



Educational Visits Policy **January 2025 - January 2028**

RATIONALE

Educational visits play a vital role in our curriculum. Each visit is mapped carefully to the children's current learning and offers an opportunity to explore and embed key concepts. Alongside the set curriculum intentions, educational visits allow us to offer experiences the children may not otherwise have and additionally provide an opportunity to teach our children how to keep themselves safe.

Kensington Primary School follows the health and safety standard procedure document (Appendix A) for all educational visits and considers aspects of NPW and TTLT guidelines.

TYPES OF VISITS

Our visits may include:

- Local visits in the "[school extended area](#)" (Appendix B)
- Half/whole day visits that may require the use of transport.
- Visits that require one or more night's residential accommodation.
- Day visits abroad.
- Visits abroad requiring one or more night's residential accommodation.
- Out-of-hours learning (extra-curricular) activity (e.g. a sports fixture at another school/ Provider)
- Adventurous activities (e.g. skiing, water sports, mountaineering, adventure programmes, etc.)
- Reward visits

ROLES AND RESPONSIBILITIES

1. Role of the Local Advisory Board

The governing body is responsible for ensuring that young people benefit fully from visits that are free from harm. They will normally do this by defining the category of visit that requires their approval and adopting a policy statement.

2. The Role of School Leaders

Senior Leaders

- Approval of an educational visit
- Setting the visit cost
- Insurance arrangements.
- Providing training for other leaders
- Reviewing systems, monitoring practice and evaluating.

The governing body requires the senior leaders to maintain, monitor, and review the educational visits procedures and, when necessary, amend them and refer back to the governing body as appropriate.

Phase Assistant Head Teachers

- Communicating the level of acceptable supervision and ratios.
- Communicating planning procedures.
- Communicating visit information to parents/carers and young people.
- Medical consent.
- Emergency procedures, including first aider arrangements and contingency arrangements (“plan Bs”).
- Ensuring risk assessments meet requirements.
- Agreeing arrangements/mitigations for young people with additional needs, disabilities, and special educational needs with the SENDCO
- Organising emergency arrangements.
- Keep records of accident or incident reports.
- Arrangements for any approval of activities involving particular risk (e.g. outdoor and adventurous activities (OAA) or overnight stays

Educational Visits Coordinator

- Supporting the senior leader with the above responsibilities
- Organising staff training and induction.
- Keep records of visits
- Evaluation and monitoring quality of visits.

SENDCO

- Provide individual risk assessments for individuals who require additional mitigations to support their safety.

RPA INSURANCE

1. General

The purpose of this note is to set out clearly for senior leaders and other relevant officers the position regarding the insurance in relation to activities within the school and during an educational visit, whilst young people are under the care of our staff.

2. Public liability

RPA arranges public liability insurance with an appropriate insurance provider and offers this to schools as part of their service. This means that the school is covered for any action(s) of negligence by its staff that result(s) in injury to a young person, or loss of, or damage to, their property. In such circumstances of negligence by the school, the parents/carers of young people may claim compensation for the injury that has been suffered.

This insurance covers all activities in, and off-site whilst in the care of school staff.

TTLT schools are required to pay for public liability insurance through the RPA. This is usually arranged at Trust level for all schools within the Trust.

3. School journey insurance

The RPA also has comprehensive insurance that will include cancellation and medical repatriation and will compensate for injuries or other loss which may generally occur in the course of an educational visit in the UK or abroad where there is no negligence by the school's staff. If parents/carers wish to have additional insurance cover, they must make their own arrangements.

4. Information for parents/carers

Parents/carers should be advised of the general position on insurance by the inclusion in the school prospectus and/or handbook. This information must also be printed on the reverse of any parent/carer consent form.

For Further Advice

Top Mark Claims
Management Ltd 160
Bath Street
Glasgow G2 4TB
Email:
rpa@topmarkcms.co
Telephone: 03300
585 566

5. Vehicle insurance

Headteachers must ensure that appropriate insurance is in place when transport such as minibuses, and private vehicles, is either hired or driven by teachers or other adults. See Section 3, Paragraph 3 Minibuses.

CONSENT

Written consent from the parent/carer is not required for young people to take part in off-site activities within school hours. Specific consent forms are required for activities that take place outside of school hours and/or are for extra-curricular activities. A "blanket consent" form is also provided as detailed below. If parents/carers withhold consent, the young person must not be taken on the visit. Instead, the curricular aims of the visit should be delivered in another way.

PLANNING PROCEDURES FOR A SUCCESSFUL EDUCATIONAL VISIT

No amount of planning can guarantee that a visit will be completely incident free, but following these planning procedures will reduce the number of accidents and lessen the seriousness of those

that do happen. There is no minimum notice required for educational visits risk assessments, however, it is recommended to give the EVC the following notice periods: 1 week for local visits not requiring transport; 4 weeks for visits requiring invoices and/or transport; 6 weeks for residential visits.

Educational Visits Process

1. Identify places for educational visits based on half-termly LIs.
2. Contact the venue for optional dates. Check the calendar/with Kayleigh to avoid any clashes.
3. Set the visit cost per child based on the overall cost. If you would like a school contribution, please speak to Kayleigh.
4. Set your adult ratio following the [standard safety procedures](#) and identify your first-aider.
5. Complete a [booking form](#) (Appendix C) (4 weeks prior to the visit) and save it in the correct folder following the link at the bottom of the form. Share the file with your PAHT, Catalina (transport), Kayleigh (calendar/lead), Harry (SENDSCO), Daiga (payment), and Kristy (lead). If you are visiting the [extended school area](#) less notice is required.
6. Arrange a suitable time for each visit leader to attend a pre-visit to assess and mitigate the risks, identify the best route to the venue, identify locations of toilets and eating areas, and plan the learning to take place on the visit. **If the lead is absent on the day of the visit, it will be cancelled. Therefore, we recommend more than one leader per visit.**
7. Use [Evolve](#) to complete a risk assessment following the '[STAGED](#)' process (Appendix D). Share with your PAHT.

Please consider

- The Standard Safety Procedures (Appendix A): these are the safety guidelines that apply to all visits.
 - Individual Risk Assessments (available from SENDSCO). These set down the safety measures for individual pupils in the group, who require additional mitigation requirements.
 - Event Specific Notes: these are risk assessments specific to the activity to take place.
8. Communicate the details of the visit with parents/carers via StudyBugs and set up a payment plan if required. If the visit is outside of normal school hours, consent will need to be obtained.
 9. Complete a [lunch booking form](#) (Appendix E) and share it with the head cook. Please give 1 week's notice.
 10. On the morning of the visit, give briefings on the risk assessment to:
 - all staff/additional adults (copies of the RA, details of additional staff, the route, safety mitigations)
 - accompanying parents (the route; contact numbers; safety mitigations, including how to cross roads, etc)
 - pupils(their group leader; what to do if they are left on a platform; how to walk along the streets, etc).

See Appednix A and your RA for guidance.

11. In the event of a medical incident (involving the Emergency Services or hospital), please follow section 8 of Appendix A. Post visit complete a School Incident form.
12. Complete an educational visit [evaluation](#) post-visit and share it with Kayleigh and Kristy. Please save it in the folder linked on the form.

Residential Visits/Visits Abroad

Additional hazards to consider and include on the Risk Assessment form are;

1. Transport (alternative routes if public transport not available).
2. Accommodation (fire, balconies, security).
3. Consider hazards at each location to be visited (city centre, lake, beach, country/coastal walk, farm).
4. For visits abroad consider the hazards specific to the country (contact Foreign Office).
5. Activities undertaken (rock climbing, swimming).
6. Hazards during 'informal activities' (evening, recreational activities).
7. Changeable factors (weather).
8. Appropriate Passport/Visas.
9. EHIC/GHIC cards to cover medical treatment in EU/global countries.
10. Parent Consent Forms.
11. A trained First Aider **MUST** accompany the visit.

Doctors can be expected to carry out the necessary medical treatment in an emergency, without parent/carer consent but a surgeon in another country might be reluctant to operate on a young person unless assured that the group leader had parent/carer authorisation to agree to such treatment. It is sensible to include a translation of the medical consent, signed by the parent/carer, in the relevant foreign language.

MONITORING

As a school, we will internally monitor all visits through:

1. PAHTs will check all risk assessments on Evolve
2. The educational visit (EV) lead will review educational visit evaluation forms.
3. SLT will ensure that suitable training is available for all teaching staff
4. SLT will provide further training for group leaders where applicable.
5. The EV lead will record each visit to map coverage.
6. AHTs will ensure EVs link to the curriculum
7. Ensuring that emergencies and managing critical incidents on Educational Visits are included in the school Health and Safety Policy.
8. PAHTs to ensure suitable adults as group leaders, parent helpers, and for First-Aid support.
9. SLT to ensure that the school follows the NPW Guidelines and the school's incident management procedures when responding to an incident during an off-site visit.

REVIEW OF POLICY

This policy will be reviewed every three years, or earlier if changes are needed.

Appendix A

Standard Safety Procedures for Educational Visits

The following procedures are intended as a guide for safe practice on educational visits. If you are adding this to your risk assessment on Evolve, please read through the procedures and follow them on your visit. If you change any of the measures in this document, please say so on Evolve.

1. Staff:Pupil Ratio (not counting staff for 1:1 support)

These staff:pupil ratios are set down as a guide. They may be increased or decreased based on your STAGED risk assessment: competence of staff (S); transport (T); activity (A); group (G); the environment to be visited (E); the distance from school (D). Any group, of whatever size

	Local visit	Non-local visit
Nursery	1:2 or 1:4 depending on children.	
Reception	1:4 or 1:5 depending on children.	
KS1	1:10	1:6
Year 3	1:10	1:8
Year 4-6	1:15	1:10

Where 1:1 support staff are required, an individual risk assessment must be obtained from the SENDCO.

2. Roads and streets (hazard: moving vehicles).

- Pedestrian crossings will be used wherever possible, except for quiet residential streets.
- When crossing, one accompanying adult will stand in each direction of traffic.
- When walking down the pavement, pupils will walk in pairs with one adult at the front of the line and one at the end.

3. Busses (hazards: moving vehicles; child left behind; falling over).

- Pupils will sit on the top deck, filling up from the back where possible. More than one class can embark if safe to do so.
- Pupils will sit, or must hold onto a pole if standing.
- When embarking, one adult will get on before the pupils and one will remain on the kerb until all pupils are on (vice versa for disembarking).

4. Trains, DLR, London Underground (hazards: moving vehicles; child left behind; falling over)

- Pupils will sit, or hold onto a pole if standing.
- One class group must be on the same carriage unless unsafe to do so.
- When embarking, one adult will get on before the pupils and one will remain on the platform until all pupils are on (vice versa for disembarking).

5. General Travel (hazards: child left behind; aggression from members of the public; terrorism incident; changes to route).

- If a child is left behind on the platform/bus stop, they must stay where they are and seek assistance from TfL staff. A member of school staff must return to retrieve them.
- If a child is left behind on a train/bus, they must get off at the next stop and seek assistance from TfL staff. A member of school staff must go to the next stop to retrieve them.
- If a group with an adult is left behind on a platform/bus stop, they must rendezvous with the main group at the next stop.
- If a group with an adult is left behind on a train/bus, they must get off at the next stop and return to the main group.

- On public transport, staff must be visible to the public.
- Terrorism incident: staff must follow the instructions of TfL rail/travel staff and emergency services. Return to school when safe to do so (visit must be cancelled).
- Destination station closed – try and find another route, if not then return straight to school. Inform the home contact specified on Evolve of any change to the route.
- Parents must collect pupils from school at home time – they cannot collect them along the way.
- If late on the way home – call school and ask the office to inform parents. Do not rush.

6. Plashet Park/Wanstead Flats (hazards: dogs; broken glass; needles).

- Dogs – brief pupils beforehand not to run if they are nervous around a dog. Stand still and face away from the dog.
- Check activity areas and toilets in parks for needles and broken glass before use.
- Clear boundaries to be set if pupils are allowed to wander – e.g. do not cross roads.

7. Playgrounds (hazards: unserviceable playground equipment; children falling off equipment; crowded playground (e.g. other school groups); broken glass; needles)

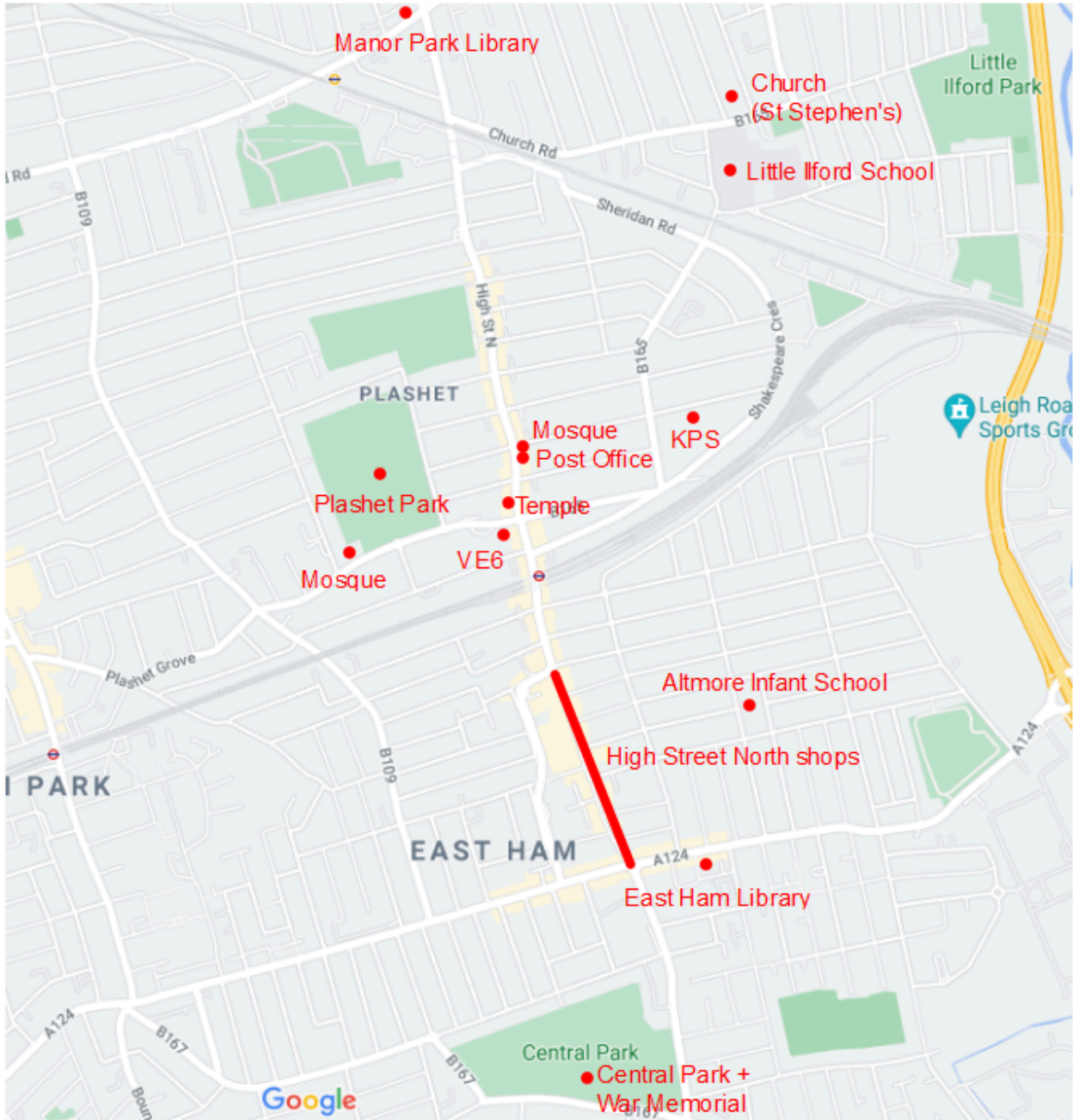
- A member of staff must check the playground for hazards (broken glass/needles) before the pupils enter.
- Accompanying adults must be in the playground to supervise.
- Children must not be out of sight of accompanying adults.
- If other school groups enter, consider leaving the playground to prevent overcrowding.

8. First Aid and Medical Emergencies

- First aiders must attend each visit outside of the extended school are
- If accompanying a group, a first aider must have a first aid kit.
- Pupils must go on a visit with any emergency medication (e.g. inhalers) and adults must know where it is.
- Minor injury/illness: first aid to be administered. The visit may continue if safe to do so. Inform the home contact specified on Evolve.
- Major injury/illness: call emergency services if required. One member of staff must accompany the child to hospital. The visit may resume if safe to do so. If an accompanying adult is injured/falls ill, the group must return to school. Inform the home contact specified on Evolve.
- All children with epilepsy should be accompanied with an Epilepsy trained First Aider or a First Aider.
- All children suffering from Diabetes should be accompanied by a member of staff competent in administering

Appendix B

Kensington Extended School Area.



Appendix C

EDUCATIONAL VISIT BOOKING FORM

Form to be completed AT LEAST **4 WEEKS** before undertaking the trip, unless it is a local visit.

Year Group:	
The place to be visited including address and phone number:	
Curriculum Area Link:	
Curriculum Objectives:	

Visit Leader:		Mobile number:	
Date of visit			
Time leaving school:		Time returning to school:	
Mode of transport/route:			
Number of free lunches required			

Cost of visit:	
Parental contribution:	

Number of Children:			
Teaching staff:	Support staff:	Parent Volunteers:	
<i>*Please highlight first-aiders. If staff is currently unknown please add TBC for the correct ratio.</i>			

Save this form [here](#) and **share** it with Kayleigh, Kristy, Harry, your AHT, Catalina (if transport is required), and Daiga (if parental payment is required).

Appendix D

Event-Specific Risk Assessment Process for Educational Visits: STAGED

On Evolve, use STAGED to consider and manage any risk not covered by the standard safety procedures or individual risk assessments.

S Staff	Do any staff have medical conditions? How will you help them on the visit? Are parent volunteers experienced? How will you help them? Are 1:1 staff familiar with the pupils they are escorting? If not, what can you do so that they are clear on needs/expectations? Are the staff qualified to lead this type of activity?
T Transport	Is there any risk posed by the method of transport you are taking that is not covered by the standard safety procedures? What will you do to mitigate it?
A Activity	What risk is posed by the activity you want to do? What can staff do to reduce the risk? Is there any equipment that could reduce the risk? What will you tell the children to reduce the risk?
G Group	Are there any medical conditions? What will reduce the risk? What particular behaviour would accompanying adults need to look out for? How competent are the children? How much freedom can you safely allow them?
E Environment	What risks are posed by the particular place you are travelling to? Does the weather pose a risk? How can we mitigate it? How busy is the environment? What risks does this pose?
D Distance	Does the distance from school add an element of risk? How can you mitigate this?

Appendix E

Educational Visit Lunch Booking Form

Please allow 1 week's notice period

Order Date: _____

Date of Visit	Class	No of Packed Lunches	Other information Allergies, etc.