



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

Educational Visits and Out of School Activities Policy

Last reviewed on: August 2026

Next review due by: August 2027

1. Purpose, Scope and Principles

1.1 Purpose

Manchester Muslim Preparatory School (MMPS) recognises the educational, personal, social, spiritual, moral and cultural value of learning beyond the School premises.

Educational visits and out-of-school activities can enrich the curriculum, broaden pupils' experiences, support their personal development and provide opportunities which cannot always be replicated within the classroom.

The purpose of this policy is to ensure that all educational visits and out-of-school activities are:

- appropriately planned
- educationally or developmentally worthwhile
- properly authorised
- adequately supervised
- inclusive and accessible
- supported by proportionate risk management
- appropriately staffed
- conducted with due regard to safeguarding, health, safety and pupil welfare.

The School seeks to enable worthwhile educational visits rather than create unnecessary bureaucracy. Planning, approval and risk-management arrangements will therefore be proportionate to the nature and level of risk presented by the visit.

1.2 Scope

This policy applies to all MMPS pupils from the Early Years Foundation Stage (EYFS) through to Year 6. It applies to educational visits and out-of-school activities organised, authorised or supported by the School, whether they take place:

- during the normal School day
- before or after the normal School day
- locally or further away from the School
- on foot
- using public or hired transport
- at another educational establishment
- at a commercial, charitable, religious, cultural, sporting or community venue
- as part of the curriculum
- as part of enrichment, SMSC, pastoral, sporting or other School provision.
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Where MMPS proposes a residential, overseas, adventurous or other higher-risk visit, additional planning and approval requirements will apply.

1.3 Out-of-School Activities

For the purposes of this policy, an out-of-school activity is an authorised activity involving pupils leaving the School premises which may not constitute a formal curriculum trip but which nevertheless takes place under the care and responsibility of the School.

The same fundamental principles of safeguarding, supervision, risk management, medical provision and authorisation apply.

The level of planning required will be proportionate to the nature of the activity.

1.4 Core Principles

The following principles apply to all educational visits and out-of-school activities:

- pupil safety and welfare are paramount
- safeguarding arrangements continue to apply when pupils are away from the School premises
- there must be a clearly identified person responsible for organising each visit
- responsibility for completing the risk assessment must be identified at the proposal stage
- staff leading and supervising visits must be competent for the responsibilities allocated to them
- staffing and supervision must reflect the actual needs of the pupils and the nature of the visit rather than relying solely on fixed numerical ratios

- pupils with SEND, disabilities, medical needs or other additional needs must be appropriately considered and reasonable adjustments made where required
- arrangements for EYFS pupils must comply with the specific requirements of the EYFS statutory framework
- the School must know which pupils and adults are participating and how they may be contacted or accounted for
- foreseeable significant risks must be identified and appropriately controlled
- staff must remain able to respond dynamically where circumstances change during a visit
- no visit may proceed without the required School approval.

1.5 Educational Visits, Curriculum and Enrichment

MMPS recognises educational visits as an important part of pupils' curriculum entitlement and wider personal development.

Each class should normally undertake at least one educational visit during each academic year which has a clear link to curriculum learning and enhances or extends learning beyond the classroom.

This expectation is in addition to any end-of-year enrichment visit arranged for classes or groups of classes.

Classes may undertake additional visits where these provide worthwhile educational, cultural, spiritual, social or personal-development opportunities.

When considering additional visits, staff must balance the educational and enrichment benefit against:

- the cost to parents/carers
- the overall number and cost of visits already planned for the class
- the impact on curriculum time
- staffing and cover requirements
- transport costs
- whether a similar educational outcome could be achieved through a lower-cost alternative.

Where it is safe, practical and appropriate, public transport or another cost-effective means of travel should be considered in preference to more expensive transport arrangements.

Cost alone should not prevent the School from providing valuable educational experiences, but staff should ensure that proposed expenditure is proportionate to the educational or enrichment benefit of the visit.

When planning visits across the academic year, the School will seek to provide pupils with a broad range of experiences while being mindful of affordability for families.

2. Legal Framework and Guidance

This policy has regard to relevant legislation and guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010
- Education (Independent School Standards) Regulations 2014
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, where applicable
- Adventure Activities Licensing Regulations 2004, where applicable
- Keeping Children Safe in Education 2026
- Early Years Foundation Stage Statutory Framework for Group and School-Based Providers, applicable from 1 September 2026
- DfE, Health and Safety on Educational Visits
- DfE, Health and Safety: Responsibilities and Duties for Schools
- DfE, First Aid in Schools, Early Years and Further Education
- relevant Health and Safety Executive guidance on school trips and outdoor learning
- relevant Outdoor Education Advisers' Panel National Guidance.

The School will also have regard to its own associated policies and procedures, including safeguarding and child protection, health and safety, first aid, supporting pupils with medical conditions, SEND, behaviour, missing child, emergency procedures, data protection and risk assessment arrangements.

The School recognises that health and safety law requires sensible and proportionate management of significant risks. It does not require the elimination of all risk or excessive paperwork for routine educational activities.

3. Definitions and Categories of Visit

3.1 Routine and Lower-Risk Visits

Some visits involve no more than everyday levels of risk and may be similar to conducting a lesson in a different environment.

Examples may include familiar, local and regularly undertaken activities.

Such visits remain subject to School authorisation and appropriate supervision, but planning may draw upon established procedures, approved generic arrangements and previous experience where these remain current and appropriate.

The School will not require unnecessary duplication of documentation where an existing assessment or procedure adequately addresses the relevant risks.

3.2 Visits Requiring Additional Planning

A greater level of planning and risk assessment will be required where factors include:

- an unfamiliar venue
- greater distance from the School
- unusual transport arrangements
- higher-risk activities
- water-based activities
- adventurous activities
- significant environmental risks
- pupils requiring substantial additional support
- an overnight stay
- travel overseas
- use of an external organisation which will assume responsibility for pupils
- another circumstance which increases the complexity or foreseeable risk of the visit.

3.3 Educational Visit / Trip Organiser

Every visit will have a clearly identified Trip Organiser.

The Trip Organiser is the member of staff with primary responsibility for coordinating the planning and preparation of the visit.

The Trip Organiser may also act as the Visit Leader on the day of the trip.

Where these roles are undertaken by different members of staff, responsibilities must be agreed clearly before the visit takes place.

3.4 Visit Leader

The Visit Leader is the member of staff with overall operational responsibility for the safe conduct of the group during the visit.

The Visit Leader must:

- understand the purpose and arrangements for the visit
- be familiar with the relevant risk assessment and control measures
- understand the needs of participating pupils
- brief accompanying staff appropriately
- maintain effective supervision
- respond to changing circumstances
- implement emergency arrangements where necessary
- maintain appropriate communication with the School.
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4. Roles and Responsibilities

4.1 Registered Proprietor

Manchester Islamic Educational Trust Ltd (MIET), as the registered proprietor, has overall responsibility for ensuring that appropriate arrangements are in place for the health, safety and welfare of pupils participating in School-organised educational visits and out-of-school activities.

Acting through the board of trustees, the registered proprietor will ensure that appropriate policies, systems and resources are in place.

4.2 Headteacher

The Headteacher has overall operational responsibility for the School's educational visit arrangements.

The Headteacher will:

- ensure that an appropriate approval process operates
- ensure that educational visits are appropriately planned and risk assessed
- ensure that responsibilities are clearly allocated
- consider whether proposed staffing and supervision are appropriate
- ensure that the particular needs of EYFS pupils and pupils requiring additional support are addressed
- ensure that staff leading visits are sufficiently competent
- approve or decline proposed visits
- require amendments where arrangements are not satisfactory
- withhold approval where required documentation has not been completed within the School's timescales
- provide final approval of the completed visit risk assessment by signing and dating the completed risk assessment
- ensure that significant concerns, incidents or learning from visits are acted upon.

Initial approval of a proposed visit does not remove the requirement for satisfactory completion of the subsequent planning, risk-assessment and final approval process.

4.3 Educational Visits Coordinator

The School will designate an Educational Visits Coordinator (EVC) to support the effective implementation of this policy.

The EVC will:

- support staff planning educational visits
- advise on the School's procedures and documentation
- support the Headteacher when considering proposed visits
- provide guidance on risk assessment where required
- consider whether the proposed Visit Leader and accompanying staff are suitable for their responsibilities
- advise on appropriate staffing and supervision
- support checks relating to external providers
- monitor whether the required planning stages have been completed
- maintain or oversee appropriate educational-visit records
- identify recurring concerns or areas where staff require further guidance or training
- support review following accidents, incidents or significant near misses.

The EVC's role in advising, reviewing or checking a risk assessment does not transfer responsibility for completing the risk assessment from the member of staff who has been allocated that responsibility.

4.4 Trip Organiser

The Trip Organiser is responsible for ensuring that the visit is appropriately planned and that the School's required procedures are completed within the specified timescales.

This includes:

- establishing the educational or developmental purpose of the visit
- submitting the trip proposal for approval

- ensuring that the person responsible for completing the risk assessment is expressly identified
- gathering relevant information about the venue and activities
- planning appropriate staffing and supervision
- considering the needs of individual pupils
- liaising with the EVC, Headteacher, Admin, Bursar and other relevant staff
- ensuring appropriate transport arrangements
- ensuring appropriate first-aid and medical arrangements
- ensuring parents/carers receive the required information
- ensuring consent is obtained where required
- briefing accompanying staff and pupils
- ensuring required documentation is completed
- complete and keep the School's Trip Tracker / Checker on Google Drive up to date throughout the visit planning and approval process
- ensuring significant incidents, concerns or learning arising from the visit are reported after the visit.

4.5 Responsibility for Completing the Risk Assessment

The member of staff who submits the Trip Proposal to the Headteacher for approval will be regarded as the Trip Organiser and will be responsible for completing and submitting the risk assessment for that visit.

This responsibility remains with the Trip Organiser even where another member of staff:

- has arranged or booked the venue
- has organised elements of the visit
- is the class teacher
- will act as Visit Leader on the day
- has previously led the same or a similar visit.

Responsibility must not be assumed to have transferred to another member of staff.

Where responsibility needs to change, this must be explicitly agreed with the Headteacher or EVC and communicated to the relevant staff before the risk-assessment submission deadline.

The Trip Organiser may seek advice and information from other staff, including the EVC, class teacher, SMSC Lead, SENDCo and staff who have previously undertaken the visit, but remains responsible for ensuring that the risk assessment is completed and submitted within the required timescale.

4.6 Accompanying Staff

All accompanying staff must:

- understand their responsibilities
- read and understand the relevant risk assessment and control measures
- attend any required pre-visit briefing
- maintain effective supervision
- follow the Visit Leader's instructions
- remain alert to changes in circumstances
- apply appropriate safeguarding arrangements
- be familiar with pupils' relevant medical, SEND or other needs
- report accidents, incidents, safeguarding concerns or significant near misses promptly
- ensure that any member of staff proposed to accompany the visit has been discussed with and approved for release by the Deputy Headteacher / Cover Coordinator before that person is included within the visit staffing arrangements or supervision calculation

5. Trip Proposal and Approval Process

5.1 Initial Proposal

A Trip Proposal must normally be submitted to the Headteacher at least 20 working days before the proposed visit.

The proposal should identify, as appropriate:

- purpose of the visit
- class, year group or pupils involved
- proposed date
- venue
- Trip Organiser
- proposed Visit Leader
- person responsible for completing the risk assessment
- proposed staffing
- proposed method of transport
- estimated costs
- any significant or unusual features of the proposed visit.

Where the visit is initiated by the SMSC Lead for a whole class, the proposal must clearly identify whether the SMSC Lead or class teacher has agreed to complete the risk assessment.

The Headteacher may:

- approve the proposal in principle
- request further information
- require amendments
- decline the proposal.

When considering a proposal, the Headteacher may take account of the educational or enrichment value of the visit, anticipated cost to families, the number of visits already undertaken or planned for the class and whether the proposed arrangements represent reasonable value

Initial approval permits detailed planning to continue. It is not final authorisation for the visit to take place.

5.2 Detailed Planning

Following initial approval, the Trip Organiser will complete the School's required trip planning process and checklist.

This will include consideration, as appropriate, of:

- risk assessment
- venue arrangements
- external providers
- transport
- staffing and supervision
- first aid
- medical needs
- safeguarding
- SEND and accessibility
- pupil behaviour
- emergency arrangements
- parental information and consent
- food and dietary arrangements
- prayer arrangements where relevant
- communication
- photography
- financial arrangements.

5.3 Final Approval

The completed risk assessment must normally be submitted at least 15 working days before the visit.

The Headteacher's final approval of the risk assessment will be recorded on the School's separate one-page approval document.

A visit must not proceed merely because initial approval was previously given.

Final approval will depend upon the Headteacher being satisfied that the necessary planning and safety arrangements are in place.

Where required documentation has not been completed within the required timescale, the Headteacher may refuse permission for the visit to proceed.

Late applications will only be considered in exceptional circumstances and at the Headteacher's discretion.

5.4 Central Record / Trip Tracker

The Trip Organiser is responsible for completing and keeping up to date the School's Trip Tracker /

Checker held on Google Drive.

The Trip Tracker / Checker must be updated at the relevant stages of the visit process, including:

- trip name and date
- class or group
- Trip Organiser
- submission and Headteacher approval of the Trip Proposal
- completion of the risk assessment
- Headteacher final approval of the risk assessment
- transport arrangements.

The EVC will monitor the Trip Tracker / Checker to ensure that required stages have been completed and to identify any outstanding actions.

A visit must not proceed where the required approval and risk-assessment stages have not been completed.

6. Risk Assessment and Responsibility

6.1 General Principle

Risk management for educational visits must be proportionate and focus on significant and foreseeable risks rather than trivial hazards.

The purpose of risk assessment is to enable pupils to participate safely in worthwhile activities, not to eliminate every possible risk.

6.2 Responsibility

The person responsible for completing the risk assessment will be identified in accordance with Section 4.5.

That person is responsible for ensuring that the assessment is completed sufficiently early to allow appropriate review and any required amendments.

6.3 Visit-Specific Consideration

The risk assessment should consider matters relevant to the particular visit, including, where applicable:

- journey and transport
- venue
- activities
- supervision
- pupil behaviour
- safeguarding
- pupils with SEND or disabilities
- medical conditions and medication
- first aid

- environmental or weather conditions
- food, allergies and dietary requirements
- separation or missing-pupil risks
- emergency arrangements
- external providers
- any other significant foreseeable hazard.

6.4 Information from Venues and Providers

The Trip Organiser should obtain relevant safety information from the venue or external provider where appropriate.

A provider's risk assessment may inform the School's planning but does not automatically replace MMPS's responsibility to consider the risks to its own pupils.

Where an external provider will take responsibility for pupils or provide specialist activities, responsibilities between the provider and MMPS must be clear.

6.5 Previous Assessments

A risk assessment from a previous visit may be used as a starting point where appropriate.

It must not simply be copied without considering whether anything has changed, including:

- participating pupils
- staffing
- medical or SEND needs
- transport
- venue arrangements
- activities
- identified hazards
- provider arrangements
- seasonal or environmental conditions.

6.6 Dynamic Risk Management

Staff must continue to manage risk throughout the visit.

The Visit Leader may change, suspend or terminate an activity where circumstances change or where continuing would expose pupils or staff to an unacceptable risk.

Staff should not continue with a planned activity merely because it appears in the itinerary where circumstances indicate that it is no longer safe or appropriate.

6.7 EYFS

For EYFS outings, the School will specifically assess potential risks and hazards to the children and identify appropriate measures to remove, minimise or manage them.

The assessment must include consideration of the staffing and supervision required for the particular group and activity.

EYFS requirements are addressed further in the dedicated EYFS section of this policy.

7. Supervision and Staffing

7.1 General Principles

The School will ensure that educational visits and out-of-school activities are appropriately staffed and supervised.

The level of supervision required will be determined according to the particular circumstances of the visit. There is no single staff:pupil ratio which will be appropriate for every visit.

When determining appropriate staffing, the Trip Organiser, EVC and Headteacher will take account of factors including:

- the age and developmental stage of the pupils
- the number of pupils participating
- the nature and location of the visit
- the activities to be undertaken
- the duration of the visit

- the method of transport
- the experience and competence of accompanying staff
- the needs of pupils with SEND, disabilities or medical conditions
- behavioural or safeguarding considerations
- the familiarity of staff and pupils with the venue or activity
- environmental or other foreseeable risks
- contingency arrangements in the event that a member of staff becomes unavailable
- any requirements specified by an external provider
- the findings of the visit risk assessment.

7.2 Adequate Supervision

The Trip Organiser must propose sufficient competent adults to supervise pupils safely throughout the visit. Supervision arrangements should ensure, so far as reasonably practicable, that:

- pupils are appropriately supervised at all times
- staff know which pupils they are responsible for
- pupils can be accounted for promptly
- staff are able to respond to an accident, illness, safeguarding concern or other emergency
- pupils requiring additional assistance receive appropriate support
- no individual member of staff is placed in a position where the number or needs of pupils allocated to them cannot reasonably be managed
- appropriate supervision can be maintained during breaks, toileting, prayer, movement between activities and other parts of the visit
- contingency arrangements are available where reasonably necessary.

The Headteacher may require additional staffing where the proposed arrangements are not considered sufficient.

7.3 Visit Leader

Every visit must have a clearly identified Visit Leader.

The Visit Leader has overall operational responsibility for the group during the visit and must be competent to lead the particular visit.

The Visit Leader will:

- understand the purpose and planned arrangements for the visit
- be familiar with the risk assessment and relevant control measures
- ensure that accompanying adults understand their responsibilities
- maintain an overview of pupil supervision
- ensure that pupils are regularly accounted for
- respond appropriately to changing circumstances
- make proportionate decisions where an activity or planned arrangement becomes unsafe or unsuitable
- communicate with the School where necessary
- implement emergency procedures where required.

Where the Trip Organiser and Visit Leader are different people, their respective responsibilities must be clearly understood before the visit takes place.

7.4 Availability and Release of Accompanying Staff

The Trip Organiser must ensure that all proposed accompanying staff are available and have been authorised to attend the visit before they are included within the planned staffing or supervision arrangements.

A member of staff must not be assumed to be available simply because:

- they have indicated that they are willing to attend
- they have accompanied previous visits
- they normally work with the class or pupils concerned

- they have been included provisionally within the Trip Organiser's planning.

Where the Trip Organiser wishes to include a member of staff who has other responsibilities during the School day, including midday supervisors, teaching assistants, administrative staff or other support staff, their release must first be agreed with the Deputy Headteacher / Cover Coordinator.

The Deputy Headteacher / Cover Coordinator will consider the operational requirements of the School, including staffing, supervision, cover and the safe operation of provision for pupils remaining on site.

A member of staff must not be counted towards the proposed supervision arrangements until their availability and release have been confirmed.

Where a proposed member of staff cannot be released, the Trip Organiser must make alternative appropriate arrangements.

The visit must not proceed where the withdrawal or unavailability of a member of staff results in inadequate supervision.

7.5 Changes to Staffing

Staffing arrangements may change between initial approval and the date of the visit.

Any significant change must be communicated to the Trip Organiser and, where relevant, the EVC, Deputy Headteacher / Cover Coordinator and Headteacher.

Where a change affects:

- the adequacy of supervision
- the competence or experience of the staff team
- first-aid provision
- support for a pupil with SEND, a disability or medical need
- safeguarding arrangements
- transport arrangements
- another significant aspect of the visit

the Trip Organiser must consider whether the risk assessment or other visit arrangements require updating. A replacement member of staff must be appropriately briefed before the visit.

7.6 Staff Briefing

Before departure, the Visit Leader must ensure that accompanying staff understand the arrangements relevant to their role.

The briefing should include, as appropriate:

- the purpose and itinerary of the visit
- pupils for whom each adult is responsible
- supervision arrangements
- significant risks and control measures
- pupils with relevant medical, SEND, safeguarding or other needs
- first-aid arrangements
- medication arrangements
- emergency procedures
- arrangements for accounting for pupils
- meeting points and timings
- transport arrangements
- expectations regarding pupil behaviour
- arrangements for photographs and use of devices
- communication arrangements
- action to take if a pupil becomes separated from the group
- any venue-specific instructions.

All accompanying staff should have access to the information necessary to carry out their responsibilities safely.

7.7 Accounting for Pupils

The Visit Leader must ensure that there are effective arrangements for accounting for pupils throughout the visit.

This should include appropriate headcounts:

- before leaving School
- when boarding and leaving transport
- on arrival at the venue
- when moving between significant locations or activities
- following breaks or periods when groups have separated
- before leaving the venue
- on return to School
- whenever circumstances indicate that an additional check is necessary.

Staff should know which pupils are allocated to them and must not rely solely on another member of staff having completed a headcount.

7.8 Group Supervision

Where pupils are divided into smaller groups, each group should normally have a clearly identified supervising adult.

The Visit Leader must ensure that:

- group allocations are appropriate
- supervising adults know the pupils in their group
- staff understand meeting points and timings
- communication arrangements are clear
- pupils understand who they should remain with
- staff know what to do if a pupil is missing or separated from the group.

Pupils must not be permitted to undertake unsupervised activities unless this has been specifically planned, risk assessed and judged appropriate for their age, maturity and circumstances.

7.9 First-Aid Provision

MMPS requires appropriate first-aid provision on educational visits.

The Trip Organiser must ensure that the proposed staffing includes a member of staff with an appropriate current first-aid qualification where required by the nature of the visit and the needs of the pupils.

Specific Paediatric First Aid requirements for EYFS outings are set out in Section 8.

7.10 Staff Competence

Staff will only be allocated responsibilities which they are reasonably competent to undertake.

When determining competence, consideration may include:

- relevant training
- previous experience of educational visits
- familiarity with the pupils
- knowledge of the activity
- knowledge of the venue
- first-aid or specialist qualifications
- experience of supporting pupils with particular needs
- ability to respond appropriately to an emergency.

Where an activity requires specialist expertise, the School will use an appropriately competent provider or instructor and will clarify the respective responsibilities of School staff and the external provider.

7.11 Accompanying Adults

Volunteers or other suitable adults may support a visit where appropriate.

They must:

- be appropriately briefed
- understand the limits of their responsibilities
- follow the instructions of the Visit Leader
- maintain appropriate confidentiality

- have completed the safeguarding, suitability and DBS checks required for their role before accompanying the visit
- not undertake responsibilities for which they are not appropriately authorised or competent.

The presence of additional adults does not remove the responsibility of School staff to maintain overall supervision of pupils.

Detailed safeguarding and vetting requirements relating to volunteers are addressed in Section 9.

7.12 Supervision During Transport

Appropriate supervision must be maintained while pupils are travelling.

Staff should, as applicable:

- position themselves so that pupils can be effectively supervised
- ensure pupils follow safety instructions
- ensure seat belts are worn where provided
- carry out appropriate headcounts when boarding and leaving transport
- manage boarding and disembarkation safely
- ensure pupils remain appropriately supervised at stations, stops, car parks and other transition points.

Where public transport is used, staffing and group arrangements must take account of the increased possibility of pupils becoming separated from the group.

7.13 Prayer, Toileting and Other Routine Needs

Planning must take account of routine pupil needs during the visit, including:

- toileting
- food and drink
- prayer where applicable
- medication
- rest or sensory breaks
- other individual needs.

Supervision arrangements must remain appropriate while these needs are being met.

Staff should avoid arrangements which leave the remainder of a group inadequately supervised because one adult has had to accompany an individual pupil elsewhere.

7.14 Review During the Visit

Supervision arrangements are not fixed simply because they were approved before departure.

The Visit Leader must remain alert to changing circumstances.

Where supervision becomes inadequate because of illness, an emergency, an unexpected change in activity or the loss of an accompanying adult, the Visit Leader must take appropriate action.

This may include:

- reorganising groups
- increasing direct supervision
- cancelling or modifying an activity
- remaining at a safe location
- contacting the School for support
- ending the visit early where necessary.

The safety and welfare of pupils must take priority over completing the planned itinerary.

8. EYFS Educational Visits

8.1 Application

The requirements of this policy apply fully to pupils in the Early Years Foundation Stage (EYFS), including Nursery and Reception.

In addition, all visits involving EYFS pupils must comply with the safeguarding and welfare requirements of the statutory EYFS framework.

The School recognises that younger children may require a higher level of supervision and support because of their age, developmental stage, communication skills and individual needs.

8.2 Planning and Risk Assessment

When planning an outing involving EYFS pupils, the Trip Organiser must consider the particular needs of the children participating.

The risk assessment must consider potential risks and hazards to the children and identify appropriate measures to remove, minimise or manage them.

It must specifically consider the staff:child ratio required for the particular outing. This is an express requirement of the EYFS statutory framework.

The level of supervision will take account of matters including the age and developmental stage of the children, SEND or medical needs, the nature of the activity, transport and walking arrangements, the venue, toileting and personal-care needs, transitions between locations and the ability of staff to respond effectively if an emergency arises.

The normal statutory EYFS staffing requirements remain applicable. However, these should not be regarded as automatic educational-visit ratios. The risk assessment must determine whether a greater level of adult supervision is necessary for the particular outing. The EYFS requires staffing arrangements to meet children's needs and ensure their safety, with children usually within sight and hearing of staff and always within sight or hearing.

8.3 Paediatric First Aid

At least one person who holds a current full Paediatric First Aid certificate, meeting the requirements of the EYFS statutory framework, must accompany EYFS children on every outing.

The Trip Organiser must confirm the availability of an appropriately qualified paediatric first aider as part of the staffing arrangements before the visit is approved.

Where the number of children, nature of the visit or individual needs indicate that additional first-aid provision is appropriate, this must be incorporated into the visit arrangements.

The EYFS requires the person accompanying children to hold a current certificate for a full Paediatric First Aid course.

8.4 Parental Consent

Written parental/carers consent must be obtained for nursery-age children participating in educational visits or outings.

Parents/carers must receive sufficient information about the proposed visit to enable them to understand the nature of the activity and any arrangements relevant to their child.

The School's wider arrangements for parental information and consent are set out in Section 12.

8.5 Transport

Where a vehicle is used to transport EYFS children, the vehicle and its driver must be adequately insured. The Trip Organiser must also ensure that the wider transport requirements set out in Section 13 of this policy are met.

This requirement is expressly included within the EYFS statutory framework.

8.6 Individual Needs

The Trip Organiser and EYFS staff must consider whether individual children require additional arrangements to participate safely and successfully.

Relevant information about allergies, medical conditions, medication, SEND, communication needs, toileting or personal care and other individual needs must be considered when planning the visit and shared appropriately with staff who need the information.

Reasonable adjustments must be considered to enable children with SEND or disabilities to participate wherever reasonably practicable.

8.7 Supervision During the Visit

EYFS pupils must remain under effective supervision throughout the visit.

Staff must be particularly alert during higher-risk transition points, including leaving and entering the School, road crossings, boarding and leaving transport, entering and leaving venues, toileting arrangements and movement between activities.

Regular headcounts must be undertaken in accordance with Section 7.7.

Staff must know which children they are responsible for and supervision arrangements must remain effective if a member of staff is temporarily required to support an individual child.

8.8 Changes During the Visit

The Visit Leader must remain alert to the needs and welfare of EYFS pupils throughout the outing.

Where conditions change, including weather, pupil wellbeing, staffing, transport, venue arrangements or another unforeseen circumstance, the Visit Leader must reconsider whether the planned activity remains appropriate.

Activities may be modified, shortened or cancelled where necessary to protect the safety and welfare of pupils.

9. Safeguarding and Volunteers

9.1 Safeguarding on Educational Visits

The School's safeguarding and child protection procedures apply in full during all educational visits and out-of-school activities.

The fact that pupils are away from the School premises does not reduce the School's responsibility to safeguard and promote their welfare.

All staff and other accompanying adults must remain alert to safeguarding concerns throughout the visit and must follow the School's Safeguarding and Child Protection Policy and Keeping Children Safe in Education 2026.

Staff must maintain appropriate professional boundaries and standards of conduct at all times.

9.2 Safeguarding Planning

The Trip Organiser and Visit Leader must consider any safeguarding matters relevant to the particular visit.

This may include:

- the age and vulnerability of pupils
- SEND, communication or additional needs
- supervision arrangements
- toileting and changing arrangements
- periods when groups may be separated
- interaction with members of the public
- contact with external-provider staff
- transport arrangements
- residential or overnight arrangements
- use of photographs or digital devices
- procedures if a pupil becomes separated from the group
- arrangements for reporting and responding to a safeguarding concern.

Relevant safeguarding information should be shared with accompanying staff on a need-to-know basis.

9.3 Volunteers

Volunteers supporting an educational visit must have completed the safeguarding, suitability and DBS checks appropriate to their role before accompanying the visit.

Where a volunteer will be undertaking regulated activity, the School will obtain the appropriate enhanced DBS check with children's barred list information.

Where a volunteer is not undertaking regulated activity, the School will undertake a written risk assessment and use professional judgement to determine the checks and supervision arrangements appropriate to the role.

A volunteer on whom the required checks have not been obtained must not be left unsupervised with pupils or undertake regulated activity.

The Visit Leader must ensure that volunteers:

- are appropriately briefed
- understand their role and responsibilities
- understand the School's safeguarding expectations
- know how to report a concern
- follow the instructions of School staff
- do not undertake responsibilities beyond those authorised by the School.

9.4 External Providers and Instructors

Where an external organisation provides activities, instructors, guides or other personnel, the Trip Organiser must take reasonable steps to satisfy the School that appropriate safeguarding arrangements are in place.

The level of assurance required should be proportionate to the nature of the provider's involvement with pupils.

Where another organisation is providing staff to work with pupils on the School's behalf, the School will obtain the safeguarding assurances and confirmation of checks required by Keeping Children Safe in Education.

The School is not expected to obtain or inspect individual DBS certificates where an appropriate employer or organisation has provided the required confirmation of checks.

The use of an external provider does not transfer the School's overarching responsibility for safeguarding its pupils. KCSIE 2026 reinforces both the requirement for appropriate third-party assurances and the School's continuing safeguarding oversight.

School staff must remain appropriately involved in supervision even where specialist instructors are responsible for leading a particular activity.

9.5 Safeguarding Concerns During a Visit

Any safeguarding concern arising during a visit must be taken seriously and acted upon promptly.

Where a pupil makes a disclosure or a member of staff becomes concerned about a pupil, staff must:

- listen and respond in accordance with their safeguarding training
- take any immediate action necessary to protect the pupil
- report the concern to the Designated Safeguarding Lead or appropriate deputy as soon as practicable
- make an appropriate written record
- preserve confidentiality and share information only with those who need to know.

Where immediate danger is present, staff must not delay protective action while waiting to contact the School.

Appropriate arrangements must be in place for the Visit Leader to contact the School, DSL or senior staff during the visit.

For residential or other visits taking place outside normal School hours, appropriate emergency safeguarding contact arrangements must be established before departure.

9.6 Concerns About Adults

Any concern or allegation relating to the conduct of a member of staff, volunteer, external instructor or other adult must be managed in accordance with the School's Safeguarding and Child Protection Policy and the procedures set out in Keeping Children Safe in Education.

Staff must not investigate safeguarding allegations themselves.

Where the concern relates to the Visit Leader, it must be reported directly to the appropriate senior member of staff at School.

9.7 Residential and Overnight Visits

Residential and overnight visits require particular consideration of safeguarding arrangements.

Planning must address, as appropriate:

- sleeping accommodation
- staff accommodation
- supervision during the evening and overnight
- toileting, washing and changing arrangements
- privacy and dignity
- arrangements if a pupil becomes unwell during the night
- pupils requiring medication or additional support
- access to rooms or accommodation by external persons
- emergency contact arrangements
- procedures for pupils to raise a concern or seek help.

Sleeping and personal-care arrangements must maintain appropriate professional boundaries and protect the privacy, dignity and safety of pupils.

Pupils must know which members of staff they can approach if they are worried, uncomfortable or require assistance.

9.8 Pupil Behaviour and Peer-on-Peer Safeguarding

The School's behaviour and safeguarding expectations continue to apply throughout a visit.

Staff must remain alert to inappropriate behaviour between pupils, including bullying, sexual harassment, harmful sexual behaviour, discriminatory behaviour or other conduct which may present a safeguarding concern.

Safeguarding concerns between pupils must be responded to in accordance with the School's Safeguarding and Child Protection Policy.

10. SEND, Medical Needs and Equal Access

10.1 Inclusive Participation

MMPS is committed to ensuring that educational visits and out-of-school activities are planned so that pupils can participate as fully as possible.

The Trip Organiser must consider the individual needs of participating pupils at an early stage of planning, including:

- SEND
- disabilities
- medical conditions

- allergies
- mobility needs
- communication needs
- sensory needs
- behavioural or emotional needs
- dietary requirements
- religious needs
- any other factor which may affect safe and successful participation.

10.2 Reasonable Adjustments

Pupils must not be excluded from a visit solely because they have SEND, a disability or a medical condition.

The School will consider reasonable adjustments to enable a pupil to participate safely and meaningfully. Adjustments may include, where appropriate:

- additional staffing or supervision
- changes to group arrangements
- accessible transport
- adjustments to the itinerary or activity
- additional rest or sensory breaks
- suitable toileting or personal-care arrangements
- communication aids or visual support
- arrangements for medication or medical equipment
- liaison with the venue or external provider.

Where participation presents particular challenges, the Trip Organiser should involve the SENDCo, relevant class teacher, parents/carers and other appropriate staff sufficiently early to enable suitable arrangements to be considered.

10.3 Individual Assessment

The general visit risk assessment may not adequately address the needs of every pupil.

Where a pupil has needs which create additional or different risks, an individual assessment or additional planning must be undertaken where necessary.

This should consider both:

- risks to the individual pupil
- any effect the pupil's needs may have on the safe management of the wider group.

Additional planning must be proportionate to the pupil's needs and the nature of the visit.

10.4 Medical Needs

Medical conditions, allergies and medication requirements must be considered as part of the individual planning for a pupil's participation in an educational visit. Any necessary adjustments to staffing, supervision, activities, transport or other arrangements must be identified before the visit.

Detailed requirements relating to first aid, medication, allergies and medical emergencies are set out in Section 11.

10.5 Personal Care and Toileting

Where a pupil requires assistance with toileting, changing or other personal care, appropriate arrangements must be considered before the visit.

These arrangements must:

- protect the pupil's dignity and privacy
- be consistent with the pupil's normal support arrangements where practicable
- comply with safeguarding requirements
- ensure that staff undertaking the support are appropriately authorised and informed.

The suitability and accessibility of facilities at the venue should be checked where this is relevant to a pupil's participation.

10.6 Communication with Parents/Carers

Where a pupil has significant additional, medical or access needs, the School should obtain relevant information from parents/carers before the visit where necessary.

Parents/carers should be informed of any significant arrangements that differ from the pupil's normal School provision.

The purpose of this communication is to support safe participation and effective planning.

10.7 Decision That a Pupil Cannot Participate

There may be exceptional circumstances where, after appropriate assessment and consideration of reasonable adjustments, the School concludes that a particular activity cannot be undertaken safely by an individual pupil.

Any such decision must:

- be based on the circumstances of the individual pupil and visit
- be supported by an appropriate assessment of risk
- consider whether reasonable adjustments or an alternative arrangement are possible
- not be based simply on the existence of SEND, disability or a medical condition
- be discussed with the Headteacher and relevant staff
- be communicated sensitively to parents/carers.

Where reasonably practicable, the School should consider whether an alternative means of achieving the educational purpose of the visit can be provided.

11. First Aid and Medication

11.1 First-Aid Provision

Appropriate first-aid provision must be available on every educational visit and out-of-school activity. MMPS requires every visit to include a suitably qualified first aider.

The level of first-aid provision must be proportionate to:

- the number and age of pupils
- the nature and duration of the visit
- the activities being undertaken
- the location and accessibility of emergency medical assistance
- known medical needs of participating pupils
- any requirements of the venue or activity provider.

For visits involving EYFS pupils, the Paediatric First Aid requirements in Section 8 apply.

11.2 First-Aid Kits

An appropriately stocked first-aid kit must be taken on all visits.

The Visit Leader must ensure that the kit:

- is available before departure
- is readily accessible during the visit
- contains supplies appropriate to the nature of the visit
- is checked and replenished following use.

Where pupils are divided into separate groups or activities, additional first-aid provision should be considered where necessary.

11.3 Medication

Arrangements for pupils who require medication must be made before departure and must comply with the School's Supporting Pupils with Medical Conditions and Administering Medicines Policy.

The Trip Organiser must ensure that:

- required medication is available
- medication is within date
- medication is transported and stored appropriately
- emergency medication remains readily accessible
- relevant staff know which pupils require medication
- staff authorised to administer medication understand the required arrangements
- any necessary healthcare plans or emergency instructions are available.

Medication required by a pupil must not be inaccessible because it has been stored on a coach, in luggage or elsewhere away from the pupil.

11.4 Emergency Medication

Emergency medication, including inhalers and adrenaline auto-injectors where prescribed, must remain readily accessible throughout the visit.

Staff responsible for a pupil must know:

- what medication the pupil may require
- where it is located
- how to obtain it immediately
- what action to take in an emergency.

Where a pupil normally carries their own medication, arrangements during the visit should remain consistent with their usual School arrangements unless the risk assessment or individual healthcare arrangements identify a reason for an alternative approach.

11.5 Allergies and Anaphylaxis

Where a participating pupil has a known allergy, the Trip Organiser must ensure that appropriate arrangements are in place.

These should include, where relevant:

- access to prescribed adrenaline auto-injectors or other emergency medication
- staff awareness of the pupil's allergy and symptoms
- consideration of food and environmental exposure
- communication with venues, caterers or activity providers
- appropriate emergency procedures.

Particular care must be taken where food is provided by a venue or third party.

Arrangements must be consistent with the School's Allergy Management Policy and any individual healthcare or allergy management plan in place for the pupil.

11.6 Medical Information

Relevant medical information must accompany the visit in an appropriate and secure form.

Information should be limited to what staff need in order to safeguard and support pupils and must be handled in accordance with the School's data-protection arrangements.

The Trip Organiser must ensure that relevant accompanying staff are aware of the medical needs of pupils for whom they have responsibility and know what action to take where a medical emergency arises.

11.7 Illness or Injury During a Visit

Where a pupil becomes unwell or sustains an injury, the Visit Leader must ensure that appropriate first aid or medical assistance is provided promptly.

Where necessary:

- emergency services must be contacted without delay
- a suitable member of staff should remain with or accompany the pupil
- adequate supervision of the remaining pupils must be maintained
- the School must be informed as soon as practicable
- parents/carers must be contacted where appropriate
- relevant medical and emergency information must be made available to healthcare professionals.

The welfare of the pupil and the safety of the remainder of the group must remain the priority.

11.8 Recording and Reporting

Accidents, injuries, significant illnesses and near misses arising during a visit must be recorded and reported in accordance with the School's normal procedures.

Where applicable, the School will consider whether an incident is reportable under RIDDOR or requires notification to another relevant body.

Any significant accident, incident or near miss must also be considered when reviewing the visit and when planning the same or a similar visit in future.

11.9 Changes to Medical Needs

The Trip Organiser must ensure that medical information used for planning remains current.

Where staff become aware of a significant change in a pupil's medical needs between initial planning and the date of the visit, the arrangements and risk assessment must be reviewed and updated where necessary.

Where the change could materially affect the pupil's safe participation, advice should be sought from the appropriate staff and the Headteacher should be informed where necessary.

12. Parental Information and Consent

12.1 Information for Parents/Carers

Parents/carers must be given sufficient information about an educational visit to understand the nature and arrangements of the activity.

The information provided should be proportionate to the visit and should include, as appropriate:

- the purpose of the visit
- date and destination
- departure and expected return times
- method of transport
- activities to be undertaken
- clothing, footwear or equipment requirements
- food and drink arrangements
- any expected cost
- arrangements for medication or relevant medical information
- any significant requirements particular to the visit
- arrangements for collection where these differ from the normal School day
- how parents/carers will be contacted if there is a significant delay or emergency.

12.2 Parental Consent

MMPS requires written parental/carers consent for every educational visit and out-of-school activity.

A pupil must not participate in a visit unless the required consent has been received.

The consent process should provide parents/carers with sufficient information about the visit to enable them to make an informed decision.

Where relevant, parents/carers will also be asked to confirm or update information relating to:

- emergency contact details
- medical conditions
- allergies
- medication
- dietary requirements
- SEND or additional needs
- any other information relevant to the pupil's safe participation.

Written consent must always be obtained before the pupil takes part in the visit.

12.3 Current Information

Parents/carers are responsible for ensuring that the School holds up-to-date information relevant to their child's participation.

Before a visit, the School may ask parents/carers to confirm or update information relating to:

- emergency contact details
- medical conditions
- allergies
- medication
- SEND or additional needs
- dietary requirements

- other information which may affect the pupil's safe participation.

Information already held by the School should not be requested unnecessarily where it remains current and accessible to the staff who require it.

12.4 Changes in Circumstances

Parents/carers should inform the School of any significant change in their child's circumstances which may affect participation in a visit.

Where new information is received after the visit has been approved, the Trip Organiser must consider whether:

- additional arrangements are required
- the risk assessment needs updating
- staffing or supervision needs to change
- advice is required from the SENDCo, EVC, DSL or other relevant staff
- the Headteacher needs to reconsider any aspect of the approval.

12.5 Costs

Parents/carers must be informed clearly and in advance of any expected cost associated with a visit. When planning visits, staff should remain mindful of affordability and the cumulative cost of educational visits to families across the academic year.

The educational or enrichment benefit of a proposed visit should be proportionate to its cost. Where appropriate, staff should consider whether a suitable lower-cost alternative, including public transport, could achieve the intended educational purpose.

This reflects the wider curriculum and enrichment principles set out in Section 1.5.

12.6 Withdrawal or Non-Participation

MMPS strongly encourages pupils to participate in educational visits and out-of-school activities. Such visits form an important part of the curriculum and the School's wider enrichment provision, providing learning and experiences which may not be available within the classroom.

Where a parent/carer is considering withholding consent, the School will normally encourage discussion with the parent/carer to understand any concerns and, where possible, address barriers to the pupil's participation.

Parents/carers nevertheless retain the right to withhold consent for their child to participate in a visit. Where consent is withheld, the pupil will not participate.

Where the visit takes place during the normal School day, a pupil who does not participate in the visit will normally be expected to attend School. Appropriate supervision and learning arrangements will be made for the pupil.

A decision not to participate in the visit does not, in itself, authorise absence from School. Where a pupil does not attend the visit and is also absent from School without another authorised reason for absence, the absence will be recorded as unauthorised in accordance with the School's Attendance Policy and statutory attendance requirements.

Where concerns about participation relate to SEND, disability, medical needs or another individual circumstance, the School will discuss these with the parent/carer and consider reasonable adjustments or additional support in accordance with Section 10.

12.7 Communication Before Departure

The Trip Organiser must ensure that any significant change to the arrangements communicated to parents/carers is notified to them where appropriate.

This may include a significant change to:

- date or timings

- destination
- transport
- activities
- collection arrangements
- other material aspects of the visit.

13. Transport

13.1 General Principles

Transport arrangements for educational visits must be safe, appropriate for the pupils and proportionate to the nature and location of the visit.

The Trip Organiser must consider transport as part of the overall planning and risk assessment for the visit.

Consideration should include, as appropriate:

- the age and needs of the pupils
- journey time
- method of transport
- boarding and disembarking arrangements
- road crossings and walking routes
- supervision during travel
- SEND, mobility and medical needs
- emergency arrangements
- cost and value for money
- the possibility of delay, disruption or cancellation.

The proposed method of transport must be identified as part of the trip proposal.

13.2 Choice of Transport

The method of transport should be appropriate to the educational purpose, location, size of the group and needs of participating pupils.

Where it is safe and practical to do so, staff should consider walking or the use of public transport, particularly for local visits, rather than automatically arranging more expensive hired transport.

The decision must balance:

- pupil safety
- journey time
- accessibility
- staffing and supervision
- practicality
- reliability
- cost
- the educational or enrichment benefit of the visit.

The cheapest option should not automatically be selected where it would compromise the safe or effective management of the visit.

13.3 Walking

Where pupils walk to or from a venue, the Trip Organiser must consider the proposed route and any significant hazards.

Planning should consider, where relevant:

- road crossings
- busy roads and junctions
- pavements and pedestrian routes
- supervision at the front and rear of the group
- positioning of adults
- the age and needs of pupils
- weather conditions

- visibility
- use of high-visibility clothing where appropriate
- arrangements if a pupil becomes separated from the group.

Pupils must be briefed about expectations for walking safely before departure.

For regular or familiar local routes, previous planning may be used provided that staff remain alert to changes in circumstances.

13.4 Public Transport

Public transport may be used where it provides a safe, practical and cost-effective means of travel.

The Trip Organiser must consider risks associated with:

- busy stations, platforms and stops
- boarding and leaving vehicles
- doors closing before the whole group has boarded or disembarked
- pupils becoming separated from the group
- changes of service
- crowded vehicles
- delays and cancellations
- road crossings between stages of the journey.

Groups should be organised so that staff can account for pupils promptly.

Where appropriate, smaller groups may board or travel under the supervision of designated members of staff.

A clear contingency must be understood by staff in case part of the group becomes separated during the journey.

13.5 Hired Coaches and Other Contracted Transport

Where a coach or other contracted vehicle is used, it must be obtained through the School's approved booking arrangements.

The Trip Organiser and relevant administrative staff must ensure that appropriate information is provided to the transport provider, including:

- date of travel
- destination
- number of pupils and adults
- required departure and return times
- any relevant accessibility or other transport requirements.

The School will use an appropriate transport provider and obtain reasonable assurance that the vehicle and driver meet applicable legal and safety requirements.

13.6 Seat Belts

Where seat belts are provided, pupils and accompanying adults must use them.

Staff should check, so far as reasonably practicable, that pupils remain appropriately seated and use seat belts correctly during the journey.

The Visit Leader must address unsafe behaviour promptly.

13.7 Supervision During Travel

Pupils remain under the supervision of MMPS staff while travelling.

Drivers, including coach or public-transport drivers, must not be counted as part of the School's supervision arrangements.

Accompanying staff should be positioned so that pupils can be effectively supervised.

Headcounts must be undertaken at appropriate stages, including when boarding and leaving transport.

Staff should pay particular attention to transition points, as these may present an increased risk of pupils becoming separated from the group.

13.8 Transport for Pupils with Additional Needs

Transport planning must take account of pupils with SEND, disabilities, medical conditions or mobility needs.

Where necessary, the Trip Organiser must establish in advance:

- whether transport is accessible
- how mobility equipment will be accommodated
- whether additional assistance is required when boarding or leaving
- whether particular seating arrangements are necessary
- how medication or medical equipment will remain accessible
- whether reasonable adjustments are required.

A pupil should not be excluded from a visit merely because the standard transport arrangement is unsuitable where a reasonable alternative can be made.

13.9 EYFS

Transport involving EYFS pupils must also comply with Section 8 of this policy.

Where vehicles are used to transport EYFS children, the School must ensure that the vehicles and drivers are adequately insured.

13.10 Changes, Delays and Transport Problems

The Visit Leader must respond appropriately where transport arrangements change unexpectedly.

This may include:

- a delayed or cancelled service
- vehicle breakdown
- significant traffic disruption
- missed connections
- unsafe conditions at a station, stop or collection point
- a change to the planned return time.

The Visit Leader must maintain appropriate supervision and contact the School where the change is significant.

Parents/carers will be informed where a significant delay or change affects collection or other arrangements.

13.11 Safe Boarding and Collection

Pupils must be appropriately supervised when boarding and leaving transport.

Staff must ensure that pupils are moved to a safe location away from vehicle movements before undertaking administrative tasks or reorganising groups.

Where coaches collect or return pupils to the School, arrangements must take account of other vehicles, pedestrians and pupils using the site.

The Visit Leader must ensure that all pupils are accounted for before the transport departs and again after the group has disembarked.

14. External Providers and Higher-Risk Activities

Where an educational visit involves an external provider or an activity presenting a higher level of risk, the Trip Organiser must consult the Educational Visits Coordinator (EVC) and ensure that appropriate checks are completed before any booking or commitment is made.

The level of checking and planning must be proportionate to the nature of the activity, the pupils participating and the risks involved.

Where appropriate, the School will:

- obtain sufficient information to satisfy itself as to the competence, experience and suitability of the external provider
- obtain and consider the provider's relevant risk assessments and safety information
- confirm that the provider holds appropriate public liability insurance and, where necessary, confirm that the School's insurance provides appropriate cover for the proposed activity
- confirm that instructors hold any qualifications, licences or accreditation required for the activity
- confirm that an Adventure Activities Licensing Authority (AALA) licence is held where the activity falls within the statutory adventure-activity licensing regime
- ensure an adventurous or other higher-risk activity is not added during a visit unless it has been identified, risk assessed and approved in advance
- consider whether the provider has appropriate safeguarding arrangements where its staff will have contact with, instruct or supervise pupils
- establish clearly the respective responsibilities of School staff and provider staff for supervision, instruction, first aid and emergency procedures
- consider the needs of individual pupils, including medical, SEND, behavioural and safeguarding needs
- ensure that appropriate contingency and emergency arrangements are in place.

A provider's risk assessment does not replace the School's own assessment of the visit. The Trip Organiser must ensure that the provider's information is considered as part of the School's visit-specific risk assessment.

Where specialist instructors are responsible for the technical delivery of an activity, accompanying School staff remain responsible for the overall welfare and safeguarding of pupils and must continue to exercise appropriate supervision.

The visit or activity must not proceed where the Headteacher or EVC is not satisfied that the provider, activity or proposed control measures are suitable.

Any accident, incident, near miss, provider concern or significant lesson identified during the visit must be reported to the EVC and taken into account when reviewing the visit and when planning any future use of the provider or activity.

15. Emergency Arrangements

Appropriate emergency and contingency arrangements must be considered as part of the planning and risk assessment for every educational visit. These arrangements must be proportionate to the nature, location and duration of the visit and the needs of the pupils participating.

Before departure, the Visit Leader must ensure that:

- accompanying staff understand the emergency arrangements and their respective responsibilities
- the School holds appropriate details of the visit, including the itinerary, venue, transport arrangements and expected return time
- appropriate pupil and staff lists and emergency contact information are available
- relevant information concerning pupils' medical, SEND, safeguarding and other individual needs is available to those staff who require it
- required medicines, medical devices and first aid equipment are readily accessible
- staff have an effective means of contacting the School and emergency services
- the Visit Leader has the appropriate School emergency contact details
- reasonably foreseeable contingencies have been considered, including serious illness or injury, transport disruption, significant delay, adverse weather, evacuation of a venue and separation of a pupil from the group.

Where an emergency occurs, the Visit Leader will take overall responsibility for managing the immediate response. The first priorities will be to:

1. protect pupils and staff from further danger
2. summon the emergency services where required and arrange appropriate medical assistance

3. ensure that the remainder of the group is appropriately supervised and kept safe
4. contact the Headteacher or other designated School emergency contact as soon as practicable
5. maintain communication with the School as the situation develops
6. make appropriate arrangements for any pupil requiring hospital treatment to be accompanied by a suitable member of staff
7. record the circumstances of the incident and the actions taken.

The School will coordinate communication with parents/carers following a serious incident. Staff and pupils must not communicate with the media or make public statements about a serious incident unless authorised to do so by the Headteacher or Trust.

Where the planned return to School is significantly delayed, the Visit Leader must notify the School as soon as reasonably practicable so that parents/carers can be informed and appropriate arrangements made.

Following a significant emergency, accident, incident or near miss, the Visit Leader must provide the EVC and Headteacher with the relevant information and documentation. The incident and associated risk assessment will be reviewed so that any lessons identified can inform future visits and any necessary changes to School procedures.

16. Conduct, Photography and Communication

16.1 Conduct

The School's Behaviour Policy and safeguarding expectations apply throughout all educational visits and off-site activities.

Before departure, pupils will be reminded of:

- the purpose of the visit and expected standards of behaviour
- the importance of following instructions from School staff and, where appropriate, authorised activity leaders
- boundaries relating to movement, supervision and remaining with the allocated group
- appropriate conduct towards members of the public, venue staff and other visitors
- any venue-specific, cultural, religious or safety expectations
- the consequences of behaviour which places themselves or others at risk.

Where a pupil's behaviour during a visit presents a significant risk to their own safety or that of others, the Visit Leader will take appropriate action in accordance with the School's Behaviour Policy and safeguarding procedures. The Headteacher must be informed of any serious behavioural incident.

16.2 Photography and Recording

Photography and recording during educational visits must be undertaken in accordance with the School's safeguarding, data protection and photography arrangements.

Before the visit, the Visit Leader must identify any pupils for whom restrictions on photography or use of images apply and ensure that relevant accompanying staff are aware of these restrictions.

Only staff authorised by the School may take photographs or recordings of pupils for School purposes. Photographs and recordings must be taken using School-approved equipment, such as a School iPad or the designated School mobile phone, where appropriate. Personal devices must not be used.

Photographs and recordings taken for School purposes must:

- be captured using a School-approved device, e.g. iPad, school mobile phone
- comply with the School's current photography permissions and restrictions
- be appropriate to the educational purpose or legitimate School activity
- not compromise the dignity, privacy or safeguarding of any pupil
- be stored, transferred and retained only through approved School systems and in accordance with the School's Data Protection Policy.

Where an external provider or venue proposes to photograph or record pupils, this must be agreed with the School in advance and must comply with the School's safeguarding and data protection requirements.

16.3 Communication

Communication relating to an educational visit must take place through appropriate School-approved channels.

The designated School mobile phone should normally be taken on educational visits and used as the principal contact device between the Visit Leader, the School and, where necessary, emergency services. The device must be sufficiently charged before departure and the Visit Leader must ensure that relevant School and emergency contact details are readily available.

The Visit Leader must ensure that:

- the School has an appropriate means of contacting the Visit Leader during the visit, normally through the designated School mobile phone
- the Visit Leader has the necessary School and emergency contact details
- parents/carers know how relevant information concerning the visit will be communicated
- any significant delay, change to arrangements or emergency is communicated to the School promptly so that appropriate information can be provided to parents/carers.

Staff must not use personal social-media accounts or other unauthorised communication platforms to communicate with pupils or parents/carers in connection with a visit.

Personal contact details of staff or pupils must not normally be shared. Where contact information has exceptionally been required for operational or emergency purposes, it must be handled securely and deleted when it is no longer required.

Staff and pupils must not post photographs, confidential information or details concerning an accident, safeguarding matter or other serious incident on social media or communicate such information publicly. Any communication with the media following a serious incident will be managed by the Headteacher or Trust in accordance with the School's emergency arrangements.

17. Post-Visit Review, Records and Monitoring

17.1 Post-Visit Review

Following every educational visit or out-of-school activity, the Trip Organiser or Visit Leader must consider whether the visit was completed safely and whether the arrangements operated as planned.

For a routine visit which proceeded without significant concern, this review may be brief and no additional written evaluation will normally be required beyond confirming that the visit was completed satisfactorily.

A more detailed review must be undertaken where there has been:

- an accident, injury or significant illness
- a near miss
- a safeguarding concern
- a significant behavioural incident
- a pupil becoming missing or separated from the group
- a significant change to the planned arrangements
- a transport problem which affected the safe management of the visit
- a concern regarding an external provider, venue or activity
- a failure or weakness in the planned supervision or control measures
- any other matter from which lessons should be learned.

17.2 Reporting and Follow-Up

Where a significant issue has arisen, the Trip Organiser or Visit Leader must provide the EVC and, where appropriate, the Headteacher with sufficient information to enable appropriate follow-up action to be taken.

This may include:

- recording and reporting accidents, incidents or near misses in accordance with School procedures
- referring safeguarding matters in accordance with the Safeguarding and Child Protection Policy
- reviewing the visit risk assessment
- recording concerns regarding a venue, transport provider or external provider
- identifying changes required before the same or a similar visit takes place again

- sharing relevant learning with other staff.

Where an issue requires immediate action, staff must not wait until the formal post-visit review before reporting it.

17.3 Review of Risk Assessments and Future Visits

A previous risk assessment may continue to provide a useful starting point for a repeat visit, but it must be reviewed before future use.

Where the post-visit review identifies a new hazard, ineffective control measure, change in circumstances or other significant learning, the relevant risk assessment and future visit arrangements must be amended accordingly.

Lessons identified from accidents, incidents, near misses or other concerns must be taken into account when planning future visits.

17.4 Records and Monitoring

The EVC will maintain or oversee appropriate records of educational visits.

The School's Trip Tracker / Checker on Google Drive will be used to monitor completion of the required planning and approval processes and, where appropriate, any significant post-visit actions.

The EVC and Headteacher will monitor educational-visit arrangements to identify:

- recurring concerns
- issues relating to particular venues, activities or providers
- weaknesses in planning, supervision or risk management
- training or guidance required by staff
- improvements which should be incorporated into School procedures.

Significant matters will be escalated to the Headteacher and, where appropriate, the board of trustees.

MMPS SCHOOL TRIP PROPOSAL FORM

Submit to the Headteacher at least 20 working days before the proposed visit.

Trip / visit: _____

Purpose: _____

Venue: _____

Date: _____ Class / Year Group: _____

Approx. number of pupils: _____

Trip Organiser: _____

Visit Leader, if different: _____

The Trip Organiser is responsible for completing and submitting the risk assessment unless responsibility is formally transferred with the agreement of the Headteacher or EVC.

Person responsible for risk assessment:

☐ Trip Organiser

☐ Other, with approval: _____

Proposed accompanying staff / adults:

Proposed transport:

☐ Walk ☐ Public transport ☐ Coach ☐ Other: _____

Estimated total cost: £ _____

Proposed cost per pupil: £ _____

Bookkeeper consulted: ☐ Yes ☐ Not required

Any significant or unusual features, including external providers or higher-risk activities:

Trip Organiser signature: _____ Date: _____

HEADTEACHER DECISION

☐ Approved in principle

☐ Approved subject to changes

☐ Not approved

Comments / required changes:

Headteacher signature: _____ Date: _____

EDUCATIONAL VISITS RISK ASSESSMENT 2026-27

Trip / Visit:		Date of Visit:	
Venue:		Class / Year Group:	
Trip Organiser:		Visit Leader:	
No. of Pupils:		No. of Staff / Adults:	

PERSON RESPONSIBLE FOR COMPLETING THIS RISK ASSESSMENT

Complete this assessment at least 15 working days before the visit. Identify significant and foreseeable risks only. Use the School's usual H/M/L risk-rating approach. A provider's risk assessment may inform this assessment but does not replace MMPS's own consideration of risk.

Area of risk / considerations	Activity / situation / hazard identified	Control measures	Further action required	Risk level H / M / L
Journey and transport <i>Consider: Walking routes, crossings, boarding, seat belts, public transport, separation, delay or breakdown.</i>				
Venue and activities <i>Consider: Access and exit routes, activities, equipment, transitions, venue rules and unfamiliar spaces.</i>				

Area of risk / considerations	Activity / situation / hazard identified	Control measures	Further action required	Risk level H / M / L
SEND, accessibility and individual needs <i>Consider: Reasonable adjustments, mobility, sensory or communication needs, extra support and accessible facilities.</i>				
Missing or separated pupil and emergency procedures: <i>supervision, group allocations, headcounts, meeting points, busy venues, transport and arrangements for responding to a missing pupil.</i> School Mobile Phone Number: 07483 124946	A pupil becomes separated from their allocated group during travel, movement around the venue, toilet visits or transitions between activities. Risk of distress, injury or exposure to harm, particularly in unfamiliar or crowded surroundings. Delayed identification or an unclear emergency response may increase the risk.	Pupils allocated to named supervising adults, with group lists and clear responsibilities. Staffing and supervision take account of pupils' ages, SEND, communication needs and any known risk of wandering. Regular headcounts and visual checks undertaken, particularly before and after boarding transport, on arrival and departure and when moving between activities. Toilet visits supervised appropriately. Pupils briefed to remain with their allocated adult and told what to do if separated, using age-appropriate instructions. Safe meeting points agreed and shared with all adults. The Trip Group Leader carries the pupil register, emergency contact details and a charged mobile phone. School contact arrangements confirmed before departure.	Off-site missing-child procedure • Group Leader stops activity where safe and immediately checks the register/headcount, visually confirming pupils present. • Alert venue staff and search the last known location and immediate vicinity. Ask staff to monitor exits without obstructing fire exits. • Inform the school office immediately so the Headteacher/DSL/SLT can be alerted. • Keep all remaining pupils safely supervised throughout. • Contact police without delay if the pupil is not found during immediate checks, or sooner if heightened risk. Call 999 in an emergency or where there is immediate risk. • School or Group Leader contacts parents promptly, as agreed with the senior leader. • Maintain communication with school and follow police and venue instructions. Agree arrangements for the remaining group. • Nominate an adult to remain at the last known location, where safe and practicable, to liaise with police and venue staff.	L
Residential / overnight / Consider: <i>Accommodation, fire/evacuation, out-of-hours contacts and insurance.</i>				

Area of risk / considerations	Activity / situation / hazard identified	Control measures	Further action required	Risk level H / M / L
Other significant foreseeable risks <i>Consider: Any risk specific to this visit which is not adequately covered above.</i>				

Dynamic risk management during the visit: The Visit Leader must remain alert to changing circumstances and may modify, suspend or terminate an activity where continuing would expose pupils or staff to an unacceptable risk.

Supervision and staffing <i>Consider: Staffing, competence, group allocations, headcounts, breaks, staff absence and contingency</i>	Groupings	Staff Responsibilities	Group Leader Signatures
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Trip Organiser signature: _____ **Date:** _____

EVC / H&S Coordinator Review

☐ Satisfactory ☐ Amendments required

Name: S. Chaudhri

Signature: _____ Date: _____

Headteacher Final Approval

☐ Approved ☐ Not approved

Signature: _____ Date: _____

Educational Visit / Out-of-School Activity 2026-27

CONFIDENTIAL: Keep securely and share only with staff who need the information to safeguard and support pupils.

A. Pupils with medical, allergy or medication needs

List only pupils with relevant medical, allergy or medication needs. Write "None" if there are no pupils to list.

Pupil name	Class	Medical condition / allergy / health need	Medication / device required	Key information / action required	Relevant plan / instructions available?

B. Pupils with photography / recording restrictions

List pupils for whom photographs or recordings are not permitted or are subject to restrictions. Write "None" if there are no pupils to list.

Pupil name	Class	Permission status	Restriction / notes

C. Pre-visit confirmation

Qualified First Aider(s):		Authorised staff member(s) for photography:	
School device(s) for photographs:	☐ iPad ☐ School mobile ☐ Other: _____	Medical information / plans shared with relevant staff:	☐ Yes ☐ N/A

Trips Checklist

The Trip Organiser completes this checklist and keeps the School's Trip Tracker / Checker on Google Drive up to date. This checklist does not replace the visit risk assessment.

Action required	Done	N/A	Notes / date
A. INITIAL PROPOSAL AND APPROVAL			
Trip Tracker / Checker on Google Drive updated with proposal and approval details.	☐	☐	
B. STAFFING, SUPERVISION AND SAFEGUARDING			
Staffing and supervision are suitable for the pupils, activity, venue, transport and identified risks.	☐	☐	
Release of accompanying staff agreed with the Deputy Headteacher / Cover Coordinator where required.	☐	☐	
Suitably qualified first aider confirmed; full Paediatric First Aid holder confirmed for EYFS visits.	☐	☐	
Volunteer / additional adult safeguarding, suitability and DBS checks completed where applicable.	☐	☐	
SEND, disability, medical, behavioural, safeguarding and individual support needs considered and arrangements made.	☐	☐	
C. RISK ASSESSMENT, VENUE AND EXTERNAL PROVIDERS			
Visit-specific risk assessment completed and submitted at least 15 working days before the visit.	☐	☐	
Relevant venue / provider safety information and risk assessments obtained where appropriate.	☐	☐	
External provider / instructor competence, licence or accreditation, safeguarding and insurance checks completed where applicable.	☐	☐	
D. PRACTICAL AND SCHOOL ARRANGEMENTS			
Mrs Mian /Midday Manager where pupils will be off site during the normal lunchtime period	☐	☐	
Designated School mobile phone/ Ipad available, charged and ready with relevant School / emergency contact details.	☐	☐	
First-aid kit requested from H&S, along with required medications	☐	☐	
E. PARENTS, PUPILS AND STAFF			
Written parental/carer consent received for every participating pupil.	☐	☐	
Current medical, allergy, medication, SEND and other relevant pupil information checked.	☐	☐	
Photography restrictions checked and authorised staff member(s) identified.	☐	☐	
Accompanying staff / volunteers briefed on roles, pupil allocations, risk controls, medical needs and emergency / missing-pupil procedures and risk assessment shared and signed	☐	☐	

EDUCATIONAL VISIT - QUICK TEACHER REVIEW

A brief post-visit check. If everything was satisfactory, tick the boxes and sign - no further detail is needed.

Trip / visit _____	Date _____ _____	Class / year group _____ _____	Trip Organiser _____
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Quick review	Yes	No
The visit was completed safely and broadly as planned.	☐	☐
Staffing and supervision arrangements worked effectively.	☐	☐
Venue, provider and transport arrangements were satisfactory, where applicable.	☐	☐
There was no accident, incident, near miss, safeguarding concern or serious behaviour concern requiring follow-up.	☐	☐
There was no provider / transport concern requiring follow-up.	☐	☐
No change is needed to the risk assessment before this visit is repeated.	☐	☐
Trip Tracker / Checker updated with any required post-visit information or actions.	☐	☐
Pupil feedback has been considered.	☐	☐

Follow-up required?	☐ No ☐ Yes
If YES, brief action / learning for next time	

Reviewed by: _____	Date: _____
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Where follow-up is required, inform the EVC and update the relevant risk assessment and Trip Tracker / Checker, where appropriate.

MANCHESTER MUSLIM PREPARATORY SCHOOL
MY TRIP – KS1 QUICK FEEDBACK

Article 12: My voice matters. Adults should listen to what I think.

Trip _____	Date _____ _____	Class _____
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Tick one face for each sentence.

What I think	 YES	 NOT REALLY
I enjoyed the trip.	☐	☐
I felt safe.	☐	☐
The adults helped me when I needed them.	☐	☐
The adults listened to us.	☐	☐
I learned something new.	☐	☐
I would like to go on a trip like this again.	☐	☐

My favourite part was:

EDUCATIONAL VISIT – KS2 PUPIL FEEDBACK

Rights Respecting Pupil Voice - Article 12: pupils have the right to express their views and have them listened to.

Trip _____	Date _____ _____	Class _____ _____	Name (optional) _____
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Please tick one answer	Yes	Not sure	No
I enjoyed the visit.	☐	☐	☐
I felt safe throughout the visit.	☐	☐	☐
I understood what was expected of me.	☐	☐	☐
Adults were available and listened if we needed help.	☐	☐	☐
I learned something useful or new.	☐	☐	☐
I would recommend a similar visit to other pupils.	☐	☐	☐

One thing that worked well:
One thing that could make a future visit better: