

# Lingfield Primary School

A Personal Best School



## Educational Visits Policy

Date Agreed	Spring 2024
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## 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 the LA if required.

Educational visits are a valuable way to supplement and enhance the curriculum, expand pupils' education and provide enriching social and cultural experiences, teach life skills and promote independent learning, provide a foundation for lifelong learning, and form 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. 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

## 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

1.2 **The educational visits co-ordinator (EVC)** Andrew Winter is the appointed EVC. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits
- Assess outside activity providers
- 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 and to ensure approval from Surrey Strategic Risk Management via Evolve
- 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 fulfill 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 learn on the trip. Staff will:

- Carry out any required risk assessments and work with the trip lead
- 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:

- Complete a DBS check as directed by the school prior to the trip (for residential trips)
- Follow the directions of staff and act accordingly

- 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
- Follow the Visitor Information Booklet for volunteers and visitors which will be sent to them before the trip - Appendix A

### **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.

## **4. Planning and preparation**

The decision on whether or not a visit will take place will be made by the Headteacher and EVC and is 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

In cases where a trip involves activities for more than 24 hours or an overnight stay, the headteacher will seek approval of Surrey Strategic Risk Management through Evolve.

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

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

The EVC 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, at a level appropriate to their needs. (See the school's inclusion policy and SEND policy)

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.

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

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

The school can, after making reasonable adjustments, exclude a child from a school trip on the grounds of behaviour that may result in children or adults being placed at risk of harm.

#### **5. Risk assessment**

The party leader will carry out a full risk assessment at least 4 weeks before the start of all trips.

This will be completed using the school's Education Visits Flowchart (Appendix B) which can be found on our shared drive and approved by EVC, Headteacher and Surrey Strategic Risk Management via Evolve. Existing risk assessments can be found on our shared drive and those provided by the destination itself might also be used to support this process.

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 EVC or headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the EVC and headteacher and a copy taken on the visit.

##### **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 female supervising adult is present (for mixed pupil groups) and, where possible, 1 male supervising adult.
- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- 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
- School staff will take regular headcounts and/or roll calls

**What are the required adult: child ratios for trips?**

The following are all recommended minimum ratios, which reflect best practice as advised by the LEA and the DfES. The quality and nature of supervision, which must be planned and active, is more important than merely having the correct supervisory ratio. The ratios below do NOT take into account children with SEND or who require individual support.

<b>Age of Children</b>	<b>Adult:Child Ratio</b>	<b>Additional information</b>
<b>Year N to R</b>	<b>1 adult per 2 children</b> <i>Where there are no significant dangers a ratio of 1:4 might be acceptable</i>	<b>Minimum of 2 adults</b> <b>Female member of staff must be present</b>
<b>Years 1 to 3</b>	<b>1 adult per 6 children</b>	<b>Minimum of 2 adults</b> <b>Female member of staff must be present</b>
<b>Years 4 to 6</b>	<b>1 adult per 10 children</b>	<b>Minimum of 2 adults</b> <b>Female member of staff must be present</b>

**5.2 Transport**

Transportation for trips will be organised by the school, in line with our safety procedures. 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.

**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 interaction with the school

Parents/carers will also be asked to confirm they agree with the expected behaviour.

Volunteers will receive an 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 except for their own child.

## **7. Communication and consent**

We will contact the parents and carers of pupils invited to take part in an educational visit before the trip.

Communication will be via the usual school communication channels 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.

## **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.



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

In the 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.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

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, Cassie Puplett and EVC, together with approval of Surrey Strategic Risk Management via Evolve, will be required to approve all residential trips longer than 24 hours.

The planning and preparation is outlined in the Education Visits Flowchart. 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 in line with the Education Visits Flowchart. 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
- Meal provision
- 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

### **11. Review**

This policy will be reviewed every academic year by EVC, Headteacher and Governors. 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
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy

## **Appendix A**

## Welcome to Lingfield Primary School

The vision for our school is underpinned by our three core values of:

### Respect Resilience Relationships

The language of the 3 Rs permeates through all aspects of school life and sets the foundations for our Personal Best philosophy.

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#### CLASS RULES

Pupils are expected to:

- Behave in an orderly and self-controlled way
- Show respect to members of staff and each other
- In class, make it possible for all pupils to learn
- Move silently around the school: sensibly and in single file
- Treat the school buildings and school property with respect
- Wear the correct uniform at all times
- Accept sanctions when given
- Refrain from behaving in a way that brings the school into disrepute, including when outside school or online

Where appropriate and reasonable, adjustments may be made to routines and the curriculum to ensure all pupils can meet behavioural expectations successfully.

We ask that all visitors help support the school's approach to behaviour by modelling expected behaviour and using positive responses to good behaviour.



## Visitor Information

Please enter the main office where you will be welcomed and asked to sign in. We will ask for identification on arrival if you are a professional working with children in the school.

It is a requirement for visitors to wear a badge on a lanyard whilst on school premises.

We ask that all visitors record car registration details if parked on the school site.

Please exit via the main office where you can sign out and return your visitors badge and lanyard.

#### PHONE USE

We ask that visitors to the school do not use their mobile phone whilst on the site unless supervised by a member of school staff.

School staff have signed an acceptable user policy to use their phones on site.

We have a policy that prohibits any visitor from taking photos while on school premises.

#### EMERGENCY PROCEDURES

Instructions for what to do in case of fire or another emergency are posted in each classroom. Please ensure you read them.

Pupils will be directed by the teacher if there is a drill or an emergency evacuation of the building. Please follow the child and class that you are working with.

## Safeguarding

The safeguarding of children is the responsibility of every single adult in the school.

If you have any concerns about any child and you think the class teacher may be unaware please let them know.

Our Designated Safeguarding Lead is Andrew Winter. His office is located in the staff corridor beside the staffroom.

If he is unavailable, please ask to speak to a Deputy Designated Safeguarding Lead. There is always one on duty in the staff corridor.



#### CONFIDENTIALITY

Whilst in our school, you are a member of our team. It is important to act in a professional manner. You will learn information about the children, some of which could be quite sensitive.

Please keep all information, thoughts and feelings about the children, and any matters relating to school, completely confidential.

You need to be particularly careful about informal conversations about children, or about incidents in school. You should also let us know if you are related to any child in school.

#### FIRST AID

We have trained first aiders in school. At break times, there is always a first aider on duty. During session times, children who are ill can be sent to the office, where a member of the office team will contact parents if necessary.

Our designated Medical Officer is Mrs Dervishi who is also located in the main school office.

Some children take medicines during school time. These are only administered by a member of staff and are kept secure in the school office.

	Day Trip (Lingfield)	Day Trip (not in Lingfield)	Residential Trip
3 months before			<p>Decide trip leader and add date to school calendar (booking made previous year)</p> <p>Trip leader to read Evolve trip evaluation from previous year in case changes were recommended</p> <p>Visit location for risk assessment (if not previously visited)</p> <p>Send letter to LT to approve and forward to office to send out to parents</p> <p>For all children with specific needs, check with SENCO and parents about reasonable adjustments</p> <p>Teams to organise staffing and decide volunteers. Check ratio for staff and 1:1s.</p> <p>DBS checks on all adult helpers - all adult helpers must be approved by the EVC and provided with a Visitor Information Booklet</p>
Prior to 6 weeks before	<p>Decide trip leader and add date to school calendar.</p> <p>Trip leader to read Evolve trip evaluation from previous year in case changes were recommended</p> <p>Walk the route in preparation for the risk assessment</p> <p>School app message to go out and inform parents (no consent needed). For all children with specific needs, check with SENCO and parents about reasonable adjustments</p> <p>Teams to organise staffing and decide volunteers. Check ratio for staff and 1:1s. All adult helpers must be</p>	<p>Decide trip leader and add date to school calendar.</p> <p>Trip leader to read Evolve trip evaluation from previous year in case changes were recommended</p> <p>Visit location for risk assessment (if not previously visited)</p> <p>Send letter to LT to approve and forward to office to send out to parents</p> <p>For all children with specific needs, check with SENCO and parents about reasonable adjustments</p> <p>Teams to organise staffing and decide volunteers. Check ratio for staff and 1:1s. All adult helpers must be approved by the EVC and provided with a Visitor Information Booklet</p> <p>Check coach timings are correct and liaise with the Office.</p> <p>Complete Risk Assessment on Evolve and submit to EVC. EVC</p>	<p>Check coach timings are correct and liaise with the Office.</p> <p>Complete Risk Assessment on Evolve and submit to EVC. EVC then checks and forwards to HT to approve</p> <p>Collect in all medical forms for children and adults</p> <p>Check all medical information for pupils is up to date and medication in school</p>

	<p>approved by the EVC and provided with a Visitor Information Booklet</p> <p>Completed paper risk assessment saved in the central folder. Include individual risk assessment information for vulnerable pupils.</p>	<p>then checks and forwards to HT to approve</p>	
Prior to 2 weeks before	<p>Check all medical information for pupils is up to date and medication in school</p> <p>Organise groups</p> <p>Any adults working at ASC to arrange cover</p>	<p>Check all medical information for pupils is up to date and medication in school</p> <p>Organise groups</p> <p>Inform Kev of day/times for cones in layby</p>	<p>Organise groups</p> <p>Inform Kev of day/times for cones in layby</p>
Days before	<p>Check route and edit risk assessment if appropriate.</p> <p>Organise First aid kits, medication, register and collect Operation Duke card from the office - appendix C</p>	<p>Organise First aid kits, medication, register and collect Operation Duke card from the office - appendix C</p>	<p>Organise First aid kits, medication, register and collect Operation Duke card from the office - appendix C</p>
After the trip	<p>Review the trip on the original risk assessment with the EVC and make recommendations for future visits based on positive elements and aspects that require change. EVC will record this information but the party leader is responsible for arranging the meeting</p>		

## Appendix C

### Immediate action following a serious accident or incident

A serious accident or incident is defined as:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- circumstances in which a party member might be at serious risk or subject to serious illness;
- any situation in which the press or media might be involved.

Contact your duty officer, or, if the duty officer is not available,  
contact SCC Emergency Planning Officer - tel : **07831 473039**

You will be answered by:

- the SCC Emergency Planning Officer (in person) – quote 'Operation Duke'
- or: - an answerphone – quote 'Operation Duke', leave a message and your number. **You will be called within 5 minutes.**
- or: - a messaging service – quote 'Operation Duke', leave a message and your number. **You will be called within 5 minutes.**