



# **Barnett Wood Infant School**

## **Educational Visits Policy**

# Barnett Wood Infant School

## Policy Impact Statement and Updates

<b>Policy:</b>	Educational Visits Policy
<b>Date of review:</b>	January 2025
<b>Governor/s responsible:</b>	Approval delegated to Headteacher
<b>Status / date of next review:</b>	Every 2 years - January 2027
<b>How well has the policy achieved its purpose and outcomes?</b>	
The policy outlines procedures to ensure the safety and well-being of all pupils during educational visits, including risk assessments and emergency procedures. It aims to promote inclusivity by ensuring that all pupils, including those with Special Educational Needs and Disabilities (SEND), can participate in educational visits.	
<b>Updates and/ or changes to policy:</b>	
Jan 2025	Policy updated in line with SCC Guidance for Outdoor Educational Activities and Offsite Visits Added section 'Withdrawal of children from Educational Visits'. Added Appendix 'Surrey Schools Emergency Procedures'.

*We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils and or staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.*

# Barnett Wood Infant School

## Educational Visits Policy

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### 1. Aims and Scope

At Barnett Wood Infant School, we aim to provide a rich, exciting and balanced curriculum, which offers a wide range of stimulating experiences that meets the varying needs and interests of the children. We believe that carefully planned outings in the local environment and sometimes further afield are an educational and fun way of presenting skills, knowledge and understanding across all seven areas of learning and should therefore be an integral part of our teaching and learning programme. They are also an important means of forging links with our local community.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities

## 2. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2023](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

## 3. Roles and Responsibilities

### 3.1 The Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

### 3.2 Educational Visits Co-ordinator

The Educational Visits Co-ordinator (EVC) is Leonie Theobald. The EVC is responsible for:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

### 3.3 Trip Leader

Every off-site visit will have a designated Group Leader who will

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers,

including roles and responsibilities and expected behaviour

- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

### **3.4 Staff**

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

### **3.5 Parents and carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

### **3.6 Volunteers**

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

### **3.6 Pupils**

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

## **4. Planning and preparation**

The decision on whether or not a visit will take place will be made by the headteacher and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes

- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our trip information form for the planning and approval of a visit.

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

#### **4.1. Inclusion**

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

##### **SEND**

- If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.
- We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.
- Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

##### **Challenging behaviour**

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

#### **5. Risk assessment**

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template (appendix 2), and approved by the headteacher and or EVC. Existing risk assessments or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport

to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the EVC.

### **5.1 Staff ratios and first aid**

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all EYFS trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

### **5.2 Transport**

Transportation for trips will be organised by the school, in line with our safety procedures (Health and Safety and First Aid Policies) We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

### **5.3 Use of external organisations**

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## **6. Volunteers**

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. The Parent Volunteers Code of Conduct will be shared and they also be asked to confirm they agree with the expected behaviour.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

## **7. Communication and consent**

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via email and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide consent for educational visits by completing the consent request on our MIS Arbor.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

## **8. Withdrawal of Children from Educational Visits**

Parents have the right to withdraw their children from any educational visit. However, it is essential to communicate this decision to the school in a timely manner to ensure that appropriate arrangements can be made for the pupil's care and educational continuity.

Procedures for Withdrawal

- **Notification:** Parents must inform the school of their decision to withdraw their child from the trip at least [insert specific timeframe, e.g., one week] prior to the departure date. This allows the school to make necessary adjustments to supervision and planning.
- **Written Confirmation:** A written note or email should be submitted to the school, clearly stating the intention to withdraw the child from the trip. This documentation will be kept on file for reference.
- **Alternative Arrangements:** The school will provide alternative educational activities for the pupil who is not attending the visit. This may include staying in school and participating in related learning activities or projects that align with the trip's educational objectives.
- **Financial Considerations:** If applicable, parents should be informed about any financial implications of withdrawal, such as non-refundable deposits or costs incurred by the school. The school will communicate the policy regarding refunds or credits for future trips.

- Impact on Learning: Parents will be encouraged to consider the educational value of the trip and how their child's absence may affect their learning experience. The school will offer to discuss the trip's objectives and the benefits of participation.
- Confidentiality: All communications regarding withdrawal will be treated confidentially. The school will respect the privacy of the family and the reasons for withdrawal.

## 9. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

## 10. Charging and insurance

We will follow our school's charging and remissions policy at all times.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of personal items.

## **11. Review**

This policy will be reviewed every 2 years by the headteacher. At every review, the policy will be shared with the full governing board.

## **12. Links with other policies**

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Safeguarding and Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy

## **Appendix 1 Procedures for local outings**

1. Check that we have outing permission for all children (a list will be in the office)
2. Print risk assessment and ensure the office have a copy and take a copy on the trip.
3. Make sure all the adults in the group:
  - Know the purpose of the outing, what to look for and talk about
  - Have read the and understood the risk assessment before you leave
4. Take the first aid bag, wet wipes, tissues and appropriate medication for children/adults withyou.
5. Take a mobile phone and check the correct number is on the offsite visit form. Make sure the Duty Officers also have contact numbers available at all times (one of which ideally is a landline/one of the centre offices) for the duration of the visit. Make sure the Duty Officer knows when you return.
6. Group leaders need to be at the back of the group so they can observe what is happening
7. Group leaders should ensure that parents and students are always in their sight and that where possible only a staff member takes children to the toilets.
8. If there any concerns about the visit or changes need to be made to the risk assessment- speak to the Educational Visits Co-ordinator

## Appendix 2: Risk Assessment Template



<b>Site</b>	Barnett Wood Infant School	<b>Assessed by</b>		<b>Date of assessment</b>		<b>Date of Review</b>	
<b>Subject</b>	Risk Assessment -						

Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you doing already?	Current risk level	Step 4 Is anything further needed?	Step 5 Date further action(s) was/were completed	New risk level
				By whom and by when?	Date of next review	
		•				
		•		•		
		•				
		•		•		

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<p><b>High risks 12-25</b></p> <p>Immediate action required to either eliminate or adequately control the risk before further activity takes place.</p>	<p><b>Medium risks 5-10</b></p> <p>Review existing control measures to determine effectiveness. Where necessary implement further risk reducing measures.</p>	<p><b>Low risks &lt;5</b></p> <p>Adequately controlled. No actions required but keep assessment under review. Additional controls will further reduce risk.</p>	<table border="1"> <thead> <tr> <th></th> <th colspan="5">Severity</th> </tr> <tr> <th>Likelihood</th> <th>Negligible</th> <th>Minor</th> <th>Moderate</th> <th>Major</th> <th>Catastrophic</th> </tr> </thead> <tbody> <tr> <td>Rare</td> <td style="background-color: #90EE90;">1</td> <td style="background-color: #90EE90;">2</td> <td style="background-color: #90EE90;">3</td> <td style="background-color: #90EE90;">4</td> <td style="background-color: #90EE90;">5</td> </tr> <tr> <td>Unlikely</td> <td style="background-color: #90EE90;">2</td> <td style="background-color: #90EE90;">4</td> <td style="background-color: #90EE90;">6</td> <td style="background-color: #FFD700;">8</td> <td style="background-color: #FFD700;">10</td> </tr> <tr> <td>Possible</td> <td style="background-color: #90EE90;">3</td> <td style="background-color: #90EE90;">6</td> <td style="background-color: #FFD700;">9</td> <td style="background-color: #FF6347;">12</td> <td style="background-color: #FF6347;">15</td> </tr> <tr> <td>Likely</td> <td style="background-color: #90EE90;">4</td> <td style="background-color: #90EE90;">8</td> <td style="background-color: #FF6347;">12</td> <td style="background-color: #FF6347;">16</td> <td style="background-color: #FF6347;">20</td> </tr> <tr> <td>Almost certain</td> <td style="background-color: #90EE90;">5</td> <td style="background-color: #FFD700;">10</td> <td style="background-color: #FF6347;">15</td> <td style="background-color: #FF6347;">20</td> <td style="background-color: #FF6347;">25</td> </tr> </tbody> </table>		Severity					Likelihood	Negligible	Minor	Moderate	Major	Catastrophic	Rare	1	2	3	4	5	Unlikely	2	4	6	8	10	Possible	3	6	9	12	15	Likely	4	8	12	16	20	Almost certain	5	10	15	20	25
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### Appendix 3: Surrey schools – emergency procedures

In the event of an emergency, critical or major incident, contact the school's duty officer immediately, or, if the duty officer is not available, contact the SCC Emergency Planning Officer - Tel: 07831 473039. If you call the SCC Emergency Planning team, the call will be answered by:

- The SCC Emergency Planning Officer (in person) – quote 'Operation Duke' or
- An answerphone – quote 'Operation Duke'. Leave a message and your number. The call will be returned within 5 minutes, or,
- A messaging service – quote 'Operation Duke'. Leave a message and your number. The call will be returned within 5 minutes.

In most cases the caller will speak to someone immediately. The answerphone and message service are there in the event of the Emergency Planning Officer being in charge of a vehicle at the time the call is made.

When speaking to either the school's duty officer or the Emergency Planning Officer, you will need to give the following information:

- Quote 'Operation Duke'
- Your full name
- The telephone number you are calling from
- Name of group involved
- Exact nature of the incident
- Is a fatality involved? Has it been confirmed? By whom?
- Full name(s) and age(s) of injured person(s)
- Exact nature of injuries
- Whether local police or emergency services have been informed
- Whether any next of kin have been informed, if so, how
- If contacting Emergency Planning Officer, name and number of unobtainable school's duty officer.

#### Next steps and general advice

- Parents and relatives will naturally be anxious to establish what is happening, but try to prevent party members (staff or young people) from telephoning home until after you have made contact with your school's duty officer and this has been agreed. (Given the proliferation of mobile phones this will be difficult, but is important, as incorrect information and rumour will make the situation worse).
- Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground and promise that 'an official statement will be made through the County Council's Press Officer as soon as possible'.
- Do NOT admit liability of any sort to anybody.
- Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present.
- Retain any equipment involved in an unaltered condition.
- Keep a written record of all that happens.
- Be as compassionate as possible, with anyone involved.
- Remember that no one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.
- If you change location, remember to let your school's duty officer have the new telephone

number at which you can be contacted.

Finally, remember that all situations are different. Your school's duty officer or a senior officer from the Local Authority will make themselves available to offer you advice and support – use them as much as you need.

### **For duty officers and headteachers when Operation Duke is initiated:**

In the event of a serious accident or incident involving a group on any form of off-site activity, it is paramount that the visit leader should receive as much advice and support as they need. Serious incidents are fortunately rare – this can, however, lead to complacency, which must be guarded against. Therefore, you will need to 'think on your feet'. This could be difficult under pressure and the following guidelines will help.

If your school's duty office is not the headteacher, the duty officer should update the headteacher at the first opportunity.

Be prepared:

- You must have comprehensive details about the group and the journey. This will include contact and medical details for all involved (including staff and volunteers) and full details of the itinerary, addresses, travel/coach company, etc.
- You must have immediate access to these procedures, and the information and means to use them, at all times.
- Make sure you are familiar with all the guidelines for off-site activities.

### **Answering the emergency call**

You will need to gain and record the following:

- Name of group
- Name of visit leader/caller
- Telephone number the caller is speaking from
- What happened
- To whom
- Where
- When
- What has happened since.

If a fatality is involved or suspected:

- Has this been confirmed?
- By whom?
- Have any next of kin been informed? In the event of a fatality it will normally be the police who contact the next of kin.

### **General advice**

Advise the visit leader to follow instructions from the local police/emergency services, and, unless they specifically request otherwise, your advice to the visit leader should be to:

- Keep the party together
- Co-ordinate any contact with parents or any outside bodies
- Refer media attention to the police or County Council Press Officer – do not answer questions
- Remain available: If it is necessary for the party to change location, they must advise

you of the new telephone number.

### **Next steps**

In office hours:

Telephone the Contact Centre: 08456 009009 and explain that this is an 'educational visits emergency' and you wish to contact a Senior Education Officer.

Outside office hours:

Telephone the SCC Emergency Planning Officer on 07831 473039

A senior officer, trained to deal with off-site emergencies, will contact you, and you should give them all details, including your telephone number. The senior officer will then contact the following:

- Duty Press Relations Officer
- The headteacher(s) of the group(s) involved, where applicable.
- Unit head(s)
- Other senior officers, to establish a support team.

Consult with the senior officer how best parents might be informed. The senior officer can advise on the best way to inform parents, if the local emergency services have not already undertaken to do so. It may be better for the senior officer or another colleague to do this, as you must remain available for the visit leader to contact.

Maintain a written record of events, including the times of telephone calls, etc