Educational Visits Policy

Approved by:	M W Clack, Principal	**Last reviewed on:**	September 2026
Date:	September 2026	**Next review due by:**	August 2027

Introduction

The purpose of this policy is to provide a clear framework for staff to successfully plan and lead safe Educational Visits, both Day Trips and Residential Trips. Inevitably, school trips include associated risks and this policy will provide teachers/staff with guidance on how these may be best mitigated.

Overview

At Britannica, educational visits are an integral part of school life. They form part of our programme to provide a broad and balanced curriculum. The recommended approach to any Educational Visits is as follows:

- All school trips and their Trip Leaders must be approved by the Principal;
- All residential trips must comply with the host country regulations and copies of the risk assessment(s) and approval must be shared with the Director of Education;
- Any school trip must have a Trip Leader who has overall responsibility for the trip and for the health and safety of everyone on the trip;
- The Trip Leader must ensure there is an appropriate ratio of adult supervisors to students and also conduct a risk assessment for the trip;
- Students should be told to behave responsibly and to follow the instructions of their designated supervisors;
- Where an individual risk assessment identifies that a student cannot participate safely despite reasonable adjustments and appropriate control measures, the Principal may decide that the student will not participate. The decision, rationale, consultation with parents, and alternative educational provision must be recorded;
- Every effort should be made to make school trips accessible to all those who wish to participate and should make reasonable adjustments to enable the participation of students with special needs.

Educational Visits may include:

- Walks around the local area;
- Environmental Studies of the local area;
- Local day visits to museums, parks and other areas of interest that require transportation provided by the school buses or public transport;
- Sporting and other curriculum related events (Sports Events, Environmental Events, Competitions etc.);
- Liaison with other schools, including visits for presentations and competitions;
- Residential visits

For clarification purposes, there are two types of trips: those organised by the school (local day trips, national/international trips (residential/overnight)) and those organised by external providers.

Risk Assessment

Risk Assessments must be completed for all visits. This must be completed by the trip leader at least seven days before the day visit and three months before any residential trip and approved by the Principal. Copies must be kept on the server and one must be printed, signed by the trip leader and Principal and filed in the office. The Risk Assessment form is available on the server.
It is strongly recommended that, where it is practical to do so, prior to taking the children on an educational visit, the teacher makes a preliminary visit to assess potential risks and plan the use of the facilities, transport etc.
A Risk Assessment amounts to a straightforward document (see Risk Assessment Policy/templates), usually drawn up by the Trip Leader and Head of Primary/Secondary Section/Principal. The principal elements include the following:

1. What are the risks?
2. Who is at risk?
3. A judgement of the likelihood and impact of the identified risk
4. Control measures for the identified risk

All accompanying school staff and volunteers should be provided with a copy of the Risk Assessment.
Risk Assessments involve careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The control measures should be understood by those involved. Risk Assessments should explicitly cover how special educational needs and medical needs are to be addressed. The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from and should include details of contingency measures – plan B.

- The trip leader, or other adults with responsibility, should reassess risks while the visit is taking place; On-going Risk Assessments normally consist of judgements and decisions made as the need arises;
- Children must always be supervised by an adult, including at lunch times;
- A suitable place for lunch and toilet facilities need to be considered when planning the trip;
- Staff must assess any potential hazardous situations before the visit takes place; for example, children's playgrounds, and all hazards should be identified in the Risk Assessment;
- All adults need to be comprehensively briefed so that they know the itinerary, which group of children are in their charge, the aims of the visit, and exactly what their duties are;
- The school will seek to enable every student to participate. Any decision that a student will not participate must be based on an individual, documented risk assessment, consideration of reasonable adjustments, consultation with parents, and approval by the Principal;
- Provision will be made for any child who does not take part in the educational visit due to the wishes of their parents or behavioural problems;
- Children who need special provision to attend the trip must be catered for and noted on the risk assessment form;
- If the trip involves water, staff on the trip must read the Group Safety at Water Margins guidance in the School Policies folder on the server.

Adult Student Ratios

The ages of students on a school trip are likely to be relevant in an assessment of risk. Primary Section students will require closer supervision, whereas Secondary Section students will require 'lighter touch' supervision, especially if one of the objectives of the school trip is to coach children to manage their own safety. Ideally on a mixed gender trip with larger numbers, there will be mixed gender staff supervising. On smaller trips this is not always possible.
UK government guidelines (also must comply with host country regulations) recommend the following adult/student ratios for school trips:

Year Groups	Student Numbers	Recommended number of Adults
Years 1 – 3	6 students	1 adult
Years 4 – 6	10-15 students	1 adult
Years 7 and above	15-20 students	1 adult
Adventure activity trips	20 students	2 adults

The EYFS statutory framework sets out specific legal requirements for minimum ratios in this age group which apply in and outside the school. The requirements are for a minimum of two adults with each group including at **least one person who has a current paediatric first aid certificate** with minimum ratios as follows:

Age Groups	Student Numbers	Recommended number of Adults
Age 3+	8 – 13 students	1 adult (with a min of 2 adults attending) depending on setting, time of day and staff qualifications

Staff and Student Health & First Aid

Trip leaders must ensure that any health needs can be met. Special consideration will need to be given to those with known disabilities and medication needs, especially if such needs are to be met throughout the duration of the school trip. A fully stocked MFA box must be available throughout duration of the school trip and a designated First Aider/s must be identifiable to everyone on the trip.

Contingency Plan

A contingency plan is also recommended so that everyone is made aware of the consequences of a school trip being placed at risk – say, by poor weather conditions or an unforeseen incident that makes travel impractical.

1. Day Trip Procedures

Primary teachers should endeavour to include at least one day visit per half term which is related to the curriculum. Secondary teachers should actively seek out opportunities to relate their subject through day visits.

Preparation Time

Once a member of staff has decided on the visit location, detailed preparation needs to start. Local visits need to have at least two weeks' notice to enable enough time for letters to go home so that permission slips can be returned.

Planning

Day trips should be approved by the Head of Primary/Secondary a minimum of two weeks in advance. The Head of Primary/Secondary must give permission for day trips to go ahead and will check with the Principal and the school calendar to ensure that there are no issues relating to clashes with other timetabled events. The Head of Primary/Secondary will inform the school office and will ask for the School Calendar and website to be updated.

Once a teacher has permission to arrange a day trip, they should arrange with the office any transportation requirements and any other bookings that need to be made. The teacher will inform the Head of Primary/Secondary that all transport arrangements have been completed or if a change of date is necessary.

Preparation

Once the details of the visit have been confirmed then a letter to parents needs to be drafted. This should be checked by the Head of Primary/Secondary before being sent onto the Head of School. Where possible, letters should be translated into the relevant local language.
The letter should use the agreed letter template and include details of:

- Venue
- Date
- Brief itinerary
- Departure and arrival times
- The names of the staff member/s on the trip
- What to wear
- What to take (including lunch, snacks & drinks, pocket money etc)
- Costs, if applicable
- A clear reply slip giving permission must be included for parents to return, signed and dated.

Costs

All the trips will be paid by the parents based on a policy established by the school.
The amount the parents pay needs to cover the whole cost of the visit including transport, admission fees, educational packs and the costs of adult helpers, etc.
During day trips, children could bring additional money (as advised by the trip leader) they need for pocket money. If staff decide to collect money before the day of the trip, that staff member will be responsible for looking after the money.
The school cannot hold the money and cannot be held responsible should the money go missing. Should a student not have money for a day trip on the day, the office will contact that parent and, with their permission, loan the student the money needed, to be repaid by the parent by the end of the following day at the latest.
Staff should keep a record of all receipts/invoices in original, stamped and submit to the finance department after the trip in order to be reimbursed as necessary.

Itinerary

A detailed itinerary will be planned for the whole visit. This should include:

- Times
- Places, with phone number in case of emergency, details of disabled facilities and access if appropriate
- Activities
- Groups
- Supervision
- Risk Assessment

What the trip leader needs to take:

- Mobile phone (school mobile phone provided by the office)
- MFA kit / bag (provided by the School Nurse)
- Any medication specific children need, for example for asthma - all medication must be labelled and parental consent needs to be given for its administration
- Emergency contact list
- Any resources or equipment needed
- Cheque(s) / monies to pay for costs of admission etc.

Uniform

It is easier to identify children if they are wearing their school uniform. Therefore, school uniform is compulsory for all day trips. If the visit is likely to involve a lot of outdoor activities, for example, to an activity centre, then

parents will be requested to send their children in suitable clothing and footwear. In this case the school must be informed in advance and approval sought.

The Role of Parents

Written consent from parents is required for students to take part in off-site day trips organised by the school. However, as most of these activities will take place during school hours and are a normal part of a child's education at school, parents are asked to sign a one-off consent form each academic year. This will cover participation in all nature of school trips throughout their time at the school that year. See Appendix 1.
Parents must still be told, in advance, of each activity and must be given the opportunity to withdraw their child from any school trip or activity.

Student Behaviour

The school's Behaviour for Learning Policy applies, in full, on all school trips.

Transport

If the school buses are not being used for transport, the trip leader, with support from the office, must ensure that all transport arrangements on a school trip are compliant with appropriate regulations (e.g. driving licences, insurance, vehicle breakdown cover etc). Transport checks are particularly relevant on journeys using public transport or where there are multiple stages and consequent connections and/or waiting periods when children are likely to grow restless.

2. Residential Visits Procedures (national/international with overnight accommodation)

Residential visits are an integral part of a student's school life and all children should be given the opportunity to experience at least one residential visit during their time at the school.

Planning

Where possible, residential educational visits should be included in the yearly plan at the start of the year and should be sent to parents so that they are able to plan out the school year and budget accordingly. In some cases, it will be necessary to plan further in advance as some visit locations are in heavy demand.
It is recommended, where it is practical to do so, that a preliminary visit to assess potential risks and plan the use of the facilities, transport etc., should take place before the actual trip.

Preparation Time

Once a member of staff has decided on the visit location, detailed preparation needs to start. Residential trips should be planned at least 1 term (3 months) in advance. Where possible all trips should be announced to parents at the start of each school year.
For residential trips, the Trip Leader should inform the Head of Primary/Secondary Section, who will review the trip and check to ensure the dates work before submitting for approval to the Principal. The Principal must notify the Director of Education sharing the approval and relevant documentation including the Risk Assessment(s). The school calendar should be checked to ensure the dates work.
Once the details of the visit have been confirmed, a preliminary letter to parents needs to be drafted. This should be checked by the Head of Primary/Secondary Section who will then pass it onto the Principal. The letter should include a translation (where appropriate) and details of:

- Venue
- Date
- Brief itinerary

- Departure and arrival times
- Names of staff member/s on trip
- Information about accommodation and lunch or food if required
- Approximate cost, information about invoices and deadlines for the payment schedule
- Any additional information about visa requirements and notary documents (from parents) if travelling abroad
- A clear reply slip giving permission must be included for parents to return, signed and dated
- Contracts to be signed by parents

Itinerary

A detailed itinerary will be planned for the whole visit. This should include:

- Times
- Places, with phone number in case of emergency, details of disabled facilities and access if appropriate
- Activities
- Groups
- Supervision
- Risk Assessment
- Insurance

What the trip leader needs to take:

- MFA kit
- A mobile phone (school phones)
- Any medication specific children need, for example for asthma - all medication must be within its expiration date, labelled clearly with dosage information and parental consent needs to be given for its administration
- Emergency contact list
- Any resources or equipment needed
- Cheque(s) / monies to pay for costs

Costs

The total estimated cost of the trip will be divided across the number of students and parents will be invoiced for this amount. Any activities that cannot be invoiced to the school must be paid for by the students directly on the trip. The school cannot accept any payments in cash and cannot collect money for any activities not invoiced.

Children should bring additional money as needed for activities that need to be paid for in cash, for unexpected events, and for shopping. If staff decide to collect money for the trip or to hold money for students on the parent's behalf that staff member will be responsible for looking after the money. The school cannot hold the money and cannot be held responsible should the money go missing.

Refunds and cancellation charges will be determined by the terms of the relevant suppliers, the parent agreement, and any recoverable amounts. The school will communicate these terms before parents commit to the visit.

Staff should keep a record of all receipts/invoices in original, stamped, and submit to the finance department on returning from a trip in order to be reimbursed as necessary.

Communication & Role of Parent

Students under the age of 18 going abroad will require a permit/permission to leave the country. This must be obtained and presented to the school by the parents at least three weeks before the trip departs. In some cases, parents will need to organise a visa. The office will provide the parents with all necessary documentation and advice, including the passport details of the teachers accompanying the children.

When on residential trips, because the children are away from home, it is important to keep the parents and school informed via regular correspondence.
In both the Primary and Secondary Section, the trip leader is responsible for setting up a parent communication group as a quick and easy way to inform and update parents before, during and immediately after the trip. All parents with children on the trip are given the opportunity to be a part of the group. The Head of Primary/Secondary and Principal must be a part of the group and at least one member of the office should also be a part of the group.
Presentation evenings are held for the parents, run by the lead teacher, at least three weeks before the residential visit begins. In this meeting the following forms and information must be finalised:

- Medical and dietary forms completed by parents. Written consent must be sought before a child can be given any medication. All medicine must be labelled and kept securely by the first aider. Instructions for the administration of medication must be provided by the parent;
- Contact details for teachers and parents confirmed and the parent communication group set. All parents' up to date mobile phone numbers will be collected so that they can be contacted in case of emergencies;
- Packing lists provided;
- Itinerary discussed especially drop off and pick up details;
- Notary document consent forms to allow teachers to take their children through customs;
- Visas provided by parents (if needed).

Student Behaviour on Educational Visits

It is expected that whilst on school trips, students will act in a responsible way in accordance with the School Behaviour Policy, to ensure the Health and Safety and enjoyment of all students and staff on a trip. In situations where a student or students behave in an inappropriate way, sanctions will apply in accordance with the school's Behaviour Policy.
Sanctions on a school trip may include:

- Not being permitted to participate in certain activities
- Having less freedom during free time
- Having an earlier curfew on residential trips
- Room changes as required
- Being sent home from the trip at the earliest convenient time

In circumstances where a serious breach of behaviour has taken place involving sex, alcohol, drugs, theft, the wilful damage of property, or any incident involving a legal transgression, the student or students will, where possible, be sent home at the earliest possible time, with parents to be invoiced for the cost at the end of the trip.
Suspension will apply upon returning from a trip in accordance with the School's Behaviour Policy. In addition to this, any student who commits a serious breach of behaviour will not be permitted to join any additional trips in that school year, or if the breach takes place at the end of the school year, will not be permitted to attend any residential school trips in the following school year.
Before leaving on a School Residential Trip, all Students and Parents must sign the School Student Behaviour Agreement.

Article for website

Upon returning from any residential trip, it is the responsibility of the Team Leader to ensure that an article about the trip is written and submitted to the website editor within two weeks of returning from the trip. This article can also be used in an edited form for other social media platforms. An article would also be welcomed from Day Trips but will not be necessary for everyday trip. Where an article is required, the Head of

Primary/Secondary Section will inform the Trip Leader prior to the trip leaving to ensure that photos are taken as needed.

Review

This policy will be reviewed at least annually, and sooner following a significant incident, material change in law or guidance, or change in school procedures.

Appendix 1 – Consent form for school day trips and other off-site activities

Dear Parents,
Please sign and date the form below if you are happy for your child;

5. To take part in school trips and other activities that take place off school premises;
6. To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:
The trips and activities covered by this consent include only day visits which take place during the school working hours.
We will still ask for consent for the following educational visits:

- off-site sporting fixtures outside the normal school day, for example, tournaments at the weekend;
- all off-site activities for Early Years;
- all residential trips (both local and visits abroad)

The school will send you information about each trip or activity before it takes place.
You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.
Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child _____ suffers from and any medication my child should take during off-site visits:

I give my child permission to attend local school trips happening during the school hours (please tick the box)

Child	
Parent	**Signed:**
Date	September 2026

Appendix 2 – Rules and Regulations Governing Trip Behaviour – Primary School

It is expected that whilst on school trips, students will act in a responsible way in accordance with the School Behaviour Policy, to ensure the Health and Safety and enjoyment of all students and staff on a trip. In situations where a student or students behave in an inappropriate way, sanctions will apply in accordance with the school's Behaviour Policy. Before leaving on a Primary School Residential Trip, all students and parents must sign the Primary School Student Behaviour Agreement.

Students participating in the above trip activities must abide by the following rules and regulations:

1. All school rules, regulations and policies regarding student behaviour at the school are to be followed during school trips;
2. Students are to cooperate fully with and follow the instructions of all supervisory personnel, including instructors for the activities;
3. Standards of dress must be appropriate to the activity and occasion. Please adhere to the specific guidelines on clothing required;
4. When staying in the hotels, students must show consideration for other guests and must observe the rules of host institutions;
5. The member of staff in charge of the visit must be aware of the students' whereabouts at all times. Students are not permitted to leave the school party unsupervised at any time during the trip, although this will be a matter of discretion if an attending parent wishes to take their child during the trip. In these cases, the parents must inform the member of staff before they take them and when they return. Parents will not be permitted to take children other than their own during the trip;
6. Students must never leave the party to go off alone and must keep in groups. The size of the group will be determined by the member of staff in charge of the trip. Students must ensure that they are aware of how to contact a member of staff if necessary, the time when they must be at meeting points and the point where they are to meet;
7. The group leader, supervising staff and instructors will provide as much surveillance as possible while protecting the privacy and dignity of the students. Staff will take immediate action to ensure the safety of the student in case of accident or injury but are not to be held responsible for the damage or loss of the property of students during the trip;
8. Parents are required to accept responsibility for any damage or costs incurred by their child due to their conduct and actions, whether intentional or not. Any claims made by a third party against a student, or the school as a result of their actions, must be met by the parents in the event that they are not covered by insurance.

Failure to respect the rules mentioned above will result in parents being notified and the student having sanctions imposed upon them.

Sanctions on a school trip may include:

1. Not being permitted to participate in certain activities
2. Having less freedom during free time
3. Having an earlier curfew on residential trips
4. Room changes as required
5. Being sent home from the trip at the earliest convenient time

In extreme cases, behavioural problems may result in the student or students being sent home, where possible, at the earliest possible time, with parents to be invoiced for the cost at the end of the trip. The decision to send home a student is at the discretion of the trip coordinator in consultation with the Principal.

Sanctions may also apply upon returning from a trip in accordance with the School's Behaviour Policy. In addition to this, any student who commits a serious breach of behaviour will not be permitted to join any

additional trips in that school year, or if the breach takes place at the end of the school year, will not be permitted to attend any residential school trips in the following school year.

I understand and agree to the rules and regulations above,

Trip Coordinator, Name:	
Signature:	
Student, Name:	
Signature:	
Parent/ Legal Guardian, Name:	
Signature:	

Appendix 3 – Rules and Regulations Governing Trip Behaviour – Secondary School

It is expected that whilst on school trips, students will act in a responsible way in accordance with the School Behaviour Policy, to ensure the Health and Safety and enjoyment of all students and staff on a trip. In situations where a student or students behave in an inappropriate way, sanctions will apply in accordance with the school's Behaviour Policy. Before leaving on a Secondary School Residential Trip, all students and parents must sign the Secondary School Student Behaviour Agreement.

Students participating in the above trip activities must abide by the following rules and regulations:

1. All school rules, regulations and policies regarding student behavior at the school are to be followed during school trips;
2. Students are to cooperate fully with and follow the instructions of all supervisory personnel.
3. No possession or consumption of alcohol, illegal drugs, or smoking is allowed during the trip;
4. No weapons, firearms, or dangerous instruments may be purchased or used during the trip;
5. Standards of dress must be appropriate to the activity and occasion. Please adhere to the specific guidelines on clothing required;
6. When staying in the hotels, students must show consideration for other guests and must observe the rules of host institutions;
7. The member of staff in charge of the visit must be always aware of the participants' whereabouts. Participants may only leave the school party unsupervised when they have been given permission to do so by a member of staff. Children under 14 will normally not be allowed to leave the party, although this will be a matter of discretion for the member of staff in charge. Participants must never leave the party to go off alone and must keep in groups. The size of the group will be determined by the member of staff in charge of the trip. Students must ensure that they are aware of how to contact a member of staff if necessary, the time when they must be back and the point where they are to meet the party;
8. The group leader, supervising staff and instructors will provide as much surveillance as possible while protecting the privacy and dignity of the participants. Staff will take immediate action to ensure the safety of the participant in case of accident or injury but are not to be held responsible for the damage or loss of the property of participants during the trip;
9. The laws, rules and traditions of foreign countries must be observed at all times;
10. Parents are required to accept responsibility for any damage or costs incurred by their son/daughter due to his/her conduct and actions, whether intentional or not. Any claims made by a third party against a student, or the school as a result of their actions, must be met by the parents in the event that they are not covered by insurance;

Failure to respect the rules mentioned above will result in parents being notified and student disciplined upon return to school.

Sanctions on a school trip may include:

1. Not being permitted to participate in certain activities
2. Having less freedom during free time
3. Having an earlier curfew on residential trips
4. Room changes as required
5. Being sent home from the trip at the earliest convenient time

In extreme cases, behavioral problems may result in the misbehaving student being sent home at the expense of the parents. The decision to repatriate or send home a student is at the discretion of the trip coordinator in consultation with the Principal.

I agree to the rules and regulations above,

Trip Coordinator, Name:	
Signature:	
Student, Name:	
Signature:	
Parent/ Legal Guardian, Name:	
Signature:	

Appendix 4 – Trips Emergency Procedure - steps

Contact numbers in case of emergencies

Emergency number	
Trip coordinators	
School office	
Head of Primary/ Secondary	
Principal	

Appendix 5 – Procedure for organising a school trip

When you initiate an idea for a school trip you should follow the steps below:

9. Speak to the Head of Primary/Secondary Section (minimum 3 weeks prior day trips / 3 months prior to other national or international trips). They will check the school calendar, consult the Principal and confirm if it is possible for the trip to take place.
10. Complete Booking Form and Risk Assessment and hand to the Head of Primary/Secondary Section. They will sign off the trip and forward your booking form (appendix 6) to the office to get a price for travel and any other costs related and allow you to plan it and to prepare a letter to go out to the parents.
11. Get all information regarding the trip relating to costs from the office: confirm if school transport is available for local/day trips and book this; the office will arrange all invoiced activities (transport, accommodation, teacher visas, etc.); work out the total cost, including the cost of the teachers on the trip, divide the cost by the number of students planned for (always plan for the minimum that will enable the trip to go ahead - if you get more, you can reduce the cost later; students must pay individually for all non-invoiced costs); Ratios (at the least must comply with host country regulations) – Primary School: 1:6 ratio for Reception trips, 1:8 ratio Years 1-3, 1:10 Years 4-6; Secondary School: 1:12 (1 teacher for small groups of 4-8 students such as debate competitions/MUN conferences where other teachers will be present at the event).
12. Have the costs signed off by the Principal and Finance Department (see appendix 6 booking form)
13. Send the 1st letter out with costs and programme details for overnight trips: minimum 1 month before local residentials; minimum 3 months before international residentials.
14. Send the 2nd letter out (For Residential Trips) in order to confirm that the trip will go ahead, with details regarding final payment for the trip and requirements regarding visas and paperwork, contracts to be signed by parents and a date for a parent meeting about the trip; or to confirm that the trip will not go ahead, due to insufficient numbers.
15. For Residentials abroad collect the following: once confirmations from parents are received, the teacher organising the trip will contact the Finance Office – the teacher will receive printed contracts to be signed by parents and will be responsible to ensure that all the signed contracts are returned to the Finance office (only based on these contracts will parents receive the invoices for that specific trip); 3 months before departure – a copy of student passports to confirm validity and visa requirements; 3 weeks before departure – any required police/exit permission letter for students to exit with the teacher, a notarised letter of permission for students to exit with teacher, a copy of travel insurance for each student, and a medical summary sheet from the office.

Appendix 6 – Educational Visits Booking Form

If you would like to organise an educational visit in the coming year, please complete this form a minimum of three weeks before a day trip and four months before a national or international residential trip. This form should be handed to the Head of Primary/Secondary, who will consult with the Principal before sign off. Trips should have a minimum of two teachers, unless the trip is a small group of 10 or less students attending an event where other teachers and staff are available for supervising.

Trip details

Type of trip	Local day trip / National residential / International residential
Organised by	School / External Provider
Proposed Trip	
Proposed Destination	
Departure Date/Time:	**Return Date/Time:**
Total proposed budget / student	
Trip Leader	
Additional teachers	1. / 2. / 3.
Students (Year group/s)	
Minimum No.:	**Maximum No.:**

Transport Required (complete if required)

School bus	Commercial bus	Train	Plane

Total estimated budget for transport	
Destination (location/City/Airport)	
Departure Date Window [for flights]	
Return Date Window [for flights]	
Additional relevant info:	

Accommodation (complete if required)

Preferred location:	**Preferred hotel:**
Total budget accommodation	
Arrival date:	**Departure date:**
Total nights	
No. of rooms required	
Single / Double / Triple / Quad (circle as required):	
Meals required: Breakfast / Lunch / Dinner (circle as required):	

Other booking requirements (complete if required)

Booking	Date	September 2026	Total Cost

Proposed Itinerary (please give brief description of trip outlining educational value)

Authorising SLT Staff Member and Principal sign off

Name	
Date received	
Risk Assessment Completed:	YES / NO
Date forwarded to office	

Finance Officer and Events Coordinator sign off

Date received	
Office staff member / Events	
Office staff member / Finance	
Total cost of Trip	
Number of students	
Number of teachers	
Amount invoiced to parents	
Signed off by Finance	

Appendix 7 – Educational Visit – Risk Assessment Form (See Risk Assessment Policy)

Educational visit to	
Date(s)	
Trip coordinator	
Age/Year group	
Number of students	
Number of staff members	
Ratio students to adults	
Risk assessment carried by	
Risk assessment approved by	
Date	September 2026

Significant hazards	Control measures (steps to reduce the risk)	Action required before departure	Overall risk rating (Low/Medium/High)

IMPORTANT: The Risk Assessment should be shared and discussed with all the adults on the visit and should only be approved once all significant hazards have been identified, the control measures are agreed and will be implemented AND the overall risk ratings are considered.