

# STANBURN PRIMARY SCHOOL



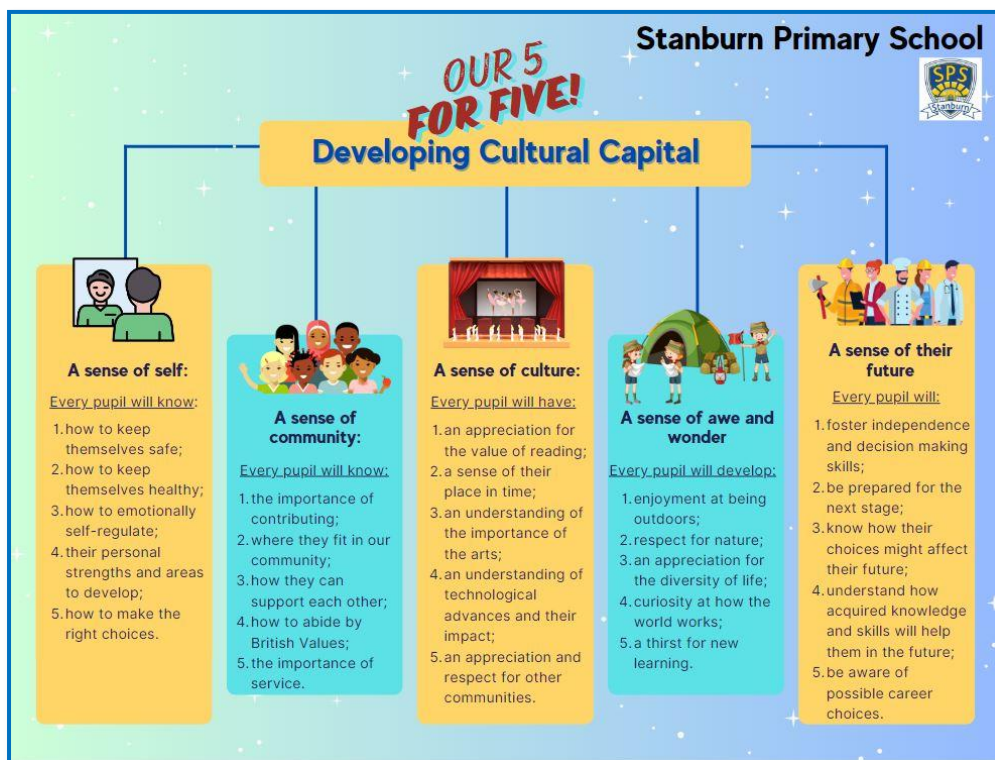
## Educational Visits Policy

<b>Committee Responsible:</b>	<b>Governing Body</b>
<b>Review Date:</b>	<b>Autumn Term 2025</b>
<b>Staff responsible:</b>	<b>K Hartland &amp; J. Allen</b>
<b>Next Review Date:</b>	<b>Autumn Term 2028</b>
<b>Name and Signature:</b>	

## Introduction

At Stanburn, the children participate in a wide variety of educational visits, including visits to places of worship, museums and wildlife parks. In school, educational experiences are also provided by watching visiting theatre companies and listening to professional visitors such as dentists and scientists. In addition, pupils in Years 5 and 6 have the opportunity to participate in residential trips.

Trips, visits and learning off-site comprise an essential part of the school curriculum at Stanburn Primary School. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world. All learning enrichment opportunities at Stanburn Primary School link to one of our '**5 for Five**' Cultural Capital categories, which ensure every pupil at Stanburn develops into a well-rounded individual ready for the next stage:



## Roles and Responsibilities

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinators (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy has been produced to offer school staff advice and support in the planning and organising of all off-site and on-site activities in order to ensure the health and safety of pupils.

Where possible, dates for educational visits will be set at the beginning of the academic year to enable staff to book tickets and transport as applicable.

**Governing Body** – are responsible for ensuring that the EV Policy is reviewed every three years.

**Headteacher** – has responsibility for authorising all trips and to consult with the EVCs.

**EVC** – will ensure that:

- The trip leader has relevant skills, qualifications and experience to lead the trip
- All necessary EV forms have been completed by the relevant parties and all risks are actioned
- EV forms/ERSA have been sent to Carsten and Robinsons/Local Authority as and when required
- EV1 and EV5(ERSA) forms are signed for every visit
- Monitoring of trip evaluations takes place after each visit; this may be in the form of a formal written evaluation or an informal discussion with the EVC. 'Near misses' should be recorded and processes updated.

The EVC will update/refresh their training every three years.

At Stanburn, Miss J Allen and Mrs K Hartland are the named EVCs and completed top up training in Dec 2025.

**Trip Leaders** – will ensure that:

- They consider the needs of all the pupils proposed for the visit to assess their suitability
- Clear curriculum links and aims have been identified
- EV/ERSA forms have been completed and sent to the EVC at least **two weeks** before the visit. The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers.
- Where the TfL 'school party travel scheme' is being used, tickets must be booked **at least 2 weeks in advance** via the finance office.
- Any trip which also requires an EV2 form: overseas, residential and/or adventurous activity, will need the relevant forms to be completed and sent to the LA and the EVC at least **six weeks** before the visit.
- Ratios including adult to pupil supervision and first aiders have been appointed
- Trip information has been shared with all staff involved in the visit
- First aid kits and pupil medication are taken on the visit
- A copy of the Risk Assessment/EV forms should be taken on the trip, a copy left with the EVC and the school office
- After the visit, the Trip Leader will complete the Educational Visits Checklist evaluation section

It is the Trip Leader's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the school must be contacted to inform the School office/Headteacher.

**Other/adults involved in the visit** – will:

- Ensure the health and safety for everyone in their group
- Stop the visit/activity if they think the risk to the health or safety of pupils is unacceptable

**Parent helpers** – will:

- Read and sign the 'Educational visits parent volunteers guidelines'
- Adhere to all the guidelines within this document

### **Definition**

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Forest School
- Sporting activities including swimming sessions
- Outward bound and adventurous activities
- Residential visits
- Visits abroad

### **Aims and expectations**

Trips are planned to support and broaden the children's understanding of their current topics. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this, there may be additional trips arranged throughout the year, such as sports, citizenship or music trips. All activities are available to all children irrespective of needs, ethnicity, gender or religion.

### **Planning and Preparation for a trip**

#### Procedure

The best practice to be adhered to in the arranging of school trips is as follows:

- In consultation with the year team, teachers in charge of visits will book the trip(s) on the agreed dates after consultation with Year Leaders/a member of SLT. The team should always consider dates already confirmed in the school calendar as well as details as outlined in our Equality Information & Objectives Policy e.g. avoid special religious dates or festivals.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school calendar, website and school year planner.
- Office staff will calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers. Please be aware, a firm booking the trip/experience will not be made by the school until a specified agreed date. If by this date, parents have not paid, the experience will be cancelled.
- In cases where school lunches are affected, kitchen staff must be informed by the school office. If pupils are required to take a packed lunch, they should be offered the option of bringing a school packed lunch. This can be booked via the Google form which should be added to the trip letter.
- The EVC must be informed using the 'Educational Visits Risk Assessment Form' at least two weeks prior to departure or six weeks for those visits requiring an EV2 form. This can be found on the staff shared drive: Extracurricular - Educational Visits – Completed forms - 'Educational forms with logos', and is attached here at Appendix 1.
- Class teachers will inform parents in advance of dates for school trips in the half-termly curriculum newsletters, with further specific details in a separate letter, giving at least two weeks' notice (unless there are exceptional circumstances).
- Where applicable, parental volunteers will be asked to help on visits. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process. All volunteers will be asked to sign the – Educational Visit Guidelines for Parent Volunteers. This can be found on the staff shared drive: Extra curricular - Educational Visits – Completed forms - 'Educational Visit Guidelines for Parent Volunteers', and is attached here at Appendix 2.

#### Parental consent

In accordance with the Home School Agreement, parents give blanket permission for their child to attend school trips. As a result, permission is no longer requested from parents for individual school trips or sporting activities. However, parents will always be informed about the trip or activity by email or letter. All the necessary details will be included in the letter, as well as any payments required.

Permission will be specifically requested from parents for:

- Residential trips
- Adventure trips (e.g. outward bound) or a long journey
- Trips that take place outside of school hours

### Ratios

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Below are the minimum adult to pupil ratios that our school is committed to implement. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Headteacher.

- Nursery – 1:6
- Reception classes - 1:8
- Years 1 – 2 - 1:8
- Years 3 – 6 - 1:10
- Adventurous activities -1:10
- Residential visits – 1:10

If a child with an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day. Additional support may also be needed which could include parents/guardians being asked to accompany a pupil.

### Residential trips

In the case of residential trips, a parents' meeting will be held well in advance of the trip. Parents will be provided with all the relevant information, including the details of payment plans. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, SEND/behavioural information and dietary needs. Where possible, the school will try to ensure that adults of each gender accompany the children on residential visits.

### Payments for trips

When planning educational visits, teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a monetary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made online via Arbor or parents can visit the school office for alternative methods of payment.

In the case of trips within London, teachers will always seek to use public transport via the TfL School Party Travel Scheme (which is free for school children) unless there are good reasons not to.

For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost. To secure a place on these trips, parents will be asked to pay a non-refundable deposit. By paying the non-refundable deposit, you are confirming your child's place on the trip and are agreeing to pay the remaining balance in accordance with the payment schedule outlined. In certain cases, the school may be able to subsidise the cost of school trips e.g. for pupil premium families. Parents should email the school office if they require further support.

*Please note that once payments have been made and bookings confirmed with venues, transport providers or third parties, **refunds cannot normally be issued** if a parent chooses to cancel their child's place or if a pupil is unable to attend the trip. This is because the school remains liable for the full cost of the booking. Refunds will only be considered where the school is able to recover the costs from the provider.*

## **Behaviour on school trips**

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit and should adhere to our school values of Respect, Optimism and Kindness.

## **Trip Safety**

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off-site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils if possible
- Early Career Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- At least one first aider must accompany children on all trips
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip. These should be carried by an adult in the school red medical bags.
- Children to be briefed about the importance of staying with their partner/group/adult helper
- Any adult who has not been DBS checked should not be left alone with children during any activity
- Adults must never travel alone with a child in their own vehicle
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff
- When walking along a pavement, children must be in a line in with teaching staff at the front and rear, and other adults alongside
- Regular headcounts and registers to be taken
- If an accident or incident takes place on the trip which requires a child to receive medical attention beyond 'basic first aid', it should be investigated using the 'C & R accident and incident investigation form' and the reported to C & R using the 'C & R accident and incident report form'. Please see appendix 4 and 5.

## **Emergency procedures**

The trip leader must always ensure the EV7 form is completed prior to any educational visit. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child
- If a child has been left on the tube/train, they are to get off at the next station and wait
- Speak only to adults in uniform who are in their place of work 'safe strangers', e.g., TfL staff, police etc. but under no circumstances go with them

The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to

maintain the safety and well-being of the other children.

If the child is not found after approximately 15 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.

The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.

When the situation has been resolved, the Headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

### **Other Relevant Policies and Documents**

This policy complements and supports a range of other policies:

- Teaching and Learning Policy
- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy
- Equalities Information and Objectives Policy

### **Contacts:**

Elaine D'Souza: Headteacher

Katherine Hartland: Deputy Headteacher

Katherine Hartland and Jennie Allen: Educational Visits Coordinators

### **Policy Monitoring and Review**

A copy of this policy is available to all staff and parents and is published on the school website. This policy is reviewed every three years by the Governors' Health and Safety Committee.