

BLACKROD PRIMARY SCHOOL



Educational Visits Policy

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Contents

1. Aims and scope	2
2. Legislation and guidance	3
3. Roles and responsibilities	3/3
4. Planning and preparation.....	5
5. Risk assessment	6
6. Volunteers.....	7
7. Communication and consent.....	7
8. Emergency procedures and incident reporting.....	8
9. Charging and insurance	8
10. Residential visits	9
11. Review.....	9
12. Links with other policies.....	9
13. Appendix- Educational Visit checklist, Volunteer code of conduct.....	11/12

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 and provide enriching social and cultural experiences they also aid in teaching of life skills and provide a foundation for lifelong learning.

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

At Blackrod Primary School, we strive to enrich our children's education by offering a wide range of cultural experiences, including trips, visits, and residential programs.

It is important to acknowledge that our residential trips heavily rely on the dedication of our staff who generously volunteer their time, often over weekends and overnight stays to make these enriching experiences possible for our pupils.

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](#)

3. Roles and responsibilities

3.1 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

3.2 The educational visits co-ordinator (EVC)

There are two appointed EVC at our school. Their roles 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
- 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

3.3 Trip lead

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

- Plan the proposed visit with the EVC's, taking into account the health and safety risks to pupils, staff and volunteers
- Ensure all trip volunteers know the school's policies and procedures for safeguarding and behaviour
- Assign staff and volunteer roles, as needed
- Liaise with the EVC's to ensure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- To know the content of the risk assessments completed in advance of the trip.
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed

- › Liaise with the EVC's to ensure 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

All trip leaders will need to fill out an Educational Visits Checklist, see appendix 1.

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 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 sanctions as required while on the visit consistent with the Behaviour and Relationships Policy
- › To know the content of the risk assessments completed in advance of the trip.
- › Share any concerns or worries with the trip 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
- › Ensure that children are provided with all of the required equipment/clothing and do not breach any restriction on prohibited items.
- › Follow all instructions/communications sent regarding the trip and adhere to the school's parental code of conduct.
- › Sign and return consent forms and any other documentation required by the arranged deadline.
- › Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip
- › Parents/carers need to be contactable by telephone for the duration of the trip and be able to collect their child in case of illness, misbehaviour or an emergency.

Failure to adhere to the agreed instructions or deadline arrangements for educational visits may result in the exclusion of the child from future non-statutory school events, such as residential trips.

3.6 Volunteers

Volunteers attending school trips agree to adhere to all policies and procedures to safeguard the children in their care:

- › Report any safeguarding concerns to the trip lead immediately
- › Follow the directions of staff and act accordingly
- › Behave appropriately and model good behaviour for pupils consistent with the Behaviour and Relationships Policy
- › Report any behaviour concerns to the trip lead or other staff present immediately
- › Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff immediately

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 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 and Relationship policy at all times. Staff will consistently uphold this policy throughout the trip, including the application of rewards and sanctions.

Any serious or extreme behaviour outlined in the Behaviour and Relationship Policy may result in children being returned to school/home from the trip. Additionally, it may lead to the child's withdrawal from future non-statutory trips and events organised by the school.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Headteacher and based on factors including:

- › Cost (including any potential cost to school/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
- › Issues with the provider

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

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 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template on the online platform Evolve and approved by EVC lead, Abigail Wiles.

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 and, where appropriate, third party vendors.

Every risk assessment will be approved by the head teacher, and a copy be accessible via the Evolve platform by the EVC's, trip lead and SLT.

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
- › Appropriate first aid equipment will be taken 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 [First Aid 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.

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, volunteer may be asked to attend and supervise pupils alongside staff members on trips. Where more volunteers 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

Volunteers will be informed at least 2 weeks ahead of the visit. They will also be asked to confirm they agree with the expected behaviour. See **appendix 2** 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 Parent App 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.

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.

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, the trip leader will make the site staff aware and seek support. If needed we will contact the police to 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 or site 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. [[Charging and Remissions Policy](#)]

The PTFA subsidises the majority of trips and school visits for pupils, including external visitors/enhancement experiences to the school. Any money requested as a voluntary contribution has usually already been subsidised.

For trips/visits/enhancements to go ahead, voluntary contributions are required. We will be transparent about the costs involved and will make every effort to proceed with the trip, but we may need to cancel it if the necessary funds are not raised.

Residential trips are optional and not part of the statutory curriculum, they are not compulsory. We understand that paying for these trips may present a financial challenge for some families. A payment plan will be detailed in the initial trip information so families/carers can make informed decisions about affordability. For residential trips a subsidy is available for children eligible for Pupil Premium funding.

Paying the initial deposit secures your child a place on the residential trip. Once a place is secured, you are committed to paying the total cost of the trip. Withdrawing a child from a trip does not exempt parents/carers from their financial obligations.

Failure to uphold the financial commitment made to School may result in the exclusion of the child from future non-statutory school events, such as residential trips.

We understand that managing finances can be challenging, and we are mindful of this. To ensure responsible financial practices within our school community, we may need to limit participation in certain activities for families with outstanding debts, including residential trips. This may apply to debts incurred from previous trips or other school-related expenses such as child care.

We understand that this may be disappointing, and we encourage you to reach out to the school office to discuss any payment concerns or explore potential solutions.

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

11. Review

This policy will be reviewed every 2 years by The Headteacher and EVC's. 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:

- [Behaviour and Relationship policy](#)
- [\[Charging and Remissions Policy\]](#)

School Trips and Visitor checklist



Event and date:		Cancellation Period date:	
Evolve to be submitted by:		Final arrangement letter to be sent by:	



Action	Check
<ul style="list-style-type: none"> Check the diary is clear from trips for that week. If there are other trips booked that week check with DHT before adding to the diary. If the event / activity is in the School Hall please ensure any external providers are given sufficient notice. 	
<ul style="list-style-type: none"> Provisionally book venue/activities/visitor (confirm cancellation period details and request risk assessments). 	
<ul style="list-style-type: none"> Provisionally book coach (confirming Terms and Conditions with regard to cancellations and request a risk assessment). 	
<ul style="list-style-type: none"> Initial letter should be composed by staff outlining costs (please ensure everything is included eg additional snacks / misc/ extra staff charges), dates, times equipment etc. and sent to parents through ParentApp. If a signed detailed consent slip is required this should be sent out in letter form with the children stating a return date. 	
<ul style="list-style-type: none"> If required an expression of interest slip should be added to the letter sent to parents ensuring the following information is included: <ol style="list-style-type: none"> The cost indicating that this may vary on residential trips if numbers change. Check this information with the Travel Company Terms and Conditions and include on the form. If the Trip is over £15 a payment timeline will be set up in line with Terms and Conditions. A Payment Item will be set up on Parent Pay by the Office Manager once the trip is officially confirmed by the member of staff / SLT. This should be monitored in conjunction with the time line and reminders sent out in timely manner. Include a paragraph informing Parents that any cancellations will be charged in line with the Travel Company Terms and Conditions. These should be detailed on the slip. Clearly indicate that if the signed slip is not sent into School by the return date shown (ensure included on form) a place will not be reserved as numbers need to be agreed to ensure best value. It is important that this slip is signed and dated by a Parent/Carer and kept in the School Office for reference. 	
<ul style="list-style-type: none"> Email a copy of any information sent to Parents to the office for recording and to ensure consistency. 	
<ul style="list-style-type: none"> Once the responses are in check with SLT whether the trip can go ahead. 	
<ul style="list-style-type: none"> If the diary, venue and coach are okay confirm booking. 	
<ul style="list-style-type: none"> Travel arrangements to be priced agreed and booked using the booking form in the office. Ensure all decisions are in line with the company Terms and Conditions with regard to cancellations. These may vary between companies. Risk Assessments should also be requested. 	
<ul style="list-style-type: none"> Add date to the Blackrod Diary with the confirmed staffing list. 	
<ul style="list-style-type: none"> Inform the kitchen with dinner arrangements Confirm how many children are out of school and whether they need an early lunch. If a packed lunch is required to take off site use the official order form. This only applies to FSM (all Key Stages) and UFSM (KS1). Let them know if you would like hot snack early. Inform Diane as to what need going on Parents Pay and give her a copy of the letter. 	
<ul style="list-style-type: none"> Evolve needs completing 2 Weeks before and assigning to AW. 	
<ul style="list-style-type: none"> AW to check and submit the Evolves. 	
<ul style="list-style-type: none"> Final arrangement letter to be sent to the parents two weeks before. 	
<ul style="list-style-type: none"> Reminder to go on newsletter and weekly update. 	
<ul style="list-style-type: none"> The event organiser need to meet/ be in contact with the school Visitors to complete a risk assessment. 	

Volunteer Behaviour and Code of Conduct (For Trips and Visits)

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, SLT, 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.
- Volunteers agree to:
 - Remain professional and respectful with staff and pupils at all times
 - Listen to and act on instructions from staff
 - Dress appropriately for the trip
 - Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
 - Pay attention to potential dangers and raise concerns with staff
 - Act responsibly and demonstrate good behaviour to pupils
 - Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible
- Volunteers agree not to:
 - Exchange contact details with pupils unless told to by a member of staff
 - Engage in physical contact with pupils unless appropriate or required
 - Share inappropriate personal information (i.e. personal beliefs, religious views)
 - Use demeaning, offensive, abusive or insensitive language
 - Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit.
 - Allow themselves to be left alone with a pupil unless previously agreed with staff
 - Take any photographs or films of pupils on their own personal devices, for example, mobile phones or iPads

As a volunteer, I have read and agree to this Code of Conduct, and will follow the rules set out above.

Signed:

Date: