Belvedere Infant and Junior School Educational Visits Policy

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Vision

We put children first, pioneering excellence and championing each and every child.

Overview

The Pioneer Academy (TPA) aims to ensure every child has the opportunity to engage in new experiences and visit new places beyond the school grounds, taking them to places that some children wouldn't have naturally gone to. School visits and inspiring visitors are an entitlement to every child who attends a school within The Pioneer Academy. This is part of each school's cultural capital commitment to provide a role broad and balanced curriculum that promotes spiritual, moral, social, cultural, mental and physical development and prepares our pupils for the opportunities and experiences of adult life.

The Pioneer Pupil Passport sets out a promise to each child;

'… we want you to benefit from important opportunities and life experiences. Your Pioneer Pupil Passport will help you track different cultural, sporting, natural and skill based experiences. We hope these opportunities will leave you enriched for the future and provide you with fond memories as well.'

All leaders, managers and governors within TPA understand that visits and trips can be effective ways of motivating pupils, and they can often offer unique educational experiences. The school aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in a more practical setting that immerses them in their learning, bringing the learning to life.

Each year, each school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aim of providing opportunities that enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities.

When planning and implementing a programme of varied visits, visitors and trips, TPA expects each school to undertake robust risk assessments. TPA takes the health, safety and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips.

This policy applies to all staff, governors and trustees.

Legal framework

This policy has been created with regard to relevant legislation including, but not limited to:

- The Health and Safety at Work etc. Act 1974

This policy has also been created with due regard to the following guidance:

- DfE (2018) 'Charging for school activities'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'
- OEAP National Guidance (The primary source for best practice)
- DfE (2018/2022) 'Health and safety on educational visits'

- Equality Act 2010 (regarding reasonable adjustments for SEND)
- De-regulation Act 2015 (regarding parental consent)

This policy should be read in conjunction with the following policies:

- Health & Safety policy

Definitions

'In loco parentis' means that the group leader of any school trip or educational visit has a duty of care over the pupils in place of a parent.

'School trip' means any educational visit, away-day or residential holiday organised by the school which takes pupils and staff members off-site.

'Residential' means any school trip which includes an overnight stay.

Activities of an **'adventurous nature'** include, but are not limited to, the following:

- Trekking
- Caving
- Skiing
- Water sports
- Climbing

Key roles and responsibilities

The **Trust Board** is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring educational trips and visits positively impact on pupils' lives, teaching them new life skills and providing new experiences.
- Promoting good safeguarding practices to ensure the safety of pupils when partaking in extra-curricular trips and activities.

The **Head Teacher** is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator, liaising with the Trust Board as necessary to ensure the correct appointment is made.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing board regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.

- Ensuring the educational visits coordinator is competent to oversee the coordination of off-site education, and arranging for training to be undertaken as necessary.
- Completing relevant paperwork, including risk assessments, for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits' coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the trip or activity.

[Where a school does not have an educational visits coordinator, the Head Teacher should undertake their duties until one can be appointed.]

The **educational visits coordinator** has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Liaising with the local outdoor education adviser to help staff assess and manage risks.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Creating an itinerary prior to an educational visit or school trip and distributing it to parents and staff to ensure the day is well organised and safe.
- Appointing an appropriate member of staff to be the designated leader of the trip.
- Ensuring that the requirements of this policy are carried out across all schools.
- Ensuring that any problems are raised in a meeting with the governor with special interest in parents, pupils and the community and where appropriate the School board.

The **designated leader** in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip. They are also responsible for:

- Checking the schedule is free on the school calendar prior to planning an educational visit.
- Identifying the educational purpose of the extra-curricular trip or activity and presenting its benefits to the Head Teacher.
- Completing all essential documentation for the trip, including a risk assessment, with the Head Teacher.
- Informing parents of the proposed extra-curricular trip or activity six weeks in advance of the trip.
- Distributing permission slips to parents six weeks prior to the trip and chasing up any permission slips that have not been returned two weeks prior to the trip.
- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members on the school trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.
- Meeting with parents in advance of the trip to discuss logistics and expectations ensuring they sign the Parental Code of Conduct.

Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- Conducting risk assessments prior to school trips and educational visits to ensure pupil and staff safety.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Liaising with the designated leader to understand personal responsibilities and ensuring the smooth running of the school trip or activity.
- Ensuring that any outdoor space visited, e.g. a park and playing field, is kept clean and free from litter during the trip.

Pupils are responsible for:

- Following instructions from staff while on school trips.
- Keeping pride in their presentation, understanding that they are representing the school whilst on an education trip.
- Ensuring that, during visits to outdoor spaces, they keep the area tidy and free from litter.
- Behaving in a manner which matches the ethos of the school, and for following the behaviour rules set out in the school's Behaviour Policy with regards to this policy.

Training of staff

- Staff will receive training on this policy as part of their induction.
- Staff will receive regular and ongoing training as part of their professional development.

Planning school trips

Prior to planning a school trip, the following guidance will be read by the organisers:

- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'

A thorough risk assessment will be conducted by the designated leader during the planning of the trip, to ensure pupil and staff safety, to be signed off by the educational visits co-ordinator.

Adventure activities will always be identified at the planning stage and never added during the trip.

When planning water sport activities, the need for instructors and lifeguards will be taken into account, particularly when using facilities which may not have a trained lifeguard present.

The school will do everything in its power to ensure that all pupils are given an opportunity to participate in school trips, for example, organising two trips with a smaller group size or finding a venue which can cater for all pupils.

When planning an educational trip or activity, the School Board will ensure the trip does not discriminate against a particular individual, group of pupils or single school.

Residential School trips will be agreed upon at School Board level before any formal plans have been implemented. Any disputes relating to pre-planned educational trips or activities will be discussed and resolved by the Senior leaders of the school and shared with Chair of School Board.

Risk assessment process

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.

The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the activity.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

Vetting providers

When considering external providers for activities, the designated leader (with support from the educational visits coordinator or school business manager) will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.

If a provider does not hold the badge, the educational visits coordinator will check the following to ensure they are a suitable organisation to work with:

- Their insurance arrangements (Minimum of £5 million Public Liability insurance)
- Their adherence to legal requirements
- Their control measures
- Their use of vehicles
- Staff competency levels
- Safeguarding policies (compliance with recruitment and DBS requirements)
- The suitability of their accommodation
- Any sub-contracting arrangements in place
- The presence of necessary licences
- Competence: Professional qualifications and safety records.

If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for.

If an organisation does not meet the school's standards, they will not be considered.

Equal opportunities

In accordance with the Equality Act 2010, the school has a legal duty to make reasonable adjustments to ensure pupils with SEND or medical needs are not treated less favourably.

Accessibility of venues and transport must be confirmed at the initial planning stage.

An appropriate adult will be assigned to support pupils with complex needs to ensure full participation. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.

Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equality Statement.

Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis.

Any individual, staff or otherwise, shown to be taking preference over one pupil or a group of pupils will be subject to formal disciplinary action.

Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.

For school trips that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

Safe use of minibuses and seatbelts

The School Business Manager is responsible for arranging the annual maintenance of the minibuses, including ensuring MOTs and road tax have been completed.

The use of minibuses will be organised in accordance with the Minibus Policy.

The driver will have a current driving licence, be aged between 21 and 70 years old and hold a full licence in at least a category D PCV in order to drive on a domestic school trip.

Category B PCVs may be acceptable in certain circumstances, as outlined in the Minibus Policy.

Before driving abroad, the educational visits coordinator will contact the LA for guidance on which licence is required.

Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

If passengers are paying a charge, the minibus permit must be clearly displayed in the vehicle.

Internal damage to the minibus is the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.

The minibus will carry strictly one person per seat and seatbelts must be worn at all times.

Fines incurred will be paid by whoever was driving the minibus at the time the offence was committed.

Start and finish mileage, along with any potential risks, defects or damage identified, will be reported upon return to the school.

The following staff members hold the required licence and have completed specific training which allows them to drive the academy minibus:

Nathan Kenney	Belvedere Infant and Junior Schools
Emma Shinn	Belvedere Infant and Junior Schools

Parental consent

In line with the De-regulation Act 2015:

Annual/Blanket Consent: Used for "ordinary" off-site activities that take place during the school day as part of the National Curriculum.

Specific Written Consent: Still required for activities of an adventurous nature, residential trips, foreign travel, or trips outside of normal school hours:

- Activities of an adventurous nature.
- Residential trips.
- Foreign trips.
- Trips outside of school hours.

Separate consent will be sought for trips which require payment.

Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

Staffing ratios

TPA does not use fixed, rigid ratios for all visits (except for Early Years). Instead, a risk-based approach is applied. Ratios are determined by:

- The age and needs of the pupils (including SEND).
- The nature and complexity of the activities.
- The environment (e.g., remote, urban, or water-based).
- The experience of the accompanying staff.

Insurance and licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator or school business manager will check that the provider of the activity holds a current licence.

Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place.

Parents will be informed of the limits of any insurance cover.

Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

Medical expenses will be recorded and stored in the school office.

Accidents and incidents

In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin, as detailed in the Health and Safety Policy.

In the case of accidents and injuries while on a school trip abroad:

- Organisers will cooperate fully with local emergency services and understand that any injury or death of a member of staff or pupil outside of Great Britain may be subject to the law of the land where the accident occurred.
- The first point of contact within the UK will be the Head Teacher who will contact the family of the injured person.
- Pupils will be asked not to contact friends or parents in the UK until the family of the injured person can be contacted.
- The British Embassy/Consulate will be informed.
- The insurer will be notified.

The Head Teacher delegated to School Business Manager will keep written records of any incidents, accidents and near misses.

Media enquiries will be referred to the Head Teacher or, if they are not available refer to the TPA media trust policy and COO for advice.

Staff will use guidance as set out in the Business Continuity Plan, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.

Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.

Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels.

Pupils and staff are informed of an evacuation plan before entering trip venues; this should include an agreed rendezvous point, to ensure everyone knows what to do in an emergency.

To ensure pupils are easily identifiable, they must wear the school sweatshirts and High Vis jackets. Failing this, pupils will be given a badge with the school logo on, which must be worn at all times.

Missing person procedure

The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.

Before embarking on the trip, extensive risk assessments are undertaken.

The designated leader will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.

When travelling with a pupil with special educational needs and/or disabilities, the educational visits coordinator will ensure an appropriate adult is with them at all times and that the visit is adequately modified to suit the pupil's specific needs.

Everyone on the trip will be provided with a contact sheet for all members of staff, in the event they are unable to locate their group.

All staff members and volunteers will be required to carry mobile phones with them at all times. If a volunteer doesn't own a mobile phone, they will be paired up with an adult who has a mobile phone.

Upon arriving at every venue, the trip leader will identify a rendezvous point where pupils and adults should go if they become separated from the rest of the group.

Pupils and staff will wear school branded clothing, in order to make them easily identifiable. High Vis jackets should also be worn.

Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.

In the event someone goes missing whilst on a school trip domestically or abroad:

The trip leader will ensure the safety of the remaining pupils and staff by taking a register to identify who is missing.

The trip leader will immediately identify at least one adult to start looking for the person and another adult to contact them via phone, these people will look for the person until, where necessary, the police arrive.

Where possible, the venue will be notified of the missing person to help ensure the person is found quickly.

If the person cannot be contacted or located within 10 minutes, the local police or relevant authorities, e.g. the British Embassy, will be contacted.

If the police are called, the trip leader will contact the Head Teacher, or other available person, back at the school and inform them of what has happened.

If the police, or another authority, is called to an incident where someone is missing, they will oversee locating the person and will advise on factors including, but not limited to, when to contact next of kin.

If the missing person cannot be found, the group will return to school. If this is not possible, e.g. when a trip is taking place abroad, the educational visits coordinator will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.

If a member of the party has gone missing and is subsequently found, the trip leader will:

- Review the group sizes and staffing ratios to ensure no one becomes separated from their group.
- Review whether more registers should be conducted throughout the day.
- Assess which venues they attend to ensure they are suitable for the group.
- Make recommendations to the educational visits coordinator to ensure similar incidents can be avoided in the future.

Pupils with Special Educational Needs and/or Disabilities (SEND)

Educational Visits should be available and accessible to all, irrespective of special educational or medical needs or protected characteristics.

When a visit or activity is being planned, all reasonably practicable measures must be taken to include all young people.

Every reasonable effort should be made to find a venue and activities that are both suitable and accessible and that enable the whole group to participate fully and be actively involved.

Finance

The financial procedures outlined in TPA's Charging and Remission Policy will always be followed when arranging trips.

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018) and, therefore, will only charge for trips which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of religious education.

Money for school trips will always be paid directly to the school. Under no circumstances should school trip money be processed through personal accounts.

All letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.

In the event that the trip is cancelled due to unforeseeable circumstances, it is at the **Head Teacher's** discretion as to whether a refund is given to parents. The Head Teacher must take into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a trip, it is at the Head Teacher's discretion as to whether a refund is given to parents. The Head Teacher will take into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the trip, and whether the space on the trip can be offered to someone else. The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.

Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

Once trip arrangements are booked and confirmed, if contributions to a trip exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.

Any excess of expenditure will be subsidised by the school.

Foreign trips

When planning school trips abroad, the school will consider the Foreign and Commonwealth Office's guidance 'Safer adventure travel and volunteering overseas' (2015) and, where an activity poses significant risks, the school will also consult the British Standard for adventurous activities outside the UK.

Validity of passports and visa requirements will be dealt with within three months of the initial notification of the trip, to avoid problems when the trip is due to take place.

Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.

Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad.

Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.

Registers will be taken at the start and end of each day, as well as before, during, and after events, and at regular intervals whilst on days out to ensure the whereabouts of pupils are known at all times.

Staff will check the town/city's local news at the start of each day of the trip, to ensure their planned activities are safe to go ahead.

A minimum of two members of staff attending the trip will have at least an intermediate understanding of the destination country's language.

At the start of the trip, all pupils and staff are provided with an emergency contact sheet, this includes the trip leader's mobile phone number, as well as emergency numbers and phrases for the country they are visiting.

When using external providers abroad, the school will check whether the provider holds an equivalent of the 'Learning Outside the Classroom Quality Badge'. If no such equivalent can be ascertained, the school will make checks in the same manner.

Evaluating trips and visits

Following an educational trip/visit, the educational visit coordinator will meet with any staff members present on the trip to assess the success of the trip in respect of both educational value and safeguarding effectiveness.

Based on this assessment, recommendations will be made to improve future trips and visits.

Appendix A - Annual consent form for all educational visits and school trips

Please sign and date the form below if you are happy to give consent for your child, _____,

a) To take part in school trips and other activities that take place outside school premises; and
b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

Please note the following important information before signing this form:
The trips and activities covered by this consent include:

- All visits, including residential trips, which take place during the holidays or over a weekend.
- Adventure activities at any time.
- Off-site sporting fixtures outside the school day.
- All off-site activities for nursery schools.

The school will send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form.

Medical information
Details of any medical condition that my child suffers from and any medication my child should take during off-site visits: ……
……

Signed…… Date……

Appendix B - Consent form for specific educational visits and school trips

Educational visits consent form	
Pupil details Name:	**Visit details** Destination:
Year group:	Date:
Date of birth:	Time:
Home telephone number:	I acknowledge the need for my child to behave responsibly ❑

Please detail below if your child suffers, even mildly, from any medical condition such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. Also, if your child has suffered from any contagious or infectious diseases during the past three months, please detail these. **All information will be treated in confidence.**

When did your child last have a tetanus injection?

If your child is taking medication, please give details, including whether it can be self-administered:

Is your child allergic to any medication? YES/NO. If yes, please specify:

Please give details of any special dietary requirements and the type of pain/flu relief medication your child may be given if necessary:

Family doctor:		Telephone number:	
Address:			

I am happy to let my son/daughter make their own way home ❐
I will collect my son/daughter at **4.30 pm** from _____ ❐

I give permission for my child to participate in the above school visit and I have read all the information given. I further consent to my child being given any urgent medication or surgical treatment which may be considered necessary by the medical authorities during the school visit. I understand that my child is covered by the school's liability insurance, and that I am able to take out my own additional insurance if I wish. I will inform the school of any change in the circumstances outlined above. I understand that if the school does not receive adequate parental contributions for this school visit, it may be cancelled.

Signed:_____ Date: _____

Parent's name in BLOCK capitals: _____ Address: _____ _____ _____ Telephone number: _____	Please give an alternative contact name and telephone number in case we cannot reach you in an emergency: **Emergency contact one** Name: _____ Telephone number: _____ Relationship to pupil: _____ **Emergency contact two** Name: _____ Telephone number: _____ Relationship to pupil: _____

Appendix C - Outline of Planned Visit

The proposed outline is as follows:

Year group	Autumn term	Spring term	Summer term
Reception			
Year One			
Year Two			
Year Three			
Year Four			
Year Five			
Year Six			

Appendix D Part A Pre-Trip Authorisation- Including Budgeted & Actual Costings

PART A - TO BE COMPLETED AND SIGNED OFF PRIOR TO LETTERS BEING SENT TO PARENTS

Date of trip

Visit to

Purpose of visit

Class

Teacher in charge of visit

Number of children

Pre-trip budget / costings including transport and entrance fees **(see PART C below for a breakdown)**

Is the risk assessment attached? (Right-click the checkbox to tick the relevant option)

❑ Yes ❑ No

Pre-trip authorisation for the overall visit, pre-trip budget and risk assessment

Pre-trip authorisation must be obtained prior to letters being sent to parents

Head Teacher signature / typed authorisation

Authorisation:	Date:

PART B - SCHOOL TRIPS CHECKLIST

Number of adults and their names. What is the ratio of adults to children?

Has a preliminary visit been made, or has the teacher visited before?

What is the time of departure on the date of the trip?

What is the expected time of return from the trip?

Transport - Coach (name of company and their contact number), train, bus, walk, parents drop off/pick up

Has the kitchen been notified? Are packed lunches required for FSM children? If so, provide their names

Who is the first aider? Has a first aid kit/sick bucket been obtained?

Are there any children with medical conditions, special dietary needs, SEN children? If so, provide their name and condition/requirement/need)

Has the risk assessment been completed and handed to the office?

Provide the name and telephone number for emergency contact(s)

Is class or lunchtime cover needed?

If necessary, have you checked the diary and/or with other tutors or teachers?

Were any children absent on the day? Has a refund been issued if applicable?

Appendix E - BUDGETED AND ACTUAL COSTINGS

Transport, entrance, etc. Provide a breakdown here

Total cost

Number of pupils attending

Amount to charge per pupil

Number of pupils who have paid in full

Number of pupils who have part-paid

Number of pupils to charge to Pupil Premium, and the total to be charged

Number of pupils who have not paid

Total monies received

Cost of trip less monies received and Pupil Premium contribution

Comments

Post-trip summary sign-off

Post-trip summaries must be produced and signed off within a maximum of one month of the date of return from the trip. Where this one-month deadline includes half or end of term breaks please extend the deadline accordingly.

Post-trip Business Manager sign off / typed authorisation

Authorisation:	Date:

Post-trip Trip Organiser sign off / typed authorisation

Authorisation:	Date:

Post-trip Has the relevant budget holder been notified of any surplus or deficit?

❑ Yes ❑ No, it's not applicable ❑ Not yet, but I need to

Appendix F: Educational Visit Procedures

Requests for visits need to be made by Year group teachers to EVC (EVC) at least 6 weeks before a proposed trip.

If teachers make any initial enquires, all emails must be copied to EVC (EVC)

Teachers should complete as much information as they can in the table below.

Admin/Finance Officer will make enquiries and feedback additional information which can be sent back to the teacher and EVC to be agreed.

No booking can be confirmed until this form has been returned to the EVC (EVC) and the details have been approved with a date and an e-mail confirmation agreeing the trip and costs sent to Admin/Finance Officer who can then confirm the booking.

Prior to the trip

- Trips will initially be agreed by SLT to ensure they match the curriculum/ the TPA passport and the budget. Each class will take part in a trip or experience each half term.
- All staff to check the Yearly calendar for each half terms trip or experience
- Pre-trip reccy to be completed (most venues offer free entry for this)
- Risk assessments **MUST** be discussed with the HT minimum 2 week prior to trip with time for changes to be made.
- Risk assessment to be added to EVOLVE following this discussion along with all other aspects of EVOLVE **a minimum of 6 weeks prior to the trip.**
- Letter to parents to be drafted by Trip Leader / shared with HT and once approved sent to the office and the parents **at least 6 weeks prior to the trip. Letter cannot go out prior to trip being approved on EVOLVE.**
- All reply slips to be collected by the class teacher or office. No child will go on a trip without written consent on paper or via Arbor.
- Reminder letter with visuals for the trip to be sent **at least 2 weeks prior to the trip** (where appropriate and definitely for SEND children the day before the trip – see example below)
- If teachers have concerns about taking a specific child on a trip, this must be discussed with the HT **minimum one week prior to the trip** so that plans can be put in place including additional risk assessments if required.
- On every occasion when children are taken off site, Class Teachers **MUST** complete the Off Premises Exit Form and hand this in to the school office.

On the day - Adults	On the day - Children
- Wear high vis vest - Have adults spread amongst the children - Always have 2 adults in the road crossing children - Smart attire as in school (unless a specific reason for not – i.e. a muddy activity) - Mobile phones should only be used to contact school and should not be used other than this - No adult should leave their class or group at ANY time other than to go to the bathroom - Always walk on the outside of the children (road side) - Think carefully about groupings and adult support - Hand a copy of the completed risk assessment and exit form to the office as you leave	- Full uniform (unless a specific reason for not – i.e. a muddy activity) - Always walk on the left and let members of the public pass - Walk in a line in pairs (unless it is a very thin pavement) - Voices should be kept down particulalry on public transport - Same expectations in school as out and about

PLEASE GIVE A COPY OF THE REVERSE TO
ALL PARENT/ CARER/ ADULT HELPERS PRIOR TO THE TRIP

School trip volunteer guide

Thank you so much for offering to help on our exciting trip.

Here are some tips to ensure the trip runs smoothly and that everyone is kept safe:

- You will be allocated a group of children together with a list of their names. Please do regular headcounts to ensure your group is still together.
- When walking children should walk in twos on the side nearest the road, with your children further away from the road.
- Please refrain from using your mobile phone. In case of an emergency where you need to use your phone, please let a member of staff know so they can remain with your group while you use your phone.
- Please only take photos of your own child.
- Members of staff are responsible for all first aid, please let one of them know if this is required.
- If you have any concerns about anything a child says or does on the trip, please let a member of staff know. Please maintain confidentiality, only discussing issues with a member of staff.
- If a child needs the toilet, please let a member of staff know.
- Please do not give any child food or buy them anything from any shop or outlet.



Above all, if you are unsure of anything at all, please talk to a member of staff. We will be pleased to answer any of your questions and address any concerns.

[Type here]

Example of parent guide

16th November 2025

Our Trip to The Golden Hinde



This is what The Golden Hinde looks like

Tomorrow, we are going to The Golden Hinde, please ensure your child has the following…

- Packed lunch
- Bottle of water
- Back pack to carry their packed lunch and water
- Dressed in full uniform, comfortable shoes for walking and water proof coats
- We will be returning by 3.15pm

The day will look like this

Please discuss the day with your child

First Then After Then Finally











[Type here]

Appendix G – Risk assessment

This form must be completed and uploaded with the rest of the information required on Evolve at least six weeks before the trip for approval. The final approved document, with appendices, must be copied for the Office before you leave the school.

Trip:	**Date:**	**Year Group:**
	During School Hours	
School Office		
Head Teacher:		
Deputy Head:		
On trip main contact:		**Phone numbers**
Teachers:		
Support staff:		
Volunteers:		

Itinerary: To include details of journey and sessions booked whilst at venue

Please include Address and phone number of venue:

SECTION 2 - RATIOS

Please see below for staff/pupil ratios. **The Visit leader should not be included in the count**. Please ensure that at least two adults are members of staff who have experience of managing large groups of children, and that a minimum of one member of staff have First Aid training. You may wish to add additional staffing to take issues of the following into account: SEN/medical need, responsibility/discipline, nature of activities, and risk.

	Local Trips or Trips using Coaches		**Trips using Public Transport**	
Pupil Age	Adult/Pupil Ratio	***Example – for a class of 30 pupils***	Adult/Pupil Ratio	***Example – for a class of 30 pupils***
Nursery	1:2 - 3	*10 to 15 adults* ***plus the Visit Leader***	1:2	*15 adults* ***plus the Visit Leader***
Reception	1:3 - 4	*8 – 10 adults* ***plus the Visit Leader***	1:3	*10 adults* ***plus the Visit Leader***
KS1	1:8	*4 adults* ***plus the Visit Leader***	1:6	*5 adults* ***plus the Visit Leader***
KS2	1:10	*3 adults* ***plus the Visit Leader***	1:8	*4 adults* ***plus the Visit Leader***

Medical needs -Children	

SECTION 3 – RISK ASSESSMENT

A thorough risk assessment must be carried out, considering each and every possible element of risk for the entire trip. A range of generic risks that apply to the vast majority of trips are listed below, but this is not a complete list, and doesn't take into account risks specific to each individual visit. ** For some venues, a risk assessment for activities that take place on their grounds is provided; if that is the case, please attach it to this document when you submit if for approval **

BELVEDERE INFANT SCHOOL		RISK ASSESSMENT& RISK MANAGEMENT RECORD EDUCATIONAL VISITS AND OFF SITES ACTIVITIES	
Activity: PROGRAMME: DATE: Group times:		Educational Objectives:	
Number of Pupils:	Age of Pupils	Number of adults:	Group Leader:
Assessment date:		Review date:	

HAZARD	RISK	WHO IS AT RISK	CONTROL MEASURES	COMMENTS/ ACTIONS	RISK LEVEL
Weather exposure	Over exposure to heat or cold	Pupils, staff	Consider range of weather conditions, plan appropriate programme, equipment and clothing (incl spares) needed. Check forecast, adjust programme if needed	Clear instructions re: clothing to pupils, parents and adults	
Illness / injury	Illness, injury, death	Pupils, staff	Existing medical conditions identified to all adults. Individual medication taken and securely held. Mobile phones taken where available. Reminders re: walking and dangers of slippery surfaces.	All adults to receive pupil lists with medical identified. Parents receive clear instructions re: providing necessary medication. In an emergency, call an ambulance immediately.	
Pupil lost or separated	Injury, death	Pupils	Named leaders for groups of pupils. Identified occasions throughout day for head check, incl arrival/departure	Briefing for staff and pupils with identified head checks shared. Contact Police.	

			points. Staff and pupil briefing prior to trip explaining arrangements and what to do if pupil is lost/separated.	Adults to wear high visibility jackets. Regular head counts of pupils before transitioning to next part of day.	
Travel on foot	Injury, death present	Pupils, staff	Use of pavement and pathways for walking, with proactive staff supervision since walkways are shared by local public. Plan route prior to departure to use most suitable route available. Pre-planned staff supervision of any road crossing, everyone to be aware when and how many times this occurs.	Briefing for staff and pupils with supervision arrangements shared. Cross at designated crossings whenever possible.	
Travel on Train	Injury, death	Pupils, staff	Children and staff briefed beforehand about how travel on train. Plan route prior to travel.	Children to be counted on and off train. Sit down or of not possible, hold on to railings. Teacher communicates with guard when all children are off. Stand well back from the edge of the platform when waiting for the train. Mind the gap.	
Water	Injury, death	Pupils, staff	Children pre warned not to go near the water's edge and stay on ground behind railings.	Children kept a safe distance away from the water's edge and not allowed to climb on railings.	

SECTION 4 – STAFF/ADULT AND PUPIL BRIEFING

The trip leader must organise a briefing meeting for all staff/adults accompanying the trip. This should include discussion on the following points:

- time of arrival at school, and timings for the day;
- pupil groupings and arrangements for supervision;
- arrangements for transport;
- arrangements for pupil lunch, pupil valuables, and pupil medical/First Aid.

All staff/adults should also be given a copy of the itinerary, contact information for the venue and for all staff/adults accompanying the trip, risk assessments, and pupil lists.

Date/time of staff/adult briefing: Morning of trip before leaving

The trip leader must also organise a briefing/assembly, or if this isn't possible, a letter, for all pupils going on the trip to share the itinerary and any key details, including discussion of the following points:

- time of arrival at school, who to report to upon arrival, and timings for the day;
- arrangements for transport;
- code of conduct and behavioural expectations;
- arrangements for lunch and valuables, i.e. spending money;
- arrangements for medication, i.e. inhaler;
- what to do if lost or in difficulty.

Date/time of pupil briefing: Morning of trip before leaving

SECTION 5 – DECLARATION BY TRIP LEADER

I certify that this trip has been carefully planned to support the curriculum and expand the life experiences of the children. I have undertaken a thorough risk assessment, considering the potential hazards on route and during the trip. I have thought carefully about how to minimise the risks for the children when travelling, the number of adults that I need and how to keep the children safe during the journey. I understand that I, as the trip leader, have a responsibility to ensure the learning outcomes of the trip are met and the children are kept safe at all times.

Signed: _____ Date: _____

Authorised By

Name: _____ Date: _____

Signed: _____

Comments

Each class teacher is expected to leave with the office an exit form including any children in the class not attending and any changes to staffing / parent/ carer helpers.

SECTION 6 – FINAL CHECKLIST

The following is a list of items you need to take with you on the trip. Please start preparing them the day prior to the trip, ensuring you have everything you need prior to the day of departure.

TEAM LEADER		**FIRST AIDER**	
Risk assessments	☐	Sick bags & bucket	☐
Class list (emergency contacts)	☐	Copies of care plans if req.	☐
Camera	☐	Asthma pumps (if required)	☐
Travel tickets	☐	Epi pen (if required)	☐
Packed lunched if required	☐	Any other medicine (please list)	☐

Tick each box above, and hand the completed sheet plus any details about non-attending pupils to the office prior to departure.

[Type here]

OFF PREMISES EXIT FORM

EXIT FORM	
Date:	
Trip:	
Class:	
Number of pupils on roll :	
Number and names of pupils absent:	
Number and names of pupils staying behind:	
Total number of children attending trip	

Name	Reason for staying behind	Class sent to for duration of trip