



St Jude's Church of England Primary School

Educational Visits Policy

Our children
Our St Jude's family
Happy – Inspired – Loved
The sky is not the limit
Ready for today - prepared for tomorrow

1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the Headteacher or Educational Visits Co-ordinator.

As a school, we value and know the impact effective educational visits can have on a child's attainment and progress, as well as their wider personal development. We aim to ensure every class goes on an educational visit every half term. Where possible and appropriate, we make sure that the trip occurs at the beginning of a new unit of study. By doing this, children participate in a shared experience and which can then be built on back in the classroom. The educational visit lays the foundations for future learning.

Educational visits are therefore linked to an area of learning for each class and are a valuable way to enhance knowledge and understanding of a unit of learning. The aim of all educational visits is to supplement and enhance the curriculum providing pupils with real life, memorable experiences. Educational visits also seek to enhance pupils' cultural capital, whilst also preparing them for when they leave primary school. It is an integral part of our approach to furthering our pupils' education and personal growth.

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

This policy applies to activities taking place within and outside of normal school hours, 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

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 2022](#)

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

3. Roles and responsibilities

3.1 Headteacher

The headteacher is responsible for:

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

1.2 The educational visits co-ordinator (EVC)

The role of the EVC is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate suitable trip leads 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

3.2 Trip lead

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

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

3.3 Staff

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

- Seek and obtain approval for all educational visits from the headteacher or the EVC
- Read and sign the risk assessment to ensure they are aware of any risks
- 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

3.4 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

3.5 Volunteers

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

- Follow the directions of staff and act accordingly
- Read and sign the risk assessment to ensure they are aware of any risks
- Be aware of the expectations by reading and signing the volunteer agreement form (see **appendix 1**)
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.6 Pupils

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

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

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

4. Planning and preparation

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

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio

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

- Location and travel distance
- Travel plans or options

- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- 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 2** for our educational visits outline approval form.

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

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

Written parental consent will be required for local trips, at the start of the academic year, this will include visits within walking distance of the school. In this instance, parents will be made aware of any local trips prior to the trip. Trips that require travelling on public transport or that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment will require parental consent.

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

4.1. Inclusion

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

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day, and will be highlighted on the risk assessment.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

5. Risk assessment

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 this can be found on the school's shared drive and in **appendix 2**, and approved by the headteacher.

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 read and signed by all staff and volunteers attending the trip. A copy taken on the visit and another copy left with the EVC.

5.1 Staff ratios and first aid

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

- At least 1 supervising adult able to administer first aid is present on all trips
- For trips in the Early Years, at least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's health and safety policies. These can be found 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. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

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

5.3 Use of external organisations

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

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

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

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 1 week ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 1** for our volunteer form and 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 on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 2 weeks before the proposed date of the trip. Communication will be via letter, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

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

Where required, parents/carers will be asked to provide 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.

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.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

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

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

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

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

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

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

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

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.

Educational visits are planned to support the delivery of the curriculum. Where necessary, we may ask for a contribution to the costs of educational visits. Children who are eligible for pupil premium will receive rate.

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

10. Residential visits

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

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

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. 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
- 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 hold the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

11. Review

This policy will be reviewed every three years, next review will be May 2026 by the school's senior leadership team. At every review, the policy will be shared with the full governing board.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- Supporting pupils with medical conditions policy
- Inclusion and SEND policy
- Early Years Foundation Stage (EYFS) policy

Policy History

Date Reviewed by governors	May 2023
Next Review	May 2026

This policy has been agreed by the governing body of St Jude's School and supersedes all previous policies relating to this area.

Chair of Governors: Geraldine Obrien

Signed:

Date:

Signed copy in school.

Appendix 1: Volunteer agreement form

St. Jude's Church of England Primary School

Herne Hill London SE24 OEL

St Jude's agreement for adults accompanying on a school trip/visit/swimming sessions

Thank you very much for agreeing to come on the trip. By signing this form, you agree to the following:

- **Parents and carers who assist on trips should be enhanced DBS checked where possible – please see Miss Jackson to apply if you have not already**
- **If you do not provide a valid enhanced DBS check, you must not allow yourself to be in a situation where you are alone with any of the children**
- DO come at the time you have agreed with the class teacher.
- You have volunteered to supervise a group of children. DO be prepared to not be in the same group as your child.
- DO read the risk assessment provided by the class teacher, before signing and dating the back page.
- DO ensure your mobile is switched off or put on silent and do not answer your phone during the trip.
- Please do not use your mobile phone or other technology to take photographs or videos of the children whilst on the trip.
- DO ensure that you use appropriate language at all times. It is ok to speak to the children about behaviour that you expect but please refer to a member of staff for any serious incidents.
- Please support all your class teacher's decisions with regard to the trip. This includes whether you can or cannot visit the gift shop. Most trips will not involve visiting any shops. The safety of all pupils will be the class teacher's priority.
- You have committed to helping and we do rely on your support - please let us know with plenty of advance warning if for any reason you are not able to come on the trip/visit.
- You have committed to assist for the entire trip.
- DO ensure that you are physically able to participate in all elements of the trip.
- DO have a good time. Without your support we would be unable to go!

I have read and understood this agreement. I understand that if I fail to support the teacher in the above, it will not be possible for me to accompany a trip in the future.

Name:

Signature:

Date:

Mobile phone number:

Appendix 2: Educational visits outline approval form

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

EVO

St. Jude's Church of England Primary School

Educational Visits Outline Approval Form

Group Leader	Year / Group:
Purpose of the visit and specific educational outcomes	
Places to be visited:	
Transport:	
Date and Times (including time of departure and arrival back at school)	
Proposed Numbers	Total children -
Deputy Group Leader	
Supervising Adults (refer to policy for ratios)	
I request your approval to proceed with the proposed visit as outlined and have provided the preliminary information agreed.	
Signature of Group Leader:	
Approved by _____ (Head/EVC)	
Date _____	

Appendix 3: risk assessment template

To be completed by the staff member proposing the educational visit, and submitted to the headteacher for approval

St. Jude's Church of England Primary School

Risk Assessment Form

Activity:				
Date of Assessment:		Completed by:		Date reviewed:
Number of pupils:		Number of adults:		Group Leader:
Hazard List any significant hazards which may result in serious harm or affect several people	Who may be affected by the activity?	Risk rating High (H) Medium (M) Low (L)	Control measures List existing controls	Any further action List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more (key children identified with extra control measures)
Crossing roads	Staff and children	H	<ul style="list-style-type: none"> Two adults to stand in road facing traffic and block whilst children are crossing, and until every child has crossed the road Lead teacher to lead group across the road Children to remain in their pairs at all times Children to walk and not run at any time. Children to wear high visibility vests over coats or jumpers 	
Children falling into road whilst walking	Staff and children	M	<ul style="list-style-type: none"> Ensure suitable ratio for visit (KS1 6:1, KS2 8:1) Expectations for walking clearly explained to children prior to leaving 	

			<ul style="list-style-type: none"> • Expectations for walking clearly explained to all adults prior to leaving • Ensure children are partnered with suitable buddy. • Keep pace steady so no large gaps appear in the line, and children do not need to catch up. • CT at front must frequently look behind to ensure group are together. • CT must wait if large gaps appear • Other adults should ensure groups stay close together. • If children fall behind must speed up the walking pace but not run. • T/adult should have portable first aid kit • Children to wear high visibility vests over coats or jumpers 	
Medication	Staff and children	H	<ul style="list-style-type: none"> • Children with medical needs identified before trip. • All medication taken on the trip and kept with member of staff from school 	
Hazards in the park	Staff and children	H	<ul style="list-style-type: none"> • Before the lesson, CT and TA scans the area for hazardous rubbish. • Bin bags bought to put rubbish in. 	

Volunteer helpers – please initial and date in the box to confirm you have read and understood the risk assessment:

Head teacher signature:

Appendix 3: Pupil behaviour and code of conduct



St Jude's Church of England Educational Trips Code of Conduct

For me, going on trips is an amazing opportunity. They will:

- Let me learn new skills and knowledge from experts and professionals
- Help me to link my learning from the classroom
- Help me to remember my learning
- Give me the opportunity to see new places

To go on trips I must:

- Be willing to take part in activities
- Take responsibility for myself and my own actions
- Respect the authority of adults and follow every instruction
- Respect my classmates and be kind to others

If I choose not to do this I know:

- I may be taken back to school by an adult
- I will not be able to participate in the next class trip

I agree to all of the above.

Name: _____

Signed: _____



Class: _____

Date: _____

Appendix 4: template letter for parents/carers and consent form



St. Jude's Church of England Primary School

Regent Road, Herne Hill, London SE24 0EL

Tel: 0207 274 2883 ~ E-mail: admin@stjudeslambeth.org

Acting Headteacher: Miss Claire Douch

Consultant Headteacher: Mr Andrew Rojas

TRIP FORMAT

Include:

- Where you are going, what time and how you are getting there
- Educational links with the curriculum
- Lunch arrangements
- What the children will need – packed lunch, bring waterproof jacket etc.
- Explain if help is needed, time you are returning – explain that if they are volunteering that this is a commitment and that we rely on their help to make trips happen.

PERMISSION SLIP -

I agree to my child in yearattending the class trip to
.....on

I am / am not able to volunteer to help.

Signed:.....Date:.....

Please provide the following information:

Please provide details of allergies that your child has:

Does your child have an Epi pen?

Does your child have an asthma pump?

Please provide 2 emergency contact details:

1. Name:.....Number:.....

2. Name:Number:.....