



Educational Trips & Visits Policy

Name of Governing Body Representative: Kristofer McGhee

Signed by (GBR):

A handwritten signature in black ink that reads 'K. McGhee'.

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Introduction

Educational visits offer significant learning opportunities beyond the classroom. They allow pupils to experience environments that support investigation, exploration, and increased independence—particularly during longer visits.

Requirements

The Disability Discrimination Act and the Special Educational Needs and Disability Act require that:

- Disabled pupils must not receive less favourable treatment
- Reasonable adjustments must be made for access to education and associated activities
- Duties are anticipatory and must be considered in all procedures, planning, and practice

Key Responsibilities

The Headteacher must:

- Ensure visits comply with Hackney Education Health & Safety Manual (Chapter 23) and the school's Health & Safety Policy
- Ensure the EVC is competent and supported in maintaining training
- Ensure the EVC updates SLT, Governors, and parents as required
- Ensure that a competent Group Leader is designated
- Ensure contingency plans are in place (e.g., staff illness, change of route)
- Ensure major incidents follow Hackney Education reporting guidelines
- Ensure accidents, serious incidents and near-misses are investigated
- Ensure appropriate safeguarding arrangements are in place
- Ensure risk assessments are completed and safety measures implemented

The Educational Visits Co-ordinator (EVC) must:

- Quality-assure and submit visits on EVOLVE
- Provide documentation to support planning
- Ensure all off-site visits follow school procedures and include completed risk assessments
- Assign competent staff as Group Leaders
- Ensure support ratios meet health, safety, first aid and behavioural needs
- Work with Group Leaders to obtain parental consent with full visit information
- Ensure Group Leaders are familiar with locations
- Organise emergency arrangements and ensure emergency contacts are in place
- Ensure the Group Leader has a complete nominal roll with parent contact numbers
- Keep records of visits including accidents and near-misses
- Monitor and review accident/incident logs to inform future practice
- Review systems and occasionally monitor visits in practice

The Group Leader must:

- Check the office diary before booking and record all visits and events
- Identify the educational purpose, aims and learning objectives
- Complete visit documentation on EVOLVE and obtain EVC approval
- Visit the venue beforehand (pre-visit)
- Inform parents and obtain permission/consent (local trips require notification, not consent)

- Check all permission slips are returned — no child may attend without consent
- Understand and plan for child protection, medical, dietary and healthcare needs
- Prepare classroom learning before and/or after the visit
- Review regular visits and adjust safety measures as needed
- Be competent to conduct activities and familiar with the venue
- Allocate each adult a list of named pupils and ensure pupils know who is supervising them
- Ensure supervisors follow the visit leader's direction
- Ensure supervisors understand the risk assessment including contingency plans
- Monitor the group continually, considering the physical/mental conditions of pupils
- Maintain correct ratios
- Stop the visit if serious risk arises, and contact school immediately
- Ensure supervisors have the school's contact information
- Provide supervisors with medical/SEND information for relevant pupils
- Ensure first aid provision (inhalers, EpiPens)
- Ensure medication is stored and administered correctly and only by trained staff

Planning

A designated Group Leader must conduct and submit a risk assessment addressing:

- Hazards likely to be encountered
- Who may be affected
- Control measures to reduce risks
- Feasibility of implementing control measures
- Emergency procedures

The risk assessment must be submitted via EVOLVE to the EVC and approved by the Headteacher. A copy must be provided to all adults attending the visit.

All staff must use the school's approved risk assessment template.

Risk Assessment Considerations:

- Type and level of visit/activity
- Age, competence, fitness and temperament of pupils
- Required adult:pupil ratio
- Supervisor competence and qualifications
- SEND or medical needs
- Equipment safety and suitability
- Seasonal/weather-related risks
- Written emergency procedures
- Managing pupils unable or unwilling to continue
- Locations, routes, transport
- Required pupil equipment
- Venue facilities and equipment
- Staff training requirements
- Record keeping and accident documentation
- Transport requirements
- Insurance
- Information provided to venue
- Communication arrangements

- Contingency measures
- Information for parents
- Procedures for early return

Generic risk assessments may be used for routine visits (e.g., swimming) but must be reviewed regularly.

After Completing the Risk Assessment

The Group Leader must:

- Confirm details and gain EVC approval
- Enter the visit into the school diary
- Send necessary letters to parents
- Inform the EVC of any changes

A preliminary visit is required to check:

- Suitability of venue
- Whether hazards exist and the risk level
- Catering facilities
- Local area considerations
- Transport and wheelchair access

School Employees and Volunteers

They must:

- Follow the Group Leader's instructions
- Stop the visit and alert the Group Leader if a serious health or safety risk arises

Pupils must:

- Avoid unnecessary risks
- Follow all instructions
- Behave appropriately and dress suitably
- Follow local codes and customs where appropriate
- Report anything unsafe to an adult

Parents/Guardians must:

- Decide whether their child participates
- Ensure they have sufficient visit information
- Attend briefing sessions where required
- Help their child understand the Code of Conduct
- Agree to arrangements for early return
- Provide emergency contact details, signed consent and medical information

Collection of Payment

Class teachers organise trip payments but the office supports:

- Trips will be added to ParentPay
- The office ensures payments are tracked
- Non-payers are reported to class teachers

Adult/Pupil Ratios

- **KS2:** 1:15 (1:10 if using public transport)
- **KS1:** 1:8 (1:6 if using public transport)
- **EYFS:** 1:4

KS2	1:15 (1:10 if using public transport)
KS1	1:8 (1:6 if public transport is involved)
EYFS	1:4

Supervision

Princess May follows Hackney Education guidelines and aims for lower ratios when possible.

- Additional adults required where SEND or medical needs exist
- If more than one class attends, one overall Group Leader is required
- Parent volunteers must be known to the school and have completed safeguarding checks
- Volunteers not supervising pupils must also be vetted
- Supervisors must receive adequate training and information
- Regular headcounts must be completed (particularly on/off transport and leaving venues)
- Pupils must be easily identifiable
- Pupils must not display personal identity information, but may wear badges showing school details and emergency contact numbers

Parents/Carers on Trips

Parents/carers are asked to attend a briefing at 3.25pm the day before the trip.

Guidelines for parents/carers on trips:

- Be a positive role model (good listening, manners, behaviour)
- Do not bring younger siblings/babies
- Know the purpose and itinerary of the trip
- Know the needs of the pupils in your assigned group
- Stay with your group at all times
- Report serious behaviour issues to the teacher
- Keep yourself and your group safe at all times
- Do not buy gifts/sweets for children
- When taking a group to the toilet, do not enter cubicles