POLICY DOCUMENT

Educational Trips and Visits Policy

Princess May Primary School's approach to planning safe, high-quality visits — 2026–2027

Governing Body Representative (GBR)	Kristofer McGhee (Chair of Governors)
Signed by (GBR)	……
Date approved	Awaiting governor approval (3 December 2026)
Next review due by	November 2027
Related policies	Health and Safety Policy; Safeguarding and Child Protection Policy; Supporting Pupils with Medical Conditions; First Aid Policy; Charging and Remissions Policy; Volunteer Policy; SEND Policy
Aligned to	Hackney Education Health & Safety Manual (Chapter 23); OEAP National Guidance; DfE Health and safety on educational visits; Equality Act 2010; Children and Families Act 2014

1. 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.

2. Requirements

The Equality Act 2010 and the Children and Families Act 2014 require that:

- Disabled pupils must not be treated less favourably.
- Reasonable adjustments must be made so that pupils can access education and associated activities.
- These duties are anticipatory and must be considered in all procedures, planning and practice.

3. Key responsibilities

The Headteacher must:

- Ensure visits comply with the Hackney Education Health & Safety Manual (Chapter 23) and the school's Health and Safety Policy.
- Ensure the Educational Visits Co-ordinator (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 (for example, staff illness or a 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 staffing 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 register with parent contact numbers.
- Keep records of visits, including accidents and near-misses.
- Monitor and review accident and 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 consent (local trips require notification, not consent).
- Check all consent forms 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 lead the activities and familiar with the venue.
- Give each adult a list of named pupils, and make sure pupils know who is supervising them.
- Ensure supervisors follow the Group Leader's direction and understand the risk assessment, including contingency plans.
- Monitor the group continually, considering pupils' physical and mental condition.
- Maintain correct ratios.
- Stop the visit if a serious risk arises, and contact school immediately.
- Ensure supervisors have the school's contact information and relevant medical/SEND information for pupils in their group.
- Ensure first aid provision (including inhalers and adrenaline auto-injectors).
- Ensure medication is stored correctly and administered only by trained staff.

4. Planning

A designated Group Leader must complete and submit a risk assessment covering:

- Hazards likely to be encountered
- Who may be affected
- Control measures to reduce risks
- Whether the control measures can be put in place
- Emergency procedures

The risk assessment must be submitted via EVOLVE to the EVC and approved by the Headteacher. A copy must be given 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 or 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 and weather-related risks
- Written emergency procedures
- Managing pupils unable or unwilling to continue
- Locations, routes and transport
- Equipment pupils need
- Venue facilities and equipment
- Staff training requirements
- Record keeping and accident documentation

- Insurance
- Information provided to the venue
- Communication arrangements
- Contingency measures
- Information for parents
- Procedures for early return

Generic risk assessments may be used for routine visits (for example, 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 the necessary letters to parents.
- Inform the EVC of any changes.

A preliminary visit is required to check:

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

5. Roles of others on the visit

School employees and volunteers must:

- Follow the Group Leader's instructions.
- Stop the activity 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 and carers must:

- Decide whether their child takes part.
- Make sure they have enough information about the visit.
- Attend briefing sessions where required.
- Help their child understand the expected code of conduct.
- Agree to arrangements for early return.
- Provide emergency contact details, signed consent and medical information.

6. Collection of payments

Class teachers organise trip payments, supported by the school office:

- Trips are added to Arbor for payment.

- The office tracks payments.
- Non-payment is reported to class teachers.

Voluntary contributions and charges for trips follow our Charging and Remissions Policy. No pupil will be excluded from a trip that is part of the curriculum because their parents cannot or do not contribute.

7. Adult:pupil ratios

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

8. Supervision

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

- Additional adults are required where there are SEND or medical needs.
- If more than one class attends, one overall Group Leader is required.
- Parent volunteers must be known to the school and have completed the required safeguarding checks (see our Volunteer Policy).
- Volunteers who are not supervising pupils must also be vetted.
- Supervisors must receive adequate training and information.
- Regular headcounts must be completed, particularly getting on and off transport and when 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.

9. Parents and carers on trips

Parents and carers helping on a trip are asked to attend a briefing at 3.25pm the day before. We ask helpers to:

- Be a positive role model (good listening, manners and behaviour).
- Not bring younger siblings or babies.
- Know the purpose and itinerary of the trip.
- Know the needs of the pupils in their group.
- Stay with their group at all times.
- Report serious behaviour issues to the teacher.
- Keep themselves and their group safe at all times.
- Not buy gifts or sweets for children.
- Not enter cubicles when taking a group to the toilet.
- Not take photographs of pupils on personal phones.