

# Prince of Wales Primary School

learning together, growing together

## Educational visits



<b>Approved by:</b>	Governors	<b>Date:</b> January 2023
---------------------	-----------	---------------------------

<b>Last reviewed on:</b>	[]
--------------------------	----

<b>Next review due by:</b>	January 2026
----------------------------	--------------

## Contents

1. Aims and scope .....	2
2. Legislation and guidance .....	3
3. Roles and responsibilities .....	3
4. Planning and preparation .....	5
5. Risk assessment.....	6
6. Volunteers.....	7
7. Communication and consent .....	7
8. Emergency procedures and incident reporting.....	7
9. Charging and insurance .....	8
10. Residential visits .....	8
11. Review .....	9
12. Links with other policies.....	9
Appendix 1: proposed visit planning information .....	10
Appendix 2: risk assessment template .....	12
Appendix 3: volunteer behaviour and code of conduct .....	16
Appendix 4: template medical.behavioural needs .....	17

---

## 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 headteacher or other designated member of staff.

At Prince of Wales Primary School educational visits are a valuable way to enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences. Through trips we aim to teach life skills and promote independent learning, whilst providing 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
- › 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](#)
- [Statutory framework for the Early Years Foundation Stage.](#)

## 3. Roles and responsibilities

### 3.1 Headteacher/Deputy Headteacher

The headteacher/Deputy 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

### 1.2 The educational visits co-ordinator (EVC)

**Jennifer Langstaffe** 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 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

### 3.2 Trip 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
- 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

### 3.3 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 or deputy 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

### 3.4 Parents and 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

### 3.5 Volunteers

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

- › Follow the directions of staff and act accordingly
- › Read the volunteer leaflet regarding expectations/safeguarding and communication
- › 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

### 3.6 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.

**See Behaviour Policy of Prince of Wales Primary School**

## 4. Planning and preparation

The decision on whether or not a visit will take place will be made by Jennifer Langstaffe or Jan Bless, and based on factors including:

- › 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
- › Transport available

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, volunteer, 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
- › Staff ratio required
- › Supporting children with additional needs

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 and/or travel overseas, the headteacher 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.

### 4.1. 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 trip 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.

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

## 5. Risk assessment

We will carry out a full risk assessment at least 1 weeks before the start of all trips.

This will be completed using the school's risk assessment template and in appendix 2, and approved by the deputy headteacher. Existing risk assessments [found in Staff drive under Educational Visits] 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/deputy headteacher and, where appropriate, third party vendors.

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

### 5.1 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
- › Staff to be informed they will be going on the trip at least two weeks in advance
- › Appropriate first aid equipment will be take on all trips, in accordance with the school's first aid and health and safety 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
- › The trip lead will take regular headcounts and/or rollcalls

### 5.2 Transport

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

When using trains for transport the trip lead will phone ahead regarding support to escort pupils on and off the platform into the train.

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

### 5.3 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.

## 6. 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. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** 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.

## 7. Communication and 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/email 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.

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.

## 8. Emergency procedures and 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.

1 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.

## 9. Charging and insurance

We will follow our school's charging and remissions policy at all times. For some trips which take place during school hours, the school does have to request that parents/carers cover the cost via voluntary contributions, in order to enable the trip to go ahead. If insufficient contributions are received then regrettably the trip may have to be cancelled, as per the policy. Educational visits that take place outside of school hours which form part of the National Curriculum, a syllabus for a prescribed public examination, or religious education, may also need to be funded by voluntary contributions. Residential trips will always be chargeable, except for parents in receipt of certain benefits; these are detailed in the charging policy.

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.

## 10. 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
- 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 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.

## 11. Review

This policy will be reviewed every 3 years by the deputy headteacher. At every review, the policy will be shared with the full governing board.

## 12. 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: proposed visit planning information



# Prince of Wales School Educational Visit Proposal/Planning Form

Staff are responsible for researching any visits before the office team arrange bookings.

<b>Class/Year Group:</b>	<b>Number of children:</b>	<b>Destination:</b>	<b>Date/s of prospective visit:</b>
<b>Whole day/half day/Other -</b>		<b>Entrance fee/Transport Costs:</b>	<b>Lunch room needed?</b>
<b>Lead teacher:</b>	<b>Transport needs:</b>		<b>Details of route plan:</b>
<b>Curriculum Links:</b>			<b>Details of contingency route:</b>
<b>Additional notes:</b> When is your PPA?	<b>Travel times: (Please indicate how long the journey will take approximately)</b> <b>Departure time:</b>		
	<b>Arrival time back to school:</b>		
<b>Please specify how many adults you require:</b>	<b>Children who require 1:1 supervision:</b>	<b>Venue booked:</b>	

**List accompanying adults**

**Transport booked:**

**Sign and print name:**

Signed:.....

(Teacher in Charge of Trip)

Signed:.....

(Approved – Linda)

Signed:.....

(Booked)

## Appendix 2: risk assessment template

**SPECIFIC RISK ASSESSMENT FOR VISIT TO:**

Establishment:	Leader of visit:	Date(s):
Description of location and nature of visit/activity:		Year group(s) or ages of participants:
LA generic risk assessments to be followed for this visit are:		

**ASSESSMENT OF SPECIFIC SIGNIFICANT HAZARDS:**

Hazard	Risk	Persons at risk	Control Measures/procedures to be in place	Action points/ Who to be informed:	Residual risk	Tick if in place
Consider (as appropriate): travel, sites (including accommodation), activities, group (ability, medical, behaviour, special needs) any other significant specific hazards			Include plans for supervision including plans for any remote supervision	parents - leaders - participants		

Getting on and off trains	Member of groups falls/hit by door	Staff/Pupils	Ring station ahead of journey and request an escort to get on and off trains. Inform staff when arriving at station that they are there.	Train staff		
---------------------------	------------------------------------	--------------	---	-------------	--	--

PAGE 2 SPECIFIC RISK ASSESSMENT FOR VISIT TO:

Hazard	Risk	Persons at risk	Control Measures/procedures to be in place	Action points/Who to be informed:	Residual risk	Tick if in place
Consider (as appropriate): travel, sites (including accommodation) , activities, group (ability, medical, behaviour, special needs) any other significant specific hazards			Include plans for supervision including plans for any remote supervision	parents – leaders - participants		

Alternative plans (for poor weather etc)						
Emergency plan in case of incident or accident including terrorist attack						

ASSESSMENT CARRIED OUT BY (NAME):

SIGNED:

DATE:

APPROVED BY SIGNED:

---

## Appendix 3: 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 class teacher 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.

**Firstly-thank you for your help today-it would be difficult to organise visits outside school without parent volunteers.**

Here are some basic principles that we wish you to follow and be aware of

- The class teacher is the lead person in charge and will share with you the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions-for example, when to eat and drink.
- Parents may not always have their own child in their group.
- The teacher will give parent helpers a list of children for whom they are responsible.
- All children are told that they must stay with their group and the group adult at all times.
- Please ensure that you are aware of the risk assessment and any medical needs of pupils in your group.
- You will need to be with your group at all times - don't leave them, even if there is a workshop.
- The class teacher is responsible for ALL first aid and medication but there may be children in your group who need medication-the teacher will speak to you about this.
- If there is a medical emergency, please inform the class teacher immediately.
- If appropriate, children will be permitted to bring money on the trip however, this should NOT be supplemented in any way, nor gifts bought for individual children or groups.
- No money should be spent on the children in your group.
- Please do not use your mobile phone/camera to take pictures or videos. Please do not make or take personal calls during the day.
- Please do not smoke.



No Smoking



## Appendix 4: template emergency procedures and medical/behavioural needs



### Emergency Procedures and Medical/Behavioural Needs

**On arrival at destination, inform all adults of the meeting point in case of an emergency.**

**Team Leader Mobile:**

<b>Establishment: of adults:</b>	<b>Total number of pupils: Ratio:</b>	<b>Total number</b>
<b>Meeting point in case of an emergency:</b>		<b>Notify school on arrival and prior to departure 01992 762 840</b>
<p>If a child is taken ill who will take the child back to school/escort to hospital? (not the First Aider or Lead Adult)</p> <p>Lead person to notify school. Office will notify parent.</p>		
<b>Lead First Aider:</b>		

Children requiring medication and/or have medical needs	Medication	Children with behavioural needs/1:1	Staff/volunteers requiring medication/and or have medical needs	Medication

--	--	--	--	--