Educational Visits & Trips Policy

POLICY APPROVAL

Approval Required	Indicate with a tick (✓)		**Annual Review Required**	Indicate with a tick (✓)	
	Yes ✓	No		Yes ✓	No
Approval Panel	Loren Janes				
Approved by	Name: Loren Janes		Signature:	Date: November 2025	
Policy Review Date	November 2026				
Policy Writer/s:	Charlotte Manford				

Scope

This policy applies to all educational trips organized by Futures Changing Ltd for Learners, including but not limited to:

- Day trips to local businesses, or other educational institutions
- Extracurricular team building days to improve soft skills and team cohesion within the groups

This policy is intended for:

- All learners who attend Futures Changing Ltd
- Teachers, staff, and approved adult chaperones accompanying Learners on educational trips
- Parents/guardians of Learners attending the trip

The purpose of this policy is to outline the expectations, responsibilities, and procedures for organising and participating in educational trips. These trips aim to enhance students' learning experiences outside of the classroom.

Types of Trip

The 2 main types of trip are:

- routine visits
- trips that need a risk assessment and extra planning

Routine visits

These involve no more than an everyday level of risk, such as for slips and trips, and are covered by the suite of policies and procedures in place at Futures Changing Ltd. They only need a little extra planning beyond the educational aspect of the trip and can be considered as a lesson in a different classroom.

Trips That Need a Risk Assessment and Extra Planning

These are trips not covered by a Futures Changing's current policies. This could be due to considerations such as the:

- distance from the centre
- type of activity
- location
- need for staff with specialist skills

When planning a trip for learners it should be decided upon by the Managing Director and H&S Lead for the business if an additional risk assessment is required, detailed planning and the informed approval of the and sign off by the Managing Director us required prior to the trip being booked or before communications confirming plans are made with additional stakeholders.

Plans should be proportionate and sensible, focusing on how to manage genuine risks.

When To Seek Consent from Parents or Carers

It is Futures Changing's policy that written consent should be sought for all trips to tell parents or carers about them.

Parents or carers should be given the opportunity to withdraw their child should they not wish for them to attend any planned trip.

Using Outside Organisations

When booking an activity or trip via an outside organisation, the appointed lead for the trip must check the organisation has appropriate safety standards and public liability insurance.

Some organisations hold an LOtC Quality Badge. These organisations should be selected, where possible, as a preference for external excursions.

If an organisation does not hold the badge, The appointed lead must ensure that they're an appropriate organisation to use. The following must be checked and submitted to the Managing Director prior to the sign off consent being given:

- Their insurance is at the same levels as Futures Changing Ltd
- That they meet legal requirements to offer the activity
- Their health and safety and emergency policies are in place
- Their risk assessments cover young people
- Control measures are in place
- Their use of vehicles (if applicable)
- Staff competence and training records
- Safeguarding procedures and an understanding of key responsibilities are in place
- That they have a licence, where needed

Prior to any trip taking place, the trip lead should have ensure there is an agreement with the organisation that makes it clear what everyone is responsible for. This is especially important if they will be taking over supervision of the children.

Adventure Activities: Caving, Climbing, Trekking and Water sports

These kinds of activities should be identified and risk assessed as part of the visit beforehand. Staff managing or leading visits must not decide to add such activities during the trip. They should always consider the abilities of the children when assessing risk.

Organisations need a licence to provide some adventure activities. Organisations that hold the LOtC Quality Badge should hold a licence for the activity they provide.

Further Information about licensing is available on the Health and Safety Executive (HSE) website.

Water sports

When planning water sports, the lead should consider the need for:

- instructors
- lifeguards

Particular care should be taken when using hotel swimming pools and other water-based leisure facilities that may not have a trained lifeguard on duty.

Trips abroad

Trips abroad can present extra risks and need a higher level of risk assessment. These are not in the scope of this policy. Should any future requirements be that trips aboard are arranged this policy must be first updated and signed off by the Managing Director.

Knowing What to Do in An Emergency

Prior to any trip, the trip lead should have an emergency response plan that covers what to do if there is an incident away from Centre. They should also have a communications plan that covers how routine communications should be handled, including regular check-ins and calls to reassure people. Trip leaders and staff attending the trip should be familiar with the plan.

Safeguarding and Supervision

- All staff and volunteers accompanying trips must be DBS-checked and trained in safeguarding procedures.
- A designated trip safeguarding lead must be appointed for every visit.
- Staff-to-learner ratios must comply with statutory guidance and reflect the nature of the activity, age, and needs of the learners.
- Any safeguarding concerns observed during the trip must be reported immediately to the DSL or trip lead.

Health and Medical Considerations

- Prior to trips, staff must collect and review learner medical forms, including allergies, medications, and specific care needs.
- A first aid kit appropriate to the activity must be available, and at least one member of staff must be trained in first aid.
- Emergency medical arrangements must be established, including nearest hospital and access to emergency services.

Transport and Travel Safety

- Any travel arrangements must ensure vehicles are roadworthy, insured, and driven by qualified/licensed personnel.
- Seatbelts must be worn at all times, and any specialised equipment (child seats, boosters) must be provided where needed.
- Contingency plans must be in place in case of breakdowns, delays, or other travel emergencies.

Risk Assessment and Documentation

- A written risk assessment must be completed for every trip, identifying potential hazards, control measures, and responsibilities.
- Risk assessments must be reviewed and approved by the Managing Director or H&S Lead before the trip.
- Copies of the risk assessment, emergency plan, and learner consent forms must be accessible to all trip staff.

Behaviour Expectations

- Learners must understand the behaviour expectations before and during the trip.
- Staff must be prepared to implement the behaviour policy, including sanctions or early return procedures if a learner's behaviour compromises safety.
- Parents/carers will be informed in advance about the behaviour expectations and consequences for breaches.

Prevent and Radicalisation Awareness

- Staff supervising trips must remain alert to signs of radicalisation or exposure to extremist influences during visits, including online content or discussions among learners.
- Any concerns must be reported immediately to the DSL and handled according to the Preventing Extremism and Radicalisation Safeguarding Policy.

External Providers and Contractors

- When trips involve external providers, staff must confirm:
  - The provider's insurance and health & safety policies are adequate.
  - Staff qualifications and safeguarding procedures are verified.
  - Roles and responsibilities are clearly defined in writing before the visit.
- Organisations with accredited Quality Badge should be prioritised where possible.

Communication During Trips

- Staff must maintain regular communication with the Centre, including check-in calls or messages.
- Emergency contact numbers for the Centre, parents/carers, and local emergency services must be carried by trip leaders.
- Any incidents, accidents, or safeguarding concerns must be reported immediately and recorded upon return.

Evaluation and Continuous Improvement

- After every trip, staff must complete a post-trip evaluation, including:
  - Effectiveness of planning and risk management
  - Learner engagement and feedback
  - Any incidents or near-misses
- Lessons learned must be documented and shared with the team to improve future visits.

Insurance and Legal Compliance

- All trips must comply with current Health & Safety legislation, safeguarding requirements, and insurance obligations.
- Staff must ensure that Futures Changing Ltd insurance covers all planned activities and destinations.

Evaluating trips

All trips should be evaluated once they have been concluded, from the planning through to the visit itself. It should keep a record of any incidents, accidents and near-misses.

This will help it:

- evaluate whether its planning has worked
- learn from any incidents which took place

All trip evaluations to be completed by the trip lead and forwarded to the Managing Director who will share themes within the team meetings for lessons learnt to be shared.

This policy is to be reviewed annually as a minimum.