



The Apple International School

EDUCATIONAL VISITS, TRIPS AND EXCURSIONS POLICY

Academic Year 2026–2027

Policy Owner	School Leadership Team
Applies To	All students, staff, volunteers and accompanying adults
Review Cycle	Annual or following significant regulatory/safeguarding change
Approval	Principal / BOD
Effective Date	September 2026
Next review	September 2027
Related Areas	Safeguarding, Health & Safety, Inclusion, First Aid, Transport, Risk Assessment

1. Policy Statement

Apple International School recognises educational visits, trips and excursions as valuable opportunities to extend learning beyond the classroom, develop independence, strengthen social skills, promote wellbeing, and connect curriculum learning with real-world experiences. The school is committed to ensuring that every visit is educationally purposeful, inclusive, well planned and conducted with the highest standards of safeguarding, supervision, health and safety.

2. Purpose

- To establish clear procedures for planning, approving, organising and evaluating educational visits.
- To ensure the safety, safeguarding and wellbeing of students and accompanying adults.
- To ensure visits have clear learning objectives and contribute to the curriculum or wider development of students.
- To ensure appropriate risk assessment, supervision, transport, communication and emergency arrangements.
- To ensure that students with additional needs are appropriately supported and included wherever reasonably possible.
- To provide consistent expectations for staff, students, parents and external providers.

3. Scope

This policy applies to all school-organised educational visits, including local visits, day trips, residential visits, fieldwork, sporting events, competitions, cultural visits, museum and heritage visits, outdoor learning, community activities and curriculum-related excursions. It applies whether transport is provided by the school, an approved transport provider or another authorised arrangement.

4. Guiding Principles

- Educational value: Every visit must have a clear purpose and identified learning or developmental outcomes.
- Safeguarding first: Student welfare and safeguarding take priority over the activity.
- Proportionate planning: Risk controls must match the nature, location and complexity of the visit.
- Inclusion: Students should not be excluded solely because they have additional learning, physical, medical or pastoral needs.
- Professional accountability: Staff must understand their roles and remain responsible for students in their care.
- Clear communication: Parents, students, staff and providers must receive accurate information before the visit.
- Value for money: Costs should be reasonable, transparent and communicated clearly.
- Reflection and improvement: Visits should be evaluated and lessons learned should inform future planning.

5. Categories of Visits

Category	Examples	Planning Requirement
Local / Low Risk	Library, nearby museum, local park, community facility	Standard visit plan and proportionate risk assessment
Day / Moderate Risk	Major attraction, fieldwork, sports event, off-site workshop	Detailed visit plan, risk assessment, transport and supervision plan
Higher Risk / Specialist	Water activities, adventure activities, remote fieldwork	Enhanced risk assessment, competent provider checks and additional controls
Residential / Overseas	Residential camp, educational tour, international trip	Enhanced approval, comprehensive planning, emergency and safeguarding arrangements

6. Roles and Responsibilities

6.1 Principal / Senior Leadership

- Approve visits in accordance with the school's approval process.
- Ensure the school has appropriate systems for safeguarding, health and safety and emergency response.
- Ensure that staffing, resources and risk controls are adequate.
- Review serious incidents and significant concerns arising from visits.
- Ensure risk assessment is done by visiting the trip place.

6.2 Educational Visits Leader / Trip Leader

- Lead the planning and delivery of the visit.
- Define learning objectives, itinerary, staffing and supervision arrangements.
- Complete and maintain the required risk assessment and visit documentation.
- Check venue/provider suitability and required qualifications or insurance.
- Brief accompanying staff and students before departure.
- Maintain the group register and emergency contact information.
- Coordinate responses to incidents and report concerns promptly.

6.3 Accompanying Staff

- Actively supervise students and follow the agreed visit plan.
- Know the students in their group and relevant safeguarding or support information.
- Follow risk controls, emergency procedures and professional conduct expectations.
- Report concerns, accidents, missing students or safeguarding issues immediately.

6.4 Inclusion / Pastoral / Medical Support

- Advise on reasonable adjustments and individual student support needs.
- Confirm that relevant medical, accessibility and wellbeing arrangements are in place.
- Support planning for students requiring additional assistance.
- Ensure medical staff accompanies the team

6.5 Students

- Follow staff instructions, safety rules and the school's behaviour expectations.
- Remain with the assigned group and use the agreed buddy/group system.
- Treat staff, peers, members of the public, venues and property respectfully.
- Immediately report an accident, illness, safeguarding concern or unsafe situation.

6.6 Parents / Guardians

- Provide required consent and accurate emergency, medical and contact information.
- Inform the school of relevant changes that may affect participation or safety.
- Ensure students arrive on time with required clothing, equipment and medication.
- Follow the school's payment, cancellation and communication arrangements.

7. Visit Approval Process

No educational visit should proceed without the required school approval. The following sequence should be followed:

1. Identify the educational purpose and proposed destination/activity.
2. Complete the initial feasibility and risk review.
3. Confirm proposed date, duration, student groups, staffing and approximate cost.
4. Check venue/provider suitability, accessibility, insurance and specialist requirements where applicable.
5. Complete the formal risk assessment and visit plan.
6. Obtain the required internal approvals before making non-refundable commitments, subject to school procedures.
7. Obtain parental consent and communicate full visit details.
8. Complete pre-visit briefing, final checks and emergency arrangements.
9. Conduct the visit and maintain required records.
10. Complete a post-visit evaluation and record any incidents or recommendations.

8. Educational Planning

Each visit should clearly identify:

- Curriculum links and learning objectives.
- Expected knowledge, skills, attitudes or experiences.
- Activities students will undertake.
- Opportunities for questioning, observation, investigation or problem solving.
- How learning will be followed up in class.
- How student learning or participation will be evidenced where appropriate.

9. Risk Assessment and Safety

- A suitable and sufficient risk assessment must be completed before the visit.
- Risks should consider transport, venue, activities, weather, water, roads, crowds, student behaviour, medical needs, allergies, accessibility and safeguarding.
- Control measures must be practical and communicated to all relevant staff.
- Dynamic risk assessment should be used during the visit where conditions change.
- Activities involving specialist or higher-risk elements should use competent and appropriately qualified providers.
- Staff must know the emergency procedures and how to contact school leadership.

10. Safeguarding

- The school's safeguarding procedures remain fully applicable during all visits.
- Staff must maintain appropriate professional boundaries with students.
- Students should not be left unsupervised unless specifically authorised and assessed as safe.
- Accommodation arrangements for residential visits must provide appropriate safeguarding and supervision.
- Any safeguarding disclosure, concern or allegation must be reported immediately through the school's safeguarding procedures.
- Photographs, videos and student information must be handled in accordance with school privacy and consent requirements.

11. Supervision and Group Management

- Supervision ratios must be determined according to the age of students, activity, location, risk level and individual needs.
- The trip leader must maintain an accurate student register.
- Students should be assigned to named staff/groups where appropriate.
- Headcounts must be completed at key transition points, including departure, arrival, meals, activity changes and return.
- A buddy system or equivalent control should be used where appropriate.
- Staff must remain vigilant during free time, transitions and crowded situations.

12. Transport

- Transport providers must be approved in accordance with school procedures.
- Vehicles and drivers must meet applicable legal and school requirements.
- Students must use seat belts and follow transport safety instructions.
- A register/headcount must be completed before and after each journey.
- Students must not be left unattended in vehicles.
- The trip leader must have emergency contact details and the planned route/itinerary.

13. Medical Needs, First Aid and Medication

- Relevant medical information must be reviewed before the visit.
- Required medication must be available and managed according to school procedures.
- Appropriate first-aid provision must be identified for the activity and location.
- Emergency medical arrangements and the nearest appropriate medical facility should be identified for higher-risk visits.
- Parents should be informed promptly about significant medical incidents in accordance with school procedures.

14. Inclusion and Accessibility

The school is committed to inclusive participation. Planning should consider physical access, sensory needs, communication needs, learning needs, medical requirements, emotional wellbeing and reasonable adjustments. Alternative arrangements should be considered where an activity cannot be made reasonably accessible.

15. Parent Communication and Consent

- Purpose, destination and itinerary.
- Date, departure and expected return time.
- Transport arrangements.
- Cost and payment arrangements.
- Clothing, equipment, food and drink requirements.
- Medical or medication arrangements.
- Emergency contact arrangements.
- Behaviour and safety expectations.
- Consent requirements and deadline.

Written parental consent should be obtained where required by the school's procedures or the nature of the visit.

16. Financial Management

- All costs should be transparent and approved through the school's financial procedures.
- Any collection of money must follow authorised school processes.
- Staff should not make personal financial commitments on behalf of the school without approval.
- Cancellation and refund arrangements should be communicated clearly to parents.

17. Behaviour Expectations

- The school's behaviour policy applies throughout the visit.
- Students must demonstrate respect, responsibility and safe conduct.
- Clear expectations should be explained before departure.
- Serious or repeated behaviour concerns should be recorded and reported according to school procedures.
- Consequences should be proportionate and consistent with the school's behaviour policy.

18. Emergency and Incident Management

- The trip leader should remain the primary point of coordination unless responsibility is transferred.
- Immediate priority is the safety and wellbeing of students and staff.
- Emergency services should be contacted where required.
- The school leadership contact should be informed as soon as practicable.
- Parents should be contacted by the school through the agreed communication route where appropriate.
- A missing student, serious injury, safeguarding concern or other major incident must be escalated immediately.
- All significant incidents must be documented and reviewed after the visit.

19. Residential and Overseas Visits

- Residential and overseas visits require enhanced planning and approval.
- Accommodation must be checked for suitability, safeguarding and supervision arrangements.
- Rooming arrangements must protect student safety and dignity.

- Travel documents, insurance, emergency contacts and relevant permissions must be checked before departure.
- Staff must understand local laws, cultural expectations and emergency procedures.
- A clear 24-hour emergency contact arrangement must be established for the duration of the visit.

20. Pre-Visit Checklist

Check	Complete
Educational objectives confirmed	☐
Visit approved	☐
Venue/provider checks completed	☐
Risk assessment completed and reviewed	☐
Staffing and supervision confirmed	☐
Accessibility and inclusion needs reviewed	☐
Medical/medication requirements checked	☐
Transport confirmed	☐
Emergency procedures and contacts confirmed	☐
Parent information and consent completed	☐
Student briefing completed	☐
Registers and essential documents prepared	☐

21. Post-Visit Evaluation

- Were the learning objectives achieved?
- What did students learn or experience?
- What worked well?
- Were there any incidents, near misses or safeguarding concerns?
- Was supervision appropriate?
- Was the transport and provider service satisfactory?
- What feedback was received from students and staff?
- What should be improved for future visits?

22. Required Documentation

- Visit proposal / approval form
- Detailed itinerary
- Risk assessment
- Student register and group allocation
- Staffing and supervision plan
- Parent information and consent records
- Medical and support arrangements
- Transport/provider documentation where applicable
- Emergency contact information
- Incident/accident records where applicable
- Post-visit evaluation

23. Monitoring and Review

The School Leadership Team will monitor the implementation of this policy through review of visit documentation, risk assessments, incident records, staff feedback and post-visit evaluations. The policy will be reviewed annually or sooner where there is a significant change in school requirements, applicable regulations, risk profile or school practice.

24. Other policies linked

- Inclusion policy
- Health and safety policy
- Wellbeing policy
- Curriculum policy
- First aid policy
- Emergency response policy
- Missing child policy