



Equality, Community, Growth

Active Wellbeing

INDEPENDENT PRIMARY SCHOOL

Active Wellbeing – Educational visits policy

Educational visits policy

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Active Wellbeing – Educational visits policy

Contents

1. Aims and scope.....	3
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 procedure and incident reporting.....	8
9. Charging and remissions.....	8
10. Residential visits.....	9
11. Review.....	9
12. Links with other policies.....	9
13. Appendix 1.....	10
14. Appendix 2.....	11
15. Appendix 3.....	14

This policy is written so it complies with the Independent School Standards and is taken from the National Curriculum and Ofsted framework.



Active Wellbeing – Educational visits policy

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 Educational Visits Co-ordinator (EVC).

Educational visits are a valuable way to supplement and enhance the curriculum, promoting experiential learning links, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, therefore forming 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 normal school hours. 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

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](#)

3. Roles and responsibilities

3.1 Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits (alongside the EVC), including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits coordinator, have received any necessary training

1.2 The educational visits coordinator (EVC)

Rebecca Daddy (Deputy Head Teacher) 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 designate a suitable trip lead for each visit
- Assess outside activity providers



Active Wellbeing – Educational visits policy

- Advise the headteacher 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, considering the health and safety risks to pupils, staff and volunteers
- Assign staff roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, including site 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 48 hours a head of the scheduled trip.
- 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 EVC.
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers 48 hours prior to the planned trip 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



Active Wellbeing – Educational visits policy

- 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
- Where appropriate, take responsibility for their own safety and the safety of others

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 Head Teacher and/or the EVC, based on factors including:

- Cost
- 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
- Inclusion and accessibility

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, and physical supplies
- 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 (Individual behavior plans and risk assessments to be read by all staff prior to the trip)

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

Once the risk assessment has been approved by the headteacher/EVC, staff will communicate with parents/carers and provide trip information.

Teachers/trip leads are required to ensure that prior parental consent has been obtained for the pupils wishing to attend the educational visit.



Active Wellbeing – Educational visits policy

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.

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.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

5. Risk assessment

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

This will be completed using the school's risk assessment template found on the schools shared drive and in **appendix 2**, and approved by the Head Teacher/EVC. Risk Assessments detail, specified activities to be carried out, as well as risks associated with transport to and from the destination. Existing risk assessments can be found filed in the school office along with previous educational site risk assessments which may itself might also be used to support this process.

Individual pupil risk assessments will include any specific medical issues and allergies, alongside individualised strategies to support behaviour and needs.

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 and, where appropriate, third party vendors.

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

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 is able to administer first aid is present on all trips
- Appropriate first aid equipment will be take on all trips, in accordance with the school's first aid and health and safety policies. These can be found within individual class trip back packs.
- 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



Active Wellbeing – Educational visits policy

5.2 Transport

Transportation for trips will be organized by the school, in line with our safety procedures:

Health and Safety policy

First Aid Policy

Child Protection Policy

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.

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 48 hours before the proposed date of the trip. Communication will be via a telephone call or an online message through the school platform 'School Spider', 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



Active Wellbeing – Educational visits policy

- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Parents/carers are asked to provide written consent for educational visits when they enroll, this consent then acts as a consent for pupils to attend all educational visits during their time at Active Wellbeing, by signing and dating a form to be returned to the school.

We will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers are asked to ensure that medical information and dietary requirements, as well as emergency contact numbers are kept up to date with any changes reported to the school as soon as possible.

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.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours.

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.



Active Wellbeing – Educational visits 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

Due to the complex and varied needs of the pupil's at Active Wellbeing school, we do not offer residential visits at this time.

11. Review

This policy will be reviewed every year by the Head Teacher.

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



Equality, Community, Growth

Active Wellbeing

INDEPENDENT PRIMARY SCHOOL

Active Wellbeing – Educational visits policy

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the Head Teacher or EVC



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Active Wellbeing
INDEPENDENT PRIMARY SCHOOL

Educational Visit Request Form:

	TRIP INFORMATION	ADDITIONAL COMMENTS
Class		
Destination		
Trip date		
Travel distance		
Times of proposed visit		
Purpose of visit / educational benefits		
Number of pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none"> > Staffing > Volunteers > Physical supplies > Transportation 		
Insurance needed, where applicable		
Risk assessment plans and first aid provision attached (site and school)		

Scotia Road, Tunstall, Stoke-on-Trent ST6 6FF
Email: office@actiwellbeing.school
Phone: 01782 405598



Equality, Community, Growth
Active Wellbeing
INDEPENDENT PRIMARY SCHOOL



Active Wellbeing – Educational visits policy

Appendix 2: risk assessment template

External Risk Assessment Form for Trips/Events/Activities

Trip/Event/Activity (brief description):		Date:	
Activity Lead:	Adults	Pupils	Pupil Age Range:
Deputy Activity Lead:	Numbers attending:		
Consent for Event/Activity forms completed: (circle) Yes No	Venue: Apple tree town All risk assessments for the trip checked: Yes No By whom: Job Title:		
Base Contact – 01782 405598 Emergency contacts: Jo Anderson: 07837410757 Becky Daddy: 07864818233	Type of Transport Used: Mimibus		
Staff Name	Role		
1.	1.	1.	Signed
2.	2.	2.	
3.	3.	3.	
4.	4.	4.	
5.	5.	5.	
6.	6.	6.	
7.	7.	7.	
8.	8.	8.	
9.	9.	9.	



Active Wellbeing – Educational visits policy

9.	10.
10.	10.

¹ Adults refers to all staff employed by Active-Wellbeing

Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	Plan to Minimise Risk	Likelihood of Risk Occurring (L / M / H)	Severity of Risk (L / M / H)	Are further controls necessary? <i>What else needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
	1.	•			•	
	1.	•			•	



Active Wellbeing – Educational visits policy

KEY	Low Risk										
	Child	Absconding	Climbing	Hiding	Emotional Outbursts	Removing Seatbelts	Touching dogs/ animals	Touching/ Hurting Children/Babies in the community	Eating non-edibles	Throwing	Stranger Danger



Active Wellbeing – Educational visits policy

Appendix 3: Visit pre/post checklist



Educational Visits Leader Checklist

Class*				
Visit*				
Pre-Visit				
Steps	Action	Responsibility	Actioned	Date
1.	Preliminary Visit undertaken if required	Class Leader		
2.	Venue Risk Assessment obtained	Class Leader		
3.	Pupil Risk Assessments completed	Class Leader		
4.	Obtain Headteacher/EVC approval	Class Leader		
5.	Inform parents/carers of planned trip via Spider School (3 days prior)	Class Leader		
6.	Obtain permissions if trip activities not covered by school consent form	Class Leader		
7.	Read Venue Risk Assessment	All Staff		
Visit				
Steps	Action	Responsibility	Actioned	Date
1.	Collect School Bag from Reception: <ul style="list-style-type: none"> • First Aid Kit • Accident Book • Venue RA • School RA • Pupil RA • Safety wrist bands • Harness (Where applicable) • Medication • Pupil Meds • Meds Record • Minibus keys • Minibus phone • Monies • Packed Lunches 	Class Leader: <ul style="list-style-type: none"> • Direct staff team 		
2.	Confirm to Reception which adults are chaperoning trip	Class Leader		
3.	Place bags, and coats on transport	Class Leader: <ul style="list-style-type: none"> • Direct staff team 		
4.	Place Step 1 on transport			
5.	Take pupils to the bathroom			
6.	Sign children out			
7.	Sign staff out			
8.	Support pupils onto transport	Class Team		
9.	Advise school of safe arrival	Class Leader		
10.	Advise school of departure and ETA	Class Leader		



Active Wellbeing – Educational visits policy

<u>Post Visit</u>			
Action	Responsibility	Actioned	Date
Return School Bag to Reception: <ul style="list-style-type: none">• First Aid Kit• Accident Book• Venue RA• School RA• Pupil RA• Safety wrist bands• Minibus keys• Minibus phone• Receipts• Money	Class Leader: <ul style="list-style-type: none">• Direct staff team		

<u>Post visit evaluation</u>	
<u>What went well?</u>	<u>How could we improve?</u>

Register

<u>Child's Name</u>	<u>Arrival</u>	<u>Departure</u>