



Luston and Shobdon Community Primary Schools Federation
including Luston Nursery
Off Site Visits Policy

Last reviewed	22 Sep 2025
Renewal due	Sep 2026

This policy was ratified by our Governors and disseminated to all staff.

This guidance covers all trips and visits off-site and includes:

- Day trips/ visits and events
- Short residential trips (1-3 days)

It also covers trips and visits run as part of course requirements and 'additional' extra-curricular opportunities.

The Administrators at Luston Primary and Shobdon Primary are the designated EVCs (Educational Visits Coordinator) for each school and should be the first point of contact for all staff looking to run a trip or off-site visit.

When a trip or visit is being organised, the following timeline must be followed by the Lead Member of Staff:

1. The Lead Member of Staff should first inform the Executive Headteacher/Head of School of their intention to run a trip or visit and discuss the proposed logistics of the trip (e.g. when, where, who). At this stage it is advisable to check the school diary to ensure that the trip or visit does not clash with another school event.
2. The Executive Headteacher/Head of School or the Lead Member of Staff should check at this stage that the Lead Member of Staff has the relevant level of experience to lead the proposed trip and, should there be any concerns, highlight these to the EVC.
3. A Trips and Visits form must then be completed and submitted to the EVC, who will provide the Lead Member of Staff with an up-to-date checklist/ timeline of required actions. The form is then passed to the Executive Headteacher/Head of School for final approval.

The EVCs will receive regular updates to procedures from Evolve or other H & S advisors. All CTs will receive training led by Evolve on the organisation of an off-site visit.

Safeguarding/Health and Safety

By virtue of the fact that staff and pupils are in an unfamiliar setting away from standard protocols and procedures, running a trip or off-site visit can potentially be an activity that invites an increased safeguarding/health and safety risk. Therefore, the Lead Member of Staff and all additional staff on the trip should be fully aware of their responsibilities/ expectations from the Federation with regard to managing these areas with specific reference to:

- Completing Evolve (Local Authority requirement, an on-line risk assessment and approval),
- Notifying the Designated Safeguarding Lead (DSL) of the names of students on the trip to allow the DSL to provide information on any relevant safeguarding or Child Protection issues,
- First Aid/medical requirements, including the expectations regarding student medication,
- Specific risk assessments and action plans (including, but not limited to, terrorism threat, inappropriate behaviour of public and major incident occurrences)

Pupil/staff minimum ratios are unique to each trip and as such there are no arbitrary values. When planning a trip, the Lead Member of Staff should take into account the following factors:

- Whether the trip/ visit is in the UK or overseas. How long would it take additional school staff to arrive at the trip location?
- The proposed activities/ level of risk involved
- The age of the pupils on the trip
- Any additional demands posed by individual students/combination of students on the trip

The final pupil/staff ratio for each trip will be agreed by the EVC, the Executive Headteacher and an outside provider (EVOLVE or other H&S Adviser) and will take account of the factors above.

Appendix One: OFFSITE VISITS

Proposed Off Site Visit Information
Day trip/Event:
Educational value:
Date:
What:
Where:
Year group(s):
Total number of children:
Timings:
Cost per child:
Staff involved:
Impact of absent staff:
<i>Please pass completed form to the EVC.</i>
Diary checked: EHT approval: EVC approval: Any impact/awareness to the school day:

