



Orange Tree School

Trips and Activities Policy 2026 2027

OTS Oakleigh Pk and Ridgeway Sites



DOCUMENT DETAILS	
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Policy Summary

Purpose

Orange Tree School is committed to providing high-quality educational visits, enrichment activities and community learning experiences that are safe, inclusive and meaningful for every pupil.

Educational visits are an important part of the curriculum and support learning, personal development, wellbeing, independence and preparation for adulthood. As a specialist SEND school, the school recognises that pupils may require highly personalised planning, additional staffing, adapted risk management and therapeutic support to access these opportunities safely.

This policy establishes the arrangements for planning, approving, delivering and reviewing all off-site visits and enrichment activities. It clarifies the responsibilities of all staff involved and ensures that educational visits are planned and delivered in accordance with the school's safeguarding responsibilities, health and safety duties and the Independent School Standards.

The school recognises that educational visits require effective collaboration between staff. Whilst aspects of planning and administration may be delegated, responsibility for ensuring that visits are safe, appropriately planned and ready to proceed remains with the designated senior leader responsible for educational visits.

No educational visit may proceed unless it has been formally approved in accordance with this policy.

Key Contacts for Educational Visits

Assistant Headteacher (Educational Visits Lead): **Hayley Hunter**

Trips Coordinator: **Beata Watson**

SENCO: **Lucy Price**

Medical Officer: **Tara Tadbiri**

Business Manager: **Helen Carmel**

Staff should contact the Trips Coordinator for support with the organisation and administration of visits. The Assistant Headteacher retains operational responsibility and is responsible for final approval.

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1. Purpose and Scope

The purpose of this policy is to ensure that all educational visits, enrichment activities and community access opportunities are:

- educationally purposeful;
- carefully planned;
- appropriately risk assessed;
- inclusive and accessible;
- safe for pupils and staff; and
- delivered in accordance with safeguarding, health and safety and medical requirements.

The school believes that pupils benefit significantly from learning beyond the classroom. Educational visits promote independence, confidence, communication, social understanding, resilience and preparation for adulthood, whilst supporting the school's curriculum and therapeutic approach.

Educational visits at Orange Tree School are regarded as an integral part of the curriculum and therapeutic provision, rather than additional activities. The school is therefore committed to ensuring that, wherever it is safe and appropriate to do so, all pupils have equitable access to these opportunities through careful planning, reasonable adjustments and effective risk management.

As a specialist SEND setting, the school adopts a positive and enabling approach to risk management. Risk assessments are intended to reduce barriers to participation rather than prevent pupils from accessing valuable experiences. However, positive risk-taking must always be balanced against the school's duty of care.

This policy applies to:

- curriculum visits;
- local community access;
- reward trips;
- enrichment activities;
- sporting fixtures;
- outdoor learning;
- work-related learning;
- careers events;
- therapeutic activities delivered off site;
- residential visits;
- transport arrangements associated with educational activities.

This policy should be read alongside individual pupil risk assessments, healthcare plans, behaviour support plans, EHCPs (where relevant), safeguarding procedures and the School's Health and Safety Policy.

Definitions

For the purposes of this policy:

- **Educational Visit** – Any planned activity taking place away from the school site for educational, therapeutic, personal development or enrichment purposes.
- **Trip Leader** – The member of staff responsible for planning and leading the visit.
- **Trips Coordinator** – The member of staff responsible for coordinating bookings, documentation and logistics.
- **Assistant Headteacher (Educational Visits Lead)** – The designated senior leader responsible for reviewing, approving and assuring the safety of educational visits.
- **Routine Therapeutic Activity** – A recurring off-site activity forming part of the school's therapeutic curriculum, such as Forest School, Snowability or Equine Therapy.

2. Principles

Orange Tree School will ensure that:

- all educational visits have a clear educational, therapeutic or personal development purpose;
- pupils are enabled to participate wherever it is safe and appropriate to do so;
- planning is proportionate to the nature of the activity and the needs of the pupils attending;
- individual pupil needs, including medical, behavioural, communication and emotional regulation needs, are considered as part of all planning;
- staffing arrangements are determined through risk assessment and reflect the needs of individual pupils rather than predetermined ratios alone;
- no educational visit proceeds without appropriate planning, documentation and senior approval;
- risk assessments are reviewed alongside individual pupil risk assessments and healthcare information before approval is given;
- safeguarding remains paramount throughout every visit;
- lessons learned from educational visits are used to improve future practice.

3. Legal and Regulatory Framework

This policy supports the school's compliance with the Education (Independent School Standards) Regulations 2014, particularly Part 3 (Welfare, Health and Safety of Pupils), including the standards relating to safeguarding, health and safety, first aid, supervision and risk assessment, and Part 8 (Quality of Leadership and Management), as well as the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Equality Act 2010, current safeguarding guidance and relevant Department for Education guidance on health and safety during educational visits.

The school will also have regard to recognised good practice relating to educational visits and outdoor learning where appropriate.

Educational visits will be planned in accordance with the school's safeguarding, health and safety, risk assessment, medical and SEND arrangements.

4. Roles and Responsibilities

The school recognises that responsibility for educational visits operates at different levels. Whilst many staff contribute to the planning and delivery of visits, accountability for ensuring that educational visits are safe cannot be delegated below the designated senior leader.

4.1 Headteacher

The Headteacher has overall strategic responsibility for educational visits within the school and will:

- ensure appropriate systems and procedures are in place;
- delegate operational responsibility to the Assistant Headteacher responsible for educational visits;
- approve residential visits and any exceptionally high-risk activities;
- monitor compliance with this policy through quality assurance and leadership oversight.

4.2 Assistant Headteacher (Educational Visits Lead)

The Assistant Headteacher retains operational responsibility for the planning, approval and safe delivery of all educational visits, community access and enrichment activities.

Whilst administrative tasks and elements of trip planning may be delegated, accountability for ensuring that visits are safe and appropriately planned remains with the Assistant Headteacher.

Where the Assistant Headteacher is also attending or participating in an educational visit, their attendance does not alter or reduce their responsibilities as Educational Visits Lead. They must still satisfy themselves, before departure, that the visit has been appropriately planned, risk assessed and formally approved in accordance with this policy.

Before approving any educational visit, the Assistant Headteacher must satisfy themselves that:

- the visit risk assessment has been completed and is of an appropriate standard;
- the risk assessment has been cross-referenced with each participating pupil's individual risk assessment, healthcare plan, behaviour support plan and any other relevant safeguarding or professional information;
- the SENCO has been consulted regarding pupils who may require enhanced staffing, 1:1 support, 2:1 support or other additional arrangements;

- the Medical Officer has been informed of the visit in sufficient time to review relevant medical needs and prepare any medication, emergency medication, medical supplies or other healthcare equipment required;
- there is at least one appropriately trained first aider attending the visit;
- where medication may be required, an accompanying member of staff is appropriately trained and authorised to administer it;
- staffing arrangements are appropriate for the activity and for the individual pupils attending;
- transport arrangements are safe and suitable;
- parental consent has been obtained where required;
- pupils have received appropriate preparation, including social stories or visual supports where necessary;
- emergency arrangements are clear;
- all required documentation has been completed and stored centrally.

The Assistant Headteacher must personally review these arrangements before signing the visit off. The fact that another member of staff has completed or checked part of the documentation does not remove the Assistant Headteacher's responsibility to assure themselves that the visit is safe to proceed.

No visit may proceed where required checks remain incomplete.

4.3 Trips Coordinator

The Trips Coordinator is the main point of contact for staff wishing to arrange an educational visit or off-site activity. All proposed visits must be discussed with the Trips Coordinator at the earliest planning stage before bookings or other arrangements are made.

The Trips Coordinator supports the planning and organisation of visits by:

- maintaining the trips calendar;
- supporting staff with bookings, transport and planning;
- monitoring deadlines;
- helping staff complete trip documentation;
- coordinating proposed staffing arrangements;
- ensuring paperwork is collated and ready for senior review;
- maintaining the central trips register.

The Trips Coordinator **does not approve risk assessments or authorise visits.**

4.4 Trip Leader

The Trip Leader may be a teacher, LSA or other appropriate member of staff and is responsible for preparing and leading the individual visit.

They will:

- complete the trip proposal and draft risk assessment;
- identify proposed pupils and staffing;
- liaise with the Trips Coordinator;
- provide information required by the SENCO and Medical Officer;
- ensure documentation is submitted within required timescales;
- brief accompanying staff;
- follow the approved risk assessment;
- undertake dynamic risk assessment during the visit;
- report incidents or concerns afterwards.

The Trip Leader cannot approve their own visit.

4.5 Business Manager

The Business Manager provides operational oversight of transport and logistical arrangements to support the safe delivery of educational visits.

The Business Manager will:

- advise on the availability and suitability of school vehicles;
- confirm the availability of authorised school drivers;
- ensure school vehicles are appropriately maintained, insured and legally compliant;
- advise on the most appropriate and cost-effective transport arrangements;
- authorise the use of taxis, private hire vehicles or ride-hailing services where school transport is unavailable or unsuitable;
- liaise with the Trips Coordinator regarding transport logistics where required; and
- advise the Assistant Headteacher of any transport or operational issues which may affect the safe delivery of the visit.

The Business Manager provides operational advice and support but does not approve educational visits or educational visit risk assessments.

The Assistant Headteacher remains responsible for assuring themselves that transport arrangements are appropriate before approving the visit.

4.6 SENCO

The SENCO will:

- advise on the additional needs and risk profile of pupils proposed to attend;
- identify where a pupil may require 1:1, 2:1 or enhanced staffing;
- advise on communication, sensory, behavioural or regulation considerations;
- ensure relevant individual risk assessments and support information are available to the AHT;
- advise where the proposed activity or staffing requires additional controls.

The SENCO provides advice, but **final responsibility for approving staffing and the visit remains with the AHT.**

4.7 Medical Officer

The Medical Officer must be informed of planned off-site activities in sufficient time to prepare safe medical arrangements.

The Medical Officer will:

- review relevant healthcare plans;
- advise on medical risks and emergency procedures;
- prepare medication and emergency medication as required;
- prepare any necessary medical supplies or equipment;
- confirm whether staff attending require specific medication or medical training;
- advise the AHT of any medical concern that may affect participation or staffing.

Where medication may need to be administered during the visit, the AHT must confirm that an appropriately trained and authorised member of staff is attending.

At least one appropriately trained first aider must accompany every off-site visit.

The Medical Officer provides clinical and operational advice, but the AHT remains responsible for confirming that all medical arrangements are in place before approving the visit.

4.8 Accompanying Staff

Accompanying staff must familiarise themselves with the approved risk assessment, individual pupil information relevant to their role, medical and emergency arrangements; follow the Trip Leader's instructions; supervise pupils effectively; undertake dynamic risk assessment; and report concerns or incidents promptly.

4.9 Pupils

Pupils are expected to:

- follow staff instructions;
- behave safely and respectfully;
- follow the school's Relationships and Regulation Policy during educational visits;
- contribute positively to the safety of themselves and others.

4.10 Parents and Carers

Parents and carers are expected to provide accurate and current information relevant to the safe participation of their child, including medical, medication, emergency contact and wellbeing information; return consent where required; notify the school promptly of significant changes; and support reasonable preparation for visits where appropriate.

5. Planning and Approval of Educational Visits

All educational visits must be planned sufficiently in advance to allow appropriate consultation, preparation and approval.

Planning must be proportionate to the nature of the activity, whilst recognising that all off-site activities require appropriate consideration of pupils' individual needs, safeguarding arrangements and health and safety responsibilities.

Educational visits will normally follow the stages below.

Stage 1 – Initial Planning

The Trip Leader will:

- identify the educational, therapeutic or personal development purpose of the visit;
- identify proposed pupils;
- consider the suitability of the venue and activity;
- contact the Trips Coordinator as the first point of contact for arranging the visit and discuss the proposed activity before bookings or other commitments are made;
- identify likely staffing requirements.

Stage 2 – Trip Preparation

The Trip Leader, supported by the Trips Coordinator, will:

- complete the educational visit proposal;
- complete the visit risk assessment;
- identify transport requirements;
- identify required staffing;
- obtain venue information where appropriate;
- identify any specialist equipment required;
- prepare social stories, visual supports or other pupil preparation where appropriate.

Stage 3 – Specialist Consultation

Before approval is sought, the following consultations must take place where appropriate.

SENCO

The SENCO will advise regarding:

- pupils requiring enhanced supervision;
- 1:1 or 2:1 staffing requirements;
- behavioural considerations;
- communication needs;
- sensory needs;

- individual risk assessments.

Medical Officer

The Medical Officer will:

- review healthcare plans;
- advise regarding medication;
- prepare medication and medical equipment;
- advise regarding emergency procedures;
- identify any medical training required;
- confirm that appropriate medical arrangements are in place.

Stage 4 – Leadership Assurance

This stage **cannot be delegated**.

Before approving the visit, the Assistant Headteacher must personally review:

- the educational visit paperwork;
- the visit risk assessment;
- individual pupil risk assessments;
- healthcare plans;
- behaviour support plans where relevant;
- safeguarding information;
- SENCO advice;
- Medical Officer advice;
- staffing arrangements;
- transport arrangements;
- emergency procedures;
- first aid arrangements;
- parental consent (where required).

The Assistant Headteacher must satisfy themselves that:

- the visit is educationally appropriate;
- risks have been appropriately identified;
- control measures are suitable;
- staffing is appropriate;
- pupils can safely access the activity;
- all required documentation has been completed.

Where any required information is missing or concerns remain unresolved, the visit must not proceed until these issues have been addressed.

Stage 5 – Approval

Only the Assistant Headteacher (Educational Visits Lead), or in their absence the Headteacher, may authorise an educational visit.

Approval must be recorded before the visit takes place.

No educational visit may proceed without documented approval.

Verbal agreement, assumption or previous practice does not constitute approval.

5.1 Categories of Educational Visits

Educational visits at Orange Tree School are planned proportionately according to the nature, frequency and purpose of the activity.

Category A – Routine Therapeutic Curriculum Activities

These are planned, recurring activities that form part of the school's therapeutic curriculum and personal development offer.

Examples include:

- Snowability
- Wild About the Woods (Forest School)
- Equine Therapy
- Other planned therapeutic programmes delivered off site

These activities are undertaken on a regular basis throughout the academic year, with pupils attending according to individual timetables and therapeutic programmes.

Because these activities are repeated regularly, the school will normally maintain:

- an approved venue/activity risk assessment;
- provider information where applicable;
- individual pupil risk assessments;
- healthcare considerations;
- staffing arrangements appropriate to individual pupils;
- transport arrangements;
- emergency procedures.

Risk assessments will be reviewed annually and immediately following any significant incident, change in venue, provider or participating pupils.

Before each session, the Trip Leader and Assistant Headteacher must confirm that:

- the planned activity remains appropriate for the pupils attending;
- staffing arrangements remain suitable;
- no significant changes have occurred which require the risk assessment to be reviewed.

Although Category A activities operate on a recurring basis, the suitability of individual pupils to participate will be considered before each session. Staff will take account of pupils' physical health, emotional wellbeing, presentation on the day, current risk assessments and clinical advice where appropriate. Participation may be amended or postponed where this is considered to be in the pupil's best interests or where safety cannot be assured.

Category B – Routine Local Community Access

These are short local visits supporting learning, independence, therapeutic practice or positive behaviour.

Examples include:

- local café;
- local shop;
- library;
- local park;
- community walks;
- reward activities.

These visits require:

- an approved local visit risk assessment;
- consideration of individual pupil risk assessments and healthcare plans;
- appropriate staffing;
- Assistant Headteacher approval.

Category C – Planned Educational Visits

Examples include:

- museums;
- theatres;
- sports events;
- careers visits;
- colleges;
- curriculum enrichment;
- cultural visits.

These require:

- visit-specific planning;
- visit-specific risk assessment;
- parental consent where appropriate;
- full approval process.

Category D – Residential or Higher-Risk Activities

These include:

- residential visits;
- adventurous activities;
- activities involving significant additional risk.

These require enhanced planning and approval by the Headteacher.

6. Emergency and Critical Incident Procedures

Every educational visit must have clear emergency arrangements which are understood by the Trip Leader and accompanying staff.

Staff must have access to the information necessary to respond effectively in an emergency, including:

- a current list of pupils and accompanying staff;
- School emergency contact details;
- parent/carer emergency contact details;
- relevant healthcare and emergency medical information;
- medication and emergency medication arrangements;
- the approved risk assessment;
- venue and provider details;
- transport information; and
- the planned itinerary where appropriate.

In the event of an emergency, staff must:

- prioritise the immediate safety and welfare of pupils;
- contact emergency services where required;
- maintain appropriate supervision;
- follow relevant healthcare, safeguarding and emergency procedures;
- contact the school as soon as reasonably practicable;
- inform parents/carers in accordance with school procedures; and
- ensure the incident and any decisions taken are appropriately recorded.

Significant emergencies, safeguarding incidents or serious departures from the approved arrangements must be reviewed by the Assistant Headteacher and Headteacher as appropriate.

Relevant risk assessments, procedures and future arrangements must be amended where learning from the incident identifies that this is required.

7. Risk Assessment

Effective risk assessment is fundamental to ensuring that all educational visits are safe, inclusive and appropriately planned.

Orange Tree School adopts a positive and proportionate approach to risk management. Risk assessments are intended to support pupils' participation in educational and therapeutic opportunities whilst identifying and managing foreseeable risks.

Risk assessments are living documents and should reflect both the activity being undertaken and the individual needs of the pupils participating.

7.1 Types of Risk Assessment

Educational visits may require more than one risk assessment.

These may include:

- Educational Visit Risk Assessment
- Individual Pupil Risk Assessment
- Healthcare Plan
- Behaviour Support Plan
- Positive Handling Plan (where applicable)
- Transport Risk Assessment (where appropriate)
- Venue or Provider Risk Assessment (where available)

The Assistant Headteacher must ensure these documents are considered together before approving any visit.

7.2 Preparing Risk Assessments

The Trip Leader is responsible for preparing the Educational Visit Risk Assessment.

The risk assessment should identify:

- the purpose of the visit;
- the proposed activities;
- foreseeable hazards;
- control measures;
- staffing arrangements;
- emergency procedures;
- transport arrangements;
- first aid arrangements;
- medical considerations;
- communication arrangements;
- any specialist equipment required.

Risk assessments must be proportionate to the activity being undertaken.

Routine therapeutic activities and local community visits may utilise existing approved risk assessments, provided these remain appropriate for the pupils attending and have been reviewed in accordance with this policy.

7.3 Individual Pupil Considerations

Every educational visit must consider the individual needs of participating pupils.

This includes, where appropriate:

- medical conditions;
- epilepsy or seizure management;
- allergies;
- medication requirements;
- mobility needs;
- communication needs;
- sensory needs;
- emotional regulation;
- behavioural presentation;
- absconding risk;
- positive handling arrangements;
- safeguarding concerns;
- supervision requirements;
- transport needs.

Where individual risk assessments or healthcare plans specify staffing or supervision requirements, these must be incorporated into the educational visit planning and approval process.

Individual pupil needs must be considered alongside the visit risk assessment rather than in isolation.

7.4 Staffing

Staffing arrangements will be determined through risk assessment and must reflect:

- the nature of the activity;
- the number of pupils;
- pupils' individual needs;
- medical requirements;
- safeguarding considerations;
- behaviour and regulation needs;
- the experience and competence of accompanying staff.

There is no predetermined staffing ratio that applies to every educational visit.

Where a pupil's individual risk assessment or healthcare plan identifies enhanced supervision requirements, these must be followed unless formally reviewed and amended through the school's risk assessment processes.

7.5 Dynamic Risk Assessment

Staff are expected to continually assess risk throughout an educational visit.

Where circumstances change unexpectedly, staff should take immediate proportionate action to safeguard pupils and others.

Examples may include:

- deteriorating weather;
- changes in pupil presentation;
- medical concerns;
- changes to staffing;
- unexpected environmental hazards;
- transport disruption.

The Trip Leader must inform the school of any significant change to the planned activity as soon as reasonably practicable.

Following the visit, any significant changes or incidents must be reviewed to determine whether future risk assessments require amendment.

7.6 Dynamic Risk Assessment Where a Pupil Becomes Distressed or Requires Alternative Transport

Where a pupil becomes significantly distressed, dysregulated, medically unwell or otherwise unable to continue safely with the planned activity, staff must undertake a dynamic risk assessment before making any significant change to the approved arrangements.

The dynamic risk assessment must consider, where relevant:

- the pupil's current presentation and level of distress;
- risk to the pupil or others;
- medical or healthcare needs;
- sensory, communication and emotional regulation needs;
- staffing and supervision requirements;
- the suitability and length of any proposed journey;
- safeguarding risks;
- communication with parents/carers;
- safe collection and handover arrangements; and
- whether the safest and most proportionate option is for the pupil to remain at the venue, return to school, be collected by a parent/carer or travel using an approved alternative transport arrangement.

Any significant change to the approved supervision, staffing, itinerary or transport arrangements must be discussed with and authorised by the Assistant Headteacher, or the Headteacher where the Assistant Headteacher is unavailable, before implementation wherever reasonably practicable.

A pupil must not be sent away from the group or placed in alternative transport without appropriate supervision unless this has been specifically risk assessed and formally authorised.

Where alternative transport is required, the arrangements must comply with Section 11 of this policy.

Parental agreement does not replace the school's responsibility to determine whether an alternative arrangement is safe, appropriately supervised and in the pupil's best interests while the pupil remains in the school's care.

Any significant change to the approved arrangements must be recorded following the visit and reviewed by the Assistant Headteacher.

7.7 Reviewing Risk Assessments

Risk assessments will be reviewed:

- before each educational visit;
- annually for recurring activities;
- following any significant incident or near miss;
- following changes to participating pupils;
- following changes to venues or providers;
- where new risks are identified.

The Assistant Headteacher is responsible for ensuring that risk assessments remain current and appropriate.

8. Staffing, Supervision and Safeguarding

Orange Tree School recognises that appropriate staffing and supervision are fundamental to the safe delivery of educational visits.

Staffing arrangements will always be determined by the needs of individual pupils, the nature of the activity and the findings of the risk assessment, rather than by fixed staffing ratios alone.

The school will ensure that pupils are supervised by staff who know them well and who are familiar with their educational, medical, behavioural and emotional needs.

8.1 Determining Staffing Levels

When determining staffing arrangements, consideration will be given to:

- the age and number of pupils;
- pupils' individual needs;
- healthcare plans;
- individual risk assessments;
- behaviour support plans;
- communication needs;
- emotional regulation needs;
- safeguarding considerations;
- the nature and location of the activity;
- transport arrangements;
- the competence, experience and training of accompanying staff.

The Assistant Headteacher will review these arrangements before approving the visit.

8.2 Individual Supervision

Some pupils require enhanced supervision in order to participate safely in educational visits.

The level of supervision required will be determined through the individual's risk assessment, healthcare plan, professional advice and the planned activity.

Where a pupil's individual risk assessment, healthcare plan or other professional advice identifies a required level of supervision (including 1:1, 2:1 or other enhanced staffing arrangements), these arrangements must be followed unless an updated risk assessment has been completed, relevant professional advice has been sought where appropriate, and the Assistant Headteacher has formally approved an alternative arrangement before the visit takes place.

8.3 First Aid and Medical Support

Every educational visit must include access to appropriate first aid provision.

At least one accompanying member of staff must hold an appropriate first aid qualification relevant to the activity being undertaken.

Where medication may be required during the visit, an appropriately trained and authorised member of staff must accompany the pupils and be competent to administer medication in accordance with school procedures.

The Medical Officer must be informed of visits in sufficient time to:

- prepare medication;
- prepare emergency medication where required;
- provide relevant medical equipment;
- advise staff regarding healthcare procedures;
- highlight any additional precautions.

8.4 Safeguarding

Safeguarding remains paramount throughout all educational visits.

Staff will:

- maintain appropriate professional boundaries;
- supervise pupils appropriately;
- follow the school's Safeguarding and Child Protection Policy;
- respond appropriately to safeguarding concerns;
- report incidents in accordance with school procedures.

Educational visits will take account of:

- lone working risks;
- public access;
- missing pupil procedures;
- emergency contact arrangements;
- communication with the school;
- safeguarding risks associated with specific venues.

8.5 Communication During Visits

Before leaving site, accompanying staff must have access to:

- emergency contact numbers;
- relevant healthcare information;
- medication arrangements;
- emergency procedures;
- contact details for the school.

Where appropriate, the school will maintain communication with staff during educational visits.

Any significant incident, accident, safeguarding concern or change to the planned activity must be reported to the school as soon as reasonably practicable.

8.6 Staff Competence

Educational visits will only be led by members of staff who are appropriately experienced, prepared and competent for the activity.

Where specialist activities are undertaken, appropriate qualifications, training or provider expertise will be used.

New staff will receive guidance regarding the school's educational visit procedures before leading visits independently.

8.7 Leadership Assurance

Although individual members of staff may lead educational visits, accompanying staff should not be placed in a position where they are expected to make decisions beyond their level of authority.

Where uncertainty exists regarding staffing, medical arrangements, risk assessment or safeguarding considerations, the visit must not proceed until advice has been obtained from the Assistant Headteacher.

Responsibility for authorising educational visits remains with the Assistant Headteacher and cannot be transferred to accompanying staff.

The Assistant Headteacher's approval confirms that they are satisfied the proposed staffing arrangements are appropriate for the individual pupils attending, having considered all relevant risk assessments, healthcare plans and professional advice.

9. Medical Needs and Medication

Orange Tree School is committed to ensuring that pupils with medical needs are able to participate safely in educational visits wherever possible.

Medical conditions should not automatically prevent participation. Instead, appropriate planning, consultation and reasonable adjustments will be made to enable pupils to access educational and therapeutic opportunities safely.

The school recognises that many pupils have complex medical needs, including long-term health conditions, medication requirements and emergency healthcare plans. These must be fully considered during the planning and approval of all educational visits.

9.1 Medical Planning

The Medical Officer must be informed of all educational visits in sufficient time to prepare appropriate medical arrangements.

This includes:

- reviewing healthcare plans;
- reviewing emergency care plans;
- preparing medication;
- preparing emergency medication where required;
- preparing medical equipment and supplies;
- advising staff of any specific medical procedures;
- highlighting any additional precautions or restrictions.

Where necessary, the Medical Officer will liaise with the Trip Leader and Assistant Headteacher before approval is given.

9.2 Medication

Where medication may be required during an educational visit:

- medication must be prepared in accordance with school procedures;
- medication must be transported safely;
- medication must remain accessible throughout the visit;
- an appropriately trained and authorised member of staff must accompany the pupils;
- medication administration must be recorded in accordance with school procedures.

Medication must never be administered by a member of staff who has not received appropriate training or authorisation.

9.3 Emergency Medical Procedures

The Trip Leader and accompanying staff must be familiar with:

- relevant healthcare plans;
- emergency procedures;
- emergency medication;
- emergency contact arrangements;
- the location of the nearest appropriate medical assistance where appropriate.

Where a pupil has an emergency healthcare plan, all accompanying staff must be aware of their role before leaving the school.

9.4 Fitness to Participate

Participation in an educational visit should always take account of a pupil's presentation on the day.

Staff should consider:

- physical health;
- emotional wellbeing;
- levels of anxiety or distress;
- medical advice;
- current behaviour and regulation;
- recent incidents;
- any changes in medication or health.

Where staff have concerns that participation may not be safe or appropriate, these should be discussed with the Assistant Headteacher before the visit proceeds.

9.5 Medical Emergencies

In the event of a medical emergency:

- staff will follow the pupil's healthcare plan;
- emergency services will be contacted where required;
- the school will be informed as soon as reasonably practicable;
- parents or carers will be informed in accordance with school procedures;
- all incidents will be recorded and reviewed following the visit.

Any significant medical incident will result in a review of the relevant risk assessments and healthcare arrangements before future visits are undertaken.

10. Preparation of Pupils

Educational visits should be carefully prepared so that pupils understand the purpose of the activity, what to expect and how they can participate safely.

Preparation should be personalised according to pupils' communication, learning and emotional needs.

Where appropriate, preparation may include:

- social stories;
- visual timetables;
- photographs of the venue;
- discussions during tutor time;
- regulation strategies;
- expectations for behaviour;
- travel training;
- familiarisation visits;
- opportunities to ask questions.

Preparation should support pupils to feel safe, confident and ready to participate.

The Assistant Headteacher will assure themselves that appropriate preparation has been completed before approving the visit.

11. Transport Arrangements

Safe transport arrangements are an essential part of educational visit planning. The mode of transport selected must be appropriate to the purpose of the visit, the needs of the pupils attending and the level of supervision required.

Transport arrangements must be considered during the planning stage and approved as part of the overall educational visit approval process.

The school will always seek to balance the educational benefits of an off-site activity with the need to maintain high-quality education, therapeutic provision and staffing for pupils remaining in school.

11.1 Planning Transport and Staffing

Transport planning forms part of the overall educational visit approval process and must be considered alongside staffing, curriculum delivery and the operational needs of the school.

Before approving a visit, the Assistant Headteacher must satisfy themselves that:

- the proposed method of transport is appropriate for the activity and pupils attending;
- the Business Manager has confirmed the availability of school vehicles and authorised drivers where required;
- staffing arrangements are appropriate for both the visit and the pupils remaining in school;
- sufficient first aid trained staff and, where required, staff trained and authorised to administer medication are available to accompany the visit;
- teaching, therapeutic provision and safeguarding arrangements for pupils remaining in school will not be unnecessarily disrupted;
- appropriate classroom cover has been arranged where necessary; and
- the educational benefits of the visit outweigh any operational impact on the wider school.

Educational visits should enhance pupils' educational experiences without unnecessarily diminishing the educational experience of those remaining in school.

Where a proposed visit would significantly disrupt teaching, therapy, safeguarding arrangements or staffing across either site, alternative arrangements should be considered before approval is given.

These may include:

- using another authorised school driver;
- rearranging the timing or date of the visit;
- using approved external transport; or
- rescheduling the activity.

A visit must not be approved on the basis that a parent or carer will be required to remedy an identified shortfall in school transport or staffing arrangements during the school day.

11.2 School Vehicles

The availability of the following must be confirmed with the Business Manager before transport arrangements are finalised:

- the school car;
- the school minibus; and

- an appropriately authorised driver

Where the Business Manager advises that suitable transport cannot be safely or reasonably provided, the Assistant Headteacher must reconsider the arrangements before approving the visit.

11.3 Business Manager

The Business Manager is responsible for:

- confirming the availability of school vehicles;
- confirming the availability of authorised drivers;
- advising on the most appropriate and cost-effective transport arrangements;
- identifying where school transport is unavailable; and
- advising where approved external transport should be used.

The Business Manager provides operational advice regarding transport and logistics but does not authorise educational visits.

11.4 Alternative Transport

Where school vehicles are unavailable, unsuitable or would significantly disrupt the operation of the school, alternative transport may be considered.

Alternative transport may include:

- licensed taxi or private hire services;
- public transport;
- coach travel; or
- transport provided by an approved external provider.

The method of transport must be appropriate to the activity, the needs of the pupils attending and the findings of the risk assessment.

11.5 Taxis and Private Hire Vehicles

The use of taxis or private hire vehicles, including ride-hailing services such as Uber, should be the exception rather than the routine method of transport.

No taxi or private hire vehicle may be booked without the prior approval of the Business Manager.

The Business Manager will consider:

- whether a school vehicle is available;
- whether an authorised driver is available;
- the suitability of the proposed transport for the pupils attending;
- the operational impact on the school; and

- value for money.

Staff must not independently arrange or book taxis, private hire vehicles or ride-hailing services.

11.6 Responsibility for Transport Arrangements and Costs

Where a pupil is participating in a school-arranged educational visit, activity or off-site provision during the school day and remains in the care of the school, responsibility for making safe and appropriate transport arrangements remains with the school.

Where planned school transport becomes unavailable, unsuitable or cannot reasonably be provided, the school will determine and arrange an appropriate alternative in accordance with this policy.

Where an approved taxi, private hire vehicle or other external transport provider is required for this purpose, the transport will be arranged and funded by the school.

Parents and carers will not be expected to arrange or personally pay for private transport in order to resolve a school transport, staffing or operational issue while their child remains in the school's care.

Parental consent to an alternative transport arrangement does not transfer the school's safeguarding responsibility, duty of care or responsibility for determining whether the proposed arrangement is safe and appropriate.

Where a pupil needs to travel separately from the main group, appropriate supervision must be maintained in accordance with the pupil's individual needs, risk assessment and healthcare information.

A pupil must not travel alone in a taxi, private hire vehicle or ride-hailing service during a school-arranged activity unless an individual risk assessment has specifically determined that this is safe and appropriate and the arrangement has been formally authorised by the Headteacher.

Parents/carers may voluntarily choose to collect their child where this is mutually agreed with the school. Such an arrangement must not be presented as a requirement arising from the school's inability to provide planned transport.

Nothing in this section prevents the school from making separate arrangements for voluntary activities where parents/carers have been informed in advance of an agreed transport charge or contribution.

11.7 Drivers

Drivers of School vehicles must:

- hold the appropriate driving licence;
- be authorised by the school to drive the relevant vehicle;
- comply with all legal requirements;
- complete any required vehicle safety checks before travel; and
- ensure passengers are transported safely.

The Trip Leader remains responsible for pupil supervision throughout the journey.

11.8 Transport Risk Assessment

Transport arrangements form part of the educational visit risk assessment and must include, where appropriate:

- embarkation and disembarkation arrangements;
- seat allocation;
- supervision during travel;
- medical requirements;
- medication and emergency medication;
- behaviour and emotional regulation during travel;
- communication arrangements; and
- contingency plans in the event of delays, breakdown or emergency.

11.9 Use of Private Vehicles

Staff must not transport pupils in private vehicles unless:

- there are exceptional circumstances;
- prior approval has been obtained from the Headteacher;
- appropriate insurance, safeguarding and legal requirements have been confirmed; and
- the arrangements have been recorded as part of the educational visit documentation.

The school recognises that transport can present additional challenges for some pupils due to medical needs, sensory differences, anxiety, communication needs or emotional regulation. Transport arrangements will therefore be planned as part of the overall educational visit, with reasonable adjustments made wherever appropriate to enable pupils to travel safely and successfully.

12. Communication with Parents and Carers

Parents and carers are important partners in the safe planning and delivery of educational visits.

The school will provide appropriate information about visits, which may include:

- the purpose and nature of the activity;

- date, times and itinerary;
- venue information;
- transport arrangements;
- costs or agreed contributions;
- consent requirements;
- medical and medication arrangements;
- equipment or clothing requirements;
- emergency contact arrangements; and
- any significant information relevant to the pupil's safe participation.

Parents/carers must be informed of significant incidents or material changes to the planned arrangements where appropriate.

Where circumstances change during a visit, staff may consult parents/carers and seek relevant information or agreement. However, operational decisions relating to safeguarding, supervision, transport, staffing and risk management remain the responsibility of the school.

Parents/carers will not be asked to assume responsibility for a pupil who remains in the school's care by arranging or funding alternative transport because of a school staffing or transport difficulty.

Responsibility transfers back to the parent/carer when the pupil has been safely handed over to them, or to another authorised adult, in accordance with agreed arrangements.

13. Recording, Reporting and Review

Educational visits provide valuable opportunities for learning and personal development. The school is committed to learning from every visit to continually improve practice, strengthen safeguarding arrangements and ensure future educational visits remain safe, inclusive and well planned.

Appropriate records must be maintained before, during and after each educational visit.

13.1 Recording Requirements

The following documentation must be retained, where applicable:

- educational visit proposal;
- approved risk assessment(s);
- individual pupil risk assessments considered during planning;
- healthcare information relevant to the visit;
- parental consent (where required);
- transport arrangements;
- staffing arrangements;
- emergency contact information;
- records of medication administered;

- incident reports;
- post-visit review documentation where completed.

The Trips Coordinator will maintain the central Educational Visits Register.

13.2 Incident Reporting

Any accident, injury, medical incident, safeguarding concern, behavioural incident, near miss or significant change to the planned activity must be reported to the school as soon as reasonably practicable.

The Trip Leader is responsible for ensuring that incidents are:

- reported promptly;
- recorded in accordance with school procedures;
- communicated to the Assistant Headteacher;
- communicated to parents where appropriate.

Where required, incidents will also be recorded in accordance with the school's Health and Safety, Safeguarding and Accident Reporting procedures.

Where the Assistant Headteacher is present on the visit, this reporting responsibility does not remove the Assistant Headteacher's responsibility to ensure that significant incidents, safeguarding concerns, near misses or departures from the approved arrangements are appropriately managed, reported and reviewed.

13.3 Post-Visit Review

Following educational visits, the Trip Leader should review the effectiveness of the visit.

Reviews should consider:

- whether the educational objectives were achieved;
- pupil engagement and participation;
- the effectiveness of staffing arrangements;
- transport arrangements;
- medical arrangements;
- safeguarding considerations;
- behaviour and regulation;
- the effectiveness of risk assessments;
- any incidents or near misses;
- recommendations for future visits.

For routine therapeutic activities, formal post-visit evaluations are not required after every session. However, staff should report any significant concerns, incidents or changes which may affect future participation.

13.4 Learning from Incidents

Where an incident, near miss or safeguarding concern occurs, the Assistant Headteacher will ensure that:

- the circumstances are reviewed;
- risk assessments are updated where required;
- lessons learned are shared with relevant staff;
- appropriate actions are taken to reduce the likelihood of recurrence.

The purpose of reviewing incidents is to improve systems, strengthen practice and support continuous improvement rather than to apportion blame.

13.5 Review of Recurring Activities

Recurring therapeutic activities, including Forest School, Snowability, Equine Therapy and other regular off-site provision, will be reviewed at least annually and sooner where:

- there has been a significant incident;
- participating pupils have changed significantly;
- staffing arrangements have changed;
- the provider or venue has changed;
- new risks have been identified.

The Assistant Headteacher will ensure that recurring activities continue to meet the educational, therapeutic and safeguarding needs of pupils.

14. Monitoring, Quality Assurance and Policy Review

Orange Tree School is committed to maintaining high standards in the planning and delivery of educational visits through effective monitoring, quality assurance and continuous improvement.

Monitoring is intended to provide assurance that educational visits are being planned safely, delivered consistently and managed in accordance with this policy.

14.1 Assistant Headteacher (Educational Visits Lead)

The Assistant Headteacher is responsible for monitoring compliance with this policy and providing operational assurance that educational visits are appropriately planned and approved.

This will include:

- reviewing educational visit documentation before approval;
- ensuring risk assessments have been appropriately completed and approved;
- confirming that educational visit risk assessments have been considered alongside individual pupil risk assessments, healthcare plans and other relevant documentation;
- monitoring the quality and consistency of educational visit planning;

- reviewing staffing arrangements;
- monitoring incidents and near misses;
- ensuring lessons learned are reflected in future planning;
- ensuring recurring activities continue to remain safe and appropriate.

The Assistant Headteacher will undertake periodic sampling of educational visit documentation throughout the academic year to ensure continued compliance with this policy.

14.2 Trips Coordinator

The Trips Coordinator will support the Assistant Headteacher by:

- maintaining the central Educational Visits Register;
- monitoring forthcoming visits and key deadlines;
- ensuring documentation is complete before submission for approval;
- maintaining records of recurring educational visits;
- supporting the review of educational visit paperwork.

The Trips Coordinator provides coordination and administrative support but does not approve educational visits.

14.3 Business Manager

The Business Manager will monitor:

- the availability and safe use of school vehicles;
- driver authorisation;
- vehicle servicing, maintenance and insurance;
- transport costs;
- the appropriate use of external transport providers.

Where concerns are identified regarding transport arrangements, these will be raised with the Assistant Headteacher before approval is given.

14.4 Headteacher

The Headteacher retains overall strategic oversight of educational visits.

The Headteacher will:

- monitor the effectiveness of educational visit systems;
- review significant incidents and complaints;
- monitor compliance with this policy through leadership supervision and quality assurance;
- approve residential visits and exceptionally high-risk activities;
- ensure appropriate training and support are available for staff involved in educational visits.

The Headteacher may undertake periodic audits of educational visit documentation as part of the school's wider quality assurance programme.

14.5 Policy Review and Continuous Improvement

This policy will be reviewed annually, or sooner where:

- legislation changes;
- statutory guidance changes;
- significant incidents occur;
- monitoring identifies improvements are required;
- changes occur within the school's organisation or staffing.

Educational visits will be reviewed as part of the school's wider cycle of safeguarding, health and safety and quality assurance.

The school is committed to learning from experience and continually improving educational visits to ensure they remain safe, inclusive and educationally valuable.

Educational visits are an important part of life at Orange Tree School. Through careful planning, effective leadership, proportionate risk management and collaborative working, the school seeks to ensure that all pupils can benefit from meaningful educational and therapeutic experiences beyond the classroom in a safe, inclusive and well-supported environment.

15. Insurance and External Providers

The school will ensure that appropriate insurance arrangements are in place for educational visits and off-site activities.

Where external venues, providers or specialist activity organisations are used, the school will make proportionate checks to ensure that appropriate arrangements are in place, including where relevant:

- public liability insurance;
- employer liability insurance;
- activity-specific insurance;
- appropriate qualifications or competence;
- safeguarding arrangements;
- risk assessments; and
- emergency procedures.

Provider or venue risk assessments support the school's planning but do not replace the school's responsibility to consider the individual needs, risks and support requirements of participating pupils.

16. Mobile Phones, Photography and Technology

The use of mobile phones, photography, recording devices and other technology during educational visits must comply with the school's Safeguarding and Child Protection Policy, Online Safety Policy, Data Protection Policy and Staff Code of Conduct.

Staff must use school-approved devices and communication methods where required and must not use personal devices to photograph or record pupils unless specifically authorised in accordance with School procedures.

Pupils' use of mobile phones and other technology during educational visits will be managed in accordance with school expectations, individual needs and the requirements of the activity.

Photographs or recordings of pupils must only be taken, stored and shared in accordance with the school's consent, safeguarding and data protection arrangements.

17. Related Policies and Documents

This policy should be read in conjunction with the following school policies, procedures and guidance:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Risk Assessment Policy
- Supporting Pupils with Medical Conditions / Medical Policy
- First Aid Policy
- Relationships and Regulation Policy
- Positive Handling / Physical Intervention Policy
- SEND Policy
- Accessibility Plan
- Equality, Diversity and Inclusion Policy
- Behaviour Support Plans and Individual Risk Assessments
- Data Protection Policy
- Online Safety Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Emergency Lockdown and Critical Incident Procedures
- Fire Safety and Emergency Evacuation Procedures
- Complaints Policy (where educational visits form part of a complaint)
- Careers Education, Information, Advice and Guidance (CEIAG) Policy (for work-related learning and employer encounters)

The following documents should also be considered where applicable:

- Individual Healthcare Plans
- Education, Health and Care Plans (EHCPs)
- Individual Behaviour Support Plans
- Positive Handling Plans
- Educational Visit Risk Assessments
- Venue or Provider Risk Assessments
- Transport Risk Assessments

18. Associated Legislation and Guidance

This policy has been developed with regard to relevant legislation and guidance, including:

- Education (Independent School Standards) Regulations 2014
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), where applicable
- Department for Education guidance relating to health and safety on educational visits
- Current safeguarding guidance, including *Keeping Children Safe in Education*

Appendix A – Categories of Educational Visits

Category	Examples	Planning requirement	Approval
A – Routine Therapeutic Curriculum Activities	Snowability, Wild About the Woods / Forest School, Equine Therapy	Approved recurring activity/venue RA, individual pupil risks and healthcare needs considered, staffing/session suitability checked	AHT
B – Routine Local Community Access	Café, shop, library, park, local walks, reward activities	Approved local/community RA plus individual pupil, medical and staffing considerations	AHT
C – Planned Educational Visits	Museums, theatre, college, careers event, cultural or curriculum visits	Visit-specific planning and RA, full consultation and preparation	AHT
D – Residential / Higher-Risk Activities	Residentials, adventurous or significantly higher-risk activities	Enhanced planning, specialist assessment and additional controls	Headteacher

The category determines the proportion of paperwork required; it does not remove the requirement for appropriate senior approval. Individual pupil risks, healthcare requirements and staffing must always be considered.

Appendix B Educational Visit Proposal Form

Proposal for Learning Outside the Classroom / Educational Visit/Rewards

When planning an educational visit, the Trip Leader must discuss the proposed activity with the **Trips Coordinator** before bookings or other commitments are made.

The Trip Leader is responsible for completing the required planning documentation and draft risk assessment. The Trips Coordinator will support with organisation, bookings, transport planning, staffing coordination and paperwork.

The visit must not proceed until formal approval has been given by the Assistant Headteacher (Educational Visits Lead), or by the Headteacher where required under this policy.

Trip Proposal Form	
Proposed Trip Date:	
Destination:	
Class / Group/Pupils:	
Trip Leader:	
Staff proposing the visit:	
Number of pupils:	
Proposed staffing:	
Proposed staffing ratio / enhanced staffing requirements:	
First aider attending:	
Medication-trained staff, where required:	
Proposed departure time:	
Proposed return time:	
Purpose of visit:	
Has the venue been visited or reviewed previously?	☐ Yes ☐ No ☐ Not applicable
Venue/provider information obtained:	☐ Yes ☐ No ☐ Not applicable
Venue/provider risk assessment obtained where applicable:	☐ Yes ☐ No ☐ Not applicable
Pupil Needs and Risk	
Educational Visit Risk Assessment completed:	☐ Yes ☐ No
Individual pupil risk assessments reviewed:	☐ Yes ☐ No
Relevant healthcare plans reviewed:	☐ Yes ☐ No
Behaviour / regulation plans considered where applicable:	☐ Yes ☐ No
SENCO consultation:	☐ Yes ☐ No
Enhanced supervision required (e.g. 1:1 / 2:1)	☐ Yes ☐ No Details if Yes:
Medical Arrangements	
Medical Officer informed:	☐ Yes ☐ No
Medication or equipment required:	☐ Yes ☐ No

Emergency medication required:	☐ Yes ☐ No
Specific staff training required:	☐ Yes ☐ No
Details of medical arrangements:	☐ Yes ☐ No
Pupil Preparation	
Please identify any preparation required: ☐ Social story ☐ Visual timetable ☐ Venue photographs ☐ Sensory preparation ☐ Regulation strategies ☐ Travel preparation ☐ Familiarisation visit ☐ Other Details:	
Transport	
Transport required:	☐ Yes ☐ No
Proposed transport: ☐ School car ☐ School minibus ☐ Public transport ☐ Coach ☐ Taxi/private hire ☐ External provider transport ☐ Other:	
Business Manager consulted	☐ Yes ☐ No ☐ Not applicable
School vehicle availability confirmed:	☐ Yes ☐ No ☐ Not applicable
Authorised driver confirmed:	☐ Yes ☐ No ☐ Not applicable Name:
Would use of the proposed driver require teaching or therapeutic provision to be covered?	☐ Yes ☐ No
If yes, explain the impact and proposed cover arrangements:	
Alternative transport required:	☐ Yes ☐ No
If yes, Business Manager approval obtained:	☐ Yes ☐ No
Costs	
Estimated venue/activity cost: £ _____ Estimated transport cost: £ _____ Estimated total cost: £ _____ Cost per pupil, if applicable: £ _____ Any proposed parent/carers contribution: £ _____	
Trips Coordinator Check	
The Trips Coordinator coordinates and supports the visit but does not approve risk	

assessments or authorise educational visits.	
Trips Coordinator signature:	Date:
Assistant Headteacher – Leadership Assurance and Approval	
Before approving the visit, the Assistant Headteacher must personally satisfy themselves that: ☐ Educational purpose is appropriate ☐ Visit risk assessment has been reviewed ☐ Individual pupil risk assessments have been considered ☐ Healthcare plans have been considered ☐ SENCO advice has been considered where required ☐ Medical Officer advice has been considered where required ☐ Staffing and supervision arrangements are appropriate ☐ First aid arrangements are appropriate ☐ Medication arrangements are appropriate ☐ Transport arrangements are safe and suitable ☐ Impact on pupils remaining in school has been considered ☐ Parent/carers consent has been obtained where required ☐ Pupil preparation has been completed where required ☐ Emergency arrangements are clear ☐ Any outstanding actions or concerns have been resolved	
Approved: AHT Approval I confirm that I have personally reviewed the educational visit arrangements, including the relevant risk assessments, healthcare information, staffing, medical arrangements, transport and safeguarding considerations. I am satisfied that appropriate arrangements are in place and that the visit may proceed.	☐ Yes ☐ No
Conditions of approval / actions required:	
Assistant Headteacher signature:	Date:

No recorded approval = no visit.

Appendix C – Emergency Contact Information

This must be taken on EVERY off-site trip.

The emergency pack should include:

- Student registers – *Must be relayed to school with any changes during the day and daily for residential*
- School Phone
- Emergency contacts
- Medical information
- All medicine required including school emergency inhalers and EpiPens if applicable
- First Aid Kit
- Venue details
- Staff contact details
- Risk assessments
- Itinerary

Appendix D– Neurodiverse Trip Preparation and Regulation Support

The school recognises that successful participation in enrichment activities often depends on preparation, predictability and emotional regulation support.

Trip leaders and class teams should consider:

- Social stories
- Visual schedules and timetables
- Photographs of venues and transport
- Transition preparation
- Clear communication of expectations
- Sensory regulation strategies
- Access to headphones, sensory aids or regulation tools
- Quiet spaces and planned breaks
- Gradual exposure opportunities
- Flexible participation arrangements
- Emergency autism cards where appropriate

These approaches are intended to reduce anxiety, improve engagement and ensure equitable access to enrichment experiences.

Appendix E – Enrichment Activity Expectations

Enrichment activities should:

- Support curriculum or personal development goals
- Promote inclusion and engagement
- Encourage independence and confidence
- Be age and needs appropriate
- Be appropriately supervised

Examples include:

- Sports clubs
- Creative arts
- Outdoor learning
- Community projects
- Careers education
- Wellbeing activities
- Cultural visits

- Life skills activities

Appendix F - Risk assessment Proforma



Risk assessment –

School name: Orange Tree School

Venue:

Activity being undertaken:

Age of pupils: 11-18years

Hazard	Who could be harmed	Risk level – low, medium, high	What are you doing to control the risk?	Who is responsible?	Date when this action was checked/ completed?

Name of risk assessor:	Job title:
Date of risk assessment:	Review date:
Names of members of staff who have read the risk assessment:	Signatures: