



SCOTTS PRIMARY SCHOOL

	Name of School	Scotts Primary School
	Policy review Date	September 2025
	Date of next Review	September 2026
	Who reviewed this policy?	Ryan Kinnear
	Date approved by Governing body	July 2025
	Inclusion Governor	Lindsey Griffin
	Headteacher	Ryan Kinnear
	Chair of Governors	Tracey Walker

EDUCATIONAL VISITS POLICY

1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

The school acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils. All visits will have sound and clearly stated educational aims, and reflect the ethos of our school travel policy where possible and form an integral part of our approach to furthering our pupils' education and personal growth.

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,

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 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 body to approve residential trips of more than 24 hours

3.2 The educational visits co-ordinator (EVC)

Tracey Walker (Business Manager) is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and a designate 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 lead (Teacher)

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, following the Educational Visits Model Standard Procedures ensuring educational trips are safe and suitable for 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
- Ensure the Educational Visit Model Standard Procedures are read and followed



- 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

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 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

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.

See link below for School Behaviour Policy

<file:///C:/Users/Teacher/Downloads/Behaviour%20and%20anti-bullying%20policy%202022.pdf>

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Head Teacher, 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

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, volunteer, and physical supplies
- Accommodation options, where needed



- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

Staff to pupil ratios for the age of the children are met.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the governing board.

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.

Written 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.

If a pupil with a disability, statement of special educational needs (SEN) 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.

5. Risk assessment

Risk assessments are carried out prior to all trips and visits to identify any potential hazards or concerns. Staff leading educational visits are responsible for carrying out a pre-trip site inspection for all new educational visits. Following this, a detailed risk assessment (Trip Declaration form - EV5, which can be found on the staff team drive, along with examples of previous risk assessments) should be completed and then shared with the Health and Safety Lead/EVC, at least one week before the trip, to ensure all appropriate measures are in place.

The risk assessment will be approved by the headteacher and then should be shared with all adults attending the trip, including parent volunteers.

5.1 Supervision ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. At Scotts, the usual ratio of adult supervisors to pupils is:

1:6 for Reception children

1:8 for KS1 children

1:10 for KS2 children

On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- For EYFS trips - At least 1 qualified paediatric first aider is present on all trips



- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies. These can be found in the cupboard in sick bay.
- All supervising adults will be given a list of the pupils in their immediate care; the telephone number of the staff lead (in case of emergencies) and 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 Educational Visits model standard procedures for transport. This can be found in the staff shared drive. 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. Roles and Responsibilities of parent/volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. The class teacher will be responsible for selecting parent/volunteer helpers.

The main duties of parent/volunteer helpers on school trips and visits are:

- To ensure the safety and security of the children
- To engage with the children in order to enhance their learning experience
- To help ensure that all children, participate fully and independently in all activities

Parents do not have a right to attend school visits and trips with their children. Refusal to allow a child to participate without that parent being present cannot influence the selection of parent helpers. Parents who have not been invited as designated helpers on a trip cannot join the group without the prior agreement of the Visit Leader. This would contravene the risk assessment which has been agreed for the visit. Parents are selected from a list of reliable helpers on a rolling programme so that all suitable volunteers have a chance to attend trips. The school retains a right not to invite a parent again if they have not fulfilled the responsibilities and followed the guidelines set out below on a previous trip.

Volunteers will receive a full induction from the class teacher 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.



Parent/volunteers who are not DBS checked cannot take charge of a group or take children to the toilets. Staff members will act as supervisors for all groups.

Further guidelines:

- o Parents/volunteers are asked to read any briefing information which relates to the trip.
- o Parents cannot bring any siblings or additional children on a school trip.
- o Parents/volunteers should not leave their group/class at any time without notifying the teacher.
- o It is usual school policy that children do not take money to purchase items in shops and parents/ volunteers are asked to refrain from purchasing items, or food and drink, for their own child/group.
- o Parents are not usually allowed to have their own child in their group (SEN children can be 1:1 with their parent in special circumstances)
- o Parents should not interfere with their own child's social interaction with their group and friends or their child's independence.
- o Parents/volunteers who experience any difficulties with a child/children should inform the class teacher as soon as possible.
- ° When walking in public places, volunteers should encourage children to walk in twos rather than a group.
- o Parents/volunteers should not take any photographs of children during the visit.
- o Whatever happens on the school trip should remain confidential. Children should not be discussed with other parents.
- o Parents are requested not to communicate to parents who are not on the trip. All communication to parents should come from the school only.
- o Any disclosure of a safeguarding nature made by a child should be reported immediately to the visit leader/teacher in charge.

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 parentmail and information provided will include the date, travel times, destination, purpose of the visit and cost of the visit. Responses will often be made via a Google Form.

The reply slip will read:-

"I give permission for my child _____ to take part in I have read and understand the information about the visit. I enclose my voluntary contribution." ***Please see below for explanation of wording****.

In the case of sports fixtures, the reply slip will read:-

"My child _____ is able to play in the match (at) on

I have read and understand the information in the letter, and give permission for my child to take part."

If a parent does not wish their child to take part in the trip then the child will be expected to attend school and arrangements will be made for the child to be taught in another class. Absence for any reason other than for illness (or other agreed reason with the school) will be classed as unauthorised.

In the case of residential trips, 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. 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.

One 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.

9. Charging and insurance

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 luggage and other personal items.

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.

Trip contributions are worked out using the formula below.

Cost of Entry + Cost of Transport = Total Cost divided by number of pupils = cost per pupil

If requested cost will be shared with parents in the form of a letter to show how cost per pupil is arrived at.

We always seek best value and will continue to do so except where this compromises the safety of those attending the trip.

All contributions are voluntary and as such parents are entitled to refuse to contribute. However,



should contributions meet less than 90% of the cost of running a single trip, the trip will be cancelled as the school cannot be expected to meet these costs.*

***An exception to the above is where families are in financial difficulty and have made this known to the Headteacher. This information will be held confidentially.**

The school does not make any profit on school trips.

Parents will not subsidise the cost of another child's place on a trip.

The number of school trips will be restricted to two trips per year (involving costs). Additional trips may be organised if they are at a substantially reduced cost or are free.

We will cap the cost of any one school trip at £20. However, should a single trip exceed this amount, we will 1) review the purpose of the trip; 2) consult with parents to test demand/ability to contribute and whether they are happy to attend

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 luggage and other personal items.

10. Residential visits

The headteacher, together with the governing body, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks.
- Parents and carers will be given information about the visit and asked for permission at least 6 months before the first day of the visit. Information shared with parents will include:
 - The dates and time of departure and return to school
 - The full address and contact details of the destination
 - Planned activities and options
 - Meal provision
 - Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy
 - Clothing and equipment to be provided
 - Accommodation options and arrangements

11. Review

This policy will be reviewed annually by the business manager. 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



Imagine...with all your mind, Believe...with all your heart, Achieve...with all your might



- Behaviour policy
- 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.