



Egerton Primary School and Nursery

EDUCATIONAL VISITS POLICY

for Egerton Primary
School and Nursery

Policy lead:	Monika Sedgwick
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Next review date:	January 2029
Approval needed by:	

Aims & Objectives

Trips, visits and learning off-site comprise an essential part of the curriculum at **Egerton Primary School**. Off-site learning provides memorable experiences and enhances pupils' education in ways that are not always possible within the classroom. The school is committed to providing visits and residential experiences as a positive tool to develop pupils' independent and investigative learning, and to build their understanding of the local and wider world.

For the purposes of this policy, an *educational visit* means any educational, cultural or sporting activity that requires pupils to leave the school premises. This includes:

- Visits to places of interest in the local area, including churches, parks and community facilities
- Day visits to museums, galleries and places of educational interest
- Sporting activities including swimming sessions
- Outdoor and adventurous activities
- Residential visits

This policy has been produced to offer school staff advice and support in the planning and organisation of all off-site activities and to ensure the health and safety of pupils. It follows guidance set out by the Outdoor Education Advisory Panel (OEAP, October 2024) and the Department for Education *Health and Safety on Educational Visits* (November 2018).

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

- Behaviour and Relationships Policy
- Charging Policy
- Health and Safety Policy
- GDPR Policy
- Inclusion Policy
- Medication Policy
- Safeguarding Policy
- Critical Incidents Procedure

Responsibilities

All off-site visits must follow the procedures outlined in this policy to ensure the safety of pupils and staff.

The **Headteacher** must authorise all trips and may, in the case of residential visits, adventurous activities or trips abroad, consult with the Governing Body and the Local Authority Educational Visits Advisor where appropriate.

The school has an **Educational Visits Co-ordinator (EVC)** whose role is to coordinate the planning and management of educational visits. All off-site activities must be approved by the EVC, usually at least four weeks prior to the proposed visit, unless the visit arises from an unforeseen educational opportunity.

Following EVC approval, the Headteacher will give final approval for local and non-adventurous visits once satisfied that appropriate planning and risk assessment are in place. Residential, adventurous, water-based or overseas visits require external adviser approval where applicable.

The EVC will:

- Maintain records of visits using the EVOLVE system
- Provide training and guidance for staff
- Support visit leaders throughout the planning process

For each visit, a **Visit Leader** will be appointed. The Visit Leader is responsible for ensuring that:

- The visit is carefully planned and risk assessed
- EVOLVE documentation is completed
- Transport and bookings are arranged
- Individual pupil needs are met
- Emergency procedures are understood

All staff accompanying visits are responsible for their own safety and the safety of pupils in their care. Staff must read and understand the risk assessment and know what to do in an emergency.

Process and Procedure

To ensure visits are planned effectively and safely, the following process must be followed:

- Research the proposed visit, including location, purpose and logistics
- Identify clear objectives and curriculum links
- Seek verbal permission from the Headteacher
- Agree dates with venues and check availability on the school calendar
- Complete internal booking and order forms

- Calculate costs and issue parental consent requests
- Notify the EVC and confirm the Visit Leader
- Complete EVOLVE documentation and risk assessment:
 - At least 4 weeks in advance for local visits
 - At least 6 weeks in advance for residential or adventurous visits
 - At least 8 weeks in advance for overseas visits
- Liaise with the EVC to refine risk assessments
- Inform relevant staff (e.g. office, kitchen) of pupil absence
- Collect consent forms, medical information and medication
- Confirm bookings with providers and transport
- Ensure pupils and staff are signed out and back in on the day
- Complete a post-visit evaluation on EVOLVE

Visits may be periodically monitored by the EVC, SLT or Headteacher to ensure procedures are being followed.

Staffing and Ratios

Staffing ratios are determined through risk assessment, taking account of pupil age, needs and activity type. As guidance, Egerton Primary School uses the following ratios:

- Nursery: 1 adult : 4 pupils
- Reception: 1 adult : 6 pupils
- Key Stage 1: 1 adult : 8 pupils
- Key Stage 2: 1 adult : 10 pupils

Pupils requiring 1:1 support are in addition to these ratios. Staffing for residential visits should, where possible, include both male and female staff and a member of the senior leadership team.

Early Career Teachers will be supported by experienced staff on early visits. At least one first aider will accompany visits, with a paediatric first aider required for EYFS visits.

Volunteers and parents must be fully briefed and, unless DBS checked, must not be left alone with pupils. All adults supporting residential visits must be DBS checked.

Permission

Parents and carers must be informed of all off-site visits and consent obtained via Arbor or written forms. A generic permission for local walks is obtained on admission to the school, but parents will still be informed in advance of such visits.

For looked-after children, consent procedures will follow safeguarding guidance.

Risk Assessment

Trips are planned using the online Evolve service. This allows trip leaders to collate important information about the trip:

- When and where the visit will be
- Dates and times
- Travel Arrangements
- Adults and pupils taking part
- Any medical needs of pupils
- Who emergency contacts will be
- What activities will take place
- What the benefits for the pupils will be

Trip leaders will complete and upload other planning documents to Evolve including permission letter to parents, risk assessments, itinerary, maps and information about the venue/provider etc. Evolve can be accessed remotely and used to share information with the EVC, headteacher and external educational visit advisors. We use Evolve to store information about previous trips and useful documents and contact numbers to aid the planning of future off-site visits. Evolve also provides an audit and approval tool to allow EVC and Headteacher to view and formally approve visits.

All visits are planned using EVOLVE. Risk assessments must identify potential hazards and outline measures to reduce risk. External provider accreditation (e.g. LOTC, AALA) will be checked where relevant.

Pre-visits should be undertaken where possible, particularly for new venues. Risk assessments must include travel arrangements, supervision, emergency procedures and arrangements for downtime on residential visits.

The risk assessment should set out clearly what risks may be present in an environment or an activity and must take into consideration variables such as weather conditions, travel delays etc. Reasonable steps to mitigate risks must be outlined and it must be clear what procedures will be put in place in the case of problems arising. External providers can often supply their own activity-based risk assessment which can be used in addition to the trip leaders overall risk assessment. If a provider has a valid LOTC award, there is no requirement to obtain their risk assessments as these have all been checked and verified as part of the LOTC accreditation. Thought must be given as to how to group pupils, how to move them from place to place, how to board and disembark from a coach safely and how to manage any planned stops on the journey. How pupils will be recalled if they are working in a large space? How can the group be easily identified in a public space? Regular headcounts/ registers must be done to ensure the group stays together. This is particularly important when the group changes location and before starting the return journey. For trips containing more than 1 class additional thought must be put into how many coaches will be needed, who will be the named leader or any

additional coaches. Staff on both coaches will need contact details for each other, school and parents and to be able to contact each other easily. Additional first aiders and equipment may need to be taken.

For longer journeys the trip leader must liaise with the coach company to ensure that any necessary driver breaks or additional drivers needed are accounted for in the planning of the trip. Where personal vehicles are used to transport pupils, 2 adults must be present and the trip leader must ensure that vehicles are insured for business use. For residential trips, risk assessments will need to outline how pupils will be kept safe in the accommodation and during downtime as well as during activities. How will pupils know what to do if they need help, how will their free time be supervised etc. What will be put in place to ensure staff have time to themselves at different points in the day. A code of conduct must be agreed and shared with pupils before the visit to ensure our usual school expectations are maintained. Pupils need to know if they are in a group and who they need to stay close to.

Emergency Procedures

Most incidents that happen on off-site visits can be dealt with by the trip leader and accompanying staff. Trip leaders are experienced staff who can use their skills and professional judgement to quickly decide how to best deal with challenging situation and keep pupils safe. However, sometimes an incident becomes an emergency when the trip leader needs support from school.

Examples of emergencies may include:

- A pupil or member of staff being injured and requiring medical care
- A pupil or member of staff being separated from the group
- A coach breaking down or being involved in an accident

As part of our risk assessment process the trip leader will know who to contact in the event of an emergency for help and guidance. This will usually be the Headteacher but may sometimes be the Deputy Head or EVC, via the school office during school hours. For residential visits and trips going on beyond school hours, the trip leader will have phone numbers to contact the Headteacher (and Deputy Headteacher and EVC) directly. In the event of an emergency it is the responsibility of the trip leader to inform the school as soon as possible of the situation. The leader must clearly communicate what the emergency is, what has been done and what assistance they need.

Assistance school might be able to provide may include:

- Sending additional staff to support
 - Arranging onward travel or alternative accommodation
 - Communicating with parents
 - Making safeguarding arrangements
- If a child becomes unwell or injured the trip leader will contact school first and then decide if the they or someone back at school is best placed to phone parents.

If a trip leader needs to phone a parent directly, they must still inform school as soon as possible. If a situation requires more support than school leaders can provide, i.e. the response of emergency services, the situation would become a critical incident and the school's Critical Incident Procedure must be strictly adhered to. The procedure sets out the responsibilities and protocols to be followed. All staff accompanying a trip must have read and know where to access the policy in an emergency situation.

Local Area Visits (LAV)

Regular, low-risk local visits may be recorded using the Local Area Visit (LAV) process on EVOLVE. These visits:

- Use an existing LAV risk assessment
- Require prior approval from the Headteacher or Deputy Headteacher
- Require a minimum of two adults
- Require staff to carry a mobile phone

Parents will be informed of all local visits.

Charging

When calculating the cost of school visits, trip leaders should factor in the costs of transport, entrance fees, costs for any specific workshops, experiences or resources undertaken and any entrance fees involved in pre visits. Funding for off-site visits should be provided mainly by parental contributions. No child can be excluded from an activity because of unwillingness or inability of the parent to make a financial contribution.

There is clear guidance from the DFES May 2018 that states parents do not have to pay for educational activities that take place within the school day. We can ask parents to contribute to them and obviously the cost of transport, but they do not have to pay.

On all letters about off-site visits where we ask for parental contributions, we will include the following paragraph:

We are asking for a voluntary contribution of £XXX to cover the cost of this visit. However, if any family feels they are unable to meet this financial commitment by the date below, please do not hesitate to contact the school office. Failure to do so will result in reminder letters being sent home. Unfortunately, unless we receive sufficient contributions to cover the costs involved we will be forced to cancel the visit.

If a child is entitled to free school meals or pupil premium, then they are entitled to help from the school towards these costs.

- We offer up to 100% funding for school trips and residential visits for children eligible for Free School Meals at the time of the trip.

- Up to 50% funding for school trips and residential visits for children eligible for Pupil Premium at the time of the trip.

Requests for support with funding must be made in person, via telephone or via e-mail to the school business manager for every trip. We would direct any parent who feels that they cannot contribute financially to talk to the office, headteacher or deputy headteacher. As the costs of some of the residential visits are much higher, we may set up payment plans for certain trips allowing parents to pay in instalments. However, full payment must be received before the date of the trip.

Staff Development

The EVC will be a member of staff with experience of planning and leading a range of educational visits and who has undergone EVC training delivered by an educational visits' advisor registered with the OEAP. EVC training should be revalidated once every 3 years. The EVC is responsible for keeping up to date and disseminating new guidelines and requirements around off-site visits to the rest of the staff. Newly and recently qualified staff, along with any staff new to our school, will plan, risk assess and upload visit documentation to Evolve with the support of the EVC. The EVC will support all staff with the off-site visit planning process. Top up training to be provided annually to all staff on requirements and best practices in relation to educational visits will be provided by the EVC.

Inclusion

Egerton Primary School is committed to inclusive practice. All pupils are entitled to participate fully in educational visits. Reasonable adjustments will be made, and the SENCo will support planning for pupils with additional needs. Trip leaders may have to consider any additional equipment or steps that might be needed for a pupil to physically access all activities. What strategies might be needed to help pupils cope with new situations or distress caused by sensory overload etc.

Review

This policy will be reviewed in **January 2029** or sooner if required by changes in guidance or practice.