



The Whiteoak Academies of Hannah More Infants and Grove Juniors

EDUCATIONAL VISITS POLICY

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Member of staff responsible: Executive Headteacher / Educational Visits Co-ordinator (EVC)

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Planting Dreams. Nurturing Hears. Growing Minds.

1. Aims and 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 Executive Headteacher or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, expand children's education and provide enriching social and cultural experiences. They form an integral part of our approach to furthering our children's education and personal growth.

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

2. 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 2022](#)

This guidance also links to [Outdoor Education Advisers' Panel National Guidance](#), and endorses the Council for Learning Outside the Classroom's [LOtC Quality Badge](#), the national accreditation which ensures providers have the appropriate safety standards and liability insurance in place.

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

3. Roles and Responsibilities

Executive Headteacher

The Executive 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 co-ordinator, have received any necessary training;
- Working with the Governing Body to approve residential trips of more than 24 hours.

The Educational Visits Co-ordinator (EVC)

The Executive Headteacher is the appointed EVC at our school. We will ensure the EVC is trained and accredited by a competent specialist, then refreshed on a regular basis, noting that a formal revalidation is necessary every three years. 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 suitable trip lead for each visit;
- Assess outside activity providers;
- Advise the Executive Headteacher 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.

Visit Lead

Every educational visit will have 1 member of staff designated as the Visit Lead. The Visit Lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers using the [OECD Visit Leader Checklist \(Appendix 1\)](#);
- 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, families 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, children and parents, families /carers, including roles and responsibilities and expected behaviour.

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 Executive Headteacher;
- Carry out any required risk assessments and work with the Visit Lead;
- Communicate with parents, families and carers and make sure trips are inclusive of all children's 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.

Parents, Family Members & Carers

By agreeing that pupils can take part in educational visits, parents, families and 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 children that may affect or impact their ability to safely take part in the trip.

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 children;
- Report any concerns to the Visit Lead or other staff present as soon as possible;
- Make sure children under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible.

Parents, family members and carers may be asked to volunteer to attend and supervise children alongside staff members on trips. Volunteers will be invited based on the following considerations:

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

All volunteers will be asked to confirm they agree with the expected behaviour.

See **Appendix 4** for our volunteer code of conduct for educational visits.

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.**

Children

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

- Follow instructions given to them while on the trip and listen carefully to their accompanying adults;
- 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.
- Behave courteously to all members of the public that they meet.

Children 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 accessed [here](#).

4. Planning & Preparation

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

- Cost (including any potential cost to parents, families & 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-pupil ratio (see guidance below).

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;
- Safety measures in order to reduce any risks;
- Ratios.

Further useful guidance for planning and preparation can be found at:

<https://oeapng.info/>

In cases where a trip involves transport, activities for more than 24 hours, an overnight stay and/or travel overseas, the Executive Headteacher will seek approval of the Governing Body.

Once the risk assessment has been approved by the Executive Headteacher, and the Governing Body where relevant, staff will communicate with parents, families and carers and provide trip information.

Written 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.

5. Ratios

All trips are individually risk assessed to ascertain the safe level of adult supervision required. Where possible, at least 1 male and 1 female supervising adult will be present (for mixed groups).

Below are the recommended minimum adult to child ratios that our school is committed to implement.

These are adhered to unless there are exceptional circumstances and/or permission has been given by the Executive Headteacher following an assessment of risk taking into consideration the nature of the trip:

- Reception classes: 1:4
- Years 1 – 2: 1:6
- Year 3: 1:8
- Year 4: 1:10
- Years 5 – 6: 1:10/15
- Adventurous activities: 1:10
- Residential visits: 1:10
- Visits abroad: 1:10

6. Inclusion

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

If a child with a disability, statement of special educational needs (SEN) 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 the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents, families and 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 children.

7. Risk Assessment

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 (this can be found on our Teacher Drive: School Trip Risk Assessment & Policy and in **Appendix 3**), and approved by Executive Headteacher / EVC.

Existing risk assessments (which can also be found on our Teacher Drive: School Trip Risk Assessment & Policy) 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 children), 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 should make a preliminary visit to the trip destination as part of the planning and risk assessment process.

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

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

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;
- For Reception visits, at least 1 qualified paediatric first aider 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. These can be found [here](#).
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip.

Transport

Transportation for trips will be organised by the school, in line with our safety procedures, including carrying out a full risk assessment using the school's travelling by coach risk assessment form (**Appendix 4**). We will make sure children, staff and volunteers are transported safely and efficiently, with the required first aid provision.

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

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.

8. Communication & Consent

Where possible, 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. Communication will be via letter using ParentPay, 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;
- Clothing and equipment required, and whether this is provided by the school.

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. This will often be via ParentPay.

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.

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.

9. Residential Visits

The Executive Headteacher, together with the Governing Body, 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, including relevant DBS checks.

Parents and carers will be given information about the visit and asked for permission at least 3 months before the first day of the visit. A parents' meeting will also be held at least 1 month in advance of the trip.

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);
- 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 hold the LOTC 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.

10. Emergency Procedures & Lockdown

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.

We will have emergency planning procedures in place in the event of a critical incident. Every visit leader, deputy visit leader and all other members of the staff team and will be familiar with emergency planning procedures and the reporting mechanism.

Relevant emergency contact telephone numbers will be carried by leaders at all times during an offsite educational visit but should only be used in the case of a genuine emergency. **Under no circumstances will these telephone numbers be given to young people or to their parents or carers.**

Where coach travel is to be used, we will brief coach drivers in advance about emergency/evacuation procedures for the trip. E.g. arranging a second pick up point. We will facilitate a coach evacuation briefing at the start of each coach journey and ensure staff are spread throughout the vehicle for each journey. We will brief staff and children/young people about the use of mobile phones on a trip and especially in the case of an emergency.

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 children. In the unlikely event that a child cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents, family or 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 child when found. The remaining staff and adults will return to the school with the rest of the children.

Lockdown

We will have a robust lock down procedure for all Offsite Visits.

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and children on the trip.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Children will be suitably briefed and involved in the lockdown process where appropriate. Our procedures will include:

- Identifying the likelihood of a security related incident occurring;
- Assessing the level of impact;
- Developing plans and procedures to manage and respond to any threats.

Refer to Government advice in School and College Security Guidance (November 2019)

<https://www.gov.uk/government/publications/school-and-collegesecurity>

11. Incident Reporting

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.

12. Charging & Insurance

We will follow our school's charging and remissions policy at all times.

Where necessary, we will ask for a voluntary contribution to the costs of educational visits. Children will not be denied a place on an educational visit should a parent, family member or carer decline to make a voluntary payment; however, if there are insufficient contributions made, then the visit programme may have to be reduced or cancelled altogether.

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.

13. Data Protection

We will ensure that we have in place suitable systems to protect information held about staff and children/young people and that we comply with current data protection law. This will include how personal data for visits is shared and procedures for handling it. Deputy visit leaders will have a duplicate copy of all pertinent trip documentation.

Refer to: The guide to the General Data Protection Regulation

<https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation>

OEAP Participant Information and Data Protection

<https://oeapng.info/.../4.4j-Participant-Information-and-DataProtection.pdf>

14. 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 2: Volunteer behaviour and 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 Visit Leader 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.

Volunteers agree to:

- Remain professional and respectful with staff and children 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 children;
- 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 children;
- Engage in physical contact with children 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 child 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: