Harrietsham Church of England Primary School

Educational Visits Policy

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Responsibility:	Headteacher
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'Nurtured We Flourish'

Harrietsham Church of England Primary School

Educational Visits Policy

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School Context:

Harrietsham CEP Vision Statement

We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.

"Nurtured we flourish"

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children's learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children's lives.

Our Values

The roots of our vision are in the parable of the Mustard Seed.

'The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches'.
Matthew 13 31-32

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

Love, Fellowship and Forgiveness

1. Aims and Scope

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. Harrietsham Church of England Primary School has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

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.

Educational visits enhance the learning experience of children. They are a valuable way to supplement and enhance the curriculum and expand pupils' education. They help to develop knowledge and skills through first-hand experience and enable learning to be brought to life. They provide enriching social and cultural experiences, teach life skills and promote independent learning - providing a foundation for lifelong learning. They also help to develop social skills such as team work or working alongside children from other schools and sometimes give children experiences that they may not otherwise have the chance to participate in. Educational visits form an integral part of our approach to furthering our pupils' education and personal growth.

The safe return of all children and adults from any offsite visit is always a priority and a number of measures are taken with any offsite visit to ensure that this is the case. The Governing Body has given its approval to the full range of activities being organised in support of the educational aims of the school.

Teachers should take every opportunity to visit the local community, or explore the school grounds to support the curriculum. They are also encouraged to arrange for visitors to school, who can also strengthen what is being taught. Visits further afield are encouraged, provided they offer the children an educational opportunity which cannot be found locally.

When staff take or accompany children on a visit they have a duty of care and are in loco parentis. This means that if anything were to go wrong, staff must be able to demonstrate that they acted as a reasonable parent or carer would have done in the circumstances and that they have taken reasonable care. Staff have responsibility for maintaining good order and discipline and safeguarding the health and safety of children in their charge. The trip leader is also responsible for the adults in the party who must demonstrate an appropriate code of conduct and offer a good level of support to the group leader.

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.
- Residential trips organised by the school.
- Trips abroad organised by the school.

Harrietsham Church of England Primary School ensures fair access for all children to partake in learning offsite.

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 2026 (comes into force from 1 September 2026)
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

In planning educational visits the school will have due regard to the Public Sector Equality Duty.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

The school has formally adopted the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/ Educational Visits.

- KCC Regulations and Guidance for Safe Practice of Offsite Activities http://www.kelsi.org.uk/Curriculum/outdoor-education

- Health and Safety: Advice on legal duties and powers DfE https://www.gov.uk/government/publications/health-and-safety-advice-for-schools

- National Guidance- Guidance for the Management of Outdoor Learning, Off-site Visits and Learning Outside the Classroom (Outdoor Education Advisors Panel – OEAP) http://oeapng.info/

3. Roles and Responsibilities

3.1 Governing Body

The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Governing Body Resources and Personnel Committee and has nominated the Headteacher and /or the EVC as signatories, as necessary, on behalf of the Governing Body.

The Governing Body is responsible for:

- Ensuring that the Headteacher/ Education Visits Coordinator (EVC) have in place suitable systems to ensure compliance with the guidelines provided by the DfE, the Outdoor Education Advisors Panel, KCC and the school's Health and Safety Policy.
- To approve all residential visits involving outdoor and adventurous activities.
- To question a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the pupil group? Why is a particular venue being used? Is the visit inclusive for all students? Is the visit value for money?
- To review annually the Educational Visits policy and procedures including incident and emergency management systems.

3.2 Headteacher

The Headteacher is responsible for:

- Ensuring that visits comply with, and all staff are aware of, the guidelines and regulations provided by the DfE, the Outdoor Education Advisors Panel, KCC and the school's Health and Safety Policy.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training.

- Assigning competent people to lead or otherwise supervise a visit. Ensuring that in the event of a major incident or accident, the relevant guidelines are adhered to in terms of informing, parents, staff and the media. Also, to ensure that serious incidents, accidents and near misses are investigated.
- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours.
- Working with the governing board to approve residential trips of more than 24 hours.
- Ensuring all off-site visits are thoroughly planned using standardised whole-school documentation.
- Ensuring visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- Keeping records of individual visits including reports of accidents and 'near misses'.

3.3 The Educational Visits Co-ordinator (EVC)

Sophie Walker is the appointed EVC at our school. Her role is to:

- 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.

3.4 Trip Lead

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

- Identify the clear purpose and objectives of the visit.
- Ensure they comply with the guidelines provided by the DfE, the Outdoor Education Advisors Panel, KCC and the school's Health and Safety Policy.
- Complete visit documentation and obtain EVC and Headteacher approval for any visit off-site, no matter how short its duration.
- Plan the itinerary in such a way as to account for all times on the visit including meal and 'down' times, particularly on residential trips.
- 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.
- Allocate supervisory responsibility to each adult for named pupils and ensure that each adult knows which pupils they are responsible for.
- Ensure that each pupil knows which adult is responsible for them and that all adults understand that they are responsible to the visit leader for the supervision of the pupils assigned to them.
- Ensure that all adults involved in supervising the visit are aware of the risk assessments including 'Plan B' and the expected standards of behaviour.

- Continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.

3.5 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:

- 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.

3.6 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.

3.7 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.

See volunteer code of conduct and guidance – **Appendix 4.**

Volunteers will receive a safeguarding briefing appropriate to their role before departure.

3.8 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.
- Be aware of potential risks.
- Know who their supervisor is at any given time and how to contact him or her and to alert the supervisor if someone is missing or in difficulties.
- Understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- Understand and accept the expected standards of behaviour.

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. Our 3 simple rules - **'Be Ready, Be Respectful and Be Safe' -** can be applied to a variety of situations and are taught and modelled explicitly.

The school has a clear code of conduct for school visits based on the school's behaviour policy. This code of conduct will be part of the conditions of booking by the parents, and will include guidance in relation to the potential withdrawal of a pupil prior to, and during, the visit if such conduct would have led to a fixed term exclusion from school.

Our behaviour policy can be found on the policy page of our school website.

4. Planning and Preparation

The decision on whether or not a visit will take place will be made by the Headteacher and will be 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.
- Any other factors deemed appropriate and relevant.

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.
- Accommodation options, where needed.
- 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.

Residential, overseas and higher-risk adventurous activities require Governing Body and Local Authority approval as appropriate.

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 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.

In the unlikely event that it is considered unsafe to include a particular pupil because it is felt that they represent a significant risk to themselves or others within the group, the Headteacher will make the final decision on whether the pupil should access the trip and suitable alternatives that will meet the educational needs of the visit will be planned.

5. Risk Assessment

Risk assessment and risk management are legal requirements. For educational visits, they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill.

The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from.

Risk assessment for educational visits can be usefully considered as having three levels:

1) Generic activity risk assessments, which are likely to apply to the activity wherever and whenever it takes place. Examples of generic risk assessment include coach travel.
2) Visit / site specific risk assessments which will differ from place to place and group to group. These are usually undertaken by the school for each venue and are amended as necessary for different groups. They should be prepared in discussion with someone trained and competent to assess risks, such as the EVC. Activities such as swimming, crossing roads and curricular partnerships with other schools are examples of these site-specific risk assessments where the same venue is used each week and barring any changes to the nature of that venue, our prime concern on a weekly basis is the risk presented by the group of pupils undertaking the visit.
3) For visits which are 'one offs' a specific risk assessment for the venue itself as well as for the pupils is required. Examples of this would be visits to farms, galleries, museums, public parks, garden centres etc. as part of a specific curriculum module for a specific class group.
4) Ongoing risk assessments / dynamic risk assessments are those that take account of unplanned and unexpected changes, for example, illness of staff or pupils, changes of weather, availability of preferred activity. The visit leader is responsible for making decisions on an on-going basis during the visit as to the appropriateness of continuing the visit in the light of prevailing conditions.

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 3**), and approved by the EVC and the Headteacher. Existing risk assessments, which will be saved on Evolve and 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.

Visit leaders are always in charge. They should trust their own knowledge of the children and use their own professional judgement. This may include challenging an activity leader where the visit leader's knowledge of the group is superior, or intervening to prompt a change of plan, including stopping an activity if they feel uncomfortable or believe that that it has become too hazardous.

The school will appoint a member of the Senior Leadership Team as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention. The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

Visit leaders will consider protective security and the risk of terrorism where relevant to the venue, location and nature of the visit, following current OEAP and ProtectUK guidance.

5.1 Staff ratios and first aid

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Supervision ratios should be appropriate for the nature and aims of the visit, for the age and stage of the participants, and be agreed in the context of a risk assessment. Our minimum levels are as follows: EYFS: 1 adult to 5 children, Years 1,2 & 3: 1 adult to 6 children, Years 4, 5 & 6: 1 adult to 10 children. These are indicative minimum expectations and may be increased following risk assessment.

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

- At least 1 male and 1 female supervising adult is present for residential trips (for mixed pupil groups).
- At least one suitably trained first aider appropriate to the nature of the visit will accompany all visits.
- 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 policies section on the school website.
- 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. 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.

Parents shall always be informed of the type of transport to be used and risk assessments carried out.
Hired transport – The school shall ensure appropriate levels of supervisory staff are available to ensure the safety and welfare of all pupils. The driver of the coach has no responsibility for the behaviour and conduct of the pupils.

Public transport – Close supervision shall be ensured.

Use of private cars – Staff must ensure they have appropriate insurance cover for conveying pupils during the course of their professional duties. Parents must always be informed if members of staff intend to use private transport. School will not reimburse parents for the use of their cars.

5.3 Online Safety

Pupils will not usually be able to take their mobile phones on school trips, unless they are needed for medical reasons. Where pupils are permitted access to mobile devices during educational visits for medical purposes, staff will ensure arrangements are consistent with the school's Online Safety Policy and safeguarding procedures.

The use of mobile phones by adults accompanying children on a trip is set out in our Risk Assessment. Adults will not be permitted to take photos on their mobile phones during a trip, mobile phones will never be taken into toilets or changing rooms / bedrooms. There will be no use of social media on any trip and mobile phones will only be used to contact adults on the trip, or at school, as necessary.

5.4 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. See **Appendix 4** for our volunteer code of conduct for educational visits.

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 for whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil. Where no DBS has been sought for volunteers accompanying school trips, school staff will be placed in a group with them and the children. The school staff member will take overall responsibility for the children in the group and will not leave the volunteer on their own with children in any circumstances. Please see **Appendix 3** for risk assessment for this scenario.

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 letter or 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.

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

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.

Visits that include adventurous activities and/ or a residential element will require approval by the Local Authority via the on-line Visit Notification and Approval system Evolve. Usernames and Passwords will be managed by the EVC.

Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent or London will be registered (Notification) on the above system, Evolve.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

Personal information collected in connection with educational visits will be processed in accordance with the school's Data Protection Policy and Privacy Notices.

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.

The school will appoint a member of the SLT, usually the Headteacher or Deputy Headteacher, as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

In case of a major incident, the visit leader will liaise with the appointed member of SLT who will remain in communication with the Local Area Education Officer (Nick Abrahams, or the relevant Kent County Council Education Officer / Outdoor Education Adviser in accordance with Kent Major Incident Procedures) to follow Kent's 'Major Incident Procedures'.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Outdoor Education Unit should also be advised of any serious incidents or accidents.

The school will have emergency funding available to support the Visit Leader in any emergency that occurs in the UK or abroad.

The School Emergency Contact will co-ordinate a response.

The school office will 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 15 minutes, the trip leader will contact the Headteacher who will notify the parents/carers as necessary.

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.

9. Charging and Insurance

We will follow our school's charging and remissions policy at all times, as found in the policies section of our school website.

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 luggage and other personal items.

10. Residential Visits

The Headteacher, together with the governing board, 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. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks.

Parents and carers will be given information about the visit and asked for permission at least 2 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 (this will include information about exemptions).
- Clothing and equipment provided, and what pupils must bring themselves.
- Public health requirements, including any required vaccinations.
- Accommodation options and arrangements.
- The names of staff attending.

For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality badge or similar local accreditation. We will follow the Foreign, Commonwealth and Development Office (FCDO) travel advice and foreign travel advice when organising these visits.

11. Review

Residential and whole school visits will be evaluated by the Visit Leader with the EVC. A short evaluation report will be presented to the Governing Body.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

The School Business Leader is responsible for presenting a financial account for the visit which will be audited as part of the school's procedures.

This policy will be reviewed every year by the Headteacher and EVC. At every review, the policy will be shared with the full governing board and ratified accordingly.

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 / Child Protection Policy.
- First Aid Policy.
- Supporting Pupils with Medical Needs Policy.
- Special Educational Needs and Disability (SEND) Policy.
- Equality Information and Objectives Statement.
- Accessibility Plan.
- Early Years Foundation Stage (EYFS) Policy.
- GDPR Policy.

Appendix 1: Proposed Visit Planning Information

To be completed by the staff member proposing the educational visit, and submitted to the EVC and the Headteacher.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information:

	TRIP INFORMATION
Destination	
Trip date	
Length of stay	
Purpose of visit / educational benefits	
Number and age of pupils	
Transportation options	
Cost breakdown, including multiple options where available	
Resources required, including: › Staffing › Volunteers › Physical supplies › Transportation	
Accommodation options, where needed	
Insurance needed, where applicable	
Risk assessment plans and first aid provision	

Appendix 2: School Trips Flow Diagram

You will NOT need a permission slip for local trips which fall within the school day, as permission has already been gained from parents for these trips when the child joined our school. Please check with the office that all children attending have this permission form signed. Please do inform families of local trips.

Notice needed for trips

Residential trip – Term one of the academic year

Outside of Kent – Two terms before

Trip in Kent but not local to the school site – One term

Local visit – One term

Nominate one person to act as Group Leader. **Name:**	✓
Group Leader to make themselves aware of the Educational Visits Policy.	
Ask the Finance Officer to cost coaches. They will need to know: Total numbers of children and adults – consider ratios (EYFS: 1:5, Y1, Y2+Y3: 1:6, Y4, Y5+Y6: 1:10). Ratios will be determined by the school's risk assessment for each particular visit. ● Venue availability dates and ideal times of travel. ● Cost per child – Consider staffing costs (Supply/Outside school hours).	
Email Headteacher and EVC with full details of trip (using proposed visit planning information form – **Appendix 1**) for authorisation. If residential, must be authorised by Governing Body.	
Once agreed, book venue and ask the Finance Officer to book the coaches. Add to the school calendar (classes out and times of trip). If required, a site visit to be conducted prior to the trip.	
Draft letter to parents. Send this to Headteacher for approval and Admin Officer to be sent out.	
Admin Officer to send an email containing letter for the educational visit to whole school, parents and kitchen. Add to school system for payment and consents, if required.	
Risk assessment (**Appendix 3**) and personalised risk assessments for individuals needing further support uploaded to Evolve and sent to EVC to check. EVC to send this to Headteacher to authorise once checked.	
Parents to sign individual Risk Assessments before the trip.	
Confirm with Deputy Headteacher cover for staff attending trip. Approach any volunteers needed (can be parents if appropriate) and ask if they are able to attend. Volunteer code of conduct to be shared and form signed (**Appendix 4**). A first-aider should accompany each visit offsite.	

All of the above actions are complete	Signed	Dated

If insufficient payment is received by 5 weeks before the trip, the Trip Leader will write to all parents to let them know that if money doesn't arrive by end of the week, the trip will need to be cancelled.

2 weeks + prior to trip:

Collect details from any adults supporting the trip (**Appendix 5**).	

Let kitchen know about the trip if necessary. Let them know how many hot lunches or school packed lunches are needed and timings (PP & UFSM should be offered a school packed lunch).	

Prepare all children with a focus on SEND for changes in routines.	

Split children into groups, ensuring vulnerable children are with a familiar adult. Assign each group to an adult. All volunteers **MUST** be paired with a member of staff.	

Learning needed for the trip to be prepared and differentiated accordingly.	

Trip packs to be prepared, including: ● Class lists with DOB, emergency contact number and medical information / allergies for each child. ● Medicine Logging form and Medicine Administration form. ● Adult contact details (Mob, Medical conditions). ● Completed Risk Assessment – and any individual Risk Assessments. Print one report for each adult attending the trip (including volunteers).	

All of the above actions are complete	Signed	Dated

Day before trip:

Collect medical bags / first aid kit, sick buckets (if travelling by coach) and resources.	

Prepare all children for the change of routine in the day tomorrow, specifically SEND children.	

Class Teachers to collect together any additional information needed by adults supporting the trip into the Trip Pack, including: ● Group List. ● Notes of any relevant educational or behavioural needs of children in their group. ● Map of the site. ● Notes about any learning to be completed – make expectations clear and make it clear what support children will require. ● Charge iPad if taking. ● Find out who the named emergency SLT contact in school will be (this will usually be the Headteacher). ● Find out the current terror threat level, take additional actions if required.	

All of the above actions are complete	Signed	Dated

Day of trip:

Trip Lead (using proforma provided in pack). ● Paperwork: medicines permissions, emergency details, learning materials. ● Ensure mobile phones are charged and not on silent. ● Administer and check all medicines and sign. ● Keep school office notified of changes to return journey at regular intervals. ● Return all medicines to parents (After Trip). ● Return all paperwork to archive to school office.	

Appendix 3: Risk Assessment Template

KCC CHILDREN FAMILIES AND EDUCATION

Generic Risk Assessment

Topic/Activity/Operation:

Name of Establishment/School: Harrietsham Church of England Primary School	
Risk assessment completed by:	**Signed:** **Date:**
Head of establishment: Jackie Chambers (Headteacher) Sign only after agreeing control measures and action points.	**Signed:** J.Chambers **Date:**
Review Date:	

Off premises risk assessment/ taking children to:

Date of visit:

Risk Rating: *(LIKELIHOOD)*	**OUTCOME:**		
	Insignificant Injury	**Significant Injury**	**Major Injury**
Unlikely	Trivial Risk	Low Risk	Medium Risk
Possible	Low Risk	Medium Risk	High Risk
Probable	Medium Risk	High Risk	**STOP**

Risk Level:	**Action and Timescales:**
Trivial	No action required and no documentary records are required.
Low	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained.
Medium	Risk reduction measures should be implemented within a defined period.
High	Give priority to removing or reducing the risk urgent action should be taken.
STOP	'Work' activity should NOT be started or continued until the risk has been removed or at least reduced.

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? By Whom and By When?	**Step 5** Date further action(s) was/were completed Date of next Review	New Risk Level
Travel (Coach)	Children to be transported by coaches. Road accident whilst driving.	Precise loading of coaches and strict routine followed for exiting school. Drivers to drive sensibly, safely and in line with the law. Children to be strapped into seats – adults to check.	Low	Check coach company reputable and in line with KCC guidance. Staff driving – check of insurance for business use.		Low
Travel (Walking)	Children and adults. Tripping whilst walking around the site.	Children to walk in pairs with adults. Higher adult ratio for vulnerable children. Take care when walking along the footpaths. Children to be supervised whilst unloading and loading coach onto footpaths. Disabled children to use disabled access, specific coach drop off.	Medium	Children to disembark and embark coach next to pavement.		Low

Emergency evacuation.	Children and adults.	Children to be briefed into the procedures for emergency evacuation. Upon arrival at location, adults will be briefed with an assembly location and evacuation route. All accompanying adults to have contact number of emergency SLT contact at school.	Low	All adults to make themselves aware of the emergency evacuation procedures for the place of visit upon arrival.		
Medical concerns	Children and adults. Children tripping or receiving an injury. Asthma attacks and allergies.	Ensure any medicine that is required is taken and that the adults and children know how to administer it. All medication required by children to be taken and carried by the adults in the children's group. Medication only to be administered by employed members of staff. Staff medication to be kept securely. Children will not be given any medication not prescribed to them. First aid kit to be taken by staff.	Low	First aid trained staff member to accompany every trip.		
Child wandering	Loss of child, break in supervision, emotional distress, safeguarding.	All children to be made aware of meeting point if lost. Frequent headcount throughout day and registration at key points - before, after boarding coaches, before and after entering and leaving locations and before and after toilet and refreshment breaks.	Medium	Ensure all children stay with a designated adult. School adults to take ultimate charge for all children.		

		Headteacher / emergency school contact to be contacted immediately should a child go missing. Parents and police to be contacted by the school.				
Stranger Danger	Children's safety, safeguarding.	All children reminded how to keep themselves safe. Politeness to members of the public but no interactions without school staff supervision. All adults to remind children during coach journey.	Low	All children accompanied at all times by school staff (and adult volunteer helpers).		
Safeguarding concerns	Children's safety, safeguarding.	Any safeguarding concerns will be called through immediately to the DSL in the school who will take relevant actions from school.	Low	None		
Use of mobile phones	Children.	Photos will not be taken on personal mobile phones. No use of social media on any trip. Mobile phones will not be taken into the toilets with the children, or into any changing rooms. Mobile phones will only be used to contact adults on the trip, or the school, as necessary.	Low	All adult volunteers reminded of this prior to the visit. Adult helpers asked not to contact parents at home about the trip – all communications should be through school staff.		
Weather	Children and adults	Appropriate clothing/hats/sun cream /adequate shade/shelter. Parents asked to provide.	Low	Adults to be aware of facilities at places of visit to use in extreme weather.		
Volunteer helpers without DBS checks	Children's safety, safeguarding.	All volunteers to be briefed before the trip. All volunteers to be made aware of the volunteer code of conduct before the trip – and sign to agree. Adult volunteers without a DBS check will not be left unaccompanied with children under any circumstances.	Medium			

		School staff only to administer medication to children and to accompany children to the toilets. Adult volunteers to use toilets at separate times to the children. No use of mobile phones by volunteers with the children. Any safeguarding concerns to be communicated to school staff and school adults to refer to a DSL.				
Name: **Date:**				**Date Completed:**	**Review Date:**	

This Risk Assessment should be read in conjunction with children's individual Risk Assessments for their specific needs and site risk assessments.

Appendix 4: Code of Conduct / Guidance for Volunteers

Thank you for your time and assistance with the supervision of the children during their trip. Our main priority is the safety and welfare of all children during every aspect of the visit from leaving school to their safe return.

We try to minimise risk to children from harm by accidents as well as reducing the risk of harmful behaviours of the public and other adults. You will be required to attend a briefing with the class teacher/group leader before the to inform you about the visit. Voluntary helpers should be clear about their roles and responsibilities during the visit.

We have a series of measures /expectations and rules for you to follow for the safety of the children. We thank you for taking the time to familiarise yourself with them.

Volunteers should read and sign this form, showing that you understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the Headteacher at the earliest opportunity and withdraw from the trip. A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times.
- Listen to, and act on, instructions from staff.
- Dress appropriately for the trip.
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff.
- Pay attention to potential dangers and raise concerns with staff. Do your best to ensure the health and safety of everyone in the group.
- Act responsibly and demonstrate good behaviour to pupils.
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible.
- Ensure your group follows all instructions e.g. they must stay with their group and the group adult at all times. Share the itinerary of the day with your group so they know what to expect throughout the day.
- Inform a member of school staff if you need to leave your group for any reason.
- Let school staff know immediately if there is a medical or any other emergency. The school staff are responsible for first aid and for contacting the school and associated parents in emergency situations.

Volunteers agree <u>not</u> to:

- Use your mobile phone on the trip (unless in the case of an emergency to contact a member of school staff).
- Exchange contact details with pupils unless told to by a member of staff.
- Engage in physical contact with pupils unless appropriate or required.
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status).

- Use demeaning, offensive, abusive or insensitive language.
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit.
- Allow themselves to be left alone with a pupil unless previously agreed with staff. You will need to stay with a member of the school staff with your group.
- Take photographs or record pupils.

Additional Information:

- Volunteers may not always have their own child in their group. The teacher will give parent helpers a list of children for whom they are responsible.
- Volunteers may not bring any siblings or additional children on a school trip.
- If the children have been asked not to bring spending money, please refrain from purchasing items for your child or group.
- Please respect and value your child's independence and social interaction with their group and peers.
- If the trip involves a coach journey, please help the children in your group put on their seatbelts. Children are not allowed to eat or drink on the coaches unless stated by the teacher. The class teacher has sick bucket/bags, if needed.
- When walking in public places, volunteers should encourage children to walk in twos rather than in a group.
- If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher, or if you would rather, the Headteacher on return from the trip.
- If you have any good ideas on how we can improve something, please let us know – we are always willing to listen.

Confidentiality:

It is very important that all staff, parent volunteers and other adults working in the school work to a policy of confidentiality. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers have the responsibility of informing parents of any concerns about a child.

Thank you!

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Appendix 5: Supporting Adult Form

Please complete the below form about yourself and hand it back to the class teacher organising the trip.

This form is to ensure that we have your details in case of an emergency on the trip.

Trip:	**Date of Trip:**

I will be able to attend this trip and support a group.

Signed: _____

Details

Name: | **DOB:**

Contact details of emergency contact

Mobile: | **Home:**

Medical Info

*I give permission for a first aider to administer medical support in the event of an emergency***.**

Relevant medical details:

Allergies:

Appendix 6: Child Medicine Survey

Trip Medications

If your child will require medication during their trip, please ensure you complete the following.

We will be taking a supply of Calpol and Piriton with us. If you are happy for your child to receive these **over the counter medicines** should they need it, please also complete the final section.

Note: Any administration of non-prescribed medicines during visits will be undertaken in accordance with the school's Supporting Pupils with Medical Needs Policy and written parental consent requirements.

1. Full name of child: .....

2. Child's class: .....

3. My child will be bringing the following medication with them on the trip.

Name of medication	Dosage of medication	Frequency and timings of medications (i.e 2 x spoons every 4hrs)	Expiry date of medication

(You will be informed if your child has medication administered).

8. I consent to my child receiving Calpol: Yes ☐ No ☐

9. I consent to my child receiving Piriton (Antihistamine): Yes ☐ No ☐

10. I consent to my child receiving sun cream: Yes ☐ No ☐

Signed by parent/carer: ……..... Date: ……..

Appendix 7: Child Emergency Details Form

Please complete the below form about your child and hand it back to their class teacher.

This form is to ensure that we have your child's details in case of an emergency on the trip.

Trip:	**Date of Trip:**

I give permission for my child to attend the above school trip.

Signed: _____

Child's details

Child's Name: | **DOB:**

Parent's contact details

Mobile: | **Home:**

Medical Info

*I give permission for my child to have first aid administered in the event of an emergency***.**

Relevant medical details:

Allergies: