



BISHOPSGATE

Educational Visits & Residential Trips Policy			
Ref.:	SOP004	Rev: 13	Date: Sep 2025

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Educational Visits and Residential Trips Policy

(Including EYFS)

13	Sep 25	Reviewed and adjusted	BSB	PT
12	Sep 24	No updates	PT	
11	Aug 23	Adjusted to include the Head of Lwr and Upp School responsibilities	DB	
10	Nov 22	Reviewed and adjusted	DB	PT
9	Sept 21	Reviewed and adjusted	DB	RW
8	Sept 20	Reviewed and adjusted	DB	RW
7	Sept 19	Reviewed and adjusted	DB	RW
6	Nov 18	Reviewed and updated	DB	RW
5	Nov 2017	Reviewed and adjusted	DB	RW
4	Jan 2017	Reviewed and updated Appendices	DB	INSPECTED
3	March 2016	Reviewed	DB	RW
2	Jan 2015	Updated new Risk Assessment document	DB	AC
1	Oct 2013	Reviewed and updated	CG	AC
Rev.	Date	Amendment	Adapted By:	Authorised By:



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This policy applies to all staff including those in the EYFS

All aspects of this policy are subject to the School's [Data Protection Policy](#), [Privacy Notice](#) and [Data Retention and Destruction Policies](#)

Educational Visits and Residential Trips Policy

Introduction

Educational visits and residential trips are an integral part of the learning experience for pupils at Bishopsgate School. They clarify and enhance the activities which take place in the classroom both socially and educationally.

It is the School's responsibility to safeguard and promote the health and safety of pupils (including EYFS) on all visits and trips outside school.

The Assistant Head (Wellbeing) oversees all residential trips, whilst the Head of Lower School - Pastoral and the Head of Upper School oversee educational visits (day visits), with the Headmaster assuming ultimate responsibility for all.

This policy is intended for use by parents, staff, Governors and anybody else associated with visits/trips at Bishopsgate School, including those in the EYFS.

Aims

The aims of our visit and trip programme are:

- To provide a new physical, mental or social challenge to pupils that develops their independence, resilience and confidence. This is transferable to all areas of curriculum learning
- To impact areas of the curriculum and provide an opportunity for pupils to clarify and enhance their understanding through a new context or skill
- To develop stronger and more positive relationships with fellow pupils and staff
- To promote Spiritual, Moral, Social and Cultural development
- Most importantly, to create enjoyment during the academic journey

Bishopsgate seeks to encourage participation in educational visits in the contexts set out above. These should be done in a safe, consistent way so that pupils, parents and staff are aware of the procedures relating to school visits or trips and so that they are executed safely and with due regard to duty of care to the pupil.



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Funding

Each Year Group has one educational visit funded per Academic Year. A funded visit is any visit which requires any expenditure other than the use of the school minibuses. In addition, the school may choose to participate in a number of free visits, such as to a senior school challenge day or to a partnership event. Years 3 to 8 also have funding for one residential trip, with the exception of Year 7 who have an Adventure Camp and the French Trip, and Year 8 who have the Leavers' Programme on top of their residential trip.

Responsibilities

School:

The school retains responsibility for pupils at all times during school visits and trips. It acts in *loco parentis* and hence takes due regard for safety by exercising its duty of care to the pupils involved. Parents accept this duty of care by giving written consent when their child joins Bishopsgate School.

Accompanying Staff:

Staff conducting visits or trips are responsible for the children throughout the duration. They should act as would a reasonably prudent parent in a similar situation. This includes responsibility for the behaviour of pupils during the trip/visit and preparation of pupils prior to it. Planning and execution will ensure good health and safety practices and should comply with best practice as laid out in Government Legislation. Staff participating in visits/trips will consult our *Guidance For Staff* document for a detailed checklist and advice on planning any visit/trip.

Trip Leader

The Trip Leader assumes responsibility for the planning and implementation of the visit/trip. A visit/trip will only go ahead after receiving back a signed copy of the Educational Visits form from the Leadership Team. This form can be found on Operoo (see the Compliance Manager if guidance is needed).

It is also the responsibility of the person organising the trip to ensure that a personalised Risk Assessment, Transport Booking and possibly a Residential Visits Form are completed where necessary. These documents are also found on Operoo.

Heads of School

Heads of School have responsibility for ensuring that there is appropriate supervision and proper planning prior to any educational visit involving pupils from their area of the school. This may include financial, transport and catering arrangements as well as ensuring risk assessments are completed and DBS clearance has been undertaken where necessary.



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The Assistant Head (Wellbeing)

The Assistant Head (Wellbeing) has responsibility for ensuring that there is appropriate supervision and proper planning prior to any residential trip including financial, transport and catering arrangements as well as ensuring risk assessments are completed and DBS clearance has been undertaken where necessary. The Assistant Head (Wellbeing) is also responsible for checking that parental permission has been received (if necessary), which includes permission for emergency medical treatment if parents cannot be contacted. A copy of all documents, including contact details, should be left with the Assistant Head (Wellbeing) in the event of a residential trip.

The Headmaster

Once all necessary documentation is complete, the Head will sign the Educational Visits Form on Operoo, which is then automatically returned to the trip leader.

The Governing Board

The Governing Board has a responsibility to check procedures are in place where visits are of a non-routine nature (e.g. hazardous activities). The Governing Board is responsible for ensuring health and safety procedures are in place and followed throughout any visit.

Bishopsgate Trips and Visits

We regularly take pupils on educational visits to historic sites, museums, galleries, natural features and farms to support the curriculum throughout a number of subjects. Regular residential trips include Adventure Camps for Years 3 to 8, a Year 7 French Trip, a Year 8 Leavers' trip and a Ski trip.

Early Years Visits

Visits for Early Years pupils are planned to enhance the current topic. We also use our own resources such as parents and other members of staff to visit our classrooms where possible. A Risk Assessment is used when the children are learning off-site and the Visiting Speaker Policy is used when additional adults visit the school.

When an off-site visit is planned, the EYFS team at Bishopsgate follow this Policy and our staff planning document. All EYFS visits off site require a comprehensive risk assessment which is signed off by the Head of Pre Prep. .



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Publishing Trip Information

The school calendar lists the trips and visits that are due to take place over the coming term, together with all planned home and away sports fixtures. Parents will always be notified in advance:

- If their child has been selected for a sports team. We very much welcome family and friends at all our matches, both home and away
- If their child is going to be out of school for an educational visit. We will always seek parental permission if the visit involves an extra charge, supplying a packed lunch, a late return to school, or collection from another place, such as a theatre
- We send details of planned visits/trips and activities well in advance to all parents of pupils of the relevant year group or cohort. Parents who opt for trips that involve travel abroad are always invited into the school for a full briefing before their son or daughter departs

School Responsibilities

- Permission for running all trips must be granted by the Headmaster
- In the event of an accident, the Trip Leader will take control, however, the most senior member of staff will, legally, be held responsible, regardless of who is named as the Trip Leader. If the senior member of staff present is aware that problems are developing, s/he has a responsibility to take charge
- The Headmaster will assume ultimate control for all decisions made in the event of an accident/serious incident.
- The Bursar's department provides information/guidance on insurance, billing/collecting money from parents and advises on requirements for staff minibus drivers
- The Trip Leader has responsibility for planning, organising and running the trip and for providing all necessary information to pupils, adult leaders, parents and staff

Assessing Risks

All visits and trips require a risk assessment. In addition, the following may need to be considered:

- The school requires every trip/visit to be risk assessed by the trip leader, in addition to the risk assessment provided by the venue/institution
- We aim to provide a suitably safe and structured framework within which our pupils and staff can benefit fully from the activities being offered
- Each trip will have a clearly identified purpose with an activity programme suited to the age, experience, needs and abilities of the children involved



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- Staff organising visits have a legal duty to assess the risks involved and take appropriate measures to control them. This does not always need to be in written form. Local trips to other schools, for matches or inter-schools competitions, which do not involve bus hire, generally will not require an individual risk assessment as we have a generic risk assessment to cover these. However, a written risk assessment is required for every other type of trip out of school (Form 3).
- It is acceptable to provide Risk Assessments in a different format to Form 3 if more appropriate for that specific trip – however this needs to be agreed with the Assistant Head (Wellbeing).
- A pre-trip planning visit to the site and with the travel representative (if using a travel company) may also be necessary.
- All EYFS visits require a thorough risk assessment.
- If a member of staff is organising an activity that involves a number of days/weeks at a particular venue then he/she need only fill out one generic risk assessment
- Activity centres or companies providing caving, climbing (including scrambling) trekking or water sports (other than on placid inland waters) should be licensed under the 1996 Adventure Activities Licensing Regulations. If a new centre or provider is to be used it must first be checked thoroughly and may require a preliminary visit before a risk assessment can be carried out.
- It is acceptable to use in depth risk assessments provided by the company/centre in conjunction with the Bishopsgate RA
- Details of insurance should be available to parents and those who wish to inspect it from the Bursar

Non-adventurous Day Visits to Other Schools

Parents give blanket permission for day/part day sports matches, tournaments and activities which are off-site. However, parental permission should be gained in writing/email should a child need to travel by car and not in a school minibus or hired coach. Note: School insurance covers all staff driving children in their own vehicle to school events.

Generic Risk Assessments

Specific risk assessments for the use of the minibuses, classrooms etc. are read and signed by eligible staff. These are compiled by the Bursar.



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Trips Abroad

Primary responsibility for the safe conduct of the visit rests with the designated Trip Leader. He/she has sole responsibility for amending the itinerary in the event of unforeseen delay or sudden deterioration in weather conditions etc. He/she will liaise with the Senior Member of staff present or will seek advice from the Headmaster/ Assistant Head (Wellbeing). He/she may delegate part or all of the responsibility for the following to one or more of the accompanying staff:

- Carrying out a head count on getting on and off each form of transport, entering or leaving a building or activity etc.
- Checking that all pupils wear their seat belts
- Checking the fire exits and escape routes at each hotel or hostel
- Ensuring that sleeping accommodation is suitable and located together (preferably not on the ground floor) – although this is not always possible. If groups are separated a member of staff must, if at all possible, occupy a room in the immediate vicinity of each of the groups
- Setting times for pupils to be in their rooms at night and supervising once they have gone to bed/sleep
- Give all pupils the number of the school's mobile if they are going to be allowed out in small, unsupervised groups. All children should also be made aware of a central meeting point, should anybody get separated from their party, and a meeting time should be agreed with all party staff and children
- Setting agreed times and locations for checking pupils when they are allowed out unsupervised in small groups (children must never be allowed out on their own).
- Enforcing expected standards of behaviour (see Behaviour Policy)
- Looking after – or reminding pupils to look after – passports and valuables. Passports should be held by the Party Leader and only be handed out to pupils to go through passport control. All passports should be collected prior to departure. Money should be collated by the Group Leader, or a designated person/s, before departure and should only be handed out to children on a daily basis depending on the excursions for that day. Children should sign out any money taken and be made aware that they have full responsibility for this
- Storing cash, travellers' cheques and tickets in the hotel safe
- Keeping an account and receipts of all expenditure
- Recording all accidents, near misses, behaviour and First Aid treatment
- Parents are supplied with full details of the trip through a letter and meeting.
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- Written permission for their son or daughter's participation is obtained together with consent for him/her to receive emergency medical treatment during the visit if appropriate
- Nominate a First Aider who will take responsibility for all medication on the trip
- Carry an Emergency File including Emergency Contact Details and parent or guardian information for every child
- A designated contact staff member (Leadership Team) should have access to the trip's Emergency File, normally kept by the Assistant Head (Wellbeing), and computerised data



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Evaluation of Visits/Trips

- Trip Leaders will evaluate visits/trips, for example through discussion with participants or by keeping a list of modifications for the future. This should allow the best use to be made of future opportunities and to direct INSET if necessary
- Policies are reviewed annually by the Leadership Team and staff leading specialist trips. Procedures may need to be changed to keep abreast of current legislation and ideas on good practice
- Any further questions relating to educational visits or residential trips should be directed to the Assistant Head (Wellbeing)