Gordon Primary School

Educational Visits Policy

Revised Summer Term 2026

Signed _____ Chair of Governors

To be reviewed Summer Term 2027

Gordon Primary School

Educational Visits Policy

T*he policy has been written in compliance with the London Borough of LBR "Guidance for Off-Site Visits and Related Activities with National Guidance & Evolve – 2020" document and the DFE's "Health and Safety on Educational Visits 2018".*

The school aims to ensure that all visits from school should be:

- Safe
- Educational
- Enjoyable

Rationale:
Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

Purpose:
Educational Visits must have a clearly defined educational purpose and provide stimulus and support for work being covered as part of the school curriculum. A visit may provide an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximized.

Implementation

Planning Educational Visits:
Thorough organisation of educational visit is crucial to the success of any venture. With rigorous planning, organisation and control, a visit should provide a rich, learning experience for the pupils. Whether the visit is to a local park, London Museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties that may arise, and making plans to avoid them.

The following guidelines support the Planning and Implementation of Educational Visits organised at Gordon Primary School:

Logistical Arrangements
It is essential that visits are planned out well in advance of taking place to ensure that all logistical arrangements can be made. A clear timeline for the individual arranging a visit is provided within Educational Visits file within the Teacher Admin Drive.

In order to ensure deadlines are met, the member of staff leading the visit must start to work closely with the school admin team at least four weeks in advance of the visit, as this timeline will allow the required arrangements to be made. This will include the following activities:

- Ensuring bookings of any activities, workshops etc. that are related to the visit are made and where required procedures for parents to make a financial contribution towards the cost of these are in place.
- Booking appropriate and reputable transport, including ensuring that TfL ticket requests are made 14 days in advance of a visit.
- Ordering packed lunches from the school kitchen at least 5 days in advance of a visit.

The visit leader will work with the Head teacher / Deputy head teacher where a visit starts / ends outside of normal school opening hours and requires additional provisions to be made.

Parents – information, consent and voluntary contributions

- Parents must be given key information about the purpose and details of the visit, along with any changes in expectation such as a later return to school**.** See timeline.
- Parents need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care as a prudent parent.
- For residential trips, parents will be invited to a briefing session.
- Parental consent - Routine visits in the locality of the school (areas within walking distance) are covered by the parental consent on the Admissions Form. We will seek consent for all other visits and be specific in what the consent is for. A parental consent form must be returned for each child in the group.
- If parents wish to withhold consent, they will be invited to meet with the Deputy or Head Teacher to discuss their concerns.
- If consent is withheld, the pupil will not be taken on the visit but the curricular aims of the visit will be delivered to the pupil in some other way, wherever possible.
- If the parents give a conditional consent the Deputy or Head teacher will need to consider whether the child may be taken on the visit or not.
- Where a visit requires pupils to be away from school during the regular lunch break, parents will be given the opportunity to request that the school provides a free packed lunch, for their child.
- At times we may seek contributions from parents/carers in order to support the cost of a visit taking place. This will be in line with the school Charging Policy and DfE Charging for School Actives (2018)

Risk Assessments:

Approval and risk assessments must be completed in line with the agreed visits timeline (See Educational Visits File on Teacher Admin Drive).

The visit leader should seek permission from the Educational Visits Coordinator (EVC). This should be done using a Cat B form. At this point, the EVC will discuss the visit with the visit leader.

Following this, a comprehensive risk assessment will be carried in advance of the visit to:

- Identify hazards including evaluating those identified by the venue as part of their own risk assessment process.
- Identify who may be affected by them and the steps needed to reduce the risks to an acceptable level.
- The risk assessment should also think through "Plan B" scenarios and responses to events that could cause significant disruption to the visit. This includes identifying places of safe refuge local to the visit destination.

Risk Assessment forms and the Educational Visits Checklist are available from the Educational Visits Folder located on the school network. The completed Risk Assessment should be discussed with and authorised by the EVC. It should be shared with all the adults attending the trip and a copy retained in the Educational Visits Folder in the Head Teacher's Office.

Risk Assessments for International or Residential visits, as well as those that include elements of "adventurous activity" require additional scrutiny from the designated local authority officer. In these instances, the Risk Assessment and related information about the visit will be submitted to school EVC and then local authority for approval using the online EVOLVE system at last 14 days in advance of the visit. The Head teacher and school governors will also be required to agree that these visits can take place.

First Aid and Emergencies:

- First Aid provision should be considered when assessing the risks of the visit.
- For most trips, a member of staff who has a valid first aid qualification, aid will be adequate.
- A decision based on the risks and children involved, should be made for each visit.
- For adventurous activities and residential trips, there should be at least one trained first-aider in the group.

- First aid kits should be taken on all visits. All medicines that a child may normally need to access in the school day should also be taken, along with any details of care plans etc.
- If the visit involves splitting into groups, a kit should be taken for each group.
- If any first aid or medication is administered while on a visit, this information must be transferred to the relevant school logs or first aid records upon return to school by the adult who administered these.

The visit leader should take the school emergency card. This will contain all details of school emergency contacts, should the visit leader require these. In the event of an emergency while on a visit, the visit leader must contact the EVC, as and when it is safe to do so.

Preparing Pupils for the Visit

Providing information and guidance to pupils is an important part of preparing for a school visit:

- Pupils should have a clear understanding about what is expected of them and what the visit will entail.
- Pupils must understand what standard of behaviour is expected and why rules must be followed. Lack of control and discipline can be a major contributory factor when accidents occur.
- Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety.
- Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.
- If there is the possibility that a pupil may be excluded from the visit due to behaviour issues, a meeting would be arranged with the Deputy or Head teacher in advance to discuss concerns and agree what action is to be taken.

Pupils with special educational and medical needs:

Every effort will be made to support pupils with special educational or medical needs to be able to attend school organised visits. Special attention will be given to appropriate supervision ratios and additional safety measures or adjustments. These will be addressed at the planning stage in partnership with parents and carers when required.

Types of Visits:

Adventurous Activities:

- If the school is leading an adventure activity, such as canoeing, the LEA (via the EVOLVE system) must ensure that the group leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place.
- Qualifications can be checked with the National Governing Body of each sporting activity.
- The provider's insurance will be checked to ensure it provides appropriate cover.
- Pupils should be assessed to ensure that they are capable of undertaking the proposed activities.
- During the visit, they should not be coerced into activities which they fear.
- Pupils whose behaviour is such that the Visit Leader is concerned for their or others' safety, will be withdrawn from the activity.

Residential Trips:

Residential trips will be planned well in advance and arrangements will be overseen by the Health and Safety Coordinator.

- Parents will be invited to a briefing session to discuss the details of the trip and to meet the staff attending.
- The Visit Leader should be an experienced, senior member of staff.
- The provider's insurance will be checked to ensure it provides appropriate cover.
- Residential trips must be approved by the Governing Body and by the LEA via the EVOLVE system.
- Approval - will be arranged by the Educational Visits Coordinator.

International visits

International visits require a significant amount of preparation. They will be overseen by the Educational Visits Coordinator.

- Parents will be invited to a briefing session to discuss the details of the trip and to meet the staff attending. Additional information from parents will be sought on case by case basis related to an individual's passport and status.
- The Visit Leader should be an experienced, senior member of staff.
- International trips must be approved by the Governing Body and by the LEA via the EVOLVE system.
- All service providers will be appropriately scrutinized for suitability, including ensuring insurance is in place.
- Consent needs to be specific to children leaving the country.

Coastal visits*:*
Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming.

- Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group.
- Swimming in the sea on a coastal visit will not be allowed.
- Paddling will only be allowed as part of a supervised activity and only in recognised bathing areas which have official surveillance.
- Pupils should always be in sight of their teachers.
- One teacher should always stay out of the water for better surveillance.

Water Margin Activities:
Where pupils might participate in learning activities near or in water, such as a walk along the riverbank, collecting samples in ponds or stream or paddling in shallow water, then the guidance contained in the 'Water Safety Code' (Appendix 1) must be followed.

Farm Visits:
We recognise that farms can be dangerous even for the people who work there. Taking children to a farm will be very carefully planned.

- The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E coli food poisoning and other infections**.**
- The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare and that it maintains good washing facilities, clean grounds and public areas.
- An exploratory pre-visit should be carried out.

Impact and Evaluation
The positive impact of a successful educational visit will be wide ranging and long lasting. This may be seen in many different forms including: enriched work in children's books, display work, relocations from children, positive stories from community members, photographs on the school media pages.

As well as evaluating the impact of each visit, the leader should also use this time as an opportunity to look for learning that may enhance future visits. An evaluation form is provided within the Educational Visits folder on the school shared drive. After each visit, the visit leader should evaluate the impact of the visit.

Roles and Responsibilities:
The Governing Body will:

- Approve the Educational Visits policy and will ensure it is reviewed annually.
- Approve residential visits.

Head Teacher – V. Naidoo (Head Teacher) will:

- Ensure a suitable Educational Visits Coordinator is appointed.
- Ensure suitable Visit Leaders are appointed.

The Deputy or Head Teacher – H.Rogers (Educational Visits Coordinator) will:

- Sign off the Risk Assessments.

Educational Visits Coordinators (EVC) – F. Gracia – Thomas (EYFS), H.Rogers (KS1), R.Jones (LKS2), R. Nehaar (UKS2)

- Have been trained by the LEA and are responsible for ensuring visits comply with LBR's "Guidance for Off-Site Visits and Related Activities with National Guidance & Evolve" – 2020
- Will sign off the Risk Assessment.
- Will oversee arrangements for residential visits and will ensure all approvals are received including the approval of LBR via the EVOLVE system.

Visits Leaders:

There will be a named Visit Leader who is responsible overall for the supervision of the visit and will be appointed by the Head teacher.

- This will usually be a teacher.
- The Visit Leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by an Educational Visits Coordinator.
- The Risk Assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed.
- The Visit Leader will brief all staff and helpers involved in the visit and they will all sign the back of the Risk Assessment.
- The Visit Leader is responsible for ensuring the EV7 Emergency Card, a mobile phone, first aid kit and pupil medication are taken on the visit.

Other teachers and staff involved in a visit:

Teachers and staff on school-led visits act as employees of the LEA and will, therefore, be acting in the course of their normal employment during their normal hours.

- They will be acting under an agreement with their Head Teacher and Governors if some of their time on the visit falls outside normal hours.

Parent Helpers:

Parent helpers are welcome on Educational Visits

- Will attend a briefing with the Visit Leader before the visit when they will sign the Risk Assessment.
- Be given a written list of the children in their group. As List 99 checks and CRB / DBS checks are now not applicable in these circumstances no parent/carer will ever be alone with children and must be guided by school staff at all times.

Staff Induction and Training

- The Educational Visits Coordinator will undertake accredited training specific to the role.
- Regular updates and training for staff will take place throughout the school year.
- The EVC will support the visit leader on a 1:1 basis throughout the process ensure that visits are well planned and a safe an enjoyable experience for all involved.

For more information regarding Educational Visits please see:

The electronic Educational Visits folder, which is on the school's internal network:

- The Educational Visits Policy
- Risk Assessment and other forms including the emergency card
- Educational Visits Checklist
- Procedures and guidance
- LBR "Guidance for Off-Site Visits and Related Activities with National Guidance & Evolve" – 2020
- DFE's "Health and Safety of Pupils on Educational Visits" and subsequent updates.

If you are unable to locate documents or access this folder, please refer to the EVC.

In addition, please see advice from the HSE - http://www.hse.gov.uk/services/education/school-trips.htm

Whilst this policy is kept under regular review, statutory regulation will always take precedence.

Policy Reviewed: Summer Term 2026

Date of next Review: Summer Term 2027

Appendix 1: The Water Safety Code

The Water Safety Code
Have Fun, Stay Safe

1. Spot the dangers

Whenever you're near water always take extra care:
• Never fool around or run besides water – you might trip and fall in
• Take care on the riverbank – it may be slippery and can crumble
• Keep away from the edge of canals – the water is often very deep
• Beware of locks and weirs – the water flows very quickly

2. Take safety advice

To be safe, choose a swimming pool or beach where there are lifeguards:
• Always follow the advice of a lifeguard – find out where and when it is safe to swim
• Look for signs or flags which tell you if it is safe to swim
• Never swim where a sign or flag tells you not to

3. Do not go alone

If you're alone there will be no-one to help you if you get into trouble in the water
• Never go swimming, fishing or boating on your own
• Go with a friend who can help you if you're in trouble in difficult water – even if they cannot help you out, they **can** get help
• Always make sure a grown-up known where you are going and when you will be back

4. Learn how to help

If you see someone in trouble in the water, here's how you can help:
• Keep calm – always think before you act
• Try to get help – shout **''help, help''** as loud as you can
• Reach out with a stick, a pole, a towel or clothing to pull the person to the water's edge – always lie down when you are trying to pull someone in so that you don't get pulled in
• If you can't reach the person and no-one comes when you shout for help, telephone 999 or 112 and ask for help

NEVER JUMP INTO THE WATER YOURSELF!

Appendix 2: Arranging an Educational Visit – Flowchart

(Please see 'Educational visit timeline' document, for specific detail)

Step 1: Beginning of term decide **where** you intend to visit and the **educational rationale** of why you need to visit this place.

Step 2: First week of term or asap, discuss and agree proposed trip with your Educational Visits Co-ordinator **and Hannah**.

- Complete 'Educational Visit Approval Form – Category B'.
  a. Consider the nearest place of refuge
  b. Write the potential date in the school diary in pencil
  c. Update Hannah so that electronic calendar can be updated
  d. Amend if anything changes

Step 3: At least **four weeks prior to the visit**, speak to volunteers and known and reliable parents.

Step 4: At least **three weeks prior to the visit** complete the Visit Financial Planning form with Hannah.

- Agree costings with Hannah.
- Confirm with venue.
- Arrange transportation & email confirmation to Hannah.

Step 5: At least **three weeks prior to the visit** complete the Event Specific Risk Assessment (ESRA) document and hand it to your Educational Visits Co-ordinator.

- **You must visit the site, taking the route you plan to with the children**.
- Save it on the Teacher Admin drive in the 'Educational Visits' section.

Step 6: At least **two weeks prior to the visit**, write to parents/carers with information about the visit.

- This letter must be seen and agreed by a member of the SLT before it gets sent out.

Step 7: At least **five days prior** to the visit, speak with Hazel/Stevie so that she can help you to organise medical supplies and first aid kits.

Step 8: Two to three days prior to the visit share all Risk Assessment with (1) staff attending, (2) children attending and (3) parental volunteers.

Step 9: On the day before the trip, have children write a reminder about packed lunches and/or clothing in their home-school