



RHODES WOOD HOSPITAL SCHOOL EDUCATIONAL VISITS

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Author: **MICHELLE FENNELL-BERGIN, HEADTEACHER**

Ratified by: **SHEETAL SHAH, CHAIR OF THE MANAGEMENT COMMITTEE**

Elysium Children and Education is committed to promoting equality in all its activities. We aim to provide an environment free from discrimination and unfair treatment.

Introduction

Educational visits are activities arranged by Rhodes Wood Hospital School (RWHS), which require students to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff and the hospital team following individual risk assessments.

Educational visits are a valuable way to supplement and enhance the curriculum, expand student's education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning and form an integral part of our approach to furthering our students' education and personal growth. This is integral for the young people in our provision so that they can have the same opportunities as their peers.

Policy Statements

- School trips take place to improve the learning opportunities for all students and complement the curriculum they study within the classroom.
- School trips will be inclusive, enjoyable, rewarding, and safe.
- No student will be excluded from participating in a school trip on the grounds of cost but may be excluded on the grounds of health and well-being in consultation with their Responsible Clinician.
- Where an educational visit is oversubscribed, priority will be given to students who have received Free School Meals. A lottery will be conducted thereafter.
- RWHS will provide appropriate staffing for all school trips, taking into account the staff: student ratio and the relevant experience/expertise of accompanying staff.
- A named member of staff with responsibility for child protection
- A student with special educational needs or a disability will be given an equal opportunity to participate in a school trip subject to satisfactory risk assessment.
- RWHS Positive Behaviour Policy applies to all students whilst on a school trip.
- Students will only be allowed to participate in a school trip if they demonstrate good conduct and behave responsibly.
- The trip is open to all school staff.
- Where possible, a school trip should incorporate a cross-curricular element.

This policy sets out our approach to planning and operating educational visits, ensuring our students' and staff's health and safety and making sure that our visits are available to all students. It also sets out the roles and responsibilities of staff and students regarding visits.

As the young people in our provision are in residential care with the hospital, our policy applies to activities taking place within and outside of normal school hours. This includes:

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions

1. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)

This policy also links to

- Equal Opportunities Policy
- Curriculum Policy
- Promoting Positive Behaviour Policy
- SEND and Disability and Inclusion
- First Aid Policy
- Enrichment Policy

2. Roles and responsibilities

2.1 Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit and those attending the visit
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Ensuring coordination with the hospital is secured

2.2 The Educational Visits Co-ordinator (EVC). Their role is to:

- 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 headteacher when they are 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

2.3 Trip lead

When the EVC is not leading, the trip lead will work with them to ensure:

- Plan the proposed visit, taking into account the health and safety risks to students and staff
- Assign staff roles as needed
- Make sure the school has accurate and up-to-date information about the trip destination to be use in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits
- Communicate key details about the visit and all locations to staff, students 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 students and others

2.4 Staff

Staff have a responsibility to make sure all students 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 headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all students' needs
- Look out for the health and safety of themselves and those around them
- Help manage student behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

2.5 Parents and carers

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

- Sign and return consent forms in a timely manner

2.6 Hospital

2.6.1 Hospital Director

By agreeing that students can take part in educational visits, the hospital director agrees to support the school in running the educational visit safely.

2.6.2 Responsible Clinician

By agreeing that individual young people are on activity level tier three (see *Appendix 1*) and that their risks are deemed low, the Responsible Clinician gives their professional sign-off on the young person attending the educational visit.

2.6.3 Hospital staff attending the trip

Hospital staff attending the trip agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for students
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible
- Share any concerns or information about the student that may affect or impact their ability to safely take part in the trip

Whilst working the hospital staffing co-ordinator we will take into consideration:

- The needs of the students going on the trip
- The setting and circumstances of the trip
- Hospital Staff's skills, attitude and past behaviour, including previous volunteer experience

Hospital staff will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

2.7 Students

Our school inclusion policy also applies to all educational visits. This includes the expectation that students will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Students will always be reminded of our expectations before going off-site for a visit, and will be expected to uphold the school's inclusion policy at all times.

3. Planning and preparation

The decision on whether or not a visit will take place will be made by the Head Teacher and based on factors including:

- Liaison and approval secured from the Hospital Director
- 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-student ratio
- Any other factors deemed appropriate and relevant at the time

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 (including hospital staff), and physical supplies
- 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?
- Individual Risk Assessments to be considered during Multi-Disciplinary Team (MDT)

See *Appendix 1* for our trip information form to plan and approve a visit.

Written parental consent will be required for trips.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits. This will include student voice.

4. Inclusion

All students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a student with a disability, an education, health, and care (EHCP) plan, or any other specific needs (e.g., medical conditions, including allergies) participates in the visit, they will have the same support that is available to them during the school day.

However, a young person must be deemed physically (medically) fit to attend the trip.

We will adjust the trip programme where necessary, working with the hospital to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

An open conversation with the hospital and MDT are key to ensure young people are suitable and safe to attend.

5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the trip.

This will be completed using the school's risk assessment template (*see Appendix 2*) and approved by the headteacher/EVC. Existing risk assessments or those provided by the destination itself might also be used to support this process.

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

Staff need to make a preliminary visit to the trip destination as part of the planning and risk assessment process. As our young people have additional risks, it is important that the risk assessment is thorough. Individual risk assessments will also be completed, including any reference to medication or reasonable adjustments needed on the visit.

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

The headteacher will approve every risk assessment and take a copy on the visit. An up-to-date risk assessment should be available to all staff via the shared online area.

5.1 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 1 male and 1 female supervising adult is present (for mixed student groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- 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 organiser will take regular headcounts and/or rollcalls.

5.2 Transport

The school will organise trip transportation in line with our safety procedures. We will make sure students, staff, and volunteers are transported safely and efficiently using the required first aid.

5.3 Use of external organisations

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.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Communication and consent

We will contact the parents and carers of students invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be by letter via email sent from the school administrator on part of the Head Teacher, and information provided will include the date, travel times, destination, and purpose of the visit. See *appendix 3* for a sample letter and consent form.

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 risk and approval from MDT being required

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

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.

7. Emergency procedures and incident reporting

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 Head Teacher and Hospital Reception.

One member of staff will always accompany a student seeking medical treatment. If numbers allow two members of staff will accompany.

In a case of a student being unaccounted for, the trip leader will contact the Head Teacher immediately. In the unlikely event that a student cannot be found, the trip leader contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the student when found. A record of what students are wearing will be taken at the first roll call so it can be provided to police in this incident. The remaining staff and adults will return to the school with the rest of the students.

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 covered by an internal report, including steps that can be taken in the future to avoid similar incidents.

Parents will be contacted once a report has been given to the Head Teacher. Reports must be written and submitted on the day.

There will also be a clear process for evaluating all visits and trips once they have been concluded, from the planning to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place. This will include student voice.

8. Review

- This policy will be reviewed annually to ensure that RWHS delivers a programme of trips and educational visits.
- This policy is shared and reviewed by the Management Committee.

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the head teacher and EVC.

TRIP INFORMATION		ADDITIONAL COMMENTS
Trip Leader Contact Number		
Destination		
Trip date		
Travel distance		
Trip timings		
Purpose of visit / educational benefits. To be written as LO.		
Number of students		
Date of exploratory visit		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none"> ➤ Staffing ➤ Physical supplies ➤ Transportation 		
Risk assessment plans and first aid provision		



Appendix 2: risk assessment template

Risk assessment for: Rhodes Wood Hospital School

Date and duration of trip:

Venue:

Date of assessment:

Assessor:

Contact details

RW Reception:

Ward:

Cheshunt Ward -
Shepherd Ward -
Rainbow Ward -

Nurse in Charge:
Nurse in Charge:
Nurse in Charge:

Trip Organiser:

EVC:

Head teacher:

First Aider:

Coach Company:

Driver:

Nurse attending:

HCA's attending:

Description of risk	Level of risk with no control measures	Risk control measures undertaken	New level of risk with control measures
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Appendix 3: Sample Trip Letter (header and footer not included)

Rhodes Wood Hospital
Shepherds Way,
Brookmans Park,
Hatfield
AL9 6NN

DATE

Dear Parents/Carers,

Re: LOCATION/TRIP NAME

Date: OF TRIP

Following a successful trip last academic year, we are delighted to inform you that we have arranged an educational trip to the Natural History Museum in Tring for Thursday 7th March 2024. The Natural History Museum is well known for its extensive collection of taxidermied animals, in particular birds, and is well placed to inspire students' curiosity about the natural world and the variety of life on Earth. Students will partake in a Biodiversity and Conservation workshop and explore the galleries with guided worksheets to learn about animal adaptations.

Students on Tier 3 or 4 will be permitted to attend the trip, subject to being assessed as safe to attend on the morning of the trip by the hospital staff. The final decision lies with the hospital, and we will abide by this decision to ensure the safety of all attending.

On the day, we will be leaving and arriving by coach, at the estimated times below:

Departure time:	1.00 pm Rhodes Wood Hospital School, Brookmans Park, AL9NN
Arrival Time	1.45 pm to Natural History Museum, Tring, Herts, HP23 6AP
Departure Time	4.00 pm Natural History Museum, Tring, Herts, HP23 6AP
Return Time:	5.00 pm to Rhodes Wood Hospital, Brookmans Park, AL9NN



We have liaised closely with the hospital staff, to ensure the young people have the support they need and as such, the wards will adapt the meal plans for that day to accommodate the times above.

The young people on trips are expected to listen and follow the instructions of the Group Leader and other adults supervising the trip, including those at the venue.

We are sure you will see this as a positive learning opportunity for your child, but if you have any questions, please do not hesitate to contact Liz Wycherley, Group Leader for the trip on lwycherley@elysiumeducation.co.uk.

If you would like your child to have the opportunity to attend the trip, on the understanding their activity tier level and safety meets the threshold required, please sign and return the permission slip below to Liz Wycherley on lwycherley@elysiumeducation.co.uk by **3.30pm on Thursday 22nd February** the latest. If the permission slip is not returned by the deadline, then your child will be unable to attend.

Yours sincerely,

Michelle Fennell- Bergin
Headteacher

Tring Natural History Museum Trip
Thursday 7th March 2024

Please return this slip to Liz Wycherley lwycherley@elysiumeducation.co.uk by 3.30pm on Thursday 22nd February at the latest.

Name of Student:

I give permission for my child to attend the RWHS trip to Tring Natural History Museum. I have noted that they will leave RWHS at 1.00pm and return at approximately 5.00pm, travelling by coach.

Signed: Date: