Educational Visits Policy



Hillborough Infant and Nursery School

Owned and Written by: S. Barber – Assistant Headteacher & EVC Lead	**Date:** March 2025
Approved by: Full Governing Body	**Date:** March 2025
Next Review:	**Date:** March 2027
This policy has been updated to reflect the General Data Protection Regulation (GDPR) and Data Protection Act 2018, and it supersedes the HM Government Information Sharing Guidance for Practitioners and Managers published in March 2015.	

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1. Introduction

Trips, visits and learning off-site comprise an essential part of the school curriculum at Hillborough Infant and Nursery School. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

2. Aims

This policy been produced to offer school staff advice and support in the planning and organising of all offsite activities in order to ensure the health and safety of pupils.

3. Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Sporting activities

All activities are available to all children irrespective of needs, ethnicity, gender or religion.

4. Planning and Preparation for a trip

The Educational Visits Coordinator

The school has appointed an Educational Visits Co-ordinator (EVC) whose role is to coordinate the planning and management of these activities, this is the Assistant Headteacher. All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to a significant event. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable.

Procedure

The best practice to be adhered to in the arranging of school trips is as follows:

- Complete the 'Application for preliminary approval of a school visit / journey' form and hand to the EVC at least 4 weeks prior to the visit – Appendix 1
- Once agreed and in consultation with class teachers and/or SLT, the office will book the entire trip on the agreed date(s).
- Office staff will calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school electronic diary
- Parents wishing their pupils to have a packed lunch from the kitchen will complete a form. Dietary needs must be taken into account. The kitchen manager must be informed of a visit at least two weeks in advance. Labels are provided for clarity.
- The 'Educational Visits Risk Assessment' form at least two weeks prior to departure. This can be found on the shared drive in the Evolve folder-> Educational Visits->Educational Visit Documents 2021/2022->Master ESRA. This is shown as Appendix 2
- Class teachers will inform parents in advance of dates for school trips in the newsletter, Year 2 email and on ParentMail, giving at least two weeks' notice (unless there are exceptional circumstances)
- Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process. ● If appropriate, payments will be made directly to the school office.
- All trips will be entered into EVOLVE and will be agreed by the EVC and then the Headteacher https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=lutonvisits.org.uk)

See Appendix 3 – Educational visits checklist section A 'In advance of the visit'

Risk Management

A full risk management assessment must be completed two weeks prior to a trip, which must be approved by the school's EVC, using the school's risk management assessment template. (Shown as Appendix 2) To support the process, existing risk management

assessments can be used, evaluated and updated, including generic risk management assessments provided by the centre to be visited, risk management assessments completed by colleagues who carried out the same trip and/or the generic risk management assessments available on the shared drive Evolve folder-> Educational Visits->Educational Visit Documents 2021/2022- >Master ESRA. The risk management assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip, shared with all members of staff and visit volunteers, both the group leader and deputy group leader must have a copy. Another copy is to be given with the EVC.

Parental consent

In accordance with the Home School Agreement, most parents give blanket permission for their child to attend school trips. As a result, permission is no longer requested from parents for individual school trips or sporting activities. However, parents will always be informed about the trip or activity by email or letter. All the necessary details will be included in the letter, as well as any payments required. Permission will be specifically requested from parents for:

- Trips that take place outside of school hours

Ratios

All trips are individually risk managed to ascertain the safe level of adult supervision required.

There are no recommended adult to pupil ratios, the national guidance from the Outdoor Educational Advisors Panel (https://oeapng.info) states that decisions about the staffing and supervision should take account of:

- The nature and duration of the visit and the planned activities;
- The location and environment in which the activity is to take place;
- The nature of the group, including the number of young people and their age, level of development, sex, ability and needs (behavioural, medical, emotional and educational);
- Staff competence;
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time.

Staffing ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff/participant ratios for a particular age group or activity. However, The Early Years Foundation Stage (EYFS) Statutory Framework sets out legal minimum ratios for all providers working with children aged up to five. The appropriate ratio during an outing is always likely to be higher than the legal minimum: as with other age groups, this should be determined by

risk management assessment, which should be reviewed before each outing. It is not unusual for a ratio of 1:1 to be necessary.

A useful framework for assessing requirements for ratios and effective supervision is **SAGE**.

- **S**taffing: who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
- **A**ctivities to be undertaken: what do you want the group to do and what is possible?
- **G**roup characteristics: prior experience, abilities, behaviour and maturity, sex, any specific individual needs.
- **E**nvironment: indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; and the ease of communications between the group and base. Do not overlook environments to be passed through between venues. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.

Consult with the EVC regarding any adult to child ratio questions.

Payments for trips

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made online via the school website. In certain cases, the school may be able to subsidise the cost of school trips. In these cases, parents need to contact the office.

5. Behaviour on school trips

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

6. Trip Safety

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them.

The school's Safeguarding Policy will be implemented during all off site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- Early Career Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- Supervising adults to include a member of staff with knowledge of basic First Aid
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip
- First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The contents of a first- aid kit will depend on what activities are planned. If a pupil receives a head injury a phone call will be made to school in order for parents to be informed. When first aid is administered a form (See Appendix 4) will be completed and handed to the trip leader at the end of the trip. These incidents will then be recorded on return to school and medical slips will go home to parents.
- Children to be briefed about the importance of staying with their partner/group/adult helper
- Any adult who has not been DBS checked should not be left alone with children during any activity
- Adults must never travel alone with a child in their own vehicle
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front, middle and rear, and other adults alongside
- Regular headcounts to be taken
- The visit leader should ensure that coaches and buses are hired form a reputable company.

See Appendix 1 section B – During the visit

Parent Helpers

- Parents should attend the trip briefing on the morning of the trip.
- Parents to have a list of the names of the children in their group and they should be carried by the Group Leader.
- Parents should be supplied with the school landline and mobile number which should be carried by the Group Leader.

- Parents to be aware of health and safety issues at all times.
- Parents should not smoke whilst accompanying children on a school trip.

7. Emergency procedures

The trip leader and deputy trip leader must always complete the Emergency Arrangements section of the
Risk Management Assessment Form prior to any educational visit and carry the emergency action cards
(see appendix 5). The school office must also have the Establishment Emergency Action card (see appendix 6). In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents. In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child
- Speak only to adults in uniform, e.g., TfL staff, police etc. but under no circumstances go with them. The trip leader and one other member of staff will search the immediate vicinity. The deputy trip leader will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children. If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents. The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children. When the situation has been resolved, the Headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

'Near miss' accidents and incidents should be noted and reported as part of the evaluation procedures.

8. Evaluation

All visits will be evaluated by the Visit Leader with the EVC and entered into EVOLVE. The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

See Appendix 1 section C – At the end of the visit

9. Other Relevant Policies and Documents

This policy complements and supports a range of other policies:

- Teaching and Learning Policy
- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy

10. Monitoring and Review of Policy

This policy will be monitored and reviewed on a regular basis. Updates and further training will be undertaken as required. The EVC undertakes the review and updating of the policy, guidelines and procedures, and the dissemination to all staff, and the governing body.

Appendix 1 – Application for Preliminary Approval of a School Visit/Journey

APPLICATION FOR *PRELIMINARY* APPROVAL OF A SCHOOL VISIT/JOURNEY

(Ensure this form is completed at least **4 weeks before** a planned trip (**8 weeks before** a residential)

Place to be visited (exact destination) _____

Purpose of visit (linked to the NC) 1) _____

Please only use NC codes – see page 2. 2) _____

Outcomes: 1) _____

2) _____

3) _____

4) _____

Date of visit _____ Year Group/Classes involved _____

Travel arrangements _____

Visit times: Time leaving school _____ Time arriving at venue _____

Time leaving venue _____ Time returning to school _____

Visit Leader _____ Other staff/volunteers (named NOT initials) _____

_____

_____ Nominated first aider _____

Total number of pupils____ Number of boys____ Number of girls____ (girl/boy numbers only needed if you are taking part of a year group or a mix of children)

Do you require the mini bus for this trip ? _____ If yes, please book the mini bus in the office and organise a driver.

Office to complete transport costs:

Transport	Total cost		Cost per child	
Venue	Total cost		Cost per child	
	Total cost of visit		Total cost per child	

Pupil preparation and follow-up: _____

_____

_____

Visit approved by _____ Date _____

Head teacher on behalf of the Governing Body.

Appendix 1 – continued

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Appendix 2 - Event Specific Risk Assessment (ESRA)

May be completed electronically to expand the boxes

Visit Details:			Date:			
Visit Leader:			Person completing ERSA:			
			Who to be informed			
Identifying the Specific Issues/hazards List significant hazards which may result in serious harm or affect several people	H/M/L **rating**	How to manage it **What procedures/control measures will you have to reduce the risk**	**Parents**	**Staff**	**Participants**	H/M/L outcome
The Journey – ***points to consider e.g. on the way there, breakdowns, pit stops, driver, method of transport and seating arrangement*** **Acceptable use of mobile phone**						
The Venue - ***points to consider e.g. on the way there and on the way back, at the accommodation or centre etc*** Acceptable use of mobile phone						
The Group (including staff) - ***points to consider e.g. young people, supervisors, centre staff, the public etc*** **Acceptable use of mobile phone**						

The activities - ***points to consider e.g. downtime, direct/remote supervision, handover, under instruction, specific activities*** **Acceptable use of mobile phone**						

Generic/Establishment Risk Assessments/guidance used to support this visit: There is no need to repeat any generic/establishment risk assessments or procedures used, however please list below any that accompanying staff/pupils need to be aware of that are relevant to this visit.	
Ongoing Risk Management	**Ongoing risk management notes**
1 Apply the Control Measures	**Acceptable use of mobile phone**
2 Monitor how effective they are	
3 Change, adapt and revise as required	
4 Make notes of the changes	
Examples: ● Monitor the weather ● Monitor traffic on the road ● Monitor the group and leader motivation	

Alternative plans (Plan B) - This must be completed for all visits

Plan B is an alternative – not an emergency procedure. Plan B should be pre-checked and prepared in the same way as plan A. Plan B might consist of doing the same activity at a different location, or a different activity altogether. Be prepared to move to Plan B before or even during the activity.

Acceptable use of mobile phone

Home/base Emergency contact name/number:	
On site/venue Emergency contact name/number:	
Contact number for Local police:	Contact number for Local doctor:

Signed by EVC _____ Date _____

Appendix 3 - Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for all visits.

The visit should only go ahead if the answer to **all** questions in section A is 'YES' or N/A

Section A - In advance of the visit:	Yes	N/A
1. Have the educational aims of the visit been clearly identified?	□	
2. Is the visit appropriate to the age, ability and aptitude of the group?	□	
3. Has there been suitable progression/preparation for participants prior to the visit?	□	
4. Does the visit comply with any guidelines specific to your Establishment?	□	
5. Does the visit comply with any specific Council guidelines?	□	
6. If a member of staff is going to lead an adventurous activity, have they been 'approved' by Luton □ Borough Council?	□	
7. If using an external provider or tour operator, have they satisfactorily completed and returned an □ Independent Provider's form?	□	
8. Are transport arrangements suitable and satisfactory?	□	□
9. If the visit is residential, have appropriate measure been taken to ensure the suitability of accommodation?	□	□
10. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability □ of activity and safety of participants?	□	
11. Have you conducted a pre-visit (normal procedure for most visits within the UK)? If not, have appropriate additional checks been made?	□	
12. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations).	□	
13. Have any adult helpers (non establishment employees) been approved by the Head of Establishment as to their suitability?	□	□
14. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?	□	
15. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role?	□	
16. Are all support staff aware of and comfortable with their roles?	□	
17. Are all helpers aware of and comfortable with their roles?	□	
18. Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties?	□	
19. Is insurance cover adequate?	□	
20. Does at least one member of staff know the participants that are being taken away, including any behavioural traits?	□	

21. Have participants been advised in advance about expectations for their behaviour? If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? □

22. Are participants aware of the nature and purpose of the visit? □

23. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? □

24. Have all relevant details been issued? (eg. itinerary, kit lists, etc?) □ □

25. Are staff aware of any medical needs and/or other relevant details of participants? □

26. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary □ □ have named staff received appropriate training?

27. Are staff aware of any relevant medical conditions of other staff/helpers within the group? □ □

28. Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? □

29. Is a first aid kit (appropriate to the visit) available? □

30. Is there flexibility within the programme? Are there contingency plans that would be suitable in □ the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and parental consent been obtained?

31. For journeys taking place outside the establishment's 'normal' hours, will Form EV7 be carried by □ □ the Visit Leader, and Form EV8 with the designated emergency contact/s?

32. Are full details of the visit at the Luton Borough Council establishment, and if appropriate with the establishment's Emergency Contact(s)? □

33. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? □

34. Is a weather forecast and/or other local information necessary, and are staff able to access this □ □ information and act upon it appropriately if necessary?

35. If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made □ □ available to all supervising staff in advance of the visit?

36. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are □ □ visiting?

37. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place □ □ for checking the suitability of equipment?

38. Does any specialist equipment conform to the standards recommended by responsible agencies? □ □

39. Have all financial matters been dealt with appropriately? □

40. Has the visit been approved by the Head of Establishment and EVC, and in line with Governing □ Body policy (where appropriate)?

41. If residential, overseas or involving adventurous activities, has the visit been approved by Luton □ Borough Council ? □

Section B - During the visit

42. Do all staff have a list of participants/groups and emergency contact details if out of the establishment's normal hours? □

43. Does the establishment office have a list of the names of all participants, including adults (and contact details if out of establishment hours) and Emergency Cards? □

44. Do staff have sufficient funds to allow for any contingencies? □ □

45. Do staff have any relevant literature, work sheets, clipboards, etc? □ □

46. Do staff have other items, eg. first aid kit, sick bags, litter sacks, etc if needed? □

47. Are participant numbers being checked at appropriate times? □

48. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? □ □

49. Are participants aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, □ crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) □

50. Has a clear recall system been arranged if the group is working away from you? Do participants □ understand this and will they be able to respond effectively? □

51. If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet? □ □

52. Do participants know what action they should take if they become separated from the group? □

53. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? □

Section C - At the end of the visit

54. Are appropriate arrangements in force for the dismissal of participants? □

55. Has the Visit Leader reported back to the EVC? □ □

56. Has the group been debriefed and any relevant follow-up work completed? □ □

57. Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc? □

58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? □

59. Have all staff and helpers involved in the visit been thanked for their input? □

Appendix 4 – Educational Visits Injury Form

EDUCATIONAL VISIT INJURY FORM

(FORMS TO BE HANDED TO THE LEADER AT THE END OF THE VISIT)

DATE	TIME	CHILD'S NAME	CLASS	NAME OF FIRST AIDER
REASON				
TREATMENT GIVEN				

Appendix 5 – Visit Leader Emergency Action Card

Visit Leader Emergency Acition card

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Emergency Numbers

Role	Name	Landline	Mobile
Visit Leader			
School/Establishment			
Establishment Emergency contact			
Head of Establishment/EVC			
Emergency services (if travelling abroad)			
Luton Borough Council Emergency Call Centre (In the event of a critical incident call the On Duty First Responder)		**01582 546072/+441582 546072**	
Other/Chair of Governing Body (optional)			
Foreign Office Consular Assistance		**+44 20 7008 1500**	

Incident notes/record	
Time	Event/Action/Decision

Appendix 6 – Establishment Management Emergency Action Card

Establishment Management Emergency Action Card

This 'card' must remain with the Establishment Emergency Contact(s) at all times

The establishment's Emergency Contact(s) should have access to all Visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), to an emergency on an Educational visit you should:

STAY CALM – consider the actions you need to take and the people you need to contact to help you. Decide what immediate help you need and contact these people.

TAKE CHARGE of the incident until relieved by a more senior colleague. It is essential that one person is clearly designated as controller of the emergency response, and that it is clear to all who this is.

CONTACT the group in difficulty to reassure them, get up to date information and keep them informed of your actions.

RECORD all information you receive and actions you take.

If the incident **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention:

Provide the required assistance if possible

Seek further advice or pass on details to other establishment contacts that may be able to assist

If the incident **does** involve serious injury or fatality, and/or **is** likely to attract media attention:

Inform the Visit Leader that someone will phone him/her back within 30 minutes

Ascertain if the Visit Leader has already contacted the Luton Borough Council Duty First Responder, if they have not please contact them on 01582 546072 and state that you require immediate assistance. Give brief details of the incident.

You should then contact the Head of Establishment (if this is not you)

Emergency Numbers

Name	Landline	Mobile
Visit Leader		
Assistant Leader		
Head of Establishment (if not you)		
Deputy Head of Establishment		
Luton Borough Council Emergency Call Centre (In the event of a critical incident call the On Duty First Responder)	**01582 546072**	

Other/Chair of Governing Body (optional)		
Emergency services (if travelling abroad)		
Foreign Office Consular Assistance	+**44 20 7008 1500**	

On receiving a call

In the event of receiving an emergency call from a group on a Visit, remember they are likely to be very stressed. You need to remain calm to be able to take down some key information without missing anything. Carry out the actions below, as appropriate:

1. Take down the following information:

Who is calling?
What is their role in the group?
What number can they be contacted on?
What has happened? Nature of emergency?
Number and status of any casualties?
Current location?
Total number of people in the party?
Are they staying where they are or moving? If moving where to?
What help do they require?
Time of incident?
Time now? If the group is outside of the UK, what is the time difference?

2. Reassure them and tell them they will be called back within 30 minutes.

3. Activate your establishments Critical Incident Emergency plan.