

Educational Visits Policy

1. Aims and purpose

Ambitious about Autism Schools Trust is committed to extending the experience and achievement of all our learners in the broadest sense possible; one key element of this is to ensure a variety of visits, outings and off-site learning opportunities for each learner. Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. These often are the most memorable learning experiences, helping us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and into the community. Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.

- 1.1 Ambitious about Autism Schools Trust has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory day and beyond the school premises. Each year Ambitious about Autism Schools Trust will arrange a number of educational visits and activities that take place off site and/or out of hours, which support the aims and values of the school.
- 1.2 This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our learners and staff, and to make sure that our visits are available to all learners. It sets out the roles and responsibilities of staff, learners and volunteers when it comes to visits.
- 1.3 This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):
 - Extracurricular activities
 - Visits to places of interest in the local area
 - Day visits to places such as museums and other cultural and educational institutions
 - Sporting activities
 - Adventurous and recreational activities
 - Residential trips organised by the school
 - Trips abroad organised by the school

2. What is an educational visit?

- 2.1 Each enrichment trip or educational visit must have clear educational objectives and must be made available to the appropriate group of learners by invitation from the Enrichment Lead / Trip Lead. These trips or visits may support interaction with the local community, using transport, road safety and being a citizen of the community. Residential trips and visits are all directly linked to the delivery of the school curriculum. These outings will address both the depth of subject learning and the challenges our learners face with accessing their local community.

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

- 2.2 Educational visits may be to a recognised place of importance or interest linked to a specific curriculum area for example: Windsor Castle (History), Science Museum (Science). These visits will bring to life the concepts and elements being taught and will usually be accessed by minibus or public transport. An educational visit may be organised in partnership with another primary or linked secondary school locally.
- 2.3 Specific circumstances may occur where on the grounds of risk management, we cannot provide a safe way for a learner to access the activity. The schools should provide an alternative activity which provides access to the social curriculum and experience. Each case will be judged on the issues at hand and all possible avenues will be looked into, to try and rectify the problem or provide reasonable accommodation to support the learner. Enrichment trips should be planned so that all learners are able to attend trips and experiences.
- 2.4 All learners on trips and visits whether day or residential are bound by Ambitious about Autism Schools Trust's code of conduct that they would have to follow at school. On UK residential trips, learners who behave in an unacceptable manner or pose a significant risk to themselves or others will have their parents contacted to come and collect them. On foreign residential trips and visits, learners who behave in an unacceptable way will have their parents informed and the appropriate actions taken depending on the circumstance.
- 2.5 Some of the learners at Ambitious about Autism Schools Trust will access off-site learning, with the support of our staff, within other mainstream schools/colleges. For our primary school learners this may involve accessing a topic/theme at a local school for specific lessons each week. Our secondary school learners may access a proportion of their timetabled lessons at a linked secondary school / college campus. The purpose of this approach is to facilitate mainstream opportunities in preparation for later life.

3. Roles & responsibilities

3.1 The role of the Head of School

The Head of School has responsibility for the day-to-day management of all aspects of the school's work including ensuring the safeguarding, protection, health and safety of our learners. They share responsibility with the governing body for developing and implementing the policy and procedure for educational visits, outings and off-site learning. They work closely with the Enrichment Lead and class teachers and keep the governing body informed of this area of the school's development through the termly report to governors.

The head of school is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the Enrichment Lead, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

3.2 The Enrichment Lead role is to:

The Enrichment Lead has responsibility for the day-to-day management of enrichment activities across the school. They are responsible for:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the head of school and governing body when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

The appointed trip co-ordinator will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time to undertake planning and risk assessments.

3.3 Trip Lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to learners, staff and volunteers
- Assign staff roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed (Healthcare plans, behaviour support plans)
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, learners and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for learners and others

3.4 The role of the staff team

All members of staff will be required to support visits, outings and off-site learning. Staff will follow the school's policies and procedures and will attend all training designed to ensure they are competent to fulfil this role.

Staff have a responsibility to make sure all learners and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Enrichment Lead
- Carry out any required risk assessments and work with the trip lead

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

- Communicate with parents and carers and make sure trips are inclusive of all learners' needs
- Look out for the health and safety of themselves and those around them
- Help manage learner behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.5 Parents and carers

By agreeing that learners can take part in enrichment visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the learner that may affect or impact their ability to safely take part in the trip

4. Planning and preparation

4.1 Decision Making

The decision on whether or not a visit will take place will be made by Enrichment Lead and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-learner ratio
- Inclusion and accessibility

4.2 Planning

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See appendix 1 for our trip proposal form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the head of school will seek approval of the governing body.

Following approval, a checklist is available to help staff plan trips (see Appendix 2).

All trips or visits must gain approval from the head of school or Enrichment Lead and a Risk assessment completed (see Appendix 3).

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

5. Risk Assessment

- 5.1 We will carry out a full risk assessment at least 2 weeks before the start of all trips. This will be completed using the school's risk assessment template (appendix 3) and approved by Enrichment Lead.

Staff must make a preliminary visit to the trip destination as part of the planning and risk assessment process.

Existing risk assessments or those provided by the destination itself might also be used to support this process. As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance. This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

Trip leads will raise any concerns or questions about potential risks and safety measures with the head of school and, where appropriate, third party vendors.

The risk assessment will include any specific medical issues and allergies (for staff and learners), medical healthcare plans, behaviour support plans, the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Every risk assessment will be approved by the head of school, and a copy taken on the visit and another copy left with school office. All risk assessments must be saved and stored centrally.

5.2 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 2 members of staff so if there is an incident/injury one may have to leave the trip or visit with the other member of staff remaining.
- When offsite no learner should be offsite 1:1 – one member of staff is able to take two learners, or if only one learner on a visit, a second member of staff should be present. They can be 1:1 at a work experience venue as there would be other external providers present. Individual learners will be risk assessed based on their needs.
- At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all trips when EYFS learners are in attendance
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- The trip lead will take regular headcounts and/or rollcalls

6. Charging and remissions

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

During the school's day, all activities that are a necessary part of the curriculum will be provided free of charge as this is included within the fee paid for the education placement. This includes any materials, equipment and transport to take children and young people between the school and the activity. There will be no charge for any activity that is an essential part of the syllabus for an approved examination or accredited course of study.

Voluntary contributions may be sought for activities during the school's day which entail additional costs, for example visits to a museum. In these circumstances no child or young person will be prevented from participating because his/her parents/carers cannot or will not contribute. (If insufficient funds are available, it may be necessary to curtail or cancel activities)

From time to time we may invite a non-school based organisation to arrange an activity during the school's day. Such organisations may charge the school who may then ask parents/carers to make a voluntary contribution. Again, no child or young person will be prevented from participating because his/her parents/carers cannot or will not contribute. (If insufficient funds are available, it may be necessary to curtail or cancel activities.)

Optional activities outside of the school day we will charge for optional, extra activities provided outside of the school day, for example a visit to the theatre. Such activities are not part of the curriculum nor are they part of an examination syllabus.

Education partly during the school day if a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal day, charges may be made. When such activities are arranged, parents/carers will be told how the charges were calculated.

Residential Visits Charges will be made towards board and lodging, except for children or young people whose parents/carers are in receipt of eligible benefits, however, no child or young person will be prevented from participating because his/her parents/carers cannot or will not contribute. On many occasions, donations from funders have enabled the school to heavily subsidise educational visits and significantly reduce the charge to parents/carers.

7. Communication and consent

We will contact the parents and carers of learners invited to take part in an enrichment activity at least 3 weeks before the proposed date of the trip. Communication will be via the electronic communication system, a hard copy letter will be provided where families are not engaging in the electronic system, (appendix 4). Information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of learners' failure to meet these standards
Where required, parents/carers will be asked to provide written consent for educational visits by electronic consent returns or signing and dating a form to be returned to the school.

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

Information related to the trip and expectations of learners will be delivered prior to the trip using a verbal/symbol powerpoint. Template included in Appendix 5.

8. Emergency Procedures

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a learner seeking medical treatment.

In a case of a learner being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other learners. In the unlikely event that a learner cannot be found within 10 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the learner when found. The remaining staff and adults will return to the school with the rest of the learners.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE). Smaller incidents, accidents or near misses that do not require external reporting will still be reported through our usual internal processes and will include steps that can be taken in the future to avoid similar incidents.

If the school site is in a lockdown procedure, communication will be sent to the trip mobile phones. Those out on an enrichment activity will make their way to the secondary location point, as part of our lockdown policy, as a collection point.

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

Appendix 1: Proposal Form for Educational Visits

	Y/N
TFL BOOKING	
PAYMENT REQ	

Proposal form for Educational Visits

When planning all educational visits, teachers should complete this form and hand it to a member of the Enrichment team as the deadline states to liaise with the Leadership Team for approval of visit.

This form is required for **all** visits outside the school.

Proposed trip:

Staff proposing the visit:		Class:	
Number of students:		Number of staff:	
Learner to staff ratio:		First aider:	
Proposed date of visit:		Proposed destination:	
Purpose of visit:		Proposed time of departure and return:	
Address:		Contact number for venue:	
Provisional booking reference:		Is the trip classed as hazardous?	
Has the venue been visited before? (If not, an inspection visit is required.)		Will packed lunch be required? (Must be organised with the kitchen)	

Transport:

TFL	Yes		No		Minibus	Yes		No	
Distance in miles:	N/A				Duration of trip:	N/A			

If using TFL the School Office will require 4 weeks prior notice to book free travel. Free travel is only available after 9.30am. Please complete the legs of the journey. Legs are whenever you change line:

Leg 1 from		To:	
Leg 2 from:		To:	
Leg 3 from:		To:	

Breakdown of the trip

Please **detail** an itinerary visit with timings:

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

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Cost of the trip:

Please break down the costing and include any parent pay information. School costs and learner costs if using class/subject budget.

Fee per learner		Staff costs	
Travel costs (milage for minibus 10p per mile)		Lunch costs	
Pre-visit cost		Additional costs	
Please add staff/ lunch and additional costs together. Then divide it by the number of students attending this is the students costs. (The school will then subsidise this at 50%)		Total cost per learner	

Visit is approved/is not approved

Signed: (Enrichment TEAM)	
Notes	

Now: Please complete the next stages outlined on the 'trip planning flowchart' to ensure your trip runs successfully.

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

Appendix 2:

Planning and Leading a School Trip Checklist

Initial Planning – Trip Lead	
Research your trip (cost including any discounts, transport/parking, dates, timings, venue, guides etc.)	
Discuss trip idea with class team	
Approval	
Trip lead contact site/visit to make a provisional booking, including any workshops/sessions, getting a reference number	
Trip lead complete a trip proposal form and submit to Enrichment Lead (one half term in advance) to take to leadership team to approve. When approved trip lead and school finance office notified.	
Enrichment Lead and school finance office set up the trip in Arbor.	
4 weeks before	
Trip Lead drafts and have proofread a letter to families using the approved template	
Enrichment Lead and school finance office book and pay for venue including any workshops/sessions and TFL tickets according to booking information provided	
Trip Lead books the minibus if required	
Trip Lead uploads letters and permissions Arbor informing school office team (sharing paper copies if required) – class teacher to monitor permissions and complete any follow ups with families	
3 weeks before visit – Trip Lead	
Add trip into the school diary (with school office) including exact details of trip including staffing. Add trip to LOTC/School Office calendar and briefing	
Go on a preliminary visit, take photographs, identify risks, ascertain rendezvous point, toilet locations, bag storage, lunch location etc.	
Create an itinerary for the day	
Complete risk assessment for the trip and share with Enrichment Lead to review and authorise.	
Update other teachers who may need to know (subject teachers)	
Ensure you book a packed lunch via the School office for FSM students on the trip if it is a school day and they will miss lunch	
1 week before departure – Trip Lead	
Ensure reply slips / consent on Arbor checked by class teams and followed up where missing	
Go through expectations and social story with class, show photos, go through the itinerary	
Conduct a staff briefing for all staff attending the trip	
Send reminder email to parents via home coms	
Book LOTC phone on booking system	
Day Before Departure	
Trip lead to print any supporting documentation, RA, itinerary, maps, if I am lost cards with emergency number on with sunflower lanyards, learner information etc.	
Any attending teachers to email out cover work if necessary	
Day of Departure – Trip Lead	
Reminder of expectations go through itinerary once more	
Complete 1st registration	
Complete class sign out sheet and hand in to front office	
Collect first aid kit and LOTC mobile phones from the main reception.	
Ensure you have any student medication required (EPI pen, inhaler etc.) and medication administered record sheet – details will also need to be recorded on BW afterwards	
Take emergency autism cards (Spare held at reception)	

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

Have a copy of the risk assessment to take	
Ensure all students are prepared for visit, packed lunch, appropriate clothing etc.	

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

Appendix 3

Risk Assessment & Risk Management Record Visits

Off-Site Activities & Educational

All sections of this document make up the risk assessment. Once completed, the form must be saved in Sharepoint and shared with SLT for approval.

It must be read & signed by all staff supporting the trip, the trip leader must take a copy of this assessment on the trip with them, and a copy is to be left at Reception before departure.

What is the Trip:		Where:	
Date:		Time:	
Who is Attending:		Ratio:	
Which Staff:			
Trip Leader:			

Description of task and specific area being assessed		
Location:	Name of Assessor:	
Visit Location:	Position Held:	Date of Assessment:
Risk Assessment No:		Planned Review Date:

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

What is the Hazard	Risk	Individuals Affected	Existing Risk Control Measures	Risk Rating				Additional Controls	New Risk Rating (Residual)				Action/monitored by whom?	Action/monitored by when?
				L	S	RV	RL		L	S	RV	RL		
Site and Environment														
Group														
Activity Arrangements														
Transport														
Medical														
Variations/Additions (record any additional assessments here)														
<p>DO NOT FORGET:</p> <ul style="list-style-type: none"> ✓ Group Details – Please keep Emergency Contacts Details to hand. ✓ ‘Emergency Autism Cards’ ✓ First Aid Kit ✓ Mobile Phone ✓ Medication 														
Ongoing risk assessment	<ul style="list-style-type: none"> • Apply the control measures. • Monitor how effective they are. • Change, adapt and revise as required. 			Examples	<ul style="list-style-type: none"> • monitor group and leaders response and motivation • monitor behaviour • assess group risk awareness in different environments • monitor the response of your supporting adults 									
Line Manager’s sign off														

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

I agree with the risk assessment recorded above.
 There are no outstanding actions o **OR** I have taken the following actions:

Signed _____ Position _____ Date _____

Risk Level Diagram

Likelihood	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Severity				

Risk Level	Management actions required at each risk level
High (10-25)	<ul style="list-style-type: none"> Urgent action/senior management attention is required to eliminate or reduce risk. Report to relevant management committee. Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk, even with unlimited resources, work has to remain prohibited.
Moderate (4-9)	<ul style="list-style-type: none"> Aim to reduce the risk to a tolerable level if reasonably practicable. If not practicable, try to reduce the presented risk to the lower scale of 'Moderate' There is a greater likelihood that detailed local safe working procedures will need to be written to make existing control measures more robust for moderate risks. E.g. advanced or increased frequency of training, increased supervisions
Low (1-3)	<ul style="list-style-type: none"> No additional controls are required and monitoring is required to ensure that the controls are maintained Manage situation with routine procedures. Action if easy to implement and inexpensive

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

All members of staff supporting the trip must sign to confirm they have read and understood this risk assessment:

Staff Member's Name	Signature	Date

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

Appendix 4: Letter Template & Consent

CONSENT FORM FOR SCHOOL VISITS AND OTHER OFF-SITE ACTIVITIES WHERE ELECTRONIC CONSENT IS NOT ENGAGED WITH

INSERT DATE

Dear Parent/Guardian,

TITLE OF TRIP

On INSERT DATE X class will be attending their Spring Term Enrichment trip. This trip will be to INSERT LOCATION . We will travel to the venue by school minibus departing at approximately 09:30am and planning to return to school by 14:30pm. Students should either bring a packed lunch or there will be an option to pre order a sandwich from school. If your preference is a packed lunch and your child receives free school meals a packed lunch will be provided upon request. This is both an indoor and outdoor venue so please ensure that students are dressed appropriately.

If you require more information, please contact our Enrichment Lead, INSERT NAME AND EMAIL ADDRESS

The cost of this subsidised trip is INSERT PRICE per student, this includes travel to and from the venue. Please complete the permission slip on arbour.

As always, we have a small fund to assist learners who may have difficulty paying for trips, so please email ENRICHMENT LEAD EMAIL or FINANCE EMAIL ADDRESS in confidence to discuss how we might be able to help you.

Kind Regards,

NAME

Enrichment Lead
Cypress Form Tutor

.....
TITLE OF TRIP – Permission Slip

I give permission for student from X class to attend X
Classes enrichment trip to INSERT LOCATION.

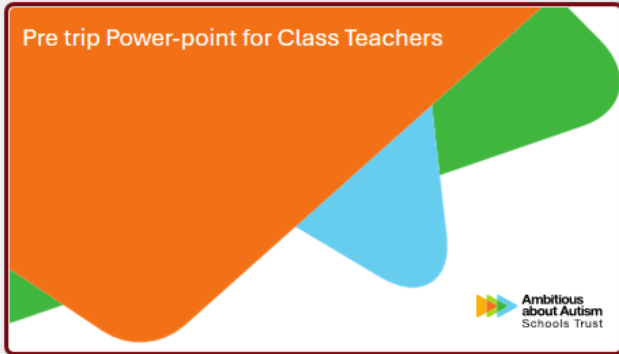
Parent/Guardian signature

Date

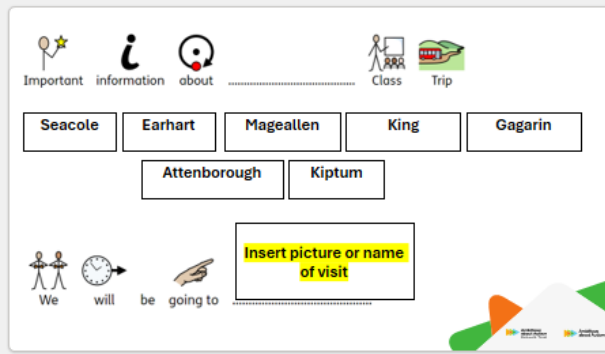
Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

Appendix 5

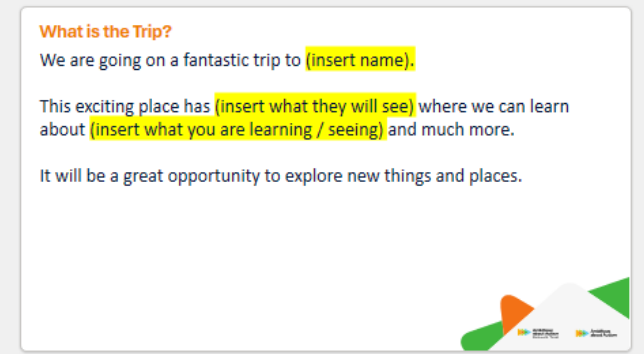
Pre trip power point for class teachers



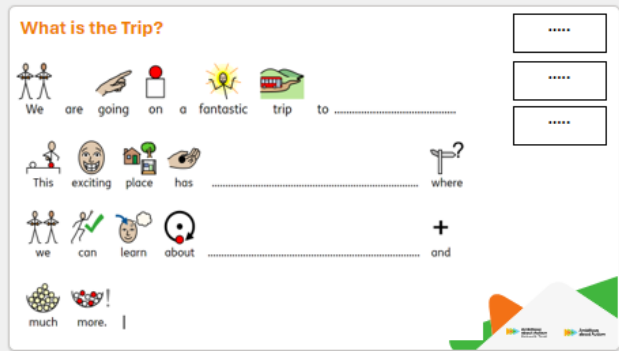
1



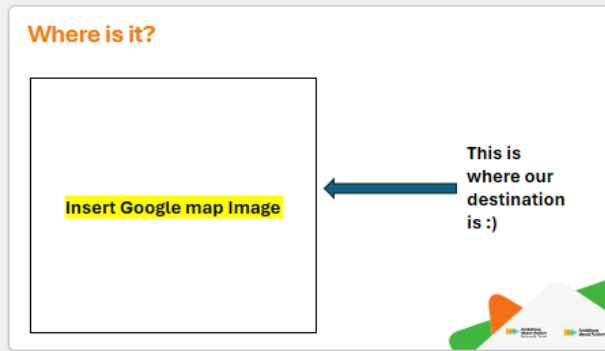
2



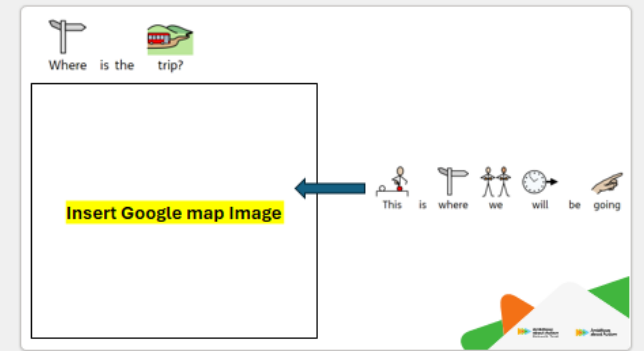
3



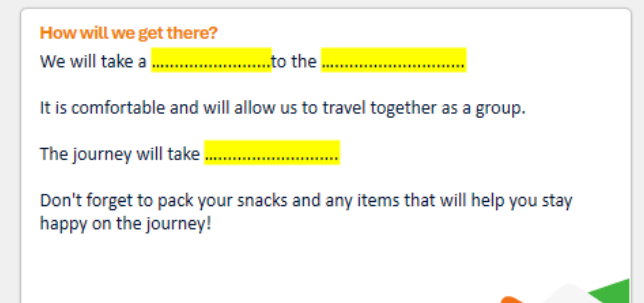
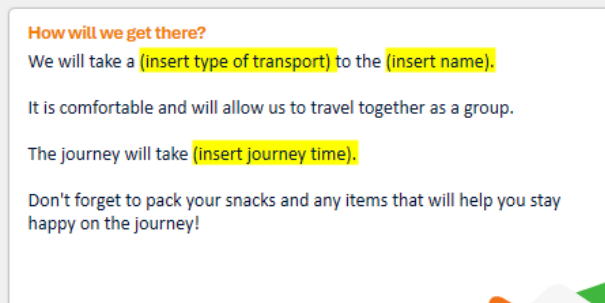
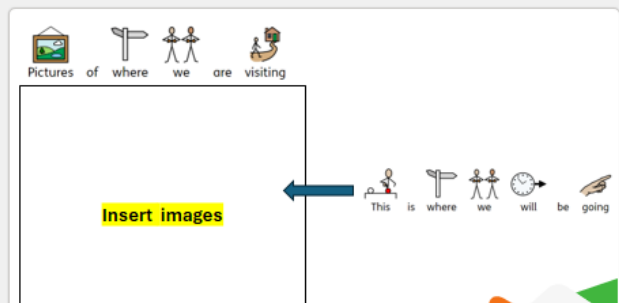
4



5



6



Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0

How will we get there?

We will take a

It will take minutes

Train Walk Bus Minibus

?

10

Videos of Journey:

Insert videos of the trip journey if needed

11

Which adults / staff are coming?

The adults that are coming with you on the trip are;

-
-
-
-

They will help us move around the and guide our learning. It is important to have our teachers there to ensure everyone is safe and has a great time :)

12

Which adults / staff are coming?

These adults will be with me

In the trip to keep me safe

Staff pictures and names	Staff pictures and names
Staff pictures and names	Staff pictures and names
Staff pictures and names	Staff pictures and names

13

Schedule for Trip

Insert own schedule here

14

Schedule for the trip

Insert own schedule here

15

What to bring with you:

What to bring with you on the trip

Water, Camera, Ear, Book, Binoculars

Policy Owner	Trust Business & Operations Manager	Review Date:	October 2026
Policy No.	105	Version No.	3.0