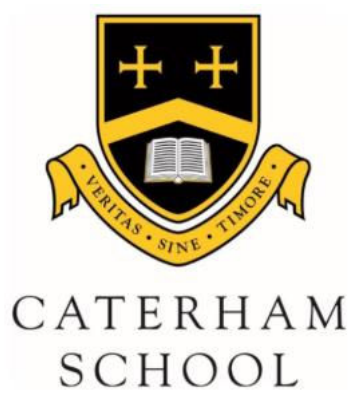


Educational Visits and Trips Policy

Caterham Summer School



Policy Author:

Date Reviewed by Authors:

Next Review Date:

Summer School Manager

Spring Term 2026

Spring Term 2027

Caterham Summer School

Educational Visits and Trips Policy

Policy Status: Behaviour, Safeguarding and Child Protection

Applies to: All staff, students, volunteers, contractors, visitors and partners

Author: Summer School and Holiday Programmes Manager

Last reviewed: April 2026

Next review: April 2027

1. Policy Statement and Aims

Caterham Summer School recognises the considerable educational, social, cultural and personal value of off-site activities and educational visits. Such visits enrich the academic and co-curricular experience, foster independence, and support pupils' wider understanding of the world beyond the classroom.

The purpose of this policy is to ensure that all educational visits organised for Caterham Summer School are planned, supervised and conducted as safely as reasonably possible, while retaining their educational benefit and enjoyment. The school acknowledges that while it is impossible to eliminate all risk, careful planning, assessment and supervision greatly reduce foreseeable risks and promote positive outcomes.

At all times, the physical, emotional and moral safety of students is the paramount consideration.

This policy reflects current statutory guidance and best practice, including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), Health and Safety on Educational Visits – HSE and the [Health and Safety at Work etc. Act 1974 – GOV.UK](#)

2. Scope of the Policy

This policy applies to all off-site activities arranged by Caterham Summer School, including but not limited to:

- Local visits and excursions
- Cultural and recreational activities
- Sporting and adventure activities
- Evening and weekend trips
- Full-day excursions

The policy applies during the published Caterham Summer School period and covers activities taking place both within and outside normal programme hours.

3. Responsibilities

3.1 Summer School and Holiday Programme Manager

The Summer School and Holiday Programmes Manager maintains oversight responsibility for the safety and welfare of all students participating in summer school visits. This responsibility includes ensuring:

- An appropriate Educational Visits Policy and Risk Assessment is in place
 - Staff are suitably trained and supported
 - Visits are authorised by a designated senior member of staff
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3.2 Trips Coordinator and Marketing and Admissions Assistant (Summer School)

Each visit must have an appointed Visit Leader who is the Trips Coordinator (or delegate) and is responsible with administrative support from the Marketing and Admissions Assistant (Summer School) for:

- Planning and organisation of the visit
- Completion and approval of a written risk assessment
- Ensuring appropriate supervision ratios

- Briefing staff and students on expectations, behaviour and safety procedures
 - Carrying emergency contact and medical information
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3.3 Activities Assistants, Resident Welfare Assistants and other accompanying staff:

All staff accompanying a visit share responsibility for student welfare and must:

- Act in accordance with school policies and instructions
 - Maintain appropriate professional boundaries
 - Supervise students actively and responsibly
 - Follow emergency and safeguarding procedures
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4. Planning and Risk Assessment

All educational visits must be planned in advance and supported by a **proportionate written risk assessment**, appropriate to the nature of the activity, location, transport, and student group.

Risk assessments should consider:

- Travel and transport arrangements
- Venue safety and provider competence
- Supervision levels
- Medical needs and allergies
- Weather conditions
- Safeguarding risks

Control measures must be identified, shared with staff, and implemented prior to departure.

Risk assessments are carried out in accordance with relevant health and safety guidance published by the [Health and Safety Executive \(HSE\)](#)

5. Supervision and Staffing Ratios

Staffing ratios will reflect:

- Age, maturity and experience of students
- Nature of the activity
- Location and duration of the visit
- Any additional learning or medical needs

At least one member of staff on each visit will hold appropriate first aid training, and all staff will be familiar with emergency procedures.

6. Behaviour and Student Expectations

Students taking part in Caterham Summer School visits are expected to adhere to the Caterham Summer School Rules and Caterham Summer School [Student Code of Conduct](#) at all times.

In particular:

- **Alcohol:** The purchase, possession or consumption of alcohol by students is strictly prohibited.
- **Smoking and vaping:** Smoking, vaping, and possession of related materials are forbidden at all times.
- **Forbidden items:** Students must not bring or purchase items including weapons, fireworks, illegal substances, solvents or inappropriate material.
- **Illegal substances:** Any drug-related offence will be treated as a serious disciplinary matter and may result in removal from the Summer School programme.

Behaviour expectations during visits reflect guidance outlined in [Behaviour in Schools Guidance – GOV.UK](#)

Unacceptable behaviour which compromises safety or welfare of students and is direct breach of the Caterham Summer School [Rules](#) and Caterham Summer School Student [Code of Conduct](#) may result in a student being withdrawn from a visit or, in serious cases, from Caterham Summer School entirely.

7. Medical Needs and First Aid

Medical information provided during enrolment will be shared confidentially with relevant staff. The Trips Coordinator and Marketing and Admissions Assistant (Summer School) must ensure:

- Access to required medication
- Awareness of allergies or medical conditions
- Clear arrangements for medical emergencies
- A first-aid kit is available and taken on every trip, activity or excursion

A named member of staff will carry medical and emergency contact information on each visit.

Medical information is handled confidentially and in accordance with [UK GDPR Guidance – ICO](#) and the [Data Protection Act 2018 – GOV.UK](#)

8. Safeguarding and Welfare

Safeguarding remains a priority during all off-site activities. Staff must follow Caterham Summer School safeguarding procedures and remain vigilant at all times. Any safeguarding concerns must be reported in line with the Caterham Summer School [Safeguarding Policy](#) without delay.

Safeguarding procedures reflect the principles outlined in [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#) and [Working Together to Safeguard Children – GOV.UK](#)

9. Transport and External Providers

Where transport or external activity providers are used, the school will take reasonable steps to ensure they are reputable, appropriately insured, and compliant with relevant safety standards. Seatbelts must be worn where fitted, and students must follow staff instructions at all times.

10. Emergency Procedures

In the event of an accident, illness or serious incident, staff will:

1. Ensure the immediate safety of students
2. Contact emergency services if required
3. Notify the designated senior member of staff
4. Inform parents or guardians as appropriate

Clear emergency procedures will be communicated to staff prior to departure.

11. Monitoring, Evaluation and Feedback

The Trips Coordinator and Marketing and Admissions Assistant (Summer School) will evaluate each trip and gain student feedback as part of continuous feedback and improvement.

12. Policy Review

This policy is reviewed annually and operates within Caterham School's Educational Visits and Trips Policy. It is revised for the Caterham Summer School Context after or in response to significant change in legislation, guidance or incident.

This policy reflects statutory guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), Health and Safety on Educational Visits – HSE, the [Health and Safety at Work etc. Act 1974 – GOV.UK](#) and Caterham School best practice.

It is due for review in April 2027