

EARLSMEAD PRIMARY SCHOOL

Educational Visits Policy



SUCCESS *for* ALL

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|------------------------|---------------------|
| Written by | B. Graham |
| LGB Approval | October 2025 |
| BOT Approval | October 2025 |
| Date for Review | October 2027 |

MISSION STATEMENT

At Earlsmead Primary School we encourage all members of our school community to strive to be the best they can be and develop new skills that empower them for life- long learning in order to become confident, valuable, members of society.

We create an inclusive, supportive, safe and challenging environment where all contributions are valued.

Learning is motivating and independence is encouraged hence all become reflective, self-learning team members with a positive sense of wellbeing and a love of learning.

OUR VALUES

Working in partnership with children, parents, staff and Governors as a community we will achieve *Success for All* through:

S*ecuring resilience*

U*nderstanding values and respecting others*

C*ommitting to our learning*

C*ommunity involvement*

E*quality for all*

S*triving to do our very best*

S*etting high expectations*

Educational Visits Policy

AIM & SCOPE

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff. Well planned and executed educational visits or visitors to the school provide our pupils with valuable experiences which enhance their learning at school.

Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good school practice. They are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences. Educational visits form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

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):

- 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.
- Residentials.

LEGISLATION & 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 2022](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy also complies with our funding agreement and articles of association.

ROLES & RESPONSIBILITIES

1. The Headteacher

The headteacher 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 educational visits coordinator, have received any necessary training.
- Working with the governing board to approve residential trips of more than 24 hours.

The Headteacher at Earlsmead Primary will aim to ensure that:

- Every educational visit will have at least one member of staff designated as the trip leader.
- The lead person on any educational visit needs to be deemed "responsible". This will be judged on: the type of trip; and the experience of the teacher. The lead person is responsible for ensuring that supporting paperwork is completed and given to the EVC, meeting the required timescales.
- The mode of travel is appropriate and timings of travel out and back are known.
- Transport companies have valid travel insurance documents.
- All names of the staff, parent helpers and pupils on the trip are confirmed.

- All next of kin details forms are completed for staff and parent helpers. These documents will be treated as sensitive information and will be shredded after the completion of the trip or event.
- The Educational Visits Coordinator (EVC) has been trained and understands the processes that need to be followed to ensure a trip is properly planned and runs safely. At Earlsmead, trained EVCs are: Anita Jadeja.
- Arrangements have been made for all the medical needs and special educational needs of all the children.

2. Educational Visit Coordinator

Mrs Anita Jadeja is the appointed EVC at our school. 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 and Governing Body 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.
- Book coach and venue.
- Generate letters to parents.
- Return the Initial Approval form to class teachers with deadline date for Risk Assessment and staffing.
- Book London transport in advance (in needed).
- FSM children lunch order form – return to EVC.
- Next of kin form for all adults going on trip – return to EVC.
- Trip training form for parents (teachers to discuss with parents beforehand) – return to EVC.
- Permissions slips, if no payment is required for trip, or if parents is paying by Paypoint.
- If cheque is required - Finance Manager to be informed 2 weeks in advance
- Headteacher and Assistant Headteachers' contact numbers, if out of hours school trip. Children's contact details if out of hours school trip.

3. The Trip Leader

Every educational visit will have one 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 pupils, staff and volunteers.
- Ensure Plan B provisions are in place.
- Assign staff and volunteer 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.
- 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, pupils 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 pupils and others.
- Communicate with the Headteacher/School if necessary during the trip.

4. Staff

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

- Check that appropriate cover is in place during their absence from school.

5. Parents and Volunteers

By agreeing that pupils can take part in educational 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 pupil that may affect or impact their ability to safely take part in the trip.

6. Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly.
- Behave appropriately and model good behaviour for pupils.
- Report any concerns to the trip lead or other staff present as soon as possible.
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible.

7. Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils 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.
- Represent our school and our values to the best of their ability.

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

Our Behaviour Policy can be found here: [Earlsmead Primary School - Policies](#)

PLANNING & PREPARATION

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

- Cost (including any potential cost to parents/carers and/or the PTA).
- 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-pupil ratio.
- Inclusion and accessibility.
- Any other factors deemed appropriate and relevant.

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.
- Add any additional considerations, depending on the age and abilities of the children.

In cases where a trip involves activities for more than 24 hours (such as the Year 6 residential), an overnight stay and/or travel overseas, the Headteacher or EVC will seek approval of the governing board. Once the risk assessment has been approved by the Headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

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.

Plan B Procedures

The Trip Leader needs to have a clear plan about what to do if an emergency or even simply a significant disruption should arise.

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

INCLUSION

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

1. SEND

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have appropriate support during their trip as considered by the Headteacher and SENCo. Where necessary, parents will also be asked for their input on this.

The trip programme may be adjusted where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Some SEND children may also gain access to specific trips which are not more widely available e.g. to support development in an area of SEND need or to foster life skills.

2. Challenging Behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

RISK ASSESSMENTS

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

These are completed using the school's risk assessment template (available on the Shared Drive), and approved by EVC and Headteacher. 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 pupils), 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.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

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

Every risk assessment will be approved by the Headteacher, and a copy taken on the visit and another copy left with the EVC.

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 supervising adult able to administer first aid is present on all trips.

- At least 1 qualified paediatric first aider is present on all trips for Early Years classes.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found on the school website: [Earlsmead Primary School - Policies](#)
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip.
- Adults without a DBS check will not be left alone with pupils at any time. At Earlsmead, they are given a **RED LANYARD** to signify that they are not DBS checked.
- The trip lead will take regular headcounts and/or rollcalls.

We will decide the number of adults needed depending on:

- The nature of the outing and the activities.
- The age and maturity of the pupils.

2. Transport

Transportation for trips will be organised by the school, in line with our safety procedures and policies. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site. Transport arrangements will be shared with parents and carers.

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.

VOLUNTEERS

Where appropriate, parents, carers or other adults known to the school may be asked to volunteer to attend and supervise pupils alongside staff members on trips.

Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip.
- The setting and circumstances of the trip.
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience.

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour.

Volunteers 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.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

COMMUNICATION & CONSENT

We will contact the parents and carers of pupils invited to take part in an educational visit at least 2 weeks before the proposed date of the trip whenever possible.

Occasionally last minute vacancies open up on a trip (e.g. one child is absent on the day of a sporting competition so a substitute could go instead).

Communication will usually be via printed letter (Class Dojo and direct phone calls may also be used) and 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.
- Pupil-to-staff ratios and staff qualifications, where relevant.
- Clothing and equipment required, and whether this is provided by the school.
- Expected behaviour and consequences of pupils' failure to meet these standards.

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/local walking trips, 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.

EMERGENCY PROCEDURES & 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 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.

One member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the Trip Leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 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 pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

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, to include steps that can be taken in the future to avoid similar incidents.

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

CHARGING & INSURANCE

We will follow our school's charging and remissions policy at all times. This policy is available on the school website: [Earlsmead Primary School - Policies](#)

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

RESIDENTIAL VISITS

The Headteacher, together with the governing board, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training.
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip.
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks.

Parents and carers will be given information about the visit and asked for permission at least two months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school.
- The full address and contact details of the destination.
- Planned activities and options.
- Meal provision.

- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions).
- Travel and transport plans.
- Clothing and equipment provided, and what pupils must bring themselves.
- Public health requirements, including any required vaccinations .
- Accommodation options and arrangements.
- The names of staff attending.

For visits abroad, we will make sure that any organisation providing activities holds the LOfC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

REVIEW

This policy will be reviewed at least every 2 years by the Headteacher. At every review, the policy will be shared with the full governing board.

LINKS WITH OTHER POLICIES

This policy links with the following policies and procedures:

- Health and Safety Policy
- Charging and Remissions Policy
- Behaviour Policy
- Child Protection Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Special Educational Needs (SEN) Policy
- Equality Information and Objectives
- Accessibility Plan
- Early Years Foundation Stage (EYFS) Policy

Appendix 1



The lead person should follow the procedure for planning a school visit:

Outline initial proposal to EVC and Headteacher at least 8 weeks before visit, 4 weeks for local walk, and governing body 12 months before for residential and overseas visits, seeking approval in principle. Approval in Principle form to be completed.

Proposals must include:

- Visit's objectives,
- Likely date, duration, venue,
- Pupil group and staffing,
- estimate of costs.

Planning: at least 6 weeks before visit, 12 months for residential and overseas, 2 weeks for local walk

- Contact venue. Is it suitable for the group?
- Visit and risk assess the venue and print off venues risk assessments, from their website
- What are the transport options?
- If walking, a map will need to be printed (route highlighted)
- Who would lead the group and who will supervise?
- EVC1 Form to be completed – to EVC
- Educational visits checklist to be completed – to EVC

Day or part-day visits:

Continue planning 3 weeks before, 2 week for local walk

- Know the medical needs of adults and children
- Risk assessment to be done by due date
- Obtain parental consent if needed
- Brief pupils
- Hold a pre-visit meeting for adults /parents helping on trip and sign trip training forms
Adults and children allocated to a group
- Complete next of kin /medical details for all adults on trip
- Ensure full detailed trip pack is made for all adults.
- Ensure all accompanying adults have school mobile phone numbers
- All children's medical details to be obtained.

Appendix 2



Volunteer Code of Conduct:

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the trip leader or EVC (Anita Jadeja) at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself. This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found here:

<https://www.earlsmeadprimaryschool.co.uk/attachments/download.asp?file=3160&type=pdf>

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff.

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Appendix 3 Risk Assessment Template



Please ensure you put the date you wrote the Risk Assessment.

ESRA (EV5) - EVENT SPECIFIC RISK ASSESSMENT

Visit details

Carried out by/date

Date of trip

| ISSUE List significant hazards which may result in serious harm or affect several people. Consider venue, activity, group, transport, plan B, etc. | HOW TO MANAGE IT What procedures will we have? (Control measures) | WHO Twill be affected | | |
|--|--|-----------------------|-------|-------------|
| | | PARENTS | STAFF | PARTICIPANT |
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You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here
 The activity must only take place if the residual risk following implementation of control measures is deemed to be acceptable
 If none, strike through sheet and write 'NONE'

EVC signature/date

Headteacher signature/date

Appendix 4 Individual Risk Assessment Template



INDIVIDUAL SPECIFIC RISK ASSESSMENT FOR

Visit details Visit Date Carried out by RA Date

| ISSUE List significant hazards which may result in serious harm or affect several people. Consider venue, activity, group, transport, plan B, etc. | HOW TO MANAGE IT What procedures will we have? (Control measures) | WHO Will be affected | | |
|--|--|----------------------|-------|--------------|
| | | PARENTS | STAFF | PARTICIPANTS |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here
 The activity must only take place if the residual risk following implementation of control measures is deemed to be acceptable
 If none, strike through sheet and write 'NONE'

Class teacher signature..... Date
 Parent Signature..... Date
 Head Teacher Signature Date

Staffroom, Administration, Health and Safety, Risk Assessment