

# RUSHEY GREEN PRIMARY SCHOOL



## EDUCATIONAL VISITS POLICY

<b><u>Date of Policy:</u></b>	<b>February 2026</b>	<b><u>Approved By:</u></b>
<b><u>Renewal Date:</u></b>	<b>February 2027</b>	

## **Mission Statement**

We aim to work in partnership with parents to provide an education of the highest quality, which celebrates everyone's success in a happy, caring creative environment where all our differences are valued.

### **1. Aims and Purposes**

The school provides a broad, balanced and creative curriculum in which school trips and visits play an important part. Well organized trips, enhance, enrich and consolidate learning.

Each year the school arranges a number of educational activities and visits that take place off the school site and/ or out of school hours, which support the aims of the school. These include:

- Out of hours clubs
- Inter school team sports, such as football and netball
- Regular nearby visits (libraries, parks, shops, places of worship)
- Day visits for particular year groups (theatres, museums, art galleries, environmental activities)
- Residential visits and activities, which might be classed as adventurous.

### **2. Responsibilities**

Under the statutory guidance, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfES requirements and LA guidelines. This school's EVC is **Claudine Campbell**.

The role of the EVC is to provide advice and assist in the organisation of visits, monitor the visits policy and ensure new staff are familiar with the visits procedures.

### **3. Approval Procedure**

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the Headteacher and EVC. A risk assessment must be completed by the class teacher or other responsible adult in charge and handed to the Headteacher before any visit

### **4. Parental Consent**

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full details of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements, and ensure that the detail of other incidental activities is included. The letter should also state the cost of the visit per child. (Please see charging policy for further details).

For day visits only, where written consent has not been received, verbal consent in person or by telephone can be accepted.

### **5. Staffing**

#### **a) Ratio**

As a general guide and in normal circumstances, the minimal adult /child ratio should be

Age	Early years – 1:4
	KS1 - 1:6
	KS2 –1:8

However, a professional judgement must be made for **each visit**, by the class teacher, as a range of characteristics relevant to the particular visit should determine the ratio. These are:

- Type, duration and level of activity
- Needs of individuals within the group. E.g. medical, SEND, behaviour
- Experience and competence of staff and accompanying adults
- Nature of venue
- Weather conditions at that time of year
- Nature of transport involved

The competence of supervisors and the supervision arrangements are more important than ratios.

### **b) Supervision**

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- Prior experience of pupils
- Age of pupils
- Responsibility of pupils
- Competence/ experience of staff
- Environment/ venue

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care, and a copy of the 'code of conduct for adults on school trips'

During longer residential visits it is essential that staff work closely with external staff (when appropriate) to maintain supervision of the children. An off duty rota must be arranged with the visit leader so that a minimum of 2 adults are on duty at all times.

Before you leave the school building, take a register and count all of the children. Children should be in pairs/partners and should be told to notify the teacher if their partner goes missing. Re-count at intervals especially when getting on and off transport or when transitioning between activities.

### **6. Risk Assessment**

'Risk assessment' (Appendix 2) is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic Risks - normal risks attached to any activity out of school. These will be covered by reference to the 'Educational Visits Checklist', and the school's generic self-assessment.
- Event Specific Risk - any significant hazard or risk relating to the specific activity that is not covered in the generic policies.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

A risk assessment must be completed and handed to the headteacher as soon as the visit is organised. Pupils should be involved in risk assessment and management. This may include

identifying potential risks and discussing their role in reducing risks. Through this they will develop risk awareness – an educational issue as well as a safety issue. It is an essential life skill.

The school has generic risk assessments for local trips and coach travel available on the server.

### **7. Plan B**

Despite the most detailed and careful pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museums have lost booking, a member of the group falls ill on the visit, the group gets caught up in a terrorist alert. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of a Plan B. Not having a Plan B has been a common cause of accidents. Check with the venue you are visiting to find out what their policy is on evacuation.

### **8. Transport**

If any pupils are to travel by car, the driver must be insured to carry passengers. This is also relevant to sports fixtures, and applies to both staff and parents' cars.

School should obtain written consent from parents, for their child/ren to travel in non-staff members cars

### **9. Evaluation**

Within a week of a visit, the visit leader should evaluate the visit with the other supervising adults and inform the EVC of any aspects to be considered in future planning.

### **10. Review**

This policy will be reviewed annually. It is next due for review in September 2017.

### **12. Staff Training**

Annual training to support teachers in implementing this policy will take place in September.

### **13. Procedure (timeline)**

#### **Checklist**

#### **Selecting the visit**

A trip summary sheet (Appendix 1) and risk assessment (Appendix 2) must be completed and handed to the Headteacher as soon as the visit has been arranged. Involve children in risk assessment and management.

- Teachers should make preliminary visits wherever possible when organising trips to unfamiliar places. Travelling expenses can be claimed for this.

Think about - travel

cost & method of payment

relevance to theme

number of helpers needed

check school diary for clashes before committing

## Organising the visit

- At least 3 weeks before:
  - Tell office and ensure transport tickets are ordered
  - Fill in trip info sheet
  - Complete risk assessment
  - Give out letters
  - Arrange for sufficient adults to support visit
- 2 weeks before:
  - Collect & record money
  - Send money to office daily
  - Secure enough helpers
  - Book packed lunches with the school office via email.
  - Remind children to wear school uniform or otherwise
  - Check inhalers, Epi-pens & other first-aid
- 2 days before trip:
  - Ensure all children have a permission slip
  - Ensure enough helpers:
 

Early years	1:4
KS1	1:6
KS2	1:8
  - Check lunches have been ordered
  - Check there are enough mobiles are prepared for each adult leading a group
- On the day:
  - Collect wrist Bands/high visibility jackets
  - Collect lunches
  - Collect inhalers and first aid
  - Collect tickets from office
  - Give trip guidelines to adults
  - Give adults a list of names of children in their group
  - Brief adults:- e.g. provide itinerary, maps, commentaries
  - Class list of children's names and parents' contact numbers

## During the visit

All staff wear a yellow visible jacket

School uniform must be worn unless otherwise agreed

Children walk in 2s to one side of path

Teacher to lead

T.A at the back - other adults in between

Teacher to ensure quiet & polite behaviour

Crossing roads must be coordinated by teacher:

- Find a safe place to cross
- At pedestrian crossing only cross when green figure is displayed
- A teacher stands in road to direct children across
- One adult waits on the other side with children who have crossed
- One adult stands on kerb with children to break the flow

## **Code of conduct for parents/carers on school trips**

Parents/carers attending school trips will be expected to oversee a group of up to 6 children.

**Only children who have been invited will be taken, pre-school siblings will not be allowed to go.**

The following points outline our code of conduct for the adults accompanying children on school trips and will ensure health and safety for all.

- No smoking
- No alcohol
- Please do not use your mobile phone while you are with the children.
- Please do not take photos of other children using your mobile phone.
- Photos will only be taken by the class teacher using the school camera.
- You are responsible for your group but if a child's behaviour gives you cause for concern please refer to a member of staff.
- Use appropriate language.
- Stay with / oversee your group throughout the trip, if you need to leave the party please inform a teacher.
- Return to school with the group unless arranged with the teacher in advance of the trip.

**Appendix 1**

**Trip Summary Sheet**

**PLEASE NOTE:** Before the trip is organised, you must note it in the diary!

This FORM and the risk assessment needs to be handed to EVC at least **4 WEEKS** before the trip date.

The information you give below will be used to form the letter so please be as detailed as possible.

<b>Name of class:</b>	
<b>Date/Day:</b>	<b>Times:</b>
<b>Destination (Exact Location):</b>	
<b>COST:</b>	
<b>Reason for Trip:</b>	
<b>How it links in with the curriculum:</b>	
<b>What will the children be learning?</b>	
<b>Any follow up work children will be doing after the trip, including homework or projects:</b>	
<b>Will there be a workshop? (If so, what will the children be learning in the workshop?)</b>	

**Transport: (You must provide details of bus numbers, train stations etc.)**

\_\_\_\_\_

\_\_\_\_\_

**Number of children travelling:** \_\_\_\_\_ **Number of Adults:** \_\_\_\_\_

**Any special clothing needed:** \_\_\_\_\_

**If you need any cash or a cheque for this trip, on the day, how much is required?**

**Signed by:** \_\_\_\_\_

**Date:**



Authorised by: \_\_\_\_\_  
\_\_\_\_\_

Date:



Appendix 2

**Rushey Green School**  
**Trip Risk Assessment Form**



**Trip Summary -**

**Date -**

<b>Name of the person carrying out the risk assessment:</b>
<b>Date visit booked:</b>
<b>Pre-visit completed: yes/no</b>
<b>Public transport tickets ordered by the office: yes / no/ not applicable</b>
<b>Date letter sent to parents:</b>
<b>Consent received for all children: Yes/No</b>
<b>Date sent to the EVC:</b>
<b>Date approved by EVC:</b>
<b>Date approved by SENCO:</b>
<b>Date approved by Headteacher or DHT:</b>

**Destination and Transport: (You must provide details of bus numbers, train stations or a description of the journey)**

**Reverse route for journey back to school:**



## Educational visit proposal form

This form must be completed by all staff planning an educational visit off site

The form must be handed to the Headteacher/Deputy Headteacher at least **4 weeks** before the visit date.

Once approved please let the office manager know the visit has been booked so that the office manager can share the visit letter with parents and add consent forms to parent pay.

<b>Year Group:</b>	
<b>Number of children travelling:</b>	
<b>Date/Day of the trip:</b>	
<b>Destination (Exact Location):</b>	
<b>COST: None</b>	
<b>Reason for Trip:</b>	
<b>How the trip links in with the curriculum?:</b>	
<b>What will the children be learning?</b>	
<b>Any follow up work children will be doing after the trip, including homework or projects:</b>	
<b>Will there be a workshop?</b>	
<b>Any special clothing needed:</b>	



**Rushey Green School**  
**Trip Risk Assessment Form**



Date of trip:

**HAZARDS CONTROL MEASURES (give a brief outline of measures you will take to minimise identified hazards)**

<b>Fire</b>	
<b>Water</b>	
<b>Slips, Trips &amp; Falls</b>	
<b>Noise</b>	
<b>Separation from group</b>	
<b>Road safety</b>	
<b>Other (please specify)</b>	

**Persons at special risk (SEN/Medical)**

**Special Measures (to be completed once list is finalised state date: )**

<b>Child</b>	<b>Special Risk</b>	<b>Special Measures</b>	<b>SEN Needs approved by SENCO (date approved)</b>

**Add more rows if needed**

<b>Name of Adults attending the visit and contact details:</b>	<b>Signature: (All adults must sign to say they have read the risk assessment and that they agree)</b>	<b>Date:</b>
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	<i>with the risks)</i>	
<b>Staff- Have you met as a team to discuss the risk assessment?</b>	<b>Yes: Who was present?</b>  <b>Date:</b>  <b>Agreement to risk assessment. Additional information arising from the meeting?</b>	<b>No: When do you intend to meet? Who will be required?</b>  <b>Parent helpers- Y/N</b>  <b>Who will lead the trip meeting?</b>