both a male and female member of staff accompanying the students. This is a compulsory measure for overnight stays or trips abroad.

All trips must have at least one qualified first aider amongst the staff. A list of approved first aiders can be found on the Sharepoint.

Educational Visits Policy

Document History

Date:	Pages	Amendments:	Reason:	Name:
12/08/21		Policy Re written	Much detail from previous policy incorporated into Educational Visits Risk Assessment	V Gocher
30/01/22		References to Operoo paperwork removed	Operoo not used as was planned	V Gocher
Aug 2022	Front page	Change of name and Acting Head	Change of role and position	S Galpin
Aug 2022	Front page	Change of crest	Crest updated	S Galpin
Aug 23	Front page	Removal of Acting from Head	Permanent position appointed	S Galpin
Aug 23	1	Inclusion of word 'incidents'	Incidents are recorded alongside accidents	S Galpin
Aug 23	2	Inclusion of 'Catering Staff/ Club Excel and Music/Drama Peris to be briefed on future planned dates as appropriate.'	Clarification of procedures	S Galpin

Aug 23	2, 3	Number of amendments made in procedures carried out	Update in procedures	S Galpin
Aug 23	4	Inclusion of keeping a record of any behaviour incidents during school trip	Update in procedures	S Galpin
Aug 23	3	Replace Deputy Head with a member of SLT	Update in procedures	S Galpin
Aug 24		Policy Re written	Change over to the new School Trip Booking System: Evolve	S Galpin
Aug 25		Ratios reviewed	Ratios reviewed in line with Government Guidance	S Galpin
Aug 26	1	Stage 0 replaced with ‘outline approval’	Updated procedure	S Galpin