

# Educational Visits Policy *(to be ratified)*

Reviewed: May 2025

Next Review: May 2026

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## 1. Purpose and Scope

This policy outlines the procedures and responsibilities for planning, approving, and conducting educational visits, ensuring the safety and welfare of pupils and staff. It applies to all off-site activities organised by the school, including day trips, residential visits, and adventurous activities.

## 2. Legal and Regulatory Framework

This policy is informed by:

- DfE guidance on health and safety on educational visits
- HSE advice on school trips
- Keeping Children Safe in Education (KCSIE) statutory guidance
- Outdoor Education Advisers' Panel (OEAP)
- National Guidance and the Surrey County Council (SCC) Outdoor Educational Activities and Offsite Visits Guidance 2023–2025
- Health and Safety at Work Act 1974

## 3. Roles and Responsibilities

- Headteacher / Educational Visits Coordinator (EVC): Oversees the planning and management of all visits, supports staff throughout the process, and ensures thorough risk assessments are completed. As Headteacher, they also hold overall responsibility for the approval of visits and for ensuring all activities comply with this policy.
- Visit Leaders: These are permanent members of staff who plan and conduct visits in line with this policy, complete risk assessments, and ensure the safety of all participants.
- Staff and Volunteers: Follow instructions, supervise pupils, and adhere to safeguarding protocols.
- Local Committee: Reviews and approves this policy, ensuring it meets statutory requirements.

## 4. Preliminary Visits

All visits, particularly those that are not part of a regular programme, will benefit from an exploratory or preliminary visit. For outdoor activities, such a visit is *essential* not only for safety but also for sound educational planning. These should take place before a risk assessment is completed.

### Exploratory visits support overall planning by ensuring that the venue:

- Aligns with the aims and objectives of the visit
- Can be thoroughly assessed for potential risks
- Can accommodate the specific needs of the group
- Offers opportunities to design an itinerary that maximises its educational value

### These visits also help the Visit Leader to:

- Become familiar with the venue's geographical, logistical, and social context
- Gather feedback from other schools that have used the venue
- Meet venue staff and receive valuable guidance from them

## 5. Planning and Approval Process (see Appendix A)

- All visits must be planned with clear educational objectives.
- A Visit Proposal Form must be submitted to the EVC for initial approval at least 6 working weeks in advance of any visit. The EVC will either approve or decline the trip within 1 working week.

- The senior administrator is responsible for sourcing coach quotes where required and must liaise with the School Business Manager before any booking is confirmed. To ensure availability and best value, the coach must be booked at least four working weeks in advance of the visit
- Risk assessments must be completed for all visits and emailed to the EVC and Headteacher, if different, at least 3 working weeks in advance of the visit.
- Final approval following the submission of the risk assessment is granted by the Headteacher or designated senior leader at least 1 working week in advance of the visit.

### Itinerary

- As part of the planning process, a comprehensive itinerary must be developed to cover the entire visit. It should include the following details:

- Timings – a clear schedule for each part of the visit
- Locations – names, addresses, and emergency contact numbers for all venues; include details of disabled access and facilities where relevant
- Planned activities – a breakdown of what will take place at each stage
- Groupings – how pupils or participants will be divided
- Supervision arrangements – who is responsible for each group or activity

## 6. Risk Assessment

- Risk assessments must identify potential hazards, assess the level of risk, and outline control measures using the school's template.
- They should be proportionate and focus on significant risks.
- Assessments must be reviewed and updated as necessary.

## 7. Parental Consent and Communication

- Written consent is required for visits outside normal school hours, residential trips, and *higher risk* activities.
- For routine visits during school hours, consent is not necessary, but parents should be informed.
- Parents and carers must be informed of the visit and any associated charges at least three working weeks in advance. All communication should be authorised by the Headteacher before being sent.

### Higher risk activities

In the context of school educational visits, a '**higher risk**' activity refers to those that carry a greater potential for harm or injury compared to routine, low-risk activities. The Department for Education (DfE), Health and Safety Executive (HSE), and local authorities provide guidelines and examples to help identify such activities. An activity is considered higher risk if it:

- Requires specialist equipment or skills
- Takes place in hazardous environments, such as near water, at heights, or in remote areas
- Involves unpredictable conditions, like weather-dependent settings
- Places increased physical demands on pupils
- Poses greater risks if something goes wrong, such as limited emergency access

### Examples of higher risk activities

These activities often require extra planning, specialised supervision, and sometimes assurances from external providers (such as the LOTC Badge or Adventure Activities Licensing Authority):

#### *Outdoor and adventurous activities:*

- Rock climbing, abseiling, caving, gorge walking
- Water-based activities like canoeing, kayaking, sailing, paddle boarding, or wild swimming
- High ropes courses or zip wires
- Mountain biking on technical terrain

#### *Residential visits:*

- Particularly those with evening or night activities, or in unfamiliar environments
- Any trip where pupils are required to sleep away from home

#### *Trips abroad:*

- Any international travel, particularly to non-EU countries
- Language or cultural exchange visits
- Expeditions (such as Duke of Edinburgh or World Challenge)

#### *Visits to sites with significant hazards:*

- Farms (risk of infection)
- Industrial or construction sites
- Urban areas with high crime rates

## **8. Supervision and Ratios**

- Appropriate adult-to-pupil ratios must be maintained (there is no fixed legal ratio for adult-to-pupil supervision on educational visits, but the Department for Education (DfE) and Health and Safety Executive (HSE) both stress the need for a risk-based approach).
- Volunteers may be used to meet supervision requirements; they must be briefed and, where necessary, undergo safeguarding checks.

Age Group	Minimum Recommended Ratio
Early Years (Nursery/Reception)	1:4
Key Stage 1 (Years 1-2)	1:6
Key Stage 2 (Years 3-6)	1:10

## **9. SEND Considerations and Parental Involvement**

The school is committed to ensuring all pupils, including those with special educational needs and disabilities (SEND), are given full access to educational visits wherever reasonably possible. Planning for visits must take into account the individual needs of SEND pupils and ensure appropriate adjustments are made in line with the Equality Act 2010.

In some cases, due to the complexity of a pupil's needs or associated health and safety risks, the school may request that a parent or carer attends the visit to provide individual support. This decision will be made following a full risk assessment and in consultation with the family. The school retains the right to make such a request where it is deemed necessary to ensure the safety and well-being of the pupil and the wider group.

Visit Leaders and the EVC must work closely with the SENDCo and relevant SEND staff to ensure all appropriate measures are taken to support SEND pupils on visits, including but not limited to: medical support, personal care, supervision, and accessibility.

## **10. Safeguarding**

- All visits must comply with the school's child protection and safeguarding policies and the most recent Keeping Children Safe in Education (KCSIE) guidance.
- Staff and volunteers are responsible for ensuring the safety and well-being of pupils at all times and must be aware of their safeguarding duties.
- Any concerns regarding the safety or welfare of pupils must be reported immediately in line with the school's safeguarding procedures.

## **11. Emergency Procedures**

- Visit Leaders must have a clear plan for emergencies. This plan should include procedures for dealing with a range of potential emergencies, such as accidents, illness, or unforeseen circumstances. The plan should also ensure that all staff, pupils, and relevant external providers are aware of their roles and responsibilities in the

event of an emergency. Additionally, the Visit Leader should ensure that emergency contact details are easily accessible, and that appropriate first aid provisions are available.

- A designated emergency contact person at the school must be available during the visit.
- The reporting of **serious incidents** as below:

### Serious Incidents:

- A serious incident is an event that results in significant harm, injury, or distress to a pupil, staff member, or member of the public. This may include, but is not limited to:
  - Injuries requiring hospital treatment: Any injury that requires medical attention beyond basic first aid, including fractures, head injuries, or severe cuts.
  - Life-threatening emergencies: Situations such as near-drowning, a heart attack, severe allergic reactions, or other medical emergencies where there is a risk to life.
  - Serious behavioural issues: If a pupil's behaviour poses a serious threat to their own safety or the safety of others, such as violent actions or extreme aggression.
  - Accidents involving external parties: Any incident that involves other members of the public, including accidents with vehicles, injuries caused by external providers, or incidents involving non-school individuals.
  - Loss or disappearance of a pupil: Any situation where a pupil is lost or goes missing during the trip, even if temporarily.
  - Severe weather-related incidents: Where pupils or staff are at risk due to extreme weather conditions like floods, storms, or extreme heat.

### Reporting Serious Incidents:

1. Report to the Headteacher:
  - As soon as a serious incident occurs, the Visit Leader must report it immediately to the Headteacher. This ensures that the school leadership team is informed and can assist with coordination.
  - The Visit Leader should provide a clear, factual account of the incident, including what happened, who was involved, and any immediate actions taken.
2. Report to External Authorities (if applicable):
  - Depending on the nature of the incident, external authorities must be informed, such as:
    - Emergency services (Police, Fire, Ambulance) if the incident involves serious injury, risk to life, or immediate danger.
    - Health and Safety Executive (HSE) in the case of a reportable injury under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
    - Local Authority or Ofsted (if applicable, particularly in the case of major incidents or accidents).
    - Insurance Providers for any claims or additional support.

### RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations):

RIDDOR requires certain types of incidents to be reported to the Health and Safety Executive (HSE) or local authority. These include:

- Death or major injury: Any death or serious injury, such as amputations, fractures (other than to fingers, thumbs, or toes), or permanent loss of sight.
- Over-seven-day injuries: Injuries that result in the person being off school or unable to carry out normal activities for more than seven consecutive days.
- Dangerous occurrences: Events that could have resulted in serious harm, such as structural failures, equipment malfunctions, or exposure to harmful substances.
- Occupational diseases: If a pupil or staff member contracts a disease linked to the trip (e.g., infection from animals at farms).

In the case of a serious incident, the Visit Leader is responsible for ensuring that all relevant authorities are notified in line with RIDDOR guidelines. This may involve completing a report on the HSE's website or through the school's designated reporting process.

### Key Steps in Handling a Serious Incident:

1. Immediate Action: Ensure the safety of those involved, provide first aid if needed, and summon medical help if required.

2. Document the Incident: Record the details of the incident, including what occurred, who was involved, and the actions taken.
3. Notify Authorities: Report the incident to the Headteacher, emergency services, and relevant external bodies (HSE, Ofsted, etc.).
4. Follow-up: Once the immediate situation has been addressed, investigate the cause of the incident, ensure the appropriate support is provided, and review procedures to prevent similar incidents in the future.

## **12. Charging and Remissions**

- The school may ask for voluntary contributions towards the cost of some activities.
- No pupil will be excluded from an activity because their parent/carer is unwilling or unable to contribute.
- Parents/carers and volunteers are not to be charged when accompanying a class. Their admission fee, if applicable, should be budgeted for in the cost of the children's visit.
- Where there are insufficient voluntary contributions, the school may cancel the activity.
- The school's Charging and Remissions Policy outlines when charges may be made and when financial support is available.

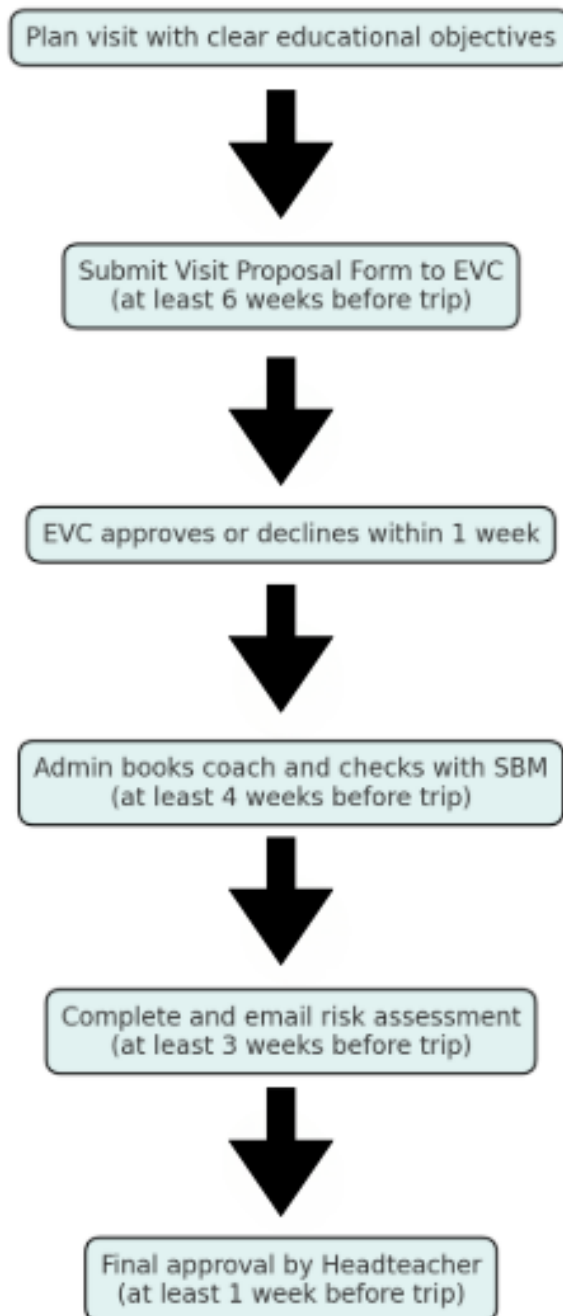
## **13. Evaluation and Review**

- A trip evaluation will be conducted using the Evaluation Form within 5 working days of a visit. This must be emailed to the EVC and Headteacher.
- This policy will be reviewed annually by the Local Committee.

## **Appendices**

- A. Planning Flowchart
- B. Visit Proposal Form
- C. Risk Assessment Template
- D. Parental Consent Form
- E. Evaluation Form

## Appendix A



## Appendix B

### Educational Visit Proposal Form

To be submitted to the Educational Visits Coordinator (EVC) at least 6 working weeks before the proposed visit.

#### Section 1: Visit Details

Destination	
Proposed date(s)	
Has the trip been added to the Whole School Calendar? (Yes/No)	
Destination address	
Departure time	
Return time	
Year group(s)/class(es)	
Number of pupils	
Number of staff/volunteers	
Ratio	

#### Section 2: Educational Objectives

Intended LOs	
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#### Section 3: Staffing

Visit leader name	
Accompanying staff and roles	
Leader training complete? (Yes/No)	

#### Section 4: Transport

Coach needed? (Yes/No)	
Senior admin informed? (Yes/No)	
Coach to be booked by (date)	

#### Section 5: Risk Assessment

RA completed & shared with EVC/Head? (Yes/No)	
RA submission date (min. 3 weeks before)	

### Section 6: Inclusion and Safeguarding

SEND needs considered? (Yes/No)	
SEND team consulted? (Yes/No and date)	
Parent support needed? (Yes/No)	
Parent(s) (above) to be informed by (date)	
DBS checks needed? (Yes/No)	
Safeguarding brief needed for volunteers and parents? (Yes/No)	
Proposed date of safeguarding brief	

### Section 7: Emergency Planning

School emergency contact name	
Date adults to be briefed on emergency procedures?	
First aid provision (first aider(s) and kit needed)	

### Section 8: Parental Communication

Parent communication date	
Communication method (letter/email)	
Written consent needed? (Yes/No)	

### Section 9: Approval

Visit leader signature	
Date submitted	
EVC approval needed by (date)	
Headteacher approval needed by (date)	
Any action needed	



## Appendix C

### Risk Assessments for Educational Visits

For any proposed school trip, a risk assessment must be completed using the following template:

Trip Date and Location:							
No.	Hazard		To Whom	Likelihood	Severity	Risk Rating	Existing Controls
	Activity / Equipment	Possible injury / harm					
				0	0	0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	

Individual risk assessments must also be completed for every child with SEND. These should be completed by the Trip Leader and a member of the SEND team, together.

## Appendix D

### Parental Consent Form for Educational Visit

This form must be completed and returned by the parent/carer before the pupil can take part in the visit.

#### Visit Information (to be provided by the school)

Visit Title	
Date of Visit	
Destination	
Departure Time	
Return Time	
Year Group/Class	
Visit Leader	

#### Pupil and Emergency Contact Details (to be provided by the parent/carer)

Pupil Name	
Medical Conditions / Allergies	
Medication Required	
Emergency Contact Names (Please provide at least 2)	1. 2.
Emergency Contact Numbers (Please provide at least 2)	1. 2.

#### Consent Declaration

I give permission for my child to take part in the above educational visit. I confirm that the medical and emergency contact details provided are accurate. I understand that my child is expected to follow the school's behaviour policy throughout the visit. I consent to my child receiving emergency medical treatment if required, and I confirm that any necessary prescribed medication listed above has been provided by me and is in date.

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix E

### Educational Visit Evaluation Form

To be completed by the Visit Leader within 5 working days of the visit.

#### Visit Overview

Visit Destination	
Date(s)	
Visit Leader	
Other Staff Involved	

#### Objectives and Outcomes

Were the educational objectives met? (Yes/No)	
Please explain how outcomes were achieved or not achieved:	

#### Pupil Engagement and Behaviour

How well did pupils engage with the visit?	
Any behavioural issues noted? If so, how were they managed?	

#### Health, Safety and Supervision

Were there any incidents or near misses? (Yes/No)	
Was the risk assessment adequate? (Yes/No)	
Any improvements needed in supervision or safety planning?	

#### Logistics and Organisation

Was transport suitable and timely? (Yes/No)	
Did the venue meet expectations? (Yes/No)	
Comments on timings, catering, facilities etc.	

#### Reflections and Recommendations

What went well?	
What could be improved next time?	
Would you recommend this visit for the future? (Yes/No)	
Additional comments or recommendations:	