



QUEEN VICTORIA PRIMARY SCHOOL

EDUCATIONAL VISITS POLICY & PROCEDURES

Policy Number:	School Policy - 26
Approved by:	LGB Meeting 31st January 2024
Next review due date:	October 2025

AIM

Queen Victoria Primary School firmly believes that educational visits and residential trips within the UK are an important aspect of a broad and balanced curriculum.

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, and form an integral part of our approach to furthering our 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

GOVERNMENT LEGISLATION AND ADVICE

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](#)

ROLES & RESPONSIBILITIES

This policy sets out responsibilities, requirements and guidelines for planning, organising and managing school trips, to ensure that pupils and staff may experience the best possible benefits from their trips and activities, whilst at the same time minimising risks to their health, safety and welfare.

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 co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours
- Approve risk assessments via Evolve.

The Educational Visits Co-ordinator (EVC)

Mrs K Walker is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Oversee, evaluate and approve risk assessments via Evolve
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
Assess outside activity providers
- Advise the headteacher and governing board 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

The Visit Lead

Every educational visit will have 1 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
- 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
- Ensure a risk assessment is completed in line with the recommendations on Evolve
- Provide individual risk assessments for pupils with additional needs liaising with the school's SEND Lead or Mental Health Lead
- 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

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 lead
- 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

Parents & Carers

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

Volunteers

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

- Follow the directions of staff and act accordingly
- Have an up to date DBS where possible
- 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

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

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.

The Family Support Worker oversees that all medical requirements and safeguarding procedures are met.

If required, we also liaise with the School Nurse, and any appropriate outside agencies together with the LA (EVOLVE contacts and the Head of Physical and Medical Inclusion Service).

PLANNING & PREPARATION

- Cost (including any potential cost to parents/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, taking age and needs of children into consideration
- Any extenuating factors that arise

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance details, as required
- Risk assessment plans and first aid provision
- Safety measures that can be put into place in order to reduce any risks
- Provider form details for Evolve

See **APPENDIX 1** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours/an overnight stay, the headteacher may 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.

INCLUSION

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

If a pupil 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 visit programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Where required, additional risk assessments will be carried out to ensure the safety of all staff and pupils. See **APPENDIX 2**

RISK ASSESSMENT

We will carry out a full risk assessment at least 2 weeks before the start of all visits, 4 weeks for visits over 24 hours.

This will be completed using the school's risk assessment template on the Evolve Portal, managed by Stour Vale Academy Trust, and approved by the EVC and the Headteacher. Existing risk assessments or those provided by the destination itself, may also be used to support this process.

The risk assessment will include any specific additional needs, medical issues and allergies (for staff and pupils), the role of additional support on the visit, the risks of specified activities to be carried out at the destination site, as well as those associated with transport.

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.

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

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

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 named qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, including equipment for sickness while travelling
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Medical risk assessments will be known and taken on visit by key adults (First Aider, Group Leader and Visit Leader)
- In line with the Medicines in School policy, only medication prescribed by a doctor will be administered, which must be in a clearly labelled bottle/tablet blister pack including the exact dosage, time and in date (no older than 3 months with exception of inhalers and Epi-Pens)
- Two members of staff will check, administer and counter sign all medicine administration
- Children will always be supervised in any administering of medication, including: the treatment for asthma, hay fever, diabetes, epilepsy and anaphylaxis
- Adequate staff to child ratio, dependent on the visit/activity See **APPENDIX 3** for guidance
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or roll-calls

Transport

Transportation for trips will be organised by the school, in line with our safety procedures and with approved providers. 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.

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 is 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 and carers 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, via the school's Off site Volunteer's Registration form - see **Appendix 4**.

Staff members will brief volunteers 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 1 month before the proposed date of the trip. Communication will be via letter or email (via 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
- 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, 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.

At the beginning of every school year, 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. Parents will be required to update this information as necessary.

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.

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).

In the incredibly rare circumstance where a pupil may be unaccounted for, the Visit Lead will search the area while other members of staff will remain in charge of other pupils. In the unlikely event that a pupil cannot be found within 15 minutes, the Visit Lead will 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 Visit Lead will then contact the school office who will notify the parent/carers. The remaining staff and adults will return to the school with the rest of the pupils. A full investigation of the incident will take place.

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. This evaluation will be via EVOLVE.

CHARGING & INSURANCE

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

Parents/carers will not be asked to pay for any educational visit that take place during school hours, ;however, where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional, except for residential visits, and will not affect pupils' ability to take part fully in the trip.

They also will not be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

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 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
- A Queen Vic staff member of each gender will be present for the duration of the residential
- Prior to the visit, a parent/carers of children with a serious medical condition should meet with the Family Support Worker, SENCO and the school nurse to complete the visit care plan.
- All necessary permissions and medical forms are obtained at least one 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 2 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)
- 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.

ADVICE AND GUIDANCE

For any advice or guidance during any stage of the visit reference should be made to EVOLVE which has a specific advice section.

EDUCATIONAL VISITS & CORONAVIRUS

Coronavirus: travel guidance for educational settings from the Department of Education (Updated October 2020) has now been withdrawn; however, staff will still be vigilant regarding potential outbreaks.

As normal, staff will undertake full and thorough risk assessments in relation to all educational visits to ensure they can take place safely. As part of this risk assessment, staff will consider which control measures will be required and ensure that they are aware of wider advice on visiting indoor and outdoor venues.

For residential trips, staff will check and follow any measures that may still be in place in relation to Coronavirus that any provider has used and implemented, such as cleaning/sanitising, ventilation and 'social distancing', paying particular attention to the number of people sharing sleeping accommodation, and that there is a clear agreement with the accommodation provider about this. The safe maximum number will depend upon room size, layout and ventilation.

Due to the potential consequence of a leader becoming infected with Covid during a residential, the group leader will also ensure that staff sleeping accommodation is appropriately sized and ventilated, with ideally no sharing.

OEAP National Guidance will be followed in relation to any current Coronavirus guidance (4.4k Coronavirus).

GDPR – PERSONAL DATA

This policy is collecting personal data and accordingly adheres to the principles of data protection law. Further information on the lawful basis of using personal data can be found in the school's privacy notices. The personal data obtained will also be managed in line with the school's data retention policy. For further information, please refer to the school's data protection policy."

REVIEW

This policy will be reviewed every two years by Mrs K Walker. At every review, the policy will be shared with the Governing Body.

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 & Safeguarding policy
- First Aid policy
- Supporting pupils with Medical Conditions policy
- Special Educational Needs and Disability (SEND) policy
- Equality Statement and Objectives
- Accessibility Plan
- Early Years Foundation Stage (EYFS) policy



APPENDIX 1: Visit Planning

PROPOSED VISIT PLANNING INFORMATION

To be completed by the staff member proposing the educational visit, and submitted to the Head teacher or member of SLT for booking to be authorised

Name of person completing form:				
Proposed Trip/Event:				
Ensure the visit date is put on the school calendar				
Date/Time	Duration	Year Group	No of Children	No of PP children
Staff required – proposed names:				
Reason for trip				
Transport required				
Cost to parents				
Authorised by SLT member				
CHECKLIST				
Has the trip been recorded on the school calendar?				
Have office staff been notified of arrangements?				

APPENDIX 2: Additional Needs Risk Assessment

Individual risk assessment to be completed for children with a medical, behavioural or additional need. This needs to be attached to the Visit Risk Assessment:

Additional Considerations:

ADDITIONAL CONSIDERATIONS:

Assessment carried out by Signed	Date assessment carried out:	Review date:
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APPENDIX 3: Staffing Ratio Guidance

Other than in Early Years settings, there are no prescribed ratios.

You must assess the needs of the actual group you are leading, and the risks associated with the planned activities, with a view to ensuring effective supervision.

OEAP National Guidance document 4.3b “Ratios and Effective Supervision”.

In England, the Early Years Foundation Stage (EYFS) Statutory Framework sets out legal minimum ratios for all providers working with children up to age five – see www.gov.uk/government/publications/early-years-foundation-stage-framework--2

The appropriate ratio during an outing with Early Years children is often likely to be higher than the minimum: as with other age groups, this should be determined by risk assessment, which should be reviewed before each outing.

School’s staffing is as follows:

1: 5 Nursery
1: 5 Reception
1: 8 Y1 and Y2
1: 10 Y3 - Y6

Extra adults will be required to enable trained staff to support any children with additional needs or when the nature of the visit requires, additional support, for example adventurous activities.

APPENDIX 4: Volunteer Form

Off-Site Volunteer's Registration form to be completed by all volunteers attending the visit.



Off site volunteers registration form

School visits are an integral part of learning which we believe are essential to ensure children gain opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer, you have an important role to play in the success and safety of this school visit.

Please read this agreement and complete and sign the slip. This is part of the school's risk assessment and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, all of the children in your group under the overall supervision of the School Visit Leader. The class teacher will give the volunteer a list of children for whom they are responsible – this will probably not include your own child if you are a parent/carer (**delete as appropriate**).
- To stay with your allocated group of children, ensuring that their well-being and safety is maintained for the duration of the school visit. All children are told that they must stay with their group and the group adult at all times.
- If the visit involves a coach journey, please help the children in your group fit their seatbelts.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school.
- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

Volunteering alongside school staff

- The class teacher leads the rules, routines and expectation for the day. Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- Please show a commitment to the children in your group by taking an interest in the focus of the visit and assist pupils in their learning by helping them to read signs/labels/information, asking questions that encourage pupils to think about the task and help to explain the areas of interest.
- Please do not take photographs of pupils using your own mobile phone or camera or give/buy your group treats such as ice-creams or sweets at any time on the visit.
- Volunteers must not leave their group whilst on a visit and remember that it is not your responsibility to undertake personal care for a child. Unless you are a regular volunteer who has undertaken a full DBS disclosure and has been explicitly instructed you may do so, a member of staff should always be asked to take a child to the toilet.

Volunteers are asked to keep the same degree of confidentiality as in school.

- You will be informed if any child in your group has medication/needs. If medicine needs to be administered this will be done by a member of school staff.
- If you have any emergency, please inform a member of staff as soon as possible. If you become separated from the rest of the school party, please telephone the emergency contact given to you on the day, or phone school.

Visit	
Date	

I have read the *Off-Site* Volunteers registration form and agree to support children in enjoying the visit and actively contribute to the smooth running of the visit.

I will treat any information I may hear about children, their parents/ careers or the school as confidential and will not discuss or disclose information out of school

Name	
Phone Number	
Signed	
Date	
Emergency Contact Name	
Emergency Contact Phone Number	
Relationship	