



Educational Visits Policy

Table of Contents

1. Introduction	2
2. Legislation and Guidance	2
3. Aims.....	2
4. Residential Activities	2
5. Authorisation of Visits	2
6. Risk Assessment	3
7. Consent	3
8. Hazards.....	3
9. Ratios.....	4
10. Pupils with Additional Needs	4
11. Transport.....	4
12. Communication with Parents.....	5
13. Further Health and Safety Considerations.....	5
14. Visit Plan	5
15. Monitoring and Review	5
16. Links to Policies.....	6
Appendix 1: Day Trip Planning Form	7

1. Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The Directors, Headteacher and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our pupils' learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day, but on occasions, take place after school.

2. Legislation and Guidance

This policy was developed in-line with the DfE's guidance on Health and Safety on Educational Visits: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

3. Aims

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our pupils
- Provide a wider range of experiences for our pupils than could be provided on the school site alone
- Promote the independence of our pupils as learners, and enable them to grow and develop in new learning environments

4. Residential Activities

Due to the age of our pupils, we do not attend residential trips.

5. Authorisation of Visits

The Headteacher will appoint an Organiser to be responsible for planning and leading the activity. This will normally be a teacher employed at the school.

The Organiser, who may be the Headteacher, will be involved in the planning and management of off-site visits. He will:

1. Ensure that our own risk assessments are completed
2. Where possible, collect risk assessments from venues
3. Complete the school's Day Trip Planning Form (see appendix 1) and present to the Headteacher
4. Support the Headteacher in the decisions on approval
5. Assign competent staff to support and help with the trip
6. Verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from our coach company assures us their drivers too have had police checks
7. Make sure that all necessary permissions and medical forms are obtained

8. Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the school. The Day Trip Planning Form and Risk Assessment must be submitted to the Headteacher two weeks prior to the scheduled trip date. The trip organiser must schedule a meeting with the Headteacher to review these documents and make any necessary edits.

It is our policy that all pupils should be able to participate in educational visits. Where a pupil with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a pupil with disabilities. Any such adjustments will be included in the risk assessment.

6. Risk Assessment

A comprehensive risk assessment is carried out by the Organiser before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment must be built in-line with the school's Risk Assessment Policy.

7. Consent

All pupils must have parental consent to attend offsite trips. At the beginning of each term, parents of each year group will be sent a Microsoft Form with a list of upcoming trips. They will be asked to provide consent for all of the trips via the Form.

8. Hazards

The trip Organiser must consider potential hazards:

- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupils. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the Organiser to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

Please note, while offsite, adequate members of Staff may provide emergency medical treatment if the parents cannot be contacted. Every reasonable effort will be made to contact parents prior to medical treatment and parents will always be notified after treatment has been administered. On the Child Registration Form, parents are asked to give permission for an appropriate Staff member to act as 'in loco parentis' which gives the relevant Staff member legal authority to take on some of the functions and responsibilities of a parent if a parent cannot be contacted.

9. Ratios

An activity will have sufficient adults taking part to provide the correct ratios. Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

Early Years = 1:2

Pre-Reception = 1:4

Reception = 1:5

Upper School = 1:10

Parents will not be used to support educational visits.

10. Pupils with Additional Needs

SEND must be considered in the arrangements of a school trip. Risk assessments are carried out for pupils presenting with behavioural difficulties which could impact upon their or others' personal safety whilst at school or travelling with school Staff on trips and visits.

- All of our extra-curricular activities and school visits are available to all our pupils, including our before-and after-school clubs.
- All pupils are encouraged to take part in sports day/school plays/special workshops, etc.
- No pupil is ever excluded from taking part in these activities because of their SEN or disability.

11. Transport

The costing of off-site activities should include any of the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers
- Any refreshments the school has opted to pay for

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where coaches are used for transport, the Organiser is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal police checks.

12. Communication with Parents

The parents of pupils taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a pupil can be involved in any off-site activities. Google Forms are used to collect this information.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage. No pupil may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

Payment for trips will be attached to upcoming termly tuition fee invoices.

13. Further Health and Safety Considerations

The organising teacher will be responsible for the school's emergency phone.

Before a party leaves school, the school office should be provided with a list of everyone, pupils and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the pupils, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that pupils are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others or the good name of the school, the Organiser should discuss with the Headteacher the possibility of making additional arrangements for that pupil.

14. Visit Plan

The visit plan for intended educational visits and where possible must include the following:

- Risk assessment
- Day Trip Planning Form
- Applications for approval of visit
- General information
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- Travel schedule
- Full plan of activities
- Fire precautions and evacuation procedures
- Intended arrangements for supervision
- Emergency contacts and procedures
- General communications information
- Guidance for the emergency contact and Headteacher
- First-aid bags

15. Monitoring and Review


Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the Organisers and the Headteacher regarding the outcome of visits to develop our policy.



This policy is monitored by the Headteacher and will be reviewed every two years, or before if necessary.

16. Links to Policies

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- First Aid Policy
- Risk Assessment Policy
- Staff/Pupil Ratio Policy

Last Review	January 2024
Next Review	January 2025
Name	 Anne Napier Headteacher

Appendix 1: Day Trip Planning Form

Location: _____ **Name of organising teacher:** _____
Which children (by class): _____ **Date of trip:** _____
How many children: _____ **How many accompanying staff:** _____
Time Leaving School: _____ **Time Returning to School:** _____

Staff & Ratios

- Names of accompanying staff: _____
- For Upper School is this at or better than a 1:9 ratio?
Y / N
- For Early Years is this at or better than a 1:5 ratio?
Y / N

Travel

- How are we travelling on this trip? (please circle)

Walking	Public transport	Hired coach
----------------	-------------------------	--------------------
- If by coach, please state the company's name and contact number: _____

Communication

- What mobile telephone number should we use for contact? _____
- Which member of staff will be responsible for the safe keeping of this phone? _____

(Please ensure that the phone is easily available but securely stored where the children are unable to access it. No photographs should be taken with this phone.)

First Aid

- Who is / are our named first aiders for this trip? _____
- **EYFS only:** Is there a paediatric first aider present for this trip?
Y / N. Who is / are our named first aiders for this trip? _____
- Have we got acceptable and up to date first aid information about this venue? _____



Y / N

Medical/Dietary Checklist

- Do you have a full school first aid box with you to always keep it with each class?
Y / N
- Do you have an up-to-date list of children’s special medical/dietary needs with you?
Y / N
- Do you have a register for the children with you?
Y / N

Children with Additional Needs

- Do you have any children who may require additional needs, such as those with SEND or behavioural difficulties?
- What arrangements are in place to support any children who may require additional needs? (ex: additional adult, one-to-one support, additional resources)
- Has a risk assessment been considered/completed for a child with additional needs?

Planning

- In addition to the class teachers and assistants, which school staff have you agreed with the Head Teacher may accompany you on this trip?
- Do any of these staff have lessons/duties which need covering for this trip and if so please write here who is covering each lesson/duty?

Lessons that need cover:	Member of staff covering (each lesson) – must be agreed with member of staff
Duties that will need cover:	Member of staff covering

Timings

Departing:



Returning:

Lunch

- Is lunch required?
Y / N
- Have you informed Jenni and the kitchen?
Y / N

Risk Assessment

- Do we have a completed HHS risk assessment?
Y / N
- Does the venue have a risk assessment?
Y / N

Signed

Organising Teacher:

Date:

Head Teacher:

Date: