



# Heartwood CE VC Primary and Nursery School

## Educational Visits Policy

Date: January 2025

Review Date: January 2026

A handwritten signature in black ink, appearing to be "M. Brown", is located in the bottom right corner of the page.

## **Statement of intent**

Heartwood CE VC Primary and Nursery School understands 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.

The school takes the health 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.

## 1. Legal framework

- 1.1. This policy has been created with regard to relevant legislation including, but not limited to:
  - The Health and Safety at Work etc. Act 1974
- 1.2. This policy has also been created with due regard to the following guidance:
  - DfE (2018) 'Charging for school activities'
  - DfE (2018) 'Health and safety on educational visits'
  - HSE (2011) 'School trips and outdoor learning activities'
  - DfE (2013) 'Driving school minibuses'
- 1.3. This policy should be used in conjunction with the following school policies:
  - Complaints Procedures Policy
  - Behaviour and Relationships Policy
  - Critical Incident Policy
  - Health and Safety Policy
  - Charging and Remissions Policy
  - Equal Opportunities Policy
  - DBS Policy

## 2. Definitions

- 2.1. '**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.
- 2.2. '**School trip**' means any educational visit, foreign exchange trip, away-day or residential holiday organised by the school which takes pupils and staff members off-site.
- 2.3. '**Residential**' means any school trip which includes an overnight stay.
- 2.4. Activities of an '**adventurous nature**' include, but are not limited to, the following:
  - Trekking
  - Caving
  - Skiing
  - Water sports
  - Climbing

### **3. Key roles and responsibilities**

3.1. The Governing 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 Procedures 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.

3.2. The Headteacher is responsible for:

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator (EVC)
- Liaising with the EVC 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 EVC is competent to oversee the coordination of off-site education, and arrange training to be undertaken.
- Overseeing 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 EVC, 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.

3.3. The Educational Visits Coordinator (EVC) has overall responsibility for:

- Overseeing all issues and controls regarding extra-curricular activities and trips.

- Liaising, where necessary, between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and trips.
- Working 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.
- Ensuring the designated leader is competent to lead the educational visit.
- Ensuring that any problems are raised in a meeting with the governing board.

3.4. 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 Headteacher.
- 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.
- Completing all essential documentation for the trip, including a risk assessment and pupil specific risk assessments.
- Completing an Evolve form of the proposed trip for the EVC to monitor
- Informing parents and distributing permission slips to parents 4 weeks prior to the trip and chasing up any permission slips that have not been returned 2 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 an itinerary and risk assessments shared through a pre-trip meeting, and that the necessary checks have been carried out on volunteers in line with the DBS Policy.
- Conducting risk assessments prior to school trips and educational visits to ensure pupil and staff safety.

3.5. Staff are responsible for:

- Adhering to this policy and applying its principles when participating in extra-curricular trips and activities.
- 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.

3.6. 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.

## **4. Training of staff**

4.1. Staff will receive training on this policy as part of their induction.

4.2. Staff will receive regular and ongoing training as part of their CPD.

## **5. Planning school trips**

5.1. 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'

5.2. The visit leader should use the 'Booking Educational Visits' checklist to support them (see appendix 2)

5.3. For planning a local visit, the steps should be followed in the checklist, and an Evolve form completed. (See appendix 3)

5.4. A thorough risk assessment will be conducted by the visit leader, and overseen by the EVC during the planning of the trip, to ensure pupil and staff safety.

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

- 5.6. 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.
- 5.7. 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.
- 5.8. Where there is a maximum capacity of pupils for a trip, places will be allocated on a first come, first served basis. This will be clearly communicated to parents in a letter home.
- 5.9. When planning an educational trip or activity, the governing board will ensure the trip does not discriminate against a particular individual or group of pupils.

## **6. Risk assessment process**

- 6.1. Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent.
- 6.2. 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.
- 6.3. 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
- 6.4. A generalised risk assessment form is available in Appendix 1 – it may be appropriate to use a trip specific risk assessment depending on the potential risks of the trip.
- 6.5. Teachers will risk assess for individual pupils where required and this will be shared with the headteacher and parent/carer for authorisation
- 6.6. If the risk for a child is assessed as high and there is risk to their safety or that of others, with all additional risk measures considered, the:
  - Parent/carer may be asked to accompany the child and have full responsibility of them if appropriate.

- Decision may be made for the child to not attend the trip and suitable education will be provided in school which matches the learning objectives of the trip as much as possible. Parents/carers will be informed of this at the earliest opportunity of assessment.

## **7. Vetting providers**

- 7.1. When considering external providers for activities, the EVC will check whether they hold the 'Learning Outside the Classroom Quality Badge' to indicate they meet nationally recognised standards.
- 7.2. If a provider does not hold the badge, the EVC will check the following to ensure they are a suitable organisation to work with, and have a provider statement completed by the venue:
  - Their insurance arrangements
  - Their adherence to legal requirements
  - Their control measures
  - Their use of vehicles
  - Staff competency levels
  - Safeguarding policies
  - The suitability of their accommodation
  - Any sub-contracting arrangements in place
  - The presence of necessary licences
- 7.3. If it is deemed appropriate to engage with an external provider, a written agreement will be created outlining what each party is responsible for.
- 7.4. If an organisation does not meet the school's standards, they will not be considered.

## **8. Equal opportunities**

- 8.1. The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip.
- 8.2. The school will risk assess and plan in all possible measures for the child to attend if it is assessed as safe for them to attend.
- 8.3. The extra-curricular trips and activities offered to pupils will provide new experiences and develop life skills.
- 8.4. Extra-curricular trips and activities are organised, managed and conducted in accordance with the school's Equal Opportunities Policy.
- 8.5. Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis.
- 8.6. 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.

- 8.7. Where possible, pupils will be given the opportunity to contribute to the planning and organisation of extra-curricular trips and activities.
- 8.8. 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.

## **9. Parental consent**

- 9.1. Parental consent is required for all off-site 'level 2 and 3' activities, these include:
  - Trips outside of Swaffham.
  - Activities of an adventurous nature.
  - Residential trips.
  - Foreign trips.
  - Trips outside of school hours.
- 9.2. During enrolment parents/carers complete a consent form which gives consent for their child to be involved in any and all local activities, both on and off-site, that take place at any time, including the school holidays. These are categorised as 'Level 1' trips.
- 9.3. Separate consent will be sought for trips which require payment.

## **10. Staffing ratios**

- 10.1. There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:
  - Abroad: 1:6
  - Other residential: 1:6
  - High risk pupils: 1:2
  - High risk activities: 1:4
  - Day trip visits: 1:6

## **11. Insurance and licensing**

- 11.1. When planning activities of an adventurous nature in the UK, the EVC will check that the provider of the activity holds a current licence.
- 11.2. Insurance will be organised for every trip, no matter how short, to ensure adequate protection and medical cover is in place.
- 11.3. Parents will be informed of the limits of any insurance cover.
- 11.4. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.
- 11.5. Medical expenses will be recorded and stored in the school office.

## **12. Accidents and incidents**

- 12.1. 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.
- 12.2. 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 headteacher 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.
- 12.3. The Headteacher will keep written records of any incidents, accidents and near misses.
- 12.4. Media enquiries will be referred to the Headteacher or, if they are not available, the Deputy Headteacher or the Chair of Governors.
- 12.5. Staff will use guidance as set out in the Critical Incident Policy, in particular the 'after a critical incident' section, to ensure the safety of pupils and staff should anything happen, e.g. a terrorist attack.
- 12.6. Staff will be briefed on how to react and respond should an emergency situation occur, e.g. a terrorist attack.
- 12.7. Relevant risk assessments will be undertaken before the trip, including for points of interests such as museums and hotels.
- 12.8. 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.
- 12.9. To ensure pupils are easily identifiable, they must wear the school polo shirts or jumpers. Failing this, pupils will be given a hi-visibility jacket and/or wristband with the school logo and phone number on, which must be worn at all times.

## **13. Missing person procedure**

- 13.1. The school places pupil and staff safety as its top priority when participating in school trips, either domestically or abroad.
- 13.2. Before embarking on the trip, extensive risk assessments are undertaken in accordance with Section 6 of this policy.
- 13.3. The EVC will communicate with the venues of the school trips to ensure the correct group sizes are planned for each setting.
- 13.4. When travelling with a pupil with SEND, the EVC will ensure suitable adult: child supervision is in place, where appropriate, and that the visit is adequately modified to suit the pupil's needs in accordance with Section 15 of this policy.
- 13.5. 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.
- 13.6. All staff members will be required to carry mobile phones with them at all times.
- 13.7. 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.
- 13.8. Pupils and staff will wear school branded clothing and a school wristband including the school phone number, in accordance with point 13.9, in order to make them easily identifiable.
- 13.9. Regular head counts of all pupils and staff will take place throughout the day to ensure all persons are present at all times.
- 13.10. 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 notify the venue staff, these people will look for the person for 10 minutes or 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 Headteacher, or other available person, back at the school and inform them of what has happened.

- 13.11. 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.
- 13.12. 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 EVC will make arrangements to ensure the group's safety, e.g. by changing venues or cancelling visits.
- 13.13. 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.

## **14. Pupils with SEND**

- 14.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part.
- 14.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.
- 14.3. Pupils with SEND, where necessary, will be accompanied by a responsible adult during the extra-curricular trip or visit where risk appropriate.

## **15. Finance**

- 15.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.
- 15.2. 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 a syllabus for an examination that the pupil is being prepared for at the school.
  - Part of religious education.
- 15.3. Parents will be asked to provide a voluntary contribution in order to cover any costs of travel and entry to a venue.

- 15.4. Money for school trips will always be paid directly to the school via Parent Pay. Under no circumstances should school trip money be processed through personal accounts.
- 15.5. 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.
- 15.6. In the event that the trip is cancelled due to unforeseeable circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the Governing Board on the matter, taking into account the cost to the school, including alternative provision costs.
- 15.7. In the event that a pupil cancels their place on a trip, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the Governing Board on the matter, taking 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.
- 15.8. Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.
- 15.9. The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- 15.10. 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.
- 15.11. 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.
- 15.12. Any excess of expenditure will be subsidised by the school fund.

## **16. Foreign trips**

- 16.1. 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.
- 16.2. Validity of passports and visa requirements will be dealt with within 3 months of the initial notification of the trip, to avoid problems when the trip is due to take place.

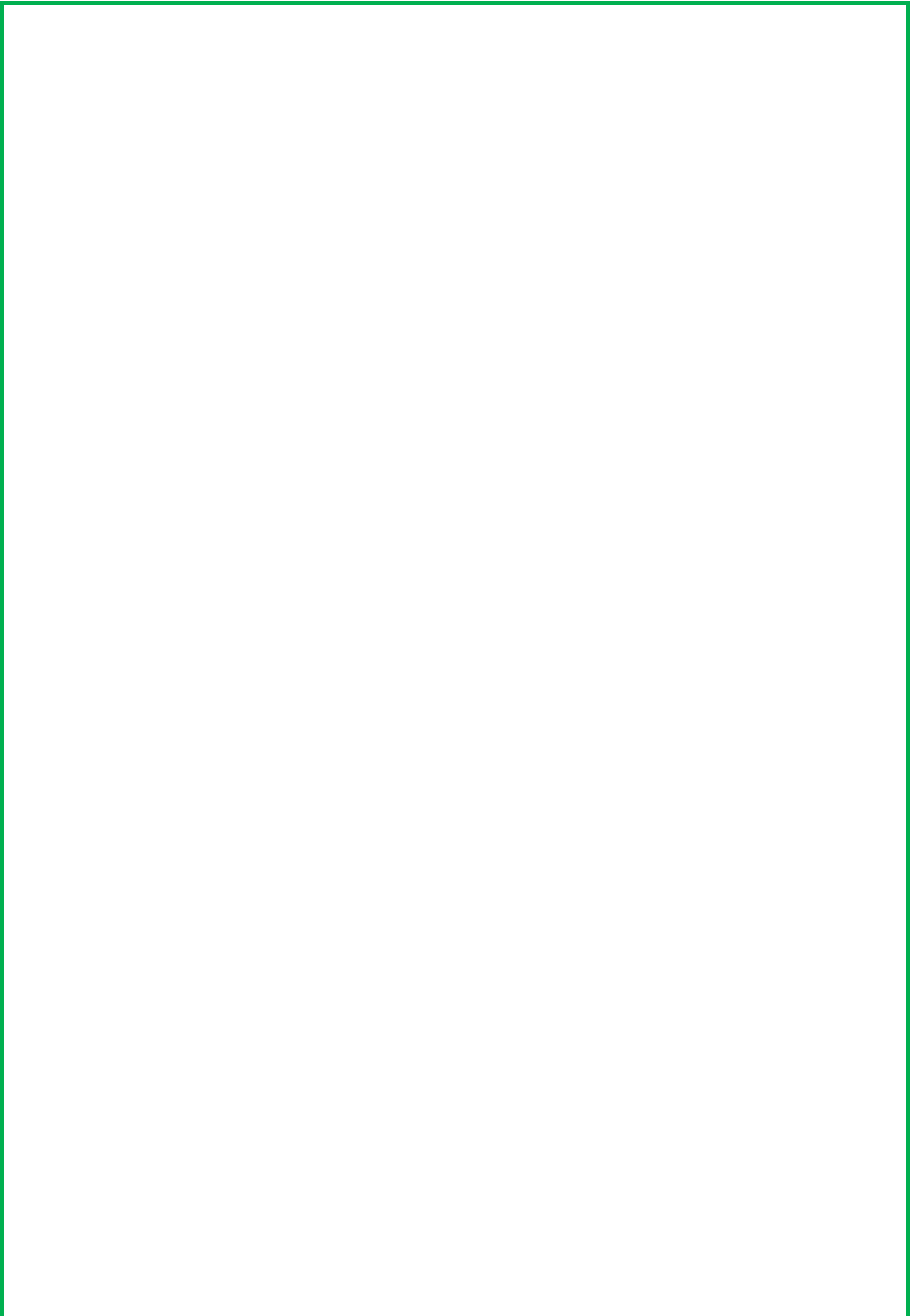
- 16.3. Staff and pupils will be taught about the culture and values of the country they are visiting, to ensure they understand and respect the values of the citizens.
- 16.4. Before the trip, staff are trained in spotting suspicious behaviour and remaining vigilant whilst abroad.
- 16.5. Before the trip, pupils will be taught how to remain vigilant in the country they are visiting, particularly about advances from strangers.
- 16.6. 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.
- 16.7. 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.
- 16.8. A minimum of 2 members of staff attending the trip will have at least an intermediate understanding of the destination country's language.
- 16.9. 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.
- 16.10. 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 as Paragraph 7.2 prior to agreeing to use the provider.

## **17. Evaluating trips and visits**

- 17.1. Following an educational trip/visit, the EVC 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.
- 17.2. Based on this assessment, recommendations will be made to improve future trips and visits.
- 17.3. Evaluations of the educational visit will also be completed on Evolve by the visit leader.

## **18. Monitoring and review**

- 18.1. The effectiveness of this policy will be monitored by the Headteacher.
- 18.2. The Governing board will review this policy Annually.
- 18.3. The scheduled review date for this policy is January 2026



Appendix 1

**School Day-Trip Risk Assessment**

<b>Trip Venue:</b>		<b>Trip Leader:</b>	
<b>Number of Attendees:</b>		<b>Date of Trip:</b>	
<b>Assessor:</b>		<b>Date of Assessment:</b>	
<b>Checked By:</b>		<b>Date of Check:</b>	

<b>Significant Hazards</b> (list of what could cause harm)	<b>Who Might Be Harmed</b> (eg staff, children, certain groups)	<b>Likelihood of Harm</b> (Low Risk, Medium Risk, High Risk)	<b>Control Measures</b> (How will the risk be minimised?)	<b>Residual Risk</b> (After control measures are implemented what is the risk – low, medium, high)

Appendix 3

**School Day-Trip Pupil Specific Risk Assessment**

<b>Child's Name:</b>		<b>Class:</b>	
<b>Trip Venue:</b>		<b>Date of Trip:</b>	
<b>Assessor:</b>		<b>Date of Assessment:</b>	
<b>Checked By:</b>		<b>Date of Check:</b>	

<b>Child Behaviours or SEND Needs</b>	<b>Strategies used in school</b>

<b>Significant Hazards</b> (list of what could cause harm)	<b>Who Might Be Harmed</b> (eg staff, children, certain groups)	<b>Likelihood of Harm</b> (Low Risk, Medium Risk, High Risk)	<b>Control Measures</b> (How will the risk be minimised?)	<b>Residual Risk</b> (After control measures are implemented what is the risk – low, medium, high)	<b>Any activities that cannot be accessed safely?</b>

# Appendix 3

## Adding a Local Area Trip to Evolve

### Step 1:

EVOLVE

Norfolk County Council

Katie Collins

Logout

Home Resources Add **Track** Evidence Reports

Visit Search ...

Please only add visits when you can input a date, even if only provisional.

If Practice Visit Form, please use "Test" in title, then delete afterwards.

For DoFE please put DoFE in visit title.

Ensure you have outline Head or SMT approval to start planning the visit.

What type of form do you want to add?

Visit Form

Local Area Visit  
or add to your visit party

edJFOCUS Limited 2007-2024

GDPR Policy Privacy Policy

### Step 2:

EVOLVE

Norfolk County Council

Add Local Area Visit

Visit Name  
TNHA Fun Run 2024

Date:  
20-06-2024

Leaving at: Returning at:

Where are you going?  
The Nicholas Hammett Academy

Number of Students  
48

Staff member in charge  
Katie Collins

Comments

Cancel Continue

### Step 3:

EVOLVE

Norfolk County Council

TNHA Fun Run 2024

This form cannot yet be printed as it is a draft.

Name Category: Local Area Visit

ID: 487536

Establishment: Hammett Church Of England Vc Primary And Nursery School (3351) (01203-021337)

Created by: Katie Collins @ 15/05/2024

Date: 20/06/2024

Time Out: 08:00

Return Time: 13:45

Staff member in charge: Katie Collins

Number of Students: 48

Other Requirements:

At least 1:1 necessary equipment - None

At least 1:1 necessary / Risk Assessments (RA's) are not required from LINC Quality Badge Holders - None

Other in Use/Maps etc. Can include Postcard RA's - None

Review Chain

Form Submitted: Katie Collins @ 15/05/2024 11:03:31

### Please include:

1. General Risk assessment for the walk and activity
2. 1:1 risk assessment
3. Itinerary