



## Educational Visits Policy

### **School Mission Statement:**

*At Star Primary School we believe that everyone is equally loved and accepted.*

*Acknowledging the diversity of our community, we...*

- *Provide a broad and balance curriculum encouraging every child to take the opportunity to achieve their full potential;*
- *Nurture positive home, school and community relationships;*
- *Promote tolerance and respect for all people and the world we live in.*

### **Context**



Star Primary School, Hilda Road, London, E16 4NH

T: 02074765336

E: [info@newham.sch.uk](mailto:info@newham.sch.uk)

*Star Primary* believes that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes *Star Primary* a supportive and effective learning environment. We believe:

- Students should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not stop them;
- It is important that children learn to understand and manage the risks that are a normal part of life;
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity;
- Staff should be given the training they need so they can keep themselves and students safe and manage risks effectively.

Any visit that leaves the school grounds is covered by this guidance, whether as part of the curriculum, during school time, or outside the normal school day.

*Star Primary:*

1. Follows the Star Primary Policy and Guidance for Offsite Visits and Related Activities (All staff have access to this via EVOLVE).
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info)
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and carry out visits in line with the above. Staff are particularly directed to be familiar with the roles and responsibilities outlined within National Guidance.

## Categories of Visit & Approval

There are three categories of visit:

1. Visits/activities within the Local Learning Area that are part of the normal curriculum and take place during the normal school day.  
These follow the Local Learning Area Operating Procedure and be added to Evolve as Local Area Visits
2. Other non-residential visits within the UK that do not involve an adventurous activity, e.g.. visits to museums, farms, postoffice, theatres, etc.  
These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.
3. Visits that are overseas, residential, or involve an adventurous activity.  
These are the same as for 2 above, but the Head then submits the visit form to the Adviser for approval.



Star Primary School, Hilda Road, London, E16 4NH

T: 02074765336

E: [info@newham.sch.uk](mailto:info@newham.sch.uk)

Staff must not spend any money or inform students or parents that a trip or visit is going ahead until it has been given initial approval by the Head.

The procedure for booking educational visits is as follows and detailed in the staff handbook:

### **Educational Visits**

**Please ensure that you have read the Educational Visits Policy.**

*Educational visits must be purposeful and linked to the curriculum with a specified outcome.*

*All educational visits must be authorised by the Head Teacher prior to booking.*

*Risk assessments must be completed using EVOLVE <https://evolve.edufocus.co.uk>*

### **Parental Consent**

*Educational visit consent is provided by all parents at the child's admission meeting, for both local visits (anywhere in Newham) and day trips.*

*Parental consent is only required for residential visits and visits outside school hours, including sporting or musical events.*

*A letter detailing the visit should be sent via Parentmail to inform the parents of the trip and specify any requirements eg. Water bottle or wellies.*

### **Child Adult Ratio**

*These following ratios are guidelines only, and the number of adults will depend upon the needs of the children, the type of visit and the mode of transport being used.*

*Nursery ~ 1 adult : 2 children*

*Reception ~ 1 adult : 5 children*

*Year 1, 2, 3 ~ 1 adult : 6 children*

*Year 4, 5, 6 ~ 1 adult : 10/15 children*

### **Payment**

*If a payment is required for a visit, this must be actioned via Parentmail. Visits are important aspects of children's learning and so children should not be prevented from going on an educational visit for financial reasons, where families who may have difficulty paying, the cost will be met by the school.*




Star Primary School, Hilda Road, London, E16 4NH

T: 02074765336

E: [info@newham.sch.uk](mailto:info@newham.sch.uk)

## **SCHOOL EDUCATIONAL VISITS PROCEDURE**

- 1. All staff must be aware of school policy and ensure a Risk Management Plan Template is carried out prior to the visit.*
- 2. EV must be in accordance with the schools' curriculum.*
- 3. Evaluate the EV from the previous years. If successful they should be repeated.*
- 4. YGL to discuss the educational visit suggestion with PGL (during PPA) detailing curriculum links and whole school overview. Decide within the year group a suitable date.*
- 5. PGL to check the date in the wholeschool google calendar and whole school EV overview  Educational Visit Overview 2021/22 , then raise at SLT meeting. HT to approve and decide if there is a cost to parents.*
- 6. PGL/YGL to electronically complete Google request form EV Google Request Form.*
- 7. CB is the named person responsible for booking trips. Upon email receipt of EV google form, CB will begin to take action.*
- 8. Admin to book visit location.*
- 9. Admin to book transport.*
- 10. Admin to book packed lunches.*
- 11. CB will email YGL, PGL and EVC to confirm all of the above has been booked.*
- 12. YGL, supported by PGL to complete Evolve. (CB to liaise) All Risk Management Plans to be completed by YGL or visit lead using **EVOLVE at least 3 weeks in advance**. YGL can begin completing the Risk Management Plan as soon as the visit is approved by HT.*
- 13. Staff involved must be agreed by PGL before being named on Risk Management Plan.*



Star Primary School, Hilda Road, London, E16 4NH

T: 02074765336

E: info@.newham.sch.uk

14. *Once the Risk Management Plan has been approved by HT and EVC it should be circulated to staff involved and a meeting held to discuss the risks and their management.*
15. *A hard copy of the Risk Management Plan to go on the visit and one copy to be printed off and kept in the office in the EV file.*
16. *YGL to write a letter detailing visit, any cost or specifics ie. Late return to school, equipment needed. SLT to approve letter. YGL to email to PGL and CB to action it being sent via Parentmail.*
17. *Trip monies to be paid via Parentmail only.*
18. *Residential Visits are to be agreed by Governors.*
19. *All visits to be evaluated on Evolve once completed.*

***No child should ever be excluded from an educational visit, without the prior consent of the Head Teacher.***

## **Roles and responsibilities**

**Visit leaders** are responsible for the planning of their visits, and for entering them on EVOLVE (where required). They should obtain permission for a visit from the Head or EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

**The Educational Visits Coordinator (EVC)** will support and challenge colleagues over visits and learning outside the classroom activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

**The Head** has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to the Governing Board for approval.

**The Governing Body's** role is that of a 'critical friend'. The Governing Body is required to approve all residential visits or adventurous activities. Individual governors may be given 'read-only' access to EVOLVE.

**The Adviser to the school** is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.



Star Primary School, Hilda Road, London, E16 4NH

T: 02074765336

E: [info@newham.sch.uk](mailto:info@newham.sch.uk)

## Timing of visits

It is essential to the smooth running of the rest of *Star Primary* that educational visits are properly planned and arranged to ensure minimal disruption to all, both those on the trip and those remaining in school.

Year Groups are strongly encouraged to plan their pattern of trips and visits for the coming academic year as early as they can. This allows clashes to be kept to a minimum. Trips and visits planned well in advance must be included in the termly school calendar.

Staff organising a trip must consult as widely as possible with colleagues who might be affected and think carefully about the possible impact of a trip. It is essential that all people concerned with the trip are fully informed at appropriate times. Once the planning has been completed and the trip has been approved, the full details of the trip must be prepared. These details, together with copies of letters for parents, must be submitted to the EVC before being sent out.

## Parental Consent

Star Primary requires consent for all offsite visits, however consent for local low risk visits is obtained from parents/carers when a child joins the school.

Parents must be informed of educational visits in advance, and given the opportunity to withdraw their child from any particular visit or activity covered by the form.

Where specific consent is required especially for a large group, it is acceptable for this permission to be gained through an 'opt out' system rather than by asking parents to complete a consent form and send it back. For example, a phrase along the lines of *'It will be assumed that you are happy for your son/daughter to go on the trip unless we hear otherwise'* is acceptable.

However, where smaller numbers are involved, where a trip leaves very early or returns very late, and **for all residential visits and adventurous activities**, specific signed permission must be obtained from parents. Trip leaders must have an alternative option planned for any student whose parents decline permission to go on a trip.

If a trip involves overnight accommodation, parents must be given full details of the type of accommodation provided and the security arrangements which are in place to ensure the safety of their child. They must be fully informed as to the nature of the trip, with a clear indication if the students may be unaccompanied while away from school. Parents must acknowledge that their child is fit enough to go on the trip, outline any health problems and authorise the leader of the party to act on their behalf in an emergency. They must also provide a contact number for the duration of the trip.



Star Primary School, Hilda Road, London, E16 4NH

T: 02074765336

E: [info@newham.sch.uk](mailto:info@newham.sch.uk)

For longer trips, particularly those overseas, it is a good idea to hold a Parents' Information Evening a few weeks before departure. This allows information to be shared, questions to be asked and answered, and reassurance to be given where appropriate. The publication of an information booklet for parents and students is also strongly advised. The EVC can give advice about the best way to organise such events and to prepare such booklets.

## Risk Management Plans

A risk assessment is a careful examination of what could cause harm to people, so that control measures can be put in place to manage the risk at an acceptable level. These control measures are then recorded on a risk management plan

Risk assessment should be based on the following considerations:

What could go wrong?

Who might be affected?

What control measures need to be in place to reduce risks to an acceptable level?

What steps will be taken in an emergency?

Risk assessment must be carried out for all visits however generic risk management plans are available via Evolve Resources as a starting point for visit leaders

## Emergency procedures

Staff who are in charge of students have a duty of care to make sure that the students are safe and healthy. They also have a common law duty to act as a reasonably prudent parent. Visit leaders also have a duty of care towards the adults on the visit.

Emergency procedures are an essential part of planning a school visit. **A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**

*Star Primary* has an emergency plan in place to deal with a critical incident during a visit. All staff on visits must be familiar with this plan.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the Local Authority.

## Inclusion

All children must be included on educational visits within their capabilities. Some children may require additional support as detailed in their own risk management plan. There must be sufficient adult support to cater for the needs of individual children.



Star Primary School, Hilda Road, London, E16 4NH

T: 02074765336

E: [info@newham.sch.uk](mailto:info@newham.sch.uk)

## **Charging / funding for visits**

Fees for visits will be decided by the head teacher or the Governing Body for residential visits.

## **Transport**

It is encouraged that visits use free public transport where possible. Visits requiring a coach or similar means of paid transport must be approved by the head teacher.



Star Primary School, Hilda Road, London, E16 4NH

T: 02074765336

E: [info@.newham.sch.uk](mailto:info@.newham.sch.uk)



By order of the Governing Body of Star Primary School

(Signed) \_\_\_\_\_ Dated

\_\_\_\_\_  
(Star)

(Signed) \_\_\_\_\_ Dated

\_\_\_\_\_  
(Governor)

**Policy Date: March 2022**

**Review Date: March 2025**



Star Primary School, Hilda Road, London, E16 4NH

T: 02074765336

E: [info@.newham.sch.uk](mailto:info@.newham.sch.uk)