

Enrichment & Visits



Wallington High School for Girls

Visits Policy 2025

Contents

1. Relevant People
2. Introduction
3. Definitions
4. Rational
5. Planning
6. Approval
7. Student Selection
8. Exclusion from visits
9. Charging
10. Remission of Contributions
11. Accounting
12. Parental Involvement
13. Insurance
14. Emergency Contact
15. Discipline on a trip
16. Risk Assessments
17. Ratios
18. Serious Incidents
19. Non-compliance
20. Roles and Responsibilities
21. Appendices

MONITORING AND EVALUATION BY	Senior Leadership Team and Headteacher
APPROVED BY	Local Governing Body
APPROVAL DATE	September 2025
EFFECTIVE DATE	September 2025
PERIOD OF REVIEW	3 years
DATE OF NEXT REVIEW	September 2028

Enrichment & Visits

1. Relevant people mentioned in policy
 - a. Headteacher: Tracey O'Brien
 - b. Enrichment & Visits Coordinator (EVC): Edward Pattison
 - c. Enrichment & Visits Officer (EVO): Jenny Murphy
 - d. The order of responsibility/chain of guidance and approval should usually start from a staff member, (co) Trip lead, EVC, Headteacher, Governors to Outdoor Educational Advisor (OEA) (Sutton Council). Each may make decisions in a situation but should refer, get guidance from or follow the instructions of the next in the chain.
2. Introduction
 - a. All visits should have a clear purpose and outcomes in student progress and development, both personal and academic. These should be explicit and clear.
 - b. Visits should be led by someone that is knowledgeable and preferably experienced in similar visits. The trip should be well organised, clearly planned, communicating all important information through EVC and EVO. All information and documents should be accessible to all people involved on the network.
 - c. Early Career teachers in their first year of teaching will not be permitted to lead a visit. After that, less experienced staff should be supported, guided and overseen by an experienced visit leader. The EVC will judge the suitability of Leads with guidance from the Headteacher.
 - d. No visit will be launched or go ahead without the prior consent of the EVC and in the case of residential trips, the Governing Board and Headteacher.
 - e. Health and Safety on Educational Visits, DfE, 2018
 - i. The headteacher will ensure the EVC has the appropriate training and will assume the responsibilities of the EVC in their absence.
 - ii. The EVC works with the OEA to help their colleagues in school to assess and manage risks.
 - f. The EVC will (1) promote the value and importance of educational visits. (2) encourage a progressive and challenging series of outdoor learning opportunities for young people. (3) help Visit Leaders to overcome perceived barriers
3. Definition of a School Visit
 - a. A school visit is any activity that takes place outside the school premises. It does not include work experience, unsupervised community service placements or offsite PE activities.
 - b. It does not include offsite educational activities that are not supervised by Wallington High School staff (e.g. Lectures or other activities students may have been informed of by the school).
4. Approval for School Visits
 - a. Priority is given in this order
 - i. Essential for the curriculum
 1. Visit is required for the specification of a qualification e.g. Geo fieldwork
 - ii. Directly Relevant to curriculum OR very beneficial to personal development
 1. The visit content matches the content of the syllabus/specification.
 2. The visit helps develop key aspects of students' development that are important for them to become prepared for post school. These should be outlined in the proposal.
 - iii. Broadly Relevant to curriculum OR beneficial to personal development
 1. The visit is subject related and may inspire or enhance student understanding of the subject generally.
 2. The visit may help students' personal development such as cultural awareness, understanding or skills development. This should be outlined in the proposal.
 - iv. Recreational
 1. The visit is for students for the students social and wider broadening of experience.

Enrichment & Visits

5. Planning

- a. Anyone wishing to lead a trip should read the documents "0 TRIP PROTOCOL GUIDE 2025" which outlines the procedure and responsibilities. They should also access "1 HOW TO PLAN A TRIP 2025" document on the network/WHSG All Staff Teams. Both documents are in the Policy Appendix
- b. The trip lead should discuss with EVC & EVO ideas of a trip of a trip before submission of approval.
- c. After approval a Risk Assessment (RA) will be required and a deadline given for submission to the EVC. The Lead will need to meet with the HOY, DSL & Medical about the students and adapt the risk assessment to the requirements of the students.
- d. A preliminary visit should be carried out where reasonably possible. For Overseas visits it is advised that leads ask the travel operator if this is possible.

6. Approval

- a. All visits need the approval of the EVC. The EVC should consult and get clearance from the Headteacher, Governors or the OEA if they feel the trip has elements that require additional attention.
- b. Approval forms should be 1 month before for a day trip, 6 months for a residential or higher risk trip, 1 year for an overseas trip and 18months+ for high cost overseas trip (e.g. over £1000)
- c. Residential visits require the approval of the Governing body (LGB), who only meet 3 times a year, which should be taken into account when planning and submitting a trip for approval. In exceptional circumstance LGB approval can be gained at other times but should not be expected and should be arranged through EVC who will liaise with LGB.
- d. Submissions in times less than those stated may be approved but should not be expected and will depend on circumstances.
- e. Trip Leads should take every reasonable step to reduce the cost of the trip.
- f. Trip Leads should take every reasonable step to reduce the impact on classroom learning, particularly in exam year groups (11 and 13) and those with a high number of trips and other disruption (e.g. often year 10). The general rule of maximum of 2 days of school disruption should be aimed for also using off timetable days, weekends and holidays.

7. Student selection

- a. An invitation should be sent out to the group of students eligible asking for them to express an interest.
- b. The selection criteria
 - i. Should be made clear in the initial invite letter.
 - ii. The time given to express an interest must be more than 5 days but should be around a week unless otherwise necessary.
 - iii. Should give special consideration to Disadvantaged students and an offer made to them unless there are legitimate reasons why this is not possible, which must be able to be explained to HOY and parents.
 - iv. Equality Act 2010: It is unlawful to treat a disabled person less favourably, to fail to make **reasonable adjustments**. Any issue must be attributable to a diagnosed physical or mental condition for it to fall within the Act.
 - v. The usual norm is for priority to be given to those that have not been on other similar trips. This is usually done by EVO & EVC.
 - vi. Positive discrimination for those who have participated in other extra curricula activities must be made clear in the launch letter. This is decided by the trip Lead in consultation with EVC.
 - vii. First come first served can be used but is discouraged from use and must only be done with a good reason and cleared by EVC.

Enrichment & Visits

- viii. Once interest has been declared, and the above considerations have been followed selection will be random and a list of invites to the selected students will be made.
- ix. One week (normally) will be given to pay a deposit otherwise the place may be given to others that expressed and interest, after which time if there are still places, they will be opened to other groups of people decided by the trip Lead, EVC and EVO.

8. Exclusion of student from a visit

- a. This may happen if a parent / carer refuses to accept the conditions laid down for a visit or previous behaviour of the student has given the organisers reason to believe that they may not be relied upon to follow instructions given by those in charge or may behave in a manner that would cause damage to the reputation of the school or put others on the trip at risk. Any decision to exclude a student from a trip will be made by consultation of the trip leader, the EVC, member of SLT and the family.
- b. No student will be able to participate in the visit if the parent / carer doesn't give permission for the student to participate prior to the visit taking place. This must be in written form. The school will often have a cut off for this permission as it takes time to process the plans and documentation for a trip.
- c. The DSL will have a list of students who are on safety plans and are deemed of higher risk on a trip. This will be regularly updated, and trip leads must consult the DSL (and HOY) about the students on the trip.
 - i. Students can only travel after consultation with DSL, HOY and parents with provisions in place (which will be on the risk assessment) such that parents will pick the student up from the trip if a significant issue arises). This will be done with the agreement of the trip lead.
- d. No student may go on a trip without the approval of the trip lead, EVC, headteacher.

9. Charging

- a. Costs should be minimised by the trip lead, EVC and EVO wherever possible.
- b. The trip launch letter to parents and students will give the most accurate approximate cost of the trip possible but the final amount may vary according to numbers of students and other factors. Parents have the right to withdraw if the costs change significantly (e.g. by more than 10%).
- c. Trips may be cancelled if numbers are not high enough or other factors affect the significant change in cost. In this situation all payments will be refunded.
- d. There will be a deadline for paying the deposit for a trip. Anyone missing the deadline (without prior communication) will not be considered for the trip if it is oversubscribed but may be put on the waiting list.
- e. For all residential visits, parents are committing to the full cost of the visit upon payment of the deposit. In the event of a student withdrawing from a residential visit, a reasonable effort will be made to find a replacement student to take the available space, however if this is unsuccessful and payment has been made to the tour operator, parents will not be able to receive a refund unless there is sufficient medical evidence to support an insurance claim (in such cases reimbursement will occur on receipt of the money from the insurance company.).
- f. For residential trips, if a student withdraws from the visit after the final payment was due to be paid for the trip then it should not be expected that a replacement will be found, and the cost of the trip needs to be paid in full.

10. Remission of Contributions

- a. Pupil premium or bursary students will receive additional financial support in line with the Free school Meals and Bursary Policy. This will represent a contribution towards the trip/trips for that

Enrichment & Visits

student for that year with a cap on the amount each student will receive in that academic year. This will be decided by the relevant designated coordinator.

- b. Pupil Premium and Bursary students must still respond to launch letters and use parent pay where requested.
- c. Students must have applied for or been in receipt before the launch of the trip.
- d. The amounts and handling of these amounts are the responsibility of The Assistant Head responsible for Bursary for 11 to 16 and the sixth form PSO responsible for Post 16 Bursary.

11. Accounting

- a. A schedule of payments for a trip will be made by the EVO and EVC. This will be sent to the parents once it is made, and the payments will be made by Parent Pay. There is no expectation of the school accepting payments by a method other than Parent Pay.
- b. Parents are required to keep to the schedule. The student's place may be offered to someone else if the deadlines are not met. Parents should inform the school if they are having difficulties with payments so a solution can be found. Once the deposit is paid the parents are required to pay the full cost unless a replacement can be found.
- c. The EVC and EVO will endeavour to ensure a deposit is collected for a trip before a significant outlay. Any significant outlay before a deposit should be cleared through the Headteacher and/or GLT Finance. The exception is for items such as theatre tickets or similar admission tickets.

12. Parent/Guardian Involvement

- a. The parents/guardian will be informed of a trip by letter/email and will include an outline of dates, times, activity and costs. It will not necessarily have full or exact details as these may change.
- b. Parents will communicate to the school and vice versa at any point as soon as any significant changes arise.
- c. Parents/guardian will provide payment and authorisation when asked using parent pay or other method requested. Without payment or authorisation the student will be unable to attend the trip.
- d. The parents/guardian must provide all medical information requested and medications needed by the student. If such are not provided students will not be able to attend the trip.
- e. The parents/guardian will provide emergency contact information where they can be contacted for the entire duration of the trip. If such are not provided students will not be able to attend the trip.
- f. The parents/guardian must agree to any arrangements laid out by the DSL/EVC/Headteacher for the trip or the student may not be able to attend.
- g. For overseas trips parents/guardians must send a copy of the passport to the EVO/EVC at the time stated or else the student may not be able to attend.
- h. Parents/guardian are responsible for getting any information needed and arranging any possible visa needed for travel. The school accepts no responsibility for providing information on or assisting with obtaining visas. This is because information is very specific and frequently changes. Parents/guardians are responsible for all consequences of issues with visas etc. The School EVO will provide letters parents may need to obtain visas such as headed letters stating the student is in full time education at the school for as long as applicable.
- i. Overseas residential trips will have a Parent Information Evening when the trip details will be outlined, usually by the trip lead. This is an opportunity for parents/guardians to ask questions.
- j. In the event of an issue parents/guardians should contact the school. On residential trips parents will have the contact number of a member of staff on the trip.
- k. Parents/guardian agree that while the student is on the trip that the trip lead and EVC will make decisions for the safety and wellbeing of their child until the arranged handover time.
- l. The parents/guardians agree to pick up the student at the agreed time and location stated on the information provided.

Enrichment & Visits

- m. A child of a staff member may go on a trip that the member is on. The child may not be in the group supervised by the parent, but the child will be overseen by the trip leader unless the trip leader is the parent. If the child is ill or needs 1 on 1 supervision the parent may not be the person supervising them.

13. Insurance

- a. There will be insurance for all activities for all students. If any activities are not insured, they will not be undertaken. If any student is not covered by the insurance, then they will not be able to do the activity or go on the trip.
- b. The trip lead must review and know the procedure for contacting the insurance company for gaining assistance as well as making a claim. The trip lead and EVC must know that all activities being undertaken are covered by the insurance.
- c. The trip lead may not undertake activities that have not been agreed with EVC or that they aren't covered by the insurance (they may not assume, they must know).
- d. Parents are responsible for declaring any medical condition that may affect the insurance and for obtaining medical clearance letters asked for, within the time scale needed.
- e. The trip lead, EVO must discuss with the EVC if there are any students with conditions that may affect the insurance and review the situation. It then needs to be checked with the insurance company. It is the trip lead together with EVO and EVC who are responsible for ensuring any medical clearance letters are obtained from student's doctors.
- f. The Finance department will process insurance claims with information the EVC and EVO have collected from parents and other sources.

14. Emergency Contact

- a. The trip lead must have the contact details of the school and at least one other for day trips (usually EVC & EVO) and other agreed people for residential/overseas trips (usually SLT member and/or Headteacher). The contact details will be on the risk assessment.
- b. The trip lead will have a school trip phone. This number should be given to students and may be given to parents if needed.
- c. The trip lead or other staff will inform the EVC/emergency contact if any significant issue occurs. This should be as soon as possible during or after an event and before contacting parents. This includes if a student needs medical attention or parents need to be contacted.
- d. The trip lead should ensure that all staff on the trip should have a copy of the emergency contact details of all students and of the risk assessment.
- e. The WhatsApp Protocol should be followed (see Appendix). Any variation should be discussed with EVC in advance.
 - i. WhatsApp groups will be created and used for ALL residentials or groups over 100 or groups that may split at times.
 - ii. EVC/EVO create trip staff WhatsApp group:
 - 1. All trip phones on the group, all staff on the group.
 - 2. NO STUDENTS on the group.
 - 3. All communication about the trip should be on the group.
 - 4. EVC will add SLT or other people as necessary to the group.
 - iii. Photos
 - 1. can and should be taken of anything, especially key things on the trip.
 - 2. EVC/EVO Will download all photos
 - 3. Will be deleted from group information after the trip etc.
 - iv. Trip Lead

Enrichment & Visits

1. For residential and overseas trips the Lead should create at least 1 student WhatsApp group to aid communication between staff and students (This is optional for day trips (usually for ones where students are on their own)).
2. If more than 1 trip phone the Lead can create multiple student groups. Get all students to text trip phone with their name. Put students in the group. Use to inform students and contact students if indirect or remote supervision

15. Discipline on a trip

- a. Students must be given guidance on behaviour and rules for every stage of a trip.
 - i. On all visits students are expected to adhere to the School's usual behaviour code and ensure that their behaviour reflects the fact that they are representing the school.
 - ii. The guidance should be given before the trip and/or any part of the trip with specific rules. Such guidance should include behaviour while traveling, at specific locations or for specific activities etc.
 - iii. Remote supervision of students (when not in eye sight of staff):
 1. There will be an agreed area with limits where the students can be, this will be clear for staff and students.
 2. All students should have contact details of staff.
 3. Students should know the location/meeting place of staff in case of need.
 4. Students should never be in a group of less than four, except for KS5 students to be in pairs, where appropriate.
 5. Students should always ask/inform staff if they wish to leave the agreed area.
 - iv. All staff must be aware of these rules and communicate them
 - v. The risk assessment should have specific behaviour rules that protect student safety.
- b. Lead should ensure Public Transport Protocol (see Appendix) is followed or discuss with EVC about possible changes
 - i. Groups of up to 30 with 2 members of staff per group.
 - ii. Dismissal Point
 1. Apart from start and finish point, maximum of 1 dismissal point.
 2. Offered to parents/guardian on Parent pay or Microsoft forms to consent to the dismissal points. Once chosen and deadline has passed this cannot change.
 3. If deadline missed, changes cannot be made even with direct parent approval.
 4. If more than one dismissal point then students allocated to that dismissal point must all be in the same groups so as not to confuse staff or students.
 - iii. If more than one group,
 1. groups can operate/travel independently, not necessarily travelling together.
 2. each will have mobile phone (WhatsApp group created).
 - iv. If multiple groups of 3+ the trip lead is free to roam between groups and trouble shoot, scout ahead etc.
 - v. Boarding/alighting public transport
 1. each group a member of staff boards/alights first and the other boards/alights last.
 2. Head count/register is done before and after boarding/alighting.
- c. At accommodation
 - i. Students must stay in their own room unless they have the permission of the trip lead/other staff to be elsewhere.
 - ii. Students must ensure staff know where they are or might be at any time. Breaking this rule may lead to the students being more closely controlled.

Enrichment & Visits

16. Risk Assessments

- a. Only **reasonably foreseeable** risks need to be considered.
- b. Legal expectation is only **the reasonably practicable preparation is taken not perfection**.
- c. The trip lead will complete the risk assessment. It should only include the most significant and likely risks and should be around one to two sides of A4 using the proforma. The Lead should ask the EVC for help completing if needed.
- d. The trip lead should meet with but certainly communicate with the EVC before completing the risk assessment.
- e. The EVC must approve a risk assessment before a trip leaves.
- f. The EVC should consult the Headteacher or OEA if there is something that needs clarifying or may not be in line with the Visits Policy.
- g. The trip lead does not need to complete risk assessments for activities in centres that have AALA (adventure Activities Licensing Authority) or LOC (Learning Outside Classroom) accreditation, but should look them over. However, there should be a Risk Assessment for the student that covers things other than the specific activities and covers travel and individual/group needs of the students.
- h. The trip lead must consult the HOY and DSL to review the needs and provisions that would need to be in place for any students of need. Any mitigation for specific pupils must be mentioned on the risk assessment, as should any action that should be taken in case of any incident.
- i. Students with serious medical needs (e.g. EpiPen) and with safety plan, should be mentioned individually on the risk assessment with what measures have been taken
- j. The trip lead should ensure that all staff have the risk assessment with them at all times and that they go through it with the staff so they are aware of the risks, mitigation and action needed in the event of an issue.

17. Ratios

- a. There are expected ratios but the law expects effective supervision – and very rarely a specific number of adults, so the factors below will be taken into account to determine the ratio on trips.
- b. The suggested ratios are
 1. Overseas residential 1 to 10 plus one additional member of staff
 2. Residentials in the UK between 1 to 10 to 1 to 15 +1
 3. UK Coach travel non-residential between 1 to 15-20 +1
 4. Public transport, non-residential : 1 to 15 +1
 5. Walking from school, non-residential : 1 to 20 +1
- c. There are several factors to take into account.
 - i. Factors that would increase the ratio (larger numbers per member of staff)
 1. Age: The higher the age the more students per member of staff.
 2. Coach travel direct to and from single location could increase the ratio.
 3. Students in location with co-supervision by centre staff would allow more students per member of staff.
 4. Little or no mixing with the public.
 - ii. Factors that would decrease the ratio (fewer numbers per member of staff).
 1. Multiple changes on public transport.
 2. Crowded public transport.
 3. Higher risk activity.
 4. Staff: less experienced or non-teaching staff would lead to more staff per pupil.
 5. Distant supervision activities.

18. Serious incidents

Enrichment & Visits

- a. A staff member must inform the trip lead who must inform the EVC of any significant incident as soon as reasonably possible (e.g. within 1 hour). The EVC may then inform the Headteacher if they deem it necessary and they may contact the Governors. If the next in the chain is not contactable then the alternative on the risk assessment should be contacted. If this is not possible then the next up in the chain should be contacted.
- b. The EVC and Head teacher should be made aware of any contact with parents and/or emergency services as soon as reasonably possible (e.g. within the hour).
- c. Staff on trips should always take the safest approach contacting emergency services, EVC etc
- d. Staff should ensure students involved in the incident are safe while other staff must ensure the other students are also kept safe and calm.
- e. Staff should ensure that when there is an issue that they guide students in what to say or not say in communication with their parents directing parents to communicate with the staff if possible. This should not include giving incorrect information but to prevent miss information being spread but this is a last resort.
- f. All information should go through the trip lead unless this is not possible. The EVC and Headteacher should be consulted on any significant decisions. It would be expected that the EVC, Emergency or head teacher would be informed of an issue in advance of contact with parents.
- g. A written factual account of any incident should be submitted to the EVC as soon as possible.

19. Non-compliance of procedures

- a. If a parent does not comply with the procedures (laid out in the process and policy) then the student will not be allowed to attend the trip.
- b. If the student does not comply with procedures (laid out in the process and policy) before the trip they may be withdrawn from the trip.
- c. If a student does not comply with the procedures (laid out in the process and policy) on the trip, the trip lead may withdraw them from activities, or if possible and serious enough arrange for the parents to collect the student.
- d. If a member of staff does not comply with procedures (laid out in the process and policy) the EVC may remove them from the trip, including the trip lead. If there is no-one able to replace the member of staff then the trip may be cancelled.

20. Roles and Responsibilities

- a. Governors
 - i. The governors of the school will review and approve, if they see fit, proposed residential trips.
 - ii. They may review, approve and ask for changes in the policies and documentation.
 - iii. The Governing Body will act as advisors for the Headteacher with ultimate responsibility.
 - iv. In the event of an emergency, and if the Headteacher is unavailable, it is the Chair of Governors who will be the only point of contact for the press. Details will also be sent to the Advisor for Outdoor Education at the Local Authority.
- b. Headteacher
 - i. The Headteacher will be responsible for the range, relevancy, impact and day to day running of the school trips, advising and guiding the EVC.
 - ii. It is the Headteacher's responsibility to be the point of contact for the press should an emergency occur.
- c. EVC
 - i. The EVC is responsible for ensuring the policy, procedures are adhered to.
 - ii. All trips will be approved by the EVC.
 - iii. The EVC will need to review and approve all Risk Assessments.

Enrichment & Visits

- iv. The EVC will seek advice and guidance from the Headteacher, Governors or Local Authority representative on areas where they are unsure.
- d. Trip lead.
 - i. All trips will have a trip lead who will be responsible for organising (with the help of EVC and EVO) a trip.
 - ii. They must follow the procedures as laid down in the policy and complete the documentation that the EVC requires including a risk assessment.
 - iii. While on the trip the trip lead is responsible for ensuring the smooth running of the trip and other members of staff must follow their decisions. If a trip lead wants to make a significant change on the trip they must inform/consult the EVC or emergency contact.
 - iv. The trip lead must inform the EVC/emergency contact if a child becomes ill or if they need to contact a parent.
 - v. The trip lead should keep the EVC/EVO reasonably informed of the progress of the trip to allow them to be able to communicate with parents and the Headteacher.
 - vi. Whole year groups trips should be lead by the head(s) of year if possible.
 - vii. Anyone can propose and plan a trip but the leader on the day(s) of the trip must be approved by the EVC. This person must be experienced going on trips and preferably should be experienced in leading trips,
- e. Staff on trips
 - i. Must follow what the EVC and Trip lead guide them to do.
 - ii. Must always prioritise child safety.
 - iii. May have one drink with a meal in the evening but must not allow their judgement and capacity to become noticeably affected by alcohol.
 - iv. Must inform the EVC/Trip lead if they are unable to carry out their duties.
- f. Residential, overseas and trips over 50 should have a deputy/co-lead.
- g. Residential, overseas and high risk trips should have a first aider on the trip.

21. Appendices

- a. Trip Protocol Guide 2025
- b. How to Plan a trip 2025
- c. Trip Approval form 2025
- d. Risk assessment form 2025
- e. Medicines Policy 2025