

# **WOODLANDS PRIMARY SCHOOL**



## **EDUCATIONAL VISITS POLICY**

**Updated: September 2024**  
**Review Date: September 2025**

**This policy should be read alongside the Local Area Visits Policy 2024-2025**

# Woodlands Primary School

## EDUCATIONAL VISITS POLICY

### Aims and Objectives for Educational Visits

Our fundamental aim at Woodlands Primary School is to provide the best possible education for all of our pupils. Educational Visits and Outdoor and Adventurous Activities are part of the children's education at Woodlands Primary School. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop social skills which have a long-lasting beneficial effect.

This policy should also be read in conjunction with our Local Area Visits Policy.

### Nature of Educational Visits

The school runs a wide range of Educational Visits. These may include:

- Walks around the local area
- Visits to the local church, library, high school
- Half-day visits by coach to places of interest to support the curriculum
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas
- An annual residential visit for children in Years 2, 4 and 6. These have a historical, geographical/environmental or arts based focus and also cover some aspects of the 'Outdoor and Adventurous' curriculum

### Personnel

The school's Educational Visits Co-ordinator (EVC) is the Deputy Head Teacher, Mrs Sharon Liversey. For each visit, of whatever duration, a Visit Leader is also identified. The Governing Body also has a specific role to play in all Educational Visits.

The roles for these are defined in detail in 'Standards for LAs in overseeing Educational Visits'. In brief:

The **Governing Body** is responsible for:

- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits;
- ensuring that the Headteacher is supported in matters relating to educational visits and that she has the appropriate time and expertise to fulfil her responsibilities;
- asking questions about a visit's educational objectives and how they will be met;
- ensuring that visits are approved as necessary by the LA before bookings are confirmed;
- ensuring that the Headteacher has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit;
- ensure that they review procedures with the Headteacher on an annual basis.

The **Headteacher** is responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Governing Body is made aware of visits;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for Best Value;

- ensuring that all accreditation or verification of providers has been met;
- ensuring that visits are evaluated to inform the operation of future visits;
- ensuring that each visit has an appropriately competent Visit Leader;
- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff (see also the school's Critical Incidents Management Plan)
- Ensuring a copy of all trip/visit information, including emergency contact information is held centrally in school
- Ensuring there is 1 principal named first aider on the trip supported by a 2<sup>nd</sup> named member of staff for administering medicine on the visit

The function of the **Educational Visits Coordinator (EVC)** is to:

- ensure educational visits meet the employer's and school's requirements;
- support the Head and Governors with approval and other decisions;
- assess the competence of prospective leaders and staff;
- ensure that Risk Assessment meets requirements;
- organise selection, induction, monitoring and further training of visit leaders;
- ensure parents are informed and have given consent if required;
- ensure DBS checks are in place as appropriate
- ensure emergency arrangements are in place;
- keep records of visits, accidents or incidents (and learn from these);
- review systems and monitor practice;
- make a judgement call about the competence of colleagues to lead visits.
- ensure a copy of all trip/visit information, including emergency contact information is held centrally in school
- ensure there is 1 principal named first aider on the trip supported by a 2<sup>nd</sup> named member of staff for administering medicine on the visit

The **Visit Leader** has delegated responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Visit Leader must:

- be approved to carry out the visit by the Head, EVC (and LA if appropriate)
- ensure that the visit is suitable for the group
- plan and prepare the visit and assess the risk and complete a comprehensive risk assessment
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do
- keep a copy of all the emergency contact information for pupils and staff
- in the event of a critical incident, report directly to the HT and be directed by 'base' for subsequent actions
- ensure there is a named designated first aider responsible for the administration of medicines and to also ensure that there is a named member of staff who will support the administration of medicines alongside the designated first aider
- ensure that any accidents or administrations of medicines are recorded on the correct school paperwork and must be signed off by 2 members of staff

**Adult volunteers** who are not teachers at the school must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities prior to the visit/trip taking place. They must also be given a written list of the pupils in their immediate care, and be shown the completed Risk Assessment. The adult volunteers must:

- understand and agree expectations of them;

- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment;
- follow instructions from teachers;
- raise concerns for pupil welfare with the Visit Leader.

### **Procedure for Running Educational Visits**

A set procedure is followed for all Educational Visits, although the nature of each visit will determine the level of preparation required. Each Visit Leader will, in liaison with the EVC, follow the 'Trips and Visits' protocol (Appendix 1). A visit will proceed only when the EVC is satisfied that all reasonable preparations have been made. A list of all adventurous activities that requires LA approval are included in Appendix 2.

### **Risk Assessment**

Risk assessments are made by the Visit Leader for all Educational Visits. This necessitates that the Visit Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:

- identify significant hazards;
- assess the risk of harm;
- put control measures in place;
- check if anything else is needed;
- use a simple assessment language – high/medium/low.

Risk Assessment considers the staff, activity, group, environment and distance away from base (and transport). In considering risk, there are three levels of which Visit Leaders should be mindful:

- **Generic Risks** – normal risks attached to any activity out of school. These will be covered by careful completion of the 'Educational Visits Checklist'.
- **Event Specific Risk** – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above.
- **Ongoing Risk** – the monitoring of risks throughout the actual visit as circumstances change.

### **Staffing Ratios**

A professional judgement must be made by the Visit Leader, Headteacher and EVC as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

At Woodlands Primary School we adopt the following, minimum ratios for trips & visits as follows:

Reception: Recommended ratio 1:6

Years 1 to 3 - Recommended ratio 1:6

Years 4 to 6 - Recommended ratio 1:15

## **Transport**

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils **must** wear a seat belt. Visit Leaders must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour. Pupils should avoid sitting on the back seats of a coach or minibus wherever possible and should be adequately supervised at all times when travelling. They must also ensure that emergency procedures are clearly understood by everyone, luggage is securely stored and emergency exits are kept clear. If a minibus is being borrowed or hired, the driver must have passed the LBWF test for the driving of council vehicles or the equivalent Community Transport test.

If any pupils are to travel by car, the driver must complete Form EV6 (found on Evolve). This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year.

## **Financing Educational Visits**

The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school's Charging and Remissions policy.

## **Emergency Procedures**

It is the responsibility of the EVC/Headteacher to ensure that emergency arrangements are in place for all Educational Visits. Appendix 3 outlines the procedure in the case of an emergency occurring during an Educational trip or visit.

## **Supervision**

Pupils must be supervised throughout all visits. The Visit Leader is responsible overall for the group at all times.

## **First Aid**

The level of first aid provision should be based on risk assessment. On all visits there should be a member of staff who is a qualified first aider. At least one person who has a current paediatric first aid certificate must accompany children up to the age of 6 on any visit.

## **Water 'Margin' Activities**

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank, seashore or canal, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in the DfE 'Group Safety at Water Margins' is relevant. All staff should be provided with a copy of this guidance prior to the visit.

## **Seeking Parental Consent**

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as the 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. The letter should also state the voluntary cost of the visit per child, where applicable. For overnight residentials the visit leader must ensure that parents are provided access to an emergency number of the residential facility being used and/or the senior member of staff accompanying the visit.

## **Protocol for Administration of Medicines During An Educational Visit**

- If applicable, prior to any educational visit taking place all Form C's must be completed

- Before any educational visit takes place, either on or off site, the Headteacher is responsible for ensuring that there is 1 principal named first aider on the trip supported by a 2<sup>nd</sup> named member of staff to administer medicines
- Medication, on any educational visit, must be administered by 2 adults as per school policy
- Any medications that are to be administered during the educational visit will be handed, by parents/carers, to the designated first aider, in the presence of the 2<sup>nd</sup> supporting adult.
- A 'request for school to give medication' (appendix 4) form will be completed by the parents on the morning of the visit, prior to leaving. This form will detail the child's name, medication and the time that the medication is to be given to the child during the visit. A separate form must be completed for each medicine to be administered. A copy of these forms will then be shared with the visit leader.
- All medication must be in its original container as prescribed by the doctor and dispensed by a chemist, with the child's name, date of birth and instructions for administration printed clearly on the label.
- If medication is regularly given in school and therefore stored within school, these must be signed in/out of the locked medical drawers by a member of staff
- During the visit, the named, designated first aider will keep medicines stored safely and securely.
- When medication is due to be administered, the first aider and the 2<sup>nd</sup> supporting adult will:
  - confirm the full name of the child with the child and the child's class teacher
  - establish visual confirmation that the child is the correct child that medicine is going to be administered to
  - check, via the appropriate paperwork (request for school to give medicine) that the medication to be given to a child is the correct, named medicine
  - confirm with the child the name of the medication and what it is for
  - complete the 'administration medicine' log, (appendix 5) detailing time, child's name, medication name and dosage and which adults were present – the form must be signed off by at least 2 adults

Please note that all Form C's will sit alongside both a 'request for medication to be given on an educational visit' form and the medication log should a child be given medication on an educational visit



WOODLANDS PRIMARY SCHOOL

**EDUCATIONAL VISITS / OUT OF SCHOOL ACTIVITIES PROCEDURE**

**ALL PAPERWORK AND ARRANGEMENTS FOR THE TRIP / VISIT SHOULD BE COMPLETED  
1 WEEK BEFORE THE TRIP/VISIT**

**AT LEAST 6 WEEKS BEFORE VISIT/ACTIVITY**

- Year group leader / class teacher to research and cost proposed visit / activity.
- A pre-visit to the proposed trip /venue must be carried out to ascertain suitability for primary children visits – venue Risk Assessments must also be acquired from proposed venue of visit to ensure compliancy of health & safety requirements
- Year group leader / class teacher to complete ‘trips and visits’ form (appendix 6) Form must include all details e.g. Admission Costs, total number of pupils
- Trips & visits form to be handed to Lisa Hughes (Admin) to source transport quotations if required – form will then be handed back to the visit leader for details to be confirmed with Sharon Liversey (EVC)
- Ensure that venue of proposed visit eg museum, is booked and confirmation emails/letters of booking are acquired and shared with Lisa Hughes (Admin)
- Year group leader / class teacher to liaise with Lisa Hughes (Admin) to draw up permission letter to Parents including permission slips. Final letters **MUST** be checked by year group leader /class teacher before letters are uploaded onto Parentpay. All visit information must be uploaded on Parentpay, our on-line system
- Visit leader to complete Risk Assessment form (found on staff share). Once completed, risk assessment to be emailed to Sharon Liversey (EVC) and Lisa Hughes (Admin) who will check through to ensure all information is accurate.
- **It is the visit leader’s responsibility to check that the proposed date of the visit does not clash with other events / activities going on in school eg if you plan to take a HLTA on the trip ensure that PPA for other year groups is not impacted if they attend. Please use Google Calendar to check school events.**

**3 WEEKS BEFORE VISIT/ACTIVITY**

- Admin teams for KS1/KS2 to send reminders to parents to collect any outstanding payments and permission

**2 WEEKS BEFORE VISIT/ACTIVITY**

- Final reminder to parents to collect any outstanding payments and permission slips to be re-issued if needed
- A note must be sent out to parents who have offered to help on trip / visit confirming whether their support is required or not

- Visit leader to arrange a meeting for all staff attending the trip / visit to discuss arrangements and expectations for the visit

### **1 WEEK BEFORE VISIT/ACTIVITY**

- Admin team to produce spreadsheet with up-to-date emergency contacts / details for all children attending the trip / visit including parental contacts, allergies etc. Visit leader must check this information
- Class teachers to produce group lists for the trip / visit and a copy will be handed to year group leader for phase / year group
- If more than 1 coach has been booked for the trip / visit, it is the responsibility of the visit leader to create a coach list with names of all children / staff / parents that will be on each coach – this must be shared with admin
- First aid kits to be sourced

### **NIGHT BEFORE VISIT/ACTIVITY**

- Copies of group lists / coach lists/ first aid kits / inhalers / risk assessments to be left in classroom ready for visit next day

### **DAY OF VISIT/ACTIVITY**

- Visit leader to meet with parent helpers prior to leaving on the coach explaining expectations and purpose of the trip / visit. All parents to be made aware of the expectations of behaviour for the children, the acceptable use of mobile phones during contact time with children, photograph protocol whilst on the visit and toileting arrangements for the children during the trip / visit
- If a child is absent on the day of the trip or if a parent helper is unavailable then make amendments on paperwork and ensure **all** team members are aware and inform an SLT member ASAP of any changes
- Medications must be handed to the designated first aider on the trip in the presence of the 2<sup>nd</sup> supporting adult. Medications names, child names, dosage & timings of medication to be given must be logged prior to visit leaving school using the 'request to give medicines' form. A copy must be left in school with the Headteacher
- A copy of all education visit information, including emergency contact details for staff & children, medication lists etc must be left in school for the Headteacher to access in an emergency
- 2 members of staff must be present when any medication is administered during the educational visit

### **AFTER THE VISIT/ACTIVITY**

- Copies of group lists / coach lists to be collected back in from all adult helpers (GDPR)



- First aid kits & inhalers to be returned to classrooms
- If any incident / accident occurred during the visit ensure SLT are informed and relevant paperwork is completed as soon as possible

## **APPENDIX 2**

### **List of adventurous activities requiring approval from the LA**

<b>Activity Name</b>
Multi Activities – led by External Provider
Abseiling
Air activities (excluding commercial flights)
All activities in 'open' country (see guidance)
All other forms of boating (excluding commercial transport)
Camping
Canoeing
Coasteering/coastal scrambling/sea level traversing
High level ropes courses
Hill walking and Mountaineering
Horse riding
Motor sport – all forms
Mountain Biking
Pond/Stream Dipping
Rafting or improvised rafting
River/gorge walking or scrambling
Rock climbing (including indoor climbing walls)
Sailing / windsurfing / kite surfing
Shooting and archery
Skiing
Skiing - Indoor or Dry Slope
Snorkel and aqualung activities
Snowboarding
Swimming (all forms, excluding UK public pools)
Underground exploration
Use of powered safety/rescue craft
Water skiing
'Extreme' sports (see LA guidance)
Multi Activities - led by School Staff

## APPENDIX 3

### Emergency Procedures (Visit Leader)

In the event of any incident or accident the Visit Leader should adopt the following protocol:

1. In the 1<sup>st</sup> instance instruct/direct an accompanying adult to establish contact with the school immediately – all other staff to refrain from making contact outside of the incident;
2. Assess the situation;
3. Safeguard all uninjured members of the group (including self);
4. Attend to the casualty/ies. Establish the names of any casualties and direct another member of staff to call for immediate medical attention;
5. Ensure that a teacher accompanies casualties to hospital, if applicable, with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together;
6. Gather further details of the incident to pass on to the Emergency Contact at School which should include: nature, date and time of incident; location of incident; names of casualties and nature of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);

In the event of an incident involving fatalities or serious injuries that is likely to attract media attention the emergency contact at school will do the following:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale;
- Prevent group members from using telephones or mobiles, or going online such time as this has been agreed with the LA;
- Refer all press, media, parental or other enquiries to the LA

If the visit is outside normal school hours the visit leader will be in contact with the Headteacher or member of the Senior Leadership Team.

WOODLANDS PRIMARY SCHOOL

REQUEST FOR THE SCHOOL TO GIVE MEDICATION ON AN EDUCATIONAL VISIT

Date: .....

Child's Name .....

Date of Birth ..... Class .....

Medical condition or illness .....

I request that my child be given the following medicine(s) whilst on an educational visit:

Name/Type of Medicine (as described on container) .....

Expiry Date of Medication: ..... Duration of Course .....

Dosage and Method..... Times to be administered .....

Any other instructions .....

.....

.....

.....

*I confirm the above medication has been prescribed by the family or hospital doctor. It is clearly labelled, indicating contents, dosage and child's name in FULL.*

Name/Contact No. of GP .....

*I understand that I must deliver the medicine personally to (the school office) and accept that this is a service that the school is not obliged to undertake. I also understand that I must notify the school of any changes in writing.*

Signed: ..... (Parent/Carer) Date:.....

Print Name:..... Contact No .....

Address .....

.....

**Note to Parents:**

Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher. Medicines must be in the original container as dispensed by the Pharmacy. The agreement will be reviewed on a termly basis. The Governors and Headteacher reserve the right to withdraw this service.

## WOODLANDS PRIMARY SCHOOL

### EDUCATIONAL VISIT MEDICATION FORM

Name ..... DOB .....

Medicine..... Dose .....

DATE	TIME	DOSE	PRINT NAME OF PERSON ADMINISTERING MEDICINE	SIGNED	PRINT NAME OF 2 <sup>ND</sup> SUPPORTING ADULT ADMINISTERING MEDICINE	SIGNED

<b>CODE TO BE USED WHEN PRESCRIBED MEDICINES ARE NOT ADMINISTERED</b>	
Child unwell due to sickness/diarrhoea or unable to take medication	I
Child refused medication	R

**This policy/document was reviewed by:**

**Signed Date .....**

**Position .....**

**Signed ..... Date: May 2023**

**Position .....**

**The next revision date is:**

### Appendix 6: Trips and visits booking form

<b>Headteacher Authorisation:</b>		<b>COST /PUPIL:</b>
<b>Date:</b>		<b>PP COST:</b>

### TRIPS & VISITS - OFFICE USE ONLY

<b><u>MEREDITHS/LAKESIDE</u></b> 01948 860405 (Jessica) jessica.rogers@lakesidecoaches.co.uk	<b><u>CARVERS</u></b> 0151 355 8888 (Mark) carverscoaches@btconnect.com	<b><u>SELWYNS</u></b> 01928 564515 sales@selwyns.co.uk	<b><u>PARKERS</u></b> 0151 355 2595 (Paul) bookings@parkerstravel.co.uk	<b><u>EP&amp;NCT</u></b> 0151 355 3739 (Dave) epncta@gmail.com
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### QUOTE

Trip Name		
Date of Trip		
Location		
Pick Up Time		
Return Time		
No. of Children		
No. of Staff		
Parent Helpers		
Total		
No. of Coaches		
Teacher:	Year Group:	Ratio

MEREDITHS	CARVERS	SELWYNS	PARKERS	EP&NCT
<b>TOTAL:</b>	<b>TOTAL:</b>	<b>TOTAL:</b>	<b>TOTAL:</b>	<b>TOTAL:</b>

### **BREAKDOWN COSTS**

Venue Booked & Confirmed:		Risk Assessment:	
Venue Contact Name:		Evolve:	
Parent Letter		Calendar/Website:	
Parentpay		PO Form Completed:	
Parent Helper Forms			
Contact List Completed		Admission Cost	
Lunch Slips to Kitchen		Workshop/Tour Guide Cost	
Additional Info:		Adult Cost	
		Supply Cost	
		Coach/Minibus/Taxi	
		Additional Cost	

		+ 1.275%	
		Total:	
		Number of Children:	

## TO BE COMPLETED BY TEACHER ORGANISING TRIP

Date of Visit:	
Location:	
Year Group:	
Name of Teacher arranging Trip:	

### Travel Arrangements

Pick Up Time at School					
Depart Time from Venue					
Total No. of Children	Male:		Female:		TOTAL:
Total No. of Staff					
Parent Helpers (how many)					

### Purpose of Visit

Risk Assessment Completed	YES / NO

### Trip Leaders

Trip Leader Name		Contact Tel. No.	
Deputy Leader Name		Contact Tel. No.	

### Intended Accompanying Staff/Parent Volunteers:

***This is a required field in EVOLVE and must be completed before trip can be authorised !***

### Costs

Admission Cost	
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Workshop/Tour Guide Cost	
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**Additional Information:**

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