

Manor Primary School

Educational Visits Policy

2024-27



Approved and Agreed by the Governing Body: 22nd March 2024

Signed (Chair of Governors) ____ N Benn C Drain Date: 22.3.24

Review Date: March 2027

Address (Longbridge Site): Manor Primary school
40 Scholars Way
Longbridge Road
Dagenham
RM8 2FL

Telephone: 020 8724 1111

Address (Sandringham Site): Manor Infant School
Sandringham Road
Barking
IG11 9AG

Telephone: 020 8270 6630

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. Educational visits are a valuable way to:

- Supplement and enhance the curriculum
- Expand pupils' education
- 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 pupil'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 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 visits organised by the school
- Visits 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 2023](#)
- [statutory framework for the Early Years Foundation Stage](#).
- [National Guidance | \(oeapng.info\)](#)

This policy is based on the OEAP National Guidance and employees should follow that guidance as well as the requirements of this policy. In the event of any apparent conflict between this policy and the OEAP National guidance, this policy must be followed and clarification sought from the EVC (Educational Visits Coordinator) or head/deputy.

3. Roles and responsibilities

3.1 Executive Headteacher/Head of School *(or Deputy Head Teacher in the absence of the Executive Headteacher/Head of School)*

The Executive Headteacher / Head of School 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 board to approve residential visits of more than 24 hours

3.2 The educational visits co-ordinator (EVC)

The Heads of School are the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable lead for each visit
- Assess outside activity providers

- Advise the Executive Headteacher and governing board when they're approving educational visits
- 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

3.3 Educational Visits lead

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

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Ensure the **EVC flow chart (Appendix 1)** has been followed
- 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

3.4 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for visits, as well as how to act while taking part. Staff will:

- Make sure they have planned the visit and risk assessed with the visit lead. This includes a pre-visit as necessary.
- Communicate with parents and carers and make sure visits 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 visit lead and others, as appropriate

3.5 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 visit

3.6 Volunteers

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

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the visit 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

3.7 Pupils

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

- Follow instructions given to them while on the visit
- Dress and behave as expected for the length of the visit
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or visit 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.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Executive Head teacher or Heads of School; this will be 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

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

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

In cases where a visit 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 visit information.

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 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.

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 2 weeks** before the start of all visits.

This will be completed using the school's risk assessment template (**See Appendix 2**) and approved by the Heads of School (EVCs)/Executive Headteacher.

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.

If staff have not visited the location previously or in the last three years, they should carry out a pre-visit to the destination.

Visit leads will raise any concerns or questions about potential risks and safety measures with the EVC and, where appropriate, third party vendors. Every risk assessment will be approved by the EVC, and a copy taken on the visit and another copy uploaded to Evolve.

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:

Adult to child ratio:

- Early Years: 1:5
- Key Stage One: 1:6
- Key Stage Two: 1:10
- If possible, for mixed groups, 1 male and 1 female.
- At least 1 supervising adult able to administer first aid.
- Appropriate first aid equipment will be taken on all visits, in accordance with the school's first aid and health and safety policies. These can be found in the school office.
- All supervising adults will be made aware of any medical issues or allergies at the start of the visit.
- Adults without a DBS check will not be left alone with pupils at any time.
- The visit lead and sub groups will take regular headcounts and/or rollcalls.

5.2 Transport

Transportation for visits 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. 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 visits. 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 visit
- The setting and circumstances of the visit
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed in as much time as possible ahead of the visit, and asked to confirm their attendance.

They will also be asked to confirm they agree with the expected behaviour. Volunteers will receive a briefing 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 visit. 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

In most cases consent and communication for educational visits will be sent out via parent hub. For local area visits, consents will be signed upon admission to the school. For visits further afield, written consents will be requested from parents and carers. 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 visit and information provided will include:

- Times and dates of the visit
- Travel method
- Purpose of visit
- Any costs involved
- Lunchtime arrangements
- Any clothing and equipment required
- In some cases an emergency contact

We may also ask for confirmation of any medical or dietary information of which we may not have already been made aware.

In the case of overseas visits, 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 visit leader will be familiar with these plans for each visit.

In the case of an emergency, the visit 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 visits 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 visit 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 visit leader will contact the school office who will notify the parents/carers. The visit 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 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 ask for a voluntary contribution to the costs of educational visits; pupil premium children will pay a reduced amount.

We will make sure adequate insurance is in place for all visits, 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 Executive Headteacher, together with the governing board, will approve all residential visits 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 visit lead with support from the EVCs will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 2 weeks before the start of the visit
- All adults have had adequate safeguarding checks.
- Parents and carers will be given information about the visit and asked for permission at least a month 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 (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

For visits abroad, we will make sure that any organisation providing activities holds 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 Executive Headteacher or Heads of School. 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:

- Staff Code of Conduct policy
- Behaviour policy
- Safeguarding policy
- Intimate Care Policy
- First aid policy

Appendix 1: Educational Visit Booking Process (Check List)

Time Before Visit

1. Check the date: Check the intended visit details with Rohima Begum / Fiona James - Provide: Date, location and reason for visiting.

8 Weeks Before

2. Book It: Visits must be booked 8 weeks in advance and must be linked to the curriculum.

3. Invoices: All financial aspects **must** go through Hardeep Hunjan (including cost of visit and fee for parents).

3 Weeks

4. Travel conformation: As soon as the visit has been confirmed – book your transport. The office can book this for you, if relevant information is provided 3 weeks in advance - OR TFL WILL NOT PERMIT TRAVEL.

5. Pre-visit: If you have not visited the location in the last three years

6. Letters: A draft letter with the key information must be sent to the office two week before.

2 Weeks

7. A risk assessment must be completed **2 weeks prior to the visit.**

8. Risk Assessment/TOGs: Uploaded onto **Evolve** with visit details.

9. Packed Lunches: Inform the kitchen about how many lunches you need.
No later than 1 week before.

1 Week

11. Day of visit: **All adults** attending must have a copy of the risk assessment, one copy must go to the office along with children who are not attending- with indication of the class they will be in. You must provide them with work. **All adult** must be briefed of expectations (Parent helper guidance). **Registers must be completed. Hi-Vis to be worn by all pupils and adults.**

Day of Visit

12. Returning to school: Debrief with **EVC Leads (Rohima Begum / Fiona James)** at the end of the visit.

Appendix 2 Risk Assessment Proforma

Risk Assessment

Risk assessment template based on the Health and Safety Executive model.

Lead Adult	
Visit Destination	
Date Risk Assessment was completed	
Completed by	
Mode of Transport	
Planned Route	
Vulnerable Pupils	
Any Medical Needs	

Other Adults Attending	
Parent Volunteer Names	
Ratio of Staff to Children <i>(Guide EYFS 1:5, KS1: 1:6, KS2: 1:10)</i>	
First Aider/Epi Pen Trainer	
Weather Forecast	

Date of visit	
Departure Time	
Return Time	

Resultant Risk Rating	
Please tick	
High	<input type="checkbox"/>
Medium	<input type="checkbox"/>
Low (Normal)	<input type="checkbox"/>

Area of Work/ Task/Hazard	People Affected	Risk(s)	Control Measures	Further action required	Review date

Area of Work/ Task/Hazard	People Affected	Risk(s)	Control Measures	Further action required	Review date

Contact Names	Contact Numbers	Contact Names	Contact Numbers

Children Remaining In School	Class Allocated

Nearest School to the Visit Location Children must be escorted here in case of an emergency (security threat)

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.



Executive Headteacher: Mrs A Tabrett
Chair of Governors: Mr C Drain Mr N Benn

Manor Primary School
Sandringham Road
Barking
Essex IG11 9AG
Tel: 020 8270 6630
Acting Head of School: Miss F James
E-mail: office@manor-i.bardaglea.org.uk

Manor Primary School
40 Scholars Way
Dagenham
Essex RM8 2FL
Tel: 020 8724 1111
Acting Head of School: Mrs R Begum
www.manorinfants.com

Dear Parent/Carer

Thank you for helping on the educational visit to.....

Date.....

We would like you to be aware that you will be asked to carry out several responsibilities on the trip, as your presence is one of a caring responsible adult for a group of children.

- Before the educational visit begins, you will be made aware of the arrangements and plan of events and have a list of the children that you will be looking after for the day.
- We ask you to make sure that all children in your group are always supervised. If anything causes you concern, then you should report it immediately to the supervising teacher.
- Act as a caring, responsible adult with custody of several children and always show care towards them.
- **TAKING PHOTOS OF CHILDREN WITH YOUR OWN CAMERA OR A MOBILE PHONE IS STRICTLY PROHIBITED.**

Duties to include:

- Shepherding movement safely under control, e.g. stairways, crossings, busy walkways.
- Maintaining contact and support to all children equally and fairly in your group.
- Ensuring the group always stay together under your supervision/supervised in toilet areas.
- Monitoring children's health and reporting any concerns to the supervising teacher.

Remember – as a responsible adult on the educational visit, you are expected to exercise due care and attention to all children and act appropriately regarding language, care and control. Also, remember you are part of a team so please support your colleagues on the educational visit as necessary.

Tear slip..... ***off***

Parent/Carer Name (please print)

Child's Name
Class.....

I understand the duties I need to perform on the educational visit and agree to show full care and attention to all pupils in my charge equally and fairly.

Signature Date
.....