

Whitstable & Seasalter Endowed Church of England (Aided) Junior School



Educational Visits Policy

This policy reflects our schools vision

LET YOUR LIGHT *Shine*
Matthew 5:14-16

Love ★ Joy ★ Goodness ★ Resilience ★ Trust

Reviewed	November 2024
Date of Next Review	November 2026
Headteacher Signature	<i>EM Taylor</i>

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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
- Trips abroad 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 2023](#)

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 board to approve residential trips of more than 24 hours

1.2 The educational visits co-ordinator (EVC) The Headteacher (alongside admin staff) 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 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

3.2 Trip lead

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

- Plan the proposed visit, 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 (see also Equality Information and Objectives)
- 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
- Provide a clear and comprehensive briefing for all adults before the visit including an information pack to include names of children in groups and any specific information related to medical or special educational needs, telephone numbers of group leaders, maps and Risk Assessments, timings for the day, behaviour expectations (non-school staff) and educational outcomes.
- Complete an External Visits form and forward to the Headteacher for approval – this form can be found on Staff Teams in the Policy folder and details all of the planning requirements for a visit.
- Complete a notification on Evolve, the Local Authority Educational Visits Approval and Monitoring System: evolve.edufocus.co.uk



3.3 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- 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 discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate
- If pupils are wearing school uniform for the visit, staff should also dress professionally as they would in school. If the visit is non-uniform, this also applies to staff attending the visit.

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.

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 at the time

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

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

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.

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 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template; this is found on Staff Teams> Files>Health and Safety> Risk Assessments and in **appendix 2**, and approved by the Headteacher.

Existing risk assessments can be found in the same location or those provided by the destination itself might also be used to support this process.

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, and a copy taken on the visit and another copy left with the school office.

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 male, where possible, and 1 female supervising adult is present (for mixed pupil groups)
- 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. These can be found in each classroom and the medical room.
- 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. 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 if 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 in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

7. Communication and Consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter 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.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

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. This can be found on the school website [Charging and Remissions Policy](#)

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.

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 board, 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 holds the LOfC 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 2 years by the Headteacher. 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:

- 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 1: Proposed Visit Planning Information

Whitstable & Seasalter Endowed Church of England (Aided) Junior School EXTERNAL VISIT: PLANNING AND APPROVAL FORM

Teacher(s) Organising Event:	Tel No:	Leader at School:
Visit To:	Proposed Date:	Ticket Cost:
Purpose of Trip: <i>(i.e. educational aims)</i>		
Accompanying Staff:		
First-Aider(s):		
Cover Required for and cover organised:		
No. of Pupils breakdown: <i>eg Y3 girls/Y3 boys - Y4 girls/Y4 boys - Y5 girls/Y 5 boys - Y6 girls/Y6 boys</i>		
Specific Safety/Pupil Management Issues: <i>Is a separate RA needed for a child – medical, behaviour?</i>		
Maximum Amount from Subject Budget towards the trip if applicable: £.....		
Subject Budget Name:.....		
Risk Assessments must be attached to this form: <i>Signature</i>	Approved in principle by Etaylor: <i>Signature</i>	Evolve Online Submitted – See HT Yes/No – N/A <i>Signature</i>
COACH/TRANSPORT REQUIREMENTS		
Coach company:		
Contact name:		
Email/phone:		
No. of Travellers (including Adults):	Destination:	
Arrival Time at Venue:	Departure Time at Venue:	
Coach Departs Whitstable:	Coach Arrives Whitstable:	
No of Coaches:	Overall Transport Cost:	
WALKING		
Route:		
Please return this form when completed to Sharon Williams		
OTHER TRANSPORT EG RAIL		
Rail Company:		
Contact name:		
Email/Phone:		
No. of Travellers (including Adults):	Destination:	
Arrival Time at Venue:	Departure Time at Venue:	
Coach Departs Whitstable:	Coach Arrives Whitstable:	
No of Coaches:	Overall Transport Cost:	
FINANCE		
Total Cost of Trip: £ <i>Ticket and transport</i>	Voluntary Amount Requested per Pupil: £	

Maximum Amount from Subject Budget towards the trip if applicable: £		School Business Manager informed: Signature.....		
COMMUNICATION				
Letter to gauge interest sent HT approved Shared with staff				
Letter to confirm/cancel sent HT approved Shared with staff				
Canteen informed/FSM ordered				
Does Simon (Site & Facilities Officer) need to know? <i>Lock up later? Open earlier/</i>				
SUMMARY/CONFIRMATION				
<i>Please note that if we receive insufficient voluntary contributions to cover the cost of the visit/activity and there is no alternative method to make up the shortfall, then the school reserves the right to cancel the visit/activity and will therefore refund the voluntary contributions received.</i>				
Voluntary Amount Received: £	Amount from Subject Budget: £	Pupil Premium Amount: £	Total Amount: £	Shortfall: £
Trip to take place:	Yes/No	Approved by HT: Date:		
Outcome/Reflection of Trip (to be completed after visit): <i>Eg would we go again? Any issues/ transport/impact?</i>				

Appendix 2: risk assessment template

ACTIVITY / OPERATION/ EVENT:					ASSESSMENT DATE:		
					REVIEW DATE:		
STEP 1 Identify the hazards	STEP 2 Who might be harmed & how?	STEP 3 What are you already doing?	Risk rating TRIVIAL/ LOW / MEDIUM / HIGH / STOP	STEP 4 Is anything further needed?	STEP 5 Action & Review Review		
					Action required	Responsible person	Date completed
Assessor name(s):				Job title:			
Signature:				Review date:			

STEP 1 What are the hazards?	STEP 2 Who might be harmed and how?	STEP 3 What are you already doing?	Risk rating	STEP 4 Is anything further needed?	STEP 5 Action & review
Spot hazards by: <ul style="list-style-type: none"> ➤ walking around your workplace ➤ asking those doing the task what they think ➤ checking manufacturers' instructions ➤ considering health hazards 	Identify groups of people, consider: <ul style="list-style-type: none"> ➤ employees ➤ temporary / agency staff ➤ contractors ➤ volunteers ➤ members of the public ➤ children (including work experience) ➤ lone workers ➤ pupils ➤ service users 	List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> • guarding • training • procedures, safe systems of work • personal protective equipment (PPE) 	Trivial, low, medium, high or stop (please see matrix below)	You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	Remember to prioritise Deal with those hazards that are high-risk and have serious consequences first. List: <ul style="list-style-type: none"> • actions required • who needs to do them • by when • check actions completed

RISK RATING	SLIGHTLY HARMFUL	HARMFUL	EXTREMELY HARMFUL
HIGHLY UNLIKELY	Trivial risk	Low risk	Medium risk
UNLIKELY	Low risk	Medium risk	High risk
LIKELY	Medium risk	High risk	STOP
RISK LEVEL	ACTION AND TIMESCALE		
TRIVIAL	No action required and no documentary record needs to be kept.		
LOW	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.		
MEDIUM	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.		
HIGH	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.		
STOP	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.		

Appendix 3: Volunteer Behaviour and Code of Conduct

The Volunteer Helper Handbook applies and can be found on the school website: [Volunteer Helper Handbook](#). This volunteer handbook will be used alongside the school's Parental Code of Conduct, which can also be found on the school website: [Parent Carer Code of Conduct](#)