

EDUCATIONAL VISITS



September 2025

Policy to be reviewed annually

Signature of Chair of Governors: _____

Dated: _____

Contents:

- Aim
- Expectations
- Equal Opportunities/S /SEN
- Roles and Responsibilities
- The Role of Parent Volunteers
- Cost
- Checklist
- Risk Assessment Transport
- Residential

UNICEF Rights of a child: article 29 and article 31

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

This policy is to be read alongside the BCC policy:

Policy and Guidance for Educational Visits and Learning Outside the Classroom, incorporating the 'National Guidance' from the Outdoor Education Advisers Panel.

All teachers at WLPS are requested to read the following documents from OEAP before

taking part on educational visits: <https://oeapng.info/>

Basic essentials

Making the case

Good Practice

Policies and Evaluation

FAQ

Hazards

Checklists

Aims

- To enrich the curriculum by offering the children worthwhile and meaningful first-hand experiences.
- To deliver a curriculum that meets the needs of all our children, considering the Equality Duty and the children in receipt of the Pupil Premium Grant
- To raise self-esteem, motivation and independence.
- To develop an understanding of their roles as citizens.
- To develop a greater awareness of their local area.
- To promote health and fitness.

EXPECTATIONS

- Educational visits will be well planned and professionally executed and will involve thorough preparation.
 - They will be planned as an integral part of the school's curriculum and in particular the personal development programme for the pupils.
 - The experiences offered will be suitable to the age, aptitude and abilities of the children taking part. The organiser will have the responsibility of ensuring that this has been taken into consideration and the Educational Visits Co-ordinator will check that this has been taken into account.
 - It is expected that all children will have access to educational visits irrespective of attainment or impairment. Special arrangements may have to be made for particular children and these should be discussed with the Educational Visits Coordinator.
- It is expected that all venues for proposed educational visits be checked to ensure that physical access means that all children can participate.

ROLES AND RESPONSIBILITIES

The Governing Body

- To ensure that the functions of the Head Teacher are carried out.
- To approve all educational visits (delegated to HT)
- To ensure that staff accompanying educational visits are appropriately trained.

Head Teacher

- To ensure that the school has procedures in place for educational visits and that appropriate records are kept.
- To approve all educational visits
- To ensure that he/she knows which pupils and adults are undertaking the visit
- To know the expected time of return
- To approve the member of staff accompanying educational visits
- May modify the number of accompanying adults on a visit
- To appoint an Educational Visits Co-Ordinator

Educational Visits Co-Ordinator (EVC)

Our EVC is currently Lee Wright

- To act on behalf on the HT
- To be the principal contact with the LA over visits planned by the school.
- Ensure that appropriate school policy is in place for educational visits, including those related to risk assessment, and that this is updated regularly following national guidance from OEAP
- Attend training and seek advice from the LA where necessary
- To keep appropriate records of Educational Visits, and to make these available to the LA where requested.
- To ensure that a planned visit is appropriate to the age, aptitude and abilities of the children.

Teacher in Charge of Trip

- Ideas to enrich the curriculum are discussed in year group curriculum planning days
- Discuss initial idea for a visit with EVC
- Check school calendar for suitable dates
- Complete proposal form and send to Educational Visits Administrator (EVA)
- On approval from EVC the teacher in charge of the visit will complete the planning form and forward to the head teacher and EVC
- They will liaise with the EVA to compose a letter to go to parents.
- Liaise with the administrator to organise packed lunches if required.

Letters to parents:

The letter will include:

Purpose of visit

Date and time of visit (including planned time of arrival back at school)

Name of visit lead

Name of accompanying staff

Cost of visit

Arrangements for lunch and notes on clothing

Arrangements for transport e.g., foot, bus, coach

Details about parent/carer volunteers accompanying the trip

Parents will be encouraged to accompany the class on visits and will need some preparation

e.g., clothing, lunch arrangements, health and safety. At no time should parents be left alone with children. The class teacher is always responsible for the whole group.

Educational Visits Administrator (EVA)

Our EVA is currently Amy Powell.

- To produce letters to parents and carers
- To book transport for trips
- Check that consents have been received and advise the EVC on the amount of money collected in voluntary contributions
- Chase up any missing consents
- Check that VAGRAs have been completed and saved
- Liaise with lead teachers about visits and visitors
- Organise for insurance to be renewed as necessary

Role of Parent Volunteers

There may be occasions where parent volunteers can play an important part in supporting our educational visits. As such, guidance will be shared (below) regarding our expectations and protocols via risk assessments, leaflets or verbal briefings.

1. Parent/Volunteer helper duties

As a parent helper on an educational trip or visit, the main duties are to: Ensure the safety and security of pupils. Engage with pupils to enhance their learning experience. Help all pupils participate fully and independently in all activities. In carrying out your duties, volunteers must ensure that they comply with this protocol at all times and are aware of your responsibilities with regards to representing the school.

2. Responsibilities of the school

The school agrees to: Explain any tasks carefully and ensure volunteers are clear about how we would like them to engage with pupils. Ensure that the pupils they work with behave and work well. Treat them with respect and care. Share relevant information about the pupils they are working with. Let volunteers know the overall agenda for the day, and to inform them if this changes. Treat anything shared with confidentiality. We will never ask volunteers to deal with difficult or challenging behaviour, or to carry out a task that they feel uncomfortable with.

3. Expectations of parents/volunteers

As a parent/volunteer accompanying school visits or trips, they are expected to: Do their best to ensure the health and safety of everyone in their assigned group. Follow the instructions of the group leader and school staff, and provide support with control and discipline, ensuring the pupils in their group follow all instructions. Dress appropriately for the trip or visit. Model acceptable behaviours and uphold the positive image of the school whilst out in public. Work cooperatively and professionally with staff. Volunteers must inform the school if they are unable to attend a trip or visit by telephoning the school office as soon as possible.

Volunteers must not:

Smoke or consume alcohol at any point during the trip or visit. Use a personal device to take photographs of any pupils, or share information about the school trip or visit, e.g. on social media or via messaging apps. Share any information they have seen or heard with friends, family or another child's parent.

4. Security

On arrival at the school, volunteers must sign in at the school office. They will be given a volunteer's badge. This badge must be worn at all times. Badges must return the badge to the school office at the end of the trip and then sign out before they leave the premises. Office staff will note which class trip they are accompanying. A member of staff will meet volunteers at reception and escort you to your group. If the fire alarm sounds whilst you are on the school premises, volunteers will be led to the designated meeting point where a register will be taken, and a member of staff will inform them of what to do next.

5. Safeguarding

Schools are not required to obtain a DBS check for volunteers who are supervised at all times, e.g. those who accompany pupils on one-off trips that do not involve overnight stays. The headteacher has the authority to refuse the help of any parent helpers if they believe that it would not be in the best interest of pupils. If, when accompanying pupils on a trip, a pupil reports something that causes concern, it is expected that this is reported to the group leader as soon as possible in an appropriate setting, to ensure others cannot overhear. Everyone must follow careful guidelines with regards to physical contact with pupils. We ask that all adults do not initiate contact with pupils and we strongly discourage over-familiarity, even if volunteers know the pupil already. Adults should not lift, carry or move a pupil in any way. There is a copy of the Safeguarding and Child Protection Policy on our school website for reference.

6. Confidentiality

We ask all parent helpers to work to a policy of confidentiality. Volunteers may see pupils struggling with tasks, getting upset or misbehaving, or hear information concerning a pupil whilst working with us. It's important that they do not share anything specific about pupils with friends, family or a pupil's parent, even if they know them. If a volunteer is approached by a parent, they should refer them to the class teacher, who is responsible for informing parents of any concerns about a pupil. If volunteers have any queries or problems regarding the trip or visit, they must be directed in the first instance to the group leader or, the year group/ phase leader upon their return from the trip.

Cost

Visits and visitors have cost implications and rely on voluntary contributions from the parents. Therefore, we are making the following recommendations:

Only one visit or visitor per term (where there is a cost for parents)

All letters must state that contributions are voluntary but if there are not sufficient funds and the trip is not financially viable the trip will have to be cancelled and parents and carers notified as soon as possible.

Funding from the pupil premium grant can be used to support the cost of visits for those children in receipt of PP on a case by case and in consultation with the PP team.

Planning before the visit

Visit lead will liaise regularly with EVA on consent forms

EVA will make phone contact to parents/carers and class teachers will remind parents in the playground.

EVC and visit lead will read the most up to date national advice on visits from OEAP

EVA will confirm plans with transport before day of trip

Visit lead will confirm arrangements with venue

The visit lead will confirm arrangements and procedures with all accompanying adults including school staff and volunteers.

Completion of VAGRA

Organise packed lunches for day trips or snacks and drinks for shorter visits

Visit lead will complete the VAGRA and email EVA and EVC to inform the document is complete (at least two weeks before the trip)

EVC and EVA will check the VAGRA and discuss with the visit lead. Any changes will then be made by the visit lead e.g., additional information.

RISK ASSESSMENT SHOULD:

- Identify any significant hazards
- Assess the risk of harm low/medium/high Identify who might be affected by them
- Put control measures in place
- Wherever possible, be carried out with the children as part of their safety

education/thinking skills. Their involvement in the planning and organisation of a trip will mean that they can make more informed decisions and be less at risk.

Day before

- Collect first aid and medical supplies
- Check all adults are still able to go
- Confirm lunch arrangements with the school administrator •

Check snacks and drinks for shorter visits

- Check hi-viz jackets available if included on VAGRA

Checklist on the day of the visit

- List of who is actually going on the day (complete after register) to include:

Children, members of staff and parents and mobile phone numbers

Please send this to the office with a note of any children remaining in school and which class they will be in for the day/half day

- Medical supplies and care plans for named children
- Basic first aid kit (including sick bags and a change of clothes for day trips)
- Check all children have a packed lunch or snacks and drinks (if required) and let office know and arrangements will be made by firstly contacting the parents.
- Check with the office that you have any necessary paperwork and cheques if we are to pay on the day

DURING THE VISIT

Risks should be monitored throughout the visit, and where appropriate activities are modified or curtailed to suit changed or changing circumstances. This is the responsibility of all involved in the visit. If necessary, the visit lead will contact the school and inform the EVC of any changes. The visit lead will always contact the school if there is an emergency.

EQUAL OPPORTUNITIES AND SPECIAL NEEDS

Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion etc. All young people should be encouraged to participate in as wide a range of activities as possible. When completing the risk assessment, it may be necessary to make special arrangements to ensure the health and safety of all our children, for example, additional adults, suitability of transport and length and nature of visit.

TRANSPORT

Parents will be informed of the type of transport to be used. Only reputable companies will be used and seat belts must be worn. We must provide sufficient supervisory staff to ensure the health, safety and welfare of the pupils travelling on the coach.

Close supervision of the pupils is especially important when using public transport. Careful consideration will be made regarding children with special needs and it may be necessary to make alternative arrangements, in consultation with the Head Teacher and the parents or carers.

Private Use of Cars

Extreme caution should be exercised over the use of private cars belonging to staff.

Where such transport is to be used, staff members should be confident that vehicles and drivers are legal. The following details need to be current:

- Valid driving licence
- Vehicle road fund licence and MOT certificate
- Vehicle insurance valid for carrying passengers on a school off site visit

Staff should be asked to sign a declaration indicating that all these requirements are in place. This declaration needs to be kept up to date. Where staff members offer their services, they must ensure they have appropriate insurance cover for conveying pupils during their professional duties. When further insurance cover is required, it may be considered appropriate for the school to pay for any additional premium costs. When transporting pupils by private car booster seats must be used for children under 135cm (about 4.43 ft). Parents must be informed if private transport is to be used. The school will not ask parents to transport other children.

Insurance

We are insured with Chubb at a cost of £959.60 per annum

Consent

Local walks -- every child must have a signed consent form authorising them to take part in local visits for the current school year. Parents must be informed when children are leaving the premises.

All other trips and visits — every child must have a signed consent form authorising them to take part in the trip specified.

RESIDENTIAL

A residential visit involves any night spent away from school.

1. Written permission from the Governing Body is required.
2. The teacher in charge must have carried out a preliminary visit and completed the necessary risk assessment forms. A member of SLT will be present on the visit.
3. The party leader should complete an eVisit form and send it to the LA's Administrator of Educational visits at least 4 weeks before the planned visit.
4. If the centre being used is not maintained by the LA, then the party leader should seek evidence of nationally accredited assurance schemes for example: The Council for Learning Outside the Classroom Quality Badge Adventuremark Association of Heads of Outdoor Education Centres Gold Badge
5. The school will aim to ensure there is both a male and female member of staff on a residential trip.
6. Adventurous activities include rambling, hill walking, swimming, climbing, camping, orienteering and other similar activities.
7. A letter with a consent form must go to parents. The letter should inform them of the likely activities their children will be completing and how assessed risks will be managed. It may also include information on transport, food, clothing, sleeping arrangements and procedures for any emergencies.

Parents must be informed about the following: This may take the form of a Parentmail, letter or parent meeting.

- Date of visit
- Time of departure and return
- Visit objectives
- Location and details of accommodation
- Modes of transport
- Level of supervision and names of staff

- Medical and special needs provision
- Procedures for pupils who become ill Standards of behaviour expected •

Clothing and equipment to be taken

- Money to be taken
- Details of the cost

Preparing the Pupils

Pupils should be involved as much as possible in planning the trip. Activities, behaviour routines, meal times and sleeping arrangements must be fully discussed with the pupils

Responsibilities of Staff

Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. The children's contact details and medical needs must be available, and all staff must be aware of emergency procedures.

The teacher in charge of the visit will contact the HT at school regularly.

- There must be at least one teacher from each sex for mixed groups;
- There must be separate male and female sleeping/bathroom facilities for pupils and adult
- The immediate accommodation area should be exclusively for the group's use;
- Ensure there is appropriate and safe heating and ventilation;
- Ensure that the whole group are aware of the lay-out of the accommodation, its fire precautions/exits (are instructions in English or otherwise clear?), its regulations and routine and that everyone can identify key personnel;
- Security arrangements — where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors;
- The manager of the accommodation should be asked for assurances that the staff,

including temporary workers, have been checked as suitable for work with young people;

- Locks on doors should work in the group's rooms but appropriate access should be available to teachers at all times;
- There should be drying facilities;
- There should be adequate space for storing clothes, luggage, equipment, etc, and for the safe keeping of valuables;
- Adequate lighting — it is advisable to bring a torch;
- There should be provision for pupils with special needs and those who fall sick;
- Balconies should be stable, windows secure, and electrical connections safe;
- The fire alarm must be audible throughout the accommodation;
- There should be recreational accommodation/facilities for the group;
- The hotel/hostel should be able to meet any cultural or religious needs of the group;
- There should be an appropriate number of group supervisors on standby duty during the night.

Evaluation: all school visits and residential trips need to be evaluated and this needs to be shared with the EVC and used to inform planning.