

## Educational Visits Policy

At Crosshall Infant School, we believe that educational visits play an important role in enabling us to deliver the varied and enriched curriculum that we offer. These first-hand experiences provide effective ways of encouraging interest and motivation in children. They offer unique educational opportunities that allow pupils to explore and learn alongside their peers in a safe and controlled environment. During their time with us, all children will have the opportunity to engage in a range of practical and first-hand experiences, provided by exciting educational visits and visitors to school. These are carefully planned to enhance the variety of topics that we cover across all year groups.

### Guidelines and Principles

Educational visits are organised with due regard to Cambridgeshire County Council policy and National Guidelines for Educational Visits: 'Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom.

- The main purpose of each visit is educational
- Clear links must exist between the activities undertaken on the visit and the normal classroom work
- The school has nominated a teacher as EVC (Educational Visits Co-Ordinator)
- Each educational visit must be led by a teacher as group leader.
- Group leaders plan visits following the planning checklist (Appendix 1)
- Approval for each visit must be requested from the EVC and the Headteacher using EVOLVE (an online registration of all educational and offsite visits for Cambridgeshire County Council Children's Services).
- The guidance for visits website is [www.oeapng.info](http://www.oeapng.info) and can be accessed via the EVOLVE website.
- Where necessary approval must be sought from the LA. This is done automatically using EVOLVE. All planning document containing personal data, registers, EVOLVE forms and group lists which have been printed off must be shredded at the end of the visit to protect personal data.
- The safety aspects of all visits must be given careful consideration and a complete risk assessment undertaken prior to the visit and be available to all adults supervising the visit (Appendix 3, 4, 5, 6 and 7)
- Travelling time needs to be proportionate to the visit
- The group leader is responsible for ensuring adequate supervision by teaching staff and other adults
- Supervision ratios are as follows
  - ❖ 1 teacher /supervisor for every 2 pupils in Nursery
  - 1 teacher/supervisor for every 3 or 4 children in Reception

depending on the needs of the children and/or the complexity of the visit.

- ❖ 1 teacher/supervisor for every 6 pupils in Year 1 and Year 2
- ❖ Children who have 1-1 support can have 1-1 support, within a group.
- The children need to be prepared for the purpose of the visit.
- Group leaders ensure that each supervisor is fully briefed - including the purpose of the visit, details of work to be undertaken, dates, duration of visit, travel arrangements, name of group leader and other leaders, cost, responsibilities, relevant details of children in their care, emergency procedures, code of conduct and safety. Each adult helper will be provided with a 'guide for volunteer helpers' booklet.
- Group leaders inform parents about the visit and seek parental consent on the appropriate form. In the case of split families, parental consent should be sought from the resident parent.
- Group leaders liaise with the school office to book appropriate transport.
- Cameras and recording equipment must be carried and used in adherence with the school Acceptable Use Policy. Parents are made aware that they are not permitted to take photographs or use mobile phones during school visits. Cameras (and data cards) must be kept safely and securely by school staff to prevent loss of images of children.

***Should we have any concerns about your child's behaviour, we will contact you to discuss their place on trips. We reserve the right not to take any pupil, in particular those whose behaviour is considered in any way anti-social or unsafe. The Academy is required to undertake a risk assessment for all trips and visits. We cannot allow any pupil to take part in an activity unless any risk involved is assessed as being low. Details of the trips and our expectations will be conveyed to pupils via assemblies and during class time.***

### **Inclusion and SEND**

At Crosshall Infant School we promote values of equality and do not discriminate against any individuals or groups of children when organising educational visits. Information regarding all participant's medical conditions, special needs and behavioural requirements, (including staff, children and volunteers), should be sought well in advance of the visit taking place and necessary precautions put in place. Advice from the SENCO should be taken if required.

## Safeguarding

It is the responsibility of all staff and adults to safeguard and promote the welfare of pupils during any school visit. This is in conjunction with the school's Child Protection policy. All volunteers accompanying the educational visit must have DBS clearance.

## The School's Accident Plan

- The School has Public Liability insurance and Employer's Liability insurance. The school provides insurance for children and adults in school, on out of school activities and journeys. All reasonable precautions must be taken to prevent accidental loss, damage or injury.
- A record is kept of all Educational visits within EVOLVE. Attachments are made to the visit request including a summary of preparation, including a breakdown of costs and follow-up work.
- A charge for the Educational visit is requested from parents/carers to cover actual costs - no profit is made.
- No pupil is excluded from an Educational Visit or journey in school time by reason of unwillingness or inability of parents to pay the cost.
- School visits are fully inclusive to all pupils.
- On each visit the group leader will designate one of the practitioners to be responsible for welfare issues, medicines required and first aid.
- Daily register needs to be filled in on the day of the visit and left in school; one copy needs to be taken on the visit.
- All staff must sign out of school on departure and sign in again when arriving back at school.
- All staff will carry an emergency contact card containing contact details of key staff members in case of an emergency.

If an emergency occurs the LA guidelines for Emergency Planning and Critical Incident Support will be followed. (See National Guidance <http://oeapng.info>) All members of the Senior Leadership Team, the site manager and school office staff, hold a copy of the local authority VESN card (Visit Emergency Support Network) which should be referred to and utilised in an extreme emergency. <https://vesn.org.uk/>

In the case of an emergency, information will be collected by the first point of contact at school using the critical incident form. (Appendix 8)

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**Next Review Due:** January 2026

## Appendix 1

### Planning checklist

- If the venue has not been visited before, a preliminary visit by staff is required.
- Make a rough plan of the proposed trip - day, time, with reasons for going.
- Complete the initial details of the trip using EVOLVE for the EVC and explain to the office staff so that they can provisionally book the coach(es).
- Make a provisional booking at the place of visit.
- Cost the trip -
  - The cost of the coach can be divided between the children i.e.: adults go free.
  - The cost of entrance needs to be looked at carefully- any additional adults need to be paid for from School Fund
- Send out a letter detailing plans for the trip, including reasons for the trip, things children will need, etc. and requesting money/permission from parents who are not paying, with a final payment date.
- Inform kitchen of date of visit and complete packed lunch choices for children and staff/adults on meal forms at least one week in advance. All attendees (children and adults) MUST agree to a school packed lunch to guard against food/allergy issues. The school kitchen are able to accommodate special dietary requirements.
- Confirm date with venue, coach company and kitchen.
- Complete a Risk assessment form.
- Complete Visit Checklist (Learning Beyond the Classroom, Section 2)
- Complete and submit the request for an educational visit using EVOLVE and submit for authorisation by the EVC and the Head Teacher. Copies of all plans and risk assessments to be attached to the EVOLVE request for the EVC prior to the visit.
- Write details of coach arrivals in Site Manager's book.

## Appendix 2

### Group Leaders responsibilities

- Plan the trip in detail: Dress code, eating arrangements, cloakroom facilities, equipment needed, first aid (including taking inhalers, epipens etc.), emergency arrangements, code of conduct and safety
- Plan the itinerary and coach groups. Allocate adult helpers to each group and a leader (teacher or staff member) for each coach.
- Prepare a written itinerary to include the above, for each helper and/or have a meeting to brief them.
- Designated adult (usually a TA) to organise first aid kits, "accident" and sickness tubs, wipes and change of clothing.

## Appendix 3

### On the day

- Assemble in class area/hall
- Register (take a copy of the register with you on the trip)
- Toilets
- Group children
- Ensure all children are wearing wristbands that clearly displays the school's details. (Name and emergency contact number).
- Collect any medication and check emergency treatment form
- Ensure each adult has read and understood the Risk Assessment
- Teachers to take a copy of the Risk Assessment with them
- Copy of the EVOLVE form/risk assessment to be left in the Main Office

Count all children and adults before departure and at intervals during the visit.

## Appendix 4

### Points for Risk Assessment

- Identify areas/times/activities of potential risk
- Behaviour
- Organisation i.e.; communication/movement of children
- Emergency first aid procedures
- Implications of change in the weather.
- Clothing

Fill in Risk assessment and Risk Management Record (Appendix 5) and/or check generic risk assessments (Appendix 6 and/or 7)

## Appendix 5

### Risk Assessment and Risk Management Record. Off-Site Activities and Educational Visits.

Establishment \_\_\_\_\_  
 Location / Purpose \_\_\_\_\_  
 Visit Leader \_\_\_\_\_  
 Date (s) \_\_\_\_\_

<b>Identifying Significant Hazards - Assessing The Risk.</b> (Consider: Site and environment/group/leader & activity arrangements/transport)	<b>Control Measures- How you manage the risk.</b>
<p>Allergies/medical conditions</p> <p>GDPR - loss of data</p>	<p>Emergency medication for children that are identified as requiring it, will be carried at all times by the class teacher or a school adult. Children requiring the medication will be in a group with a school adult or their parent if they have volunteered to help.</p> <p>Adults from school will carry a school camera that will be used to take photographs if required. No personal devices will be used and volunteer helpers will be reminded not to use mobile phones at any point on the visit.</p> <p>Any copies of individual children's information will only be held by school staff and shredded on completion of the visit to prevent loss of data.</p>

Telephone numbers	
Staff	
School (day)	
School (after 3.15)	

**Alternative Plan (Plan 'B')**

**On-going Risk Assessment notes**

Completed by \_\_\_\_\_

Date: \_\_\_\_\_ EVC/Head \_\_\_\_\_

## Appendix 6

### Generic Risk Assessment

#### Travelling by coach

HAZARD	RISK	CONTROL
Using the steps, getting on/off	Children falling	Adult to stand at bottom of steps and hold child's hand.
Seating arrangements	Children falling	No children to sit in the front seats No child to sit by emergency exit door Adult to ensure seat- belts are fastened Adult to sit with designated group
Passengers moving about in coach (e.g. To look at animals in Safari Park)	Children falling	Children allowed to stand at side window with adult next to group when coach is travelling slowly/ is stationary in Safari Park. Adult to help child move across coach aisle to resume safety belt seating

Date: \_\_\_\_\_

EVC/Head \_\_\_\_\_

## Appendix 7

### Generic Risk Assessment

#### Walking Trips

HAZARD	RISK	CONTROL
Walking along road/pavement	Children stepping into road	<ol style="list-style-type: none"> <li>1. Children must <b>walk</b> on the pavement or designated walking area at all times</li> <li>2. children to walk in pairs, holding hands</li> <li>3. the adult in charge of three or five children must hold 3<sup>rd</sup> or 5<sup>th</sup> child's hand and walk on roadside of pavement.</li> </ol>
Crossing roads	Vehicles	<ol style="list-style-type: none"> <li>1. Children to know the Safe Crossing code</li> <li>2. Road crossing should always be in a safe place i.e., zebra crossing/protected crossing/away from a corner</li> <li>3. The adult with the group is responsible for leading the children through the safe crossing code and across the road</li> <li>4. When crossing major roads two adults must stand either side of the children while they cross in between them</li> <li>5. Children to wear high visibility vests</li> </ol>

Date: \_\_\_\_\_

EVC/Head \_\_\_\_\_

## Appendix 8

### First Contact Emergency Action Card

#### On receiving a call:

In the event of receiving an emergency call from a group on a Visit, remember they will be very stressed. You need to remain calm to be able to take down some key information without missing anything. Carry out the actions below, as appropriate:

#### 1. Take down the following information:

Who is calling?
What is their role in the group (Visit Leader, Assistant Leader, Helper, Participant)?
What number can they be called back on should you be disconnected?
What has happened? What is the nature of the emergency?
What is the number and status of any casualties?
What is their current location?
What is the total number of people in the party?
Are they staying where they are or moving? If they are moving where to?

What help do they require?

What time did the accident happen?

Name of person taking call \_\_\_\_\_ Time call received \_\_\_\_\_

2. Reassure them and tell them they will be called back once you have contacted a member of the Senior Leadership Team (within 30 minutes).
  
3. Contact the Headteacher, Rebecca Sawford and SLT staff as requested. Provide them with the information you have noted.
  
4. If you receive a call from the media or a parent, refer them to a member of the Senior Leadership Team.