



# Educational and Off-site Visits Policy

2024-27

Woodfield Primary School

A handwritten signature in black ink, appearing to be "J. Fisher", written above a horizontal line.

CEO SIGNATURE:

A handwritten signature in black ink, appearing to be "J. Fisher", written above a horizontal line.

CHAIR OF TRUST BOARD SIGNATURE

10/10/24

DATE

Autumn 2027

NEXT REVIEW DATE



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## 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, teach life skills and promote independent learning, provide a foundation for lifelong learning, and form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school

## 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 - GOV.UK \(www.gov.uk\)](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

## 3. Roles and responsibilities

### 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 board to approve residential trips of more than 24 hours

**The educational visits co-ordinator (EVC)** Miss K Titley 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
- 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

### Visit lead

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

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Complete the risk assessment for the visit at least 3 weeks prior to the visit on the agreed template. This must be shared with, and approved by, the EVA and Headteacher with sufficient time before the visit
- Ensure that all volunteers have an up to date DBS completed by the school
- 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



## 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
- Familiarise themselves with any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

## Parents 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

## Volunteers

Volunteers attending school trips, including parent volunteers, must:

- Have a school completed enhanced DBS check
- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

## Pupils

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

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Have awareness 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/curriculum at all times.

#### 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 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
- Inclusion and accessibility
- Any other factors deemed appropriate and relevant

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
- Add any additional minimum standards, depending on the age of the children
- 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 CEO.
- Once the risk assessment has been approved by the headteacher, staff will communicate with parents/carers and provide trip information, giving minimum 4 weeks' notice where practicable
- Written parental consent will be required for every school trip that take place outside of the local area
- Local area visit parental permissions must be in place for all local area visits and obtained annually
- We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.



## **Inclusion**

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

## **SEND**

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 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 3 weeks before the start of all trips.

This will be completed using the school's risk assessment template and approved by the Headteacher/EVC. A risk assessment will also be uploaded onto the Evolve system and approved by the Headteacher/EVC before a visit can take place.

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 headteacher, shared with all staff and volunteers attending the visit, a copy taken on the visit and another copy uploaded to Evolve.

### **Staff ratios and first aid**

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all trips
- All staff/volunteers will have a school completed DBS check
- 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 prior to the start of the trip
- The trip lead will take regular headcounts and/or rollcalls
- Medical needs of children will be ascertained prior to the trip and the necessary permissions to administer medication will be obtained
- In the case of overnight visits or visits outside of normal school hours, form M2 must be completed by all parents/carers prior to the visit, stating all necessary medication and dosage. This includes permission to administer non-prescribed medication

### **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.

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

### **Use of external organisations**

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it'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 with the visit leader. They will also be asked to confirm they agree with the expected behaviour. See **appendix 1** 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.

At no point will adults 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 or Microsoft Forms 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
- Clothing and equipment required, and whether this is provided by the school
- Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form (paper or electronic) 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.

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

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.

The Trust 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 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 (apart from the most up to date medication which will be obtained prior to the trip)
- All adults, including volunteers, have had adequate safeguarding 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 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 Headteacher and it will be approved by governors who have delegated responsibility.

## 12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and Remissions policy
- Behaviour Policy
- Safeguarding and Child Protection Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Special Educational Needs (SEN) Policy
- Equality Information and Objectives
- Accessibility Plan



## Appendix 1: 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 Headteacher 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, relationship status)
- 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 photographs or record pupils without the permission of pupils and staff

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



<b>Signed:</b>	
<b>Date:</b>	

## Appendix 2: Form M7 – Parental Consent for Off-Site Residential Activities

Dear Parents/Carer

Please complete this form and return it to school. It relates to the journey or activity about which you have already received information. The organiser will take this form with him/her on the activity.

The form gives your consent for your child to take part in the activity. Without this form, accurately completed and signed, **YOUR SON/DAUGHTER WILL NOT BE ALLOWED TO ACCOMPANY THE GROUP.**

No child will be refused permission to accompany the group because of information given below.

Parents/carers should ensure that their child understands, as far as is reasonably possible, that it is important for his/her safety and the safety of the group as a whole that any rules and instructions given by staff are obeyed.

### SECTION A DETAIL OF CHILD AND JOURNEY

**Name of Child**

**Surname**  **Forenames**

**Date of Birth**

**Name of School/College**

**Destination of Journey and Proposed Activities (these should be specific):**



Date (s) inclusive  From  To

**SECTION B MEDICAL INFORMATION**

**1. Does your child suffer from any condition requiring treatment or any recurring illness (including asthma, diabetes or epilepsy)?**

Yes  No

**If YES give details below**

**2. Is your child currently receiving medication?**

Yes  No

**If yes, you must complete either (i) a request for your child to carry own medication or (ii) request for staff to administer medication.**

**3. Does your child have any known allergies?**

Yes  No

**If YES, please give details below**

**4. Does your child have any specific dietary requirements?**

Yes  No

**If YES, please give details below**

**5. Does your child suffer from travel sickness?**

Yes  No

**6. Has your child been immunised against Tetanus?**



Yes

No

If YES, please give the date the last injection was given.

### FAMILY DOCTOR INFORMATION

Child's NHS Number

Name

Address

Telephone No

### SECTION C DECLARATION

1. I would like my son/daughter to take part in the above mentioned visit or activity and, having read the information provided, I agree to him/her taking part in the activities described.
2. I confirm that my child is fit to participate
3. I agree to advise the Headteacher as soon as possible, of any changes in circumstances referred to on this form between the date signed and the start of the journey.
4. I understand that following a risk assessment, certain activities may be considered too hazardous for my child to participate in. (Alternative activities will be offered in these circumstances)

### ADMINISTRATION OF NON-PRESCRIPTION MEDICATION

5. In certain medical circumstances, I consent to my child being given an age-appropriate dose of non-prescription medication (Calpol/Piriton), as considered necessary by supporting school staff.

### IN AN EMERGENCY

6. I consent to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.





7. I agree to any appropriate form of transport being issued.
8. I may be contacted by telephoning the following numbers.

Home  Work  Mobile

**My home address is:**

**An alternative person to contact is:**

Name  Telephone No

Signed  Parent/Carer

Date

**\*\*THIS FORM MUST BE TAKEN BY THE ORGANISER OF THE ACTIVITY\*\***



## REFERENCES

HSE Guidance on School Trips

Misuse of Drugs Act 1971

Education Act 1996

Department for Education (2014) Supporting pupils at school with medical conditions. Statutory guidance for governing bodies of maintained schools and proprietors of academies in England.

Department for Education (2015) Supporting pupils at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of academies in England.

DFES (2002) Access to education for children and young people with medical needs

Local Authority guidance on the management of off site visits

Local Authority SEN Policy