



Educational Visits Policy

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BARLEY LANE PRIMARY SCHOOL

EDUCATIONAL VISITS POLICY

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1. Barley Lane Primary School Mission Statement

- We achieve academic excellence through high quality teaching, high expectations and clear purpose.
- We build our community by recognising and valuing the contribution of all members.
- Our values of respect, responsibility, compassion, honesty and resilience are present in all that we do.
- We ensure that the educational journey is as prized as the attainment destination through our rich and diverse curriculum.
- Wider opportunities will enable us to develop cultural capital and empower our children to have the confidence to be themselves and contribute to wider society

2. Aims

Barley Lane Primary School acknowledges the immense value of educational visits which 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. 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.

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 (both on and off site)

3. Inclusion

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

If a pupil with a disability, SEND 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 deemed reasonable and appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils; this may result in parents/carers being requested to attend on the day, or ***consideration given by EVC and Headteacher as to whether the risks are too high for the pupil to safely attend.***

4. Roles and Responsibilities

Everybody involved in a visit has a specific responsibility:

4.1 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

4.2 Educational Visits Coordinator

The Deputy Headteacher, Mrs Ballantyne, and School Business Manager, Mrs Warry, are the appointed EVCs at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Keep records of visits and make available to external parties, e.g. LA, on request
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

4.3 Trip Leader

Every educational visit will have one member of staff designated as the trip leader. The trip leader must be an employee of Barley Lane Primary School and will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

4.4 School 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 leader
- 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 leader 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
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.6 Pupils

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

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

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

5. Planning and Preparation

All visits must have clearly defined educational aims and an evaluation made against these aims

The decision on whether or not a visit will take place will be made by the visit leader and approved by the EVC and 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
- 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, 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

6. Risk Assessment

- A risk assessment is required for each visit
- Where practical, staff should make a preliminary visit to the trip destination as part of the planning and risk assessment process.
- Risk assessments must be communicated to all adults (and pupils as appropriate)
- Schools should ensure that only reputable coach companies are used. The use of public transport or private cars must be discussed with the EVC and Headteacher before the visit is planned
- A taxi should be considered for any child who has walking difficulties - staff members are not expected to push a wheelchair any distance
- Visits to farms need to be given special consideration due to the increased risk
- Visits that include activities near or in water need to be given special consideration due to the increased risk. This will include pond dipping, including the use of ponds on school premises

6.1 Preparing Risk Assessments

- Risk Assessments should be written using the Barley Lane template (Appendix B) and use the Barley Lane Guide (Appendix A)
- A generic risk assessment may be used for some aspects of the trip e.g. coach journeys and staff can use existing risk assessments to support in writing
- 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.
- Risk assessments should include a Plan B which answers the question “What if?” For example, if teacher or parent help is absent, the coach doesn’t arrive, lunch is outside and it is raining

7. Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required.

- As a general guide, the adult to pupil ratio for visits is:
 - Years 1–3 = 1 adult to every 6 pupils. Under 5’s should be lower
 - Years 4–6 = 1 adult to every 10 – 15 pupils
 - These ratios are for local visits in normal circumstances. The Headteacher and EVC will make decisions for each individual visit

On all educational visits, we will endeavour to ensure:

- At least 1 supervising adult able to administer first aid is present on all trips. However, this will not always be feasible or necessary.
- We recognise that it is not always feasible to have a first aider with every subgroup of children on a trip. Staff are expected to use their initiative and common sense if a first aid incident arises in this case e.g. whilst using public transport, groups may need to travel separately. Group leaders without a first aider are advised to liaise with public transport staff if first aid is required
- At least 1 qualified paediatric first aider is present on Early Years trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school’s first aid and health and safety policies. These can be found the Medical Officer’s office
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- All group leaders should have a first aid bag
- 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

8. 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 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.

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 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.

9. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit a number of weeks before the proposed date of the trip. Communication will be via letter or email and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

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, or considered 'local walks', 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.

10. Charging and insurance

We will follow our school's charging and remissions policy at all times.

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 school reserves the right to cancel an educational visit if there have been an insufficient number of voluntary contributions, making the cost unviable.

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.

11. Residential visits

The headteacher, together with the governing body, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

Staff have received any necessary training

All necessary permissions and medical forms are obtained at least 1 month before the start of the trip

All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

12. 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.

A 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.

13. 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

APPENDIX A

Barley Lane Staff Guide to Planning a Visit

You will need to start planning some time ahead of the visit.

NO PUPIL CAN ATTEND A VISIT UNLESS PERMISSION IS RECEIVED FROM THE PARENTS.

Approximately 4 weeks before the visit

1. Be clear as to the **educational reasons** why this visit should go ahead.
2. Check the planned date with the EVC (deputy head and/or SBM) and collect the Education Visit Authorisation Pack from the office.
3. Ask the office to make a provisional booking for a coach. They will ask if you have checked the date with the EVC.
4. **Forms need to be completed as far as possible before parents are informed.** The visit needs to be authorised both by the EVC and the Headteacher.
5. When the visit has been authorised and a provisional coach booking has been confirmed, contact the parents in writing. A pro forma letter is available from the office.

Approximately 3 weeks before the visit

1. Parents need to give written permission for any visit off school premises and be given full details of the activities and arrangements planned.
2. If sufficient money is received from the parents, the visit will probably go ahead. Ask the office to confirm the coach booking.

Approximately 2 weeks before the visit

1. Check with the EVC and Head to report any changes of plan and particularly on the day of the visit.
2. Where possible, arrange for a qualified first aider to accompany you on the visit. You may need to 'borrow' from another year group and be ready to 'pay back' on return.
3. Check details regarding relevant medical conditions of pupils, **staff and helpers.**

Approximately 1 week before the visit

1. Check if all the adults have mobile phones.
2. Arrange in advance with the SBM if you need a cheque as payment.
3. Any adult helpers who are not employed by the school will need to complete the necessary forms, which are in the pack.
4. Ensure that all adult helpers including parents are aware that they need to return to the school building at the end of the trip.
5. Prepare a list of pupils, groups and leaders. Give a copy to the EVC.
6. In the Education Visit Pack complete the list for volunteers with names and mobile phone numbers.

The day before the visit

1. Take with you a first aid kit and bucket plus tissues, gloves etc. ~~Ask Mr Mercer~~ Liaise with the Medical Officer in advance to support with organising this for you. Every competent adult is allowed to administer first aid provided they have a 'good working knowledge'.
2. Give details of your mobile phone numbers to the office.
3. Check you have BOTH school numbers, mobile numbers of accompanying staff and the LEA emergency number. (See emergency procedures in this policy.)

On the day of the visit

13. Check that you have every pupil's permission slip.
14. That they have the necessary equipment – coats, lunch etc.
15. You have asthma pumps and other medication as necessary.
16. If you return to school before 3.30pm all pupils should enter the building and leave at the end of school as normal.
17. Parents are not allowed to take their children home early from the visits without permission from the Headteacher. Great care must be taken if the trip arrives after 3.30pm and parents are waiting outside school. Arrange with the coach driver to dismiss the pupils from the coach only if the parent is visible.
18. If the coach needs to leave immediately, inform the Headteacher by telephone before the coach arrives at school so that parents know not to take their child without the teacher's knowledge.

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