



# St John's Primary School Educational Visits Policy

**Approved by:**

Liz Wombwell (Head  
Teacher)

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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 implement and enhance the curriculum drivers, expand pupils' education and provide enriching social and cultural experiences. They provide a platform to 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. Every educational visit should not discriminate and be accessible to all pupils.

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, religious 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](#)

This policy also acknowledges the guidance of good practice as set out by the OEAP. [4 – Good Practice | \(oeapng.info\) 5.3b-Writing-an-Establishment-Visits-Policy \(3\).pdf](#)

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

## 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 local committee to approve residential trips of more than 24 hours

### 1.2 The educational visits co-ordinator (EVC)

**Ollie Williams** (Deputy Head Teacher) is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange, risk assess 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 local committee 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
- Submit visit risk assessments to Surrey Evolve [EVOLVE - Surrey County Council \(edufocus.co.uk\)](#)

### 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
- › 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

### **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

### **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
- › Possess a valid DBS

### **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.

[S:\Everyone\Policies\Current policies\Behaviour\\_policy\\_STJ\\_2023.pdf](S:\Everyone\Policies\Current policies\Behaviour_policy_STJ_2023.pdf)

## 4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Head Teacher 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

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- › Staff experience of educational visits
- › 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

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 local committee.

Once the risk assessment has been approved by the headteacher, and the local committee 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.

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.

## 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 <S:\Everyone\Risk Assessments\Risk Assessment Template 2021-2022.doc> and in **appendix 2**, and approved by the Head Teacher.

Existing risk assessments <S:\Everyone\Risk Assessments> 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 Head Teacher, and a copy taken on the visit and another copy left with Ollie Williams.

### 5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required based upon OEAP guidance of *STAGER* <4.3b-Ratios-and-Effective-Supervision.pdf> On all educational visits, we will make sure:

- At least 1 male and 1 female supervising adult is present if possible (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all EYFS 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 <S:\Everyone\Policies\Current policies\First Aid Policy.pdf>
- 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 <S:\Everyone\Policies\Current policies\St John's Health and Safety policy.pdf> 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 that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## 6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- › The needs of the pupils going on the trip
- › The setting and circumstances of the trip
- › Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance 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 meetings, letter, email or Marvellous Me 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.

We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

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 will notify the Duty Officer and initiate Operation Duke [S:\Everyone\Risk Assessments\Offsite Emergency Procedures 2017 2 \(3\).pdf](S:\Everyone\Risk Assessments\Offsite Emergency Procedures 2017 2 (3).pdf) The Duty Officer 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 Duty Officer and initiate Operation Duke. In this process, the parents/carers will be informed. 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. <S:\Everyone\Policies\draft policies waiting approval\Charging and Remissions Policy.docx>

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 local committee, 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 Head Teacher and EVC. At every review, the policy will be shared with the full local committee.

## 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
- Early Years Foundation Stage (EYFS) policy

[S:\Everyone\Policies](#)

## Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the EVC.

**Name of staff member proposing the visit:**

**Date of request:**

**Response required by (date):**

### Proposed trip information

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none"> <li>&gt; Staffing</li> <li>&gt; Volunteers</li> <li>&gt; Physical supplies</li> <li>&gt; Transportation</li> </ul>		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		

## Appendix 2: risk assessment template

IS THIS the new greensand one?

<b>Health &amp; Safety Risk Assessment Record for :</b>				
Applicable to: <b>St Johns Primary School</b>				
Assessment Date:	Visit Date:	Lead Assessor:		Persons consulted: Mrs E. Wombwell
		Further Action Required?		
Facilities (toilets, areas for shelter, etc.):		Total Number of Pupils: Pupil-to-Adult Ratio:		Group Leader: Other Adults: Total:
Alternative Arrangements in case of Inclement Weather: Waterproof coats, wellies, warm clothing, water bottles, shelter. Activities may be revised if appropriate		Non-DBS staff:		

Process/Activity	Hazards Identified	Persons at Significant Risk	Existing Controls *	Are existing controls adequate? Y/N	What additional controls are required? (See Actions attached)
			•		
			•		

### ACTION PLAN

Action Required	By Whom	Planned Completion Date	Date Completed

### GUIDANCE FOR COMPLETING THE RISK ASSESSMENT DOCUMENT

**Process/Activity:** The specific item/issue being assessed e.g. working with machinery, lone working, and use of specific swimming pools.

**Hazards Identified:** A brief description of how the process/activity may cause harm or loss e.g. entanglement with moving parts; assault; contact with electricity.

**Persons at Significant Risk:** e.g. Employees; Contractors; visitors; Pupils; Pregnant women; Disabled persons.

The type and numbers of persons at risk may dictate the necessary control measures.

**Existing Controls:** Explain the existing arrangements in place to protect persons at significant risk.

**Are Existing Controls Adequate? Yes/No:** Existing controls will be considered adequate should everything reasonable and appropriate have been done to protect persons "at risk". If the answer is no, and everything reasonable and appropriate has not been done, then the actions necessary to achieve them should be included in the "Action Plan"



***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

### **CODE OF CONDUCT FOR VOLUNTEERS**

#### **1. Introduction**

Welcome to St John's School. We value and appreciate the support parents and others who volunteer give us. Many school activities would be at risk if it weren't for your help and our pupils benefit greatly from it. It is our duty to ensure that whilst you are engaged in voluntary activities for the school that we care for you and ensure your safety. We also, of course, have a duty to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm.

This information is to inform you of what measures we need to apply to ensure that all volunteers and pupils are safe and cared for. Its contents will be discussed with you prior to you helping in school and you will have attended a Volunteers meeting which is updated annually. If you have any further questions, at any point during your time volunteering, please ask.

#### **2. General Principles**

##### DBS

All volunteers must now be Disclosure and Barring Service (DBS) checked – we are sure you can appreciate the need for this. We wish to reassure you that this information is solely for the purpose of ensuring that our pupils are safe from unsuitable people. In some instances we may ask for your permission to seek information from another person regarding your suitability to work with children e.g. from an employer.

##### Safeguarding

All visitors to school must report to the office on arrival; this is for security and fire reasons. Visitors will be given a badge to wear whilst in school so they can be identified, this includes parents, work people etc. All visitors must sign in and out of school in the official school signing in book, indicating time of arrival, purpose of visit, and time of departure.

We ask all visitors to turn mobile phones and other devices off whilst on the premises.

##### Emergency Procedure

Please make sure that you are familiar with our Emergency procedure which are displayed in every room / work area. If the fire alarm should sound please leave the building by the nearest exit with any children who may be working with you. Once you are at the designated assembly point, please reunite the children with their class and report to admin staff. If the intruder alarm should sound, please return immediately to your classroom.

##### Health Concerns

Please let us know if you have any health concerns / medication needs we should be aware of whilst you are on site.

#### **3. Working with our children**

Our volunteers help with a variety of tasks, depending on your skills, which may include:

- Helping the teacher in the classroom, small group work, reading activities
- computer tasks, work in the library, helping to prepare resources / display
- accompanying PE / Swimming classes off site, Outdoor learning on the common
- day trips, residential visits
- running or helping to run clubs / after school activities

Volunteers who are also Parents tend to help in their own child's class but sometimes this is not advisable as it may be distracting for a particular child. For this reason, we do not usually ask new Reception Parents to volunteer until the children have settled.

If you are working on an activity independently of the class teacher, please make sure: you are clear about what you are expected to do – if not, please ask. Make sure that you feedback to the teacher and discuss any difficulties you may have had.

#### 4. Volunteers Conduct

We expect that volunteers at St John's should:

- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Encourage children with a positive, "can do" attitude.
- Treat all children equally; never confer favour on particular children (eg by buying a group of children a gift), or build 'special relationships' with individual children.
- Not have physical contact with children or allow young children to sit on your lap
- Never give personal contact details, text email or telephone, or make arrangements to contact, communicate or meet children outside of school.
- Never make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate\* or offensive nature
- Allow, encourage or condone children to act in an illegal, improper or unsafe manner
- If transporting children, drive in a safe manner at all-times and have the appropriate insurance. Drivers must not exceed the speed limit, drive a vehicle which is known to be un-roadworthy or otherwise unsafe, not use a mobile phone whilst driving or fail to use seatbelts.
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so. For example: under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children; under extreme stress which is likely to impair your judgment.
- Never use personal devices while with children e.g. phones for calls, messaging, photographs or filming on school site or on trips or visits

An understanding of the above will ensure that both children and adults are safe, including from the possibility of allegations being made against a volunteer.

#### 5. Confidentiality

When you are in school you may overhear conversations about particular children and you may witness incidents. It is important that information is kept confidential to the school. If you are approached by another parent outside of school with a query about an individual child please suggest that they speak directly to the teacher. If you are concerned or unsure about anything you see or hear please speak to the class teacher, the Deputy Head teacher or the Head teacher.

#### 6. Safeguarding

As part of our stringent Safeguarding practices at St John's, all staff and volunteers are expected to raise any concerns with the class teacher, Deputy Head teacher or Head teacher in relation to:

- concerns about a particular child – it might be something they have said to you or something you have noticed about them
- any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation, against yourself.
- any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately.
- behaviours of another adult in the school which give you cause for concern or breach of this code of conduct or other school policies and procedures

Please make sure that if you are out of the classroom with a child or a group of children that there are others around or that you are in a room which is clearly visible. This is particularly important in a one-to-one situation or where children are in the process of getting changed for PE or Games.

#### 7. Declaration

I \_\_\_\_\_ have read the Code of Conduct for Volunteers and agree to work within its framework.

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