



**The Eliot Bank and Gordonbrock
Schools Federation**



Educational Visits Policy

Author:	Executive Head	Date:	March 2017
Approved by:	Governing Body	Date:	March 2017
Issue Date:	October 2024	Next Review Date:	October 2025

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 Head of School/Executive Headteacher or other designated member of staff.

At Eliot Bank and Gordonbrock Schools we value trips and see them as a way to enrich the curriculum. The aim is for all classes to take part in one local trip and one further afield every term. These trips are planned to enhance the curriculum and need to be booked well in advance, often in the previous academic year.

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, including weekends and holiday periods. 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 2024

Eliot Bank and Gordonbrock Schools Federation complies with the London Borough of Lewisham's guidance its handbook, There and Back Again (Appendix 1).

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

3. Roles and responsibilities

3.1 Head of School/Executive Headteacher - Jane Wright / Maria Gilmore

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit
- Making sure staff, including the educational visits coordinator, have received any necessary training
- The Headteacher will keep the Governing Body aware of its Educational Visits via the normal Head to Governors reporting process.

3.2 The educational visits coordinator (EVC) - Jane Wright

Headteachers and Managers must nominate an Educational Visits Coordinator (EVC) who is competent to undertake delegated tasks, or they are to assume the role themselves. All EVCs must attend a training course delivered by Lewisham Council's Educational Visits Adviser.

All trained EVCs are to revalidate their training by attending a training course every three years.

The role of the EVC is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the Head of School/Executive Headteacher when they're approving trips
- 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. The EVC may decide not to use a venue again in future or that certain pupils or adults cannot attend school visits.

The EVC must be informed of all trips and provided with Visit Proposal Form (Appendix 2) and all related documentation in advance. The EVC is responsible for checking all paperwork and following up any gaps, changes or questions that need addressing before the trip takes place. This may include checking on provision for individual children with SEND.

3.3 Party leader (referred to as Visit Leader in There and Back Again)

Every educational visit will have one member of staff designated as the party leader. The party leader 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
- Make sure the needs of everyone taking part are considered, including coordinating 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 fulfil their roles at all times while responsible for pupils and others

When planning a trip to a new venue this must be discussed with the EVC before any booking takes place.

3.4 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Head of School/Executive Headteacher
- Carry out any required risk assessments and work with the party leader
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- 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

3.5 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

3.6 Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the party leader 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

3.7 Pupils

Whilst taking part in educational visits pupils have responsibilities which they will be made aware of by the party leader prior to the trip to ensure their own health and safety and that of the group. Every visit will be used as an opportunity to teach children about issues related to safety. For

example, road safety protocols will be discussed before any visit that involves walking in the street and washing hands will be emphasised before a visit to a farm.

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.

All pupils have a right to take part in school visits. However, the school reserves the right to request that those pupils who are deemed a 'risk' (behavioural /serious concerns) should be accompanied by a suitable parent/carer or assigned an adult from school. The EVC needs to be informed of any child who is considered for exclusion from any trip before the appointed day. Please note that Health and Safety legislation supersedes Equalities legislation.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the Head of School/Executive Headteacher, and 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
- Inclusion and accessibility

- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- For residential trips, accommodation information
- 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
- Add any additional minimum standards, depending on the age of the children

See Appendix 3 for our trip information form for the planning and approval of a visit.

Once the risk assessment has been approved by the Head of School/Executive 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.

We 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.

A summary of the educational visits procedure is outlined below:

Visit Proposal

- A party leader is identified – usually the most senior teacher in the year group
- The trips are coordinated by the designated party leader. Every effort will be made to ensure visits do not clash with other school events (including other school trips). The party leader will also put the trip in the diary
- The party leader will complete a visit proposal form and all supporting documents: risk assessments, completed provider statement and supporting documents (e.g. letters to

parents and carers) and pre-visit vetting of location/organisation

- Party leader should consult the Party Leader Checklist to ensure all steps have been followed
- The Visit Proposal Form will be handed to the EVC as soon as the trip is being considered, with up to date details/changes confirmed closer to the day.

EVC Approval

- EVC will review Visit Proposal Form and accompanying documents
- If the EVC has any concerns or queries they should contact the official adviser to Lewisham Council - Paul Bond, Educational Visits Advisor - who can be contacted at learnoutdoors@btinternet.com and on 0800 699 0848
- EVC to consult EVC checklist to ensure all steps have been followed
- EVC to grant approval where appropriate with the exception of high risk trips (e.g. trekking, sailing, kayaking, skiing) or overseas trips. For these trips, the EVC must inform Lewisham Education Services of details of the proposed visit, for assessment by the Educational Visits Adviser, using the Educational Visit Notification Form at least 28 days prior to the planned activity.

In Advance of the Visit:

- The school office will book transport
- Permission for all trips and visits is given in the letter signed by all parents at the beginning of the year. Permission for individual trips does not need to be sought
- Parents are informed of trips as far in advance as possible via newsletters
- A specific letter explaining the purpose of the trip, the outline of the day, any special clothing or equipment needed and asking for a contribution will be sent out at least three weeks before the trip takes place. This letter should include the sentence, *'If you have any questions or if there are any concerns that you wish to make us aware of before the trip please speak to your child's class teacher.'*

- The school office will inform the kitchen about the number of school packed lunches required.
- Sufficient time must be left to cancel the trip if enough contributions are not collected
- Where necessary class teachers will visit the venue to carry out a risk assessment at least two weeks in advance of the visit

During The Week Before the Visit:

- Review all related paperwork and risk assessments and amend if necessary paying particular attention to any ongoing risk assessments and / or changes in circumstances.

On The Day of the Visit:

- The party leader will complete EVC Approval & Checklist and ask the EVC and Head of School/Executive Headteacher to countersign. A copy should be left with the office and the original should remain with the party leader and be taken on the visit.
- Staff Briefing – party leader to ensure that all staff involved in a visit are aware of their responsibilities, assigned roles and what action to take in the event of an **emergency**, see Emergency Procedures.
- Brief parents – party leader to hand out parent briefing letter (including emergency procedures) and contact information cards. Party leader will talk these documents through to ensure all volunteers understand procedures and role / responsibilities
- Brief Pupils - remind children of general expectations of behaviour, ensure they are clear about what to expect from the day, how to stay safe and what to do if they encounter any problems
- Take school mobile phones
- Take all necessary first aid – generic and for specific needs of any children
- Ensure all children, staff and volunteer helpers are wearing a hi-visibility jacket
- Inform venue of any late arrival

- Inform school when on last leg of journey home
- Inform school if you expect to be late

For routine off-site visits (e.g. visit to swimming pool, local sports ground, etc.)

- Visits to local amenities (e.g. the swimming pool, local sports ground) must always be booked and a risk assessment carried out before taking pupils to the grounds
- It is essential that the school's mobile phone or a similar method of contacting the school be used
- A register of pupils should be taken and children counted there and back.
- If children are to be released to parents/carers eg after sports day, all teachers need to be aware of the protocols for this
- Adults need to be vigilant for strangers on the grounds and report these to a senior staff member immediately

5. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

SEND

If a pupil with a disability 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, providing additional support staff, and other adjustments as appropriate.

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

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

6. Risk assessment

It is a legal requirement to assess the level of risk at work and take steps to eliminate or reduce it. This applies to educational visits as it does to work activities. The task of undertaking a suitable and sufficient risk assessment is delegated to the Party Leader, with input from others that will be involved in the visit, supported by the EVC. Further advice may be sought from the Lewisham Education Services Health and Safety Team and/or the Educational Visits Adviser.

We will carry out a full risk assessment at least two weeks before the start of all trips.

This will be completed using the school's risk assessment template (Appendix 3) for each component of the trip (e.g travel, activity, individual needs, sun protection, etc.) and approved by the Head of School/Executive Headteacher. Existing risk assessments or those provided by the destination itself might also be used to support this process. For existing risk assessments, these need to be checked and updated every time they are used. Any new situation/venue/route needs a new risk assessment.

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.

Party leaders will raise any concerns or questions about potential risks and safety measures with the Head of School/Executive Headteacher and, where appropriate, third-party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the School Office.

6.1 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 one supervising adult able to administer first aid is present on all trips

- For Early Years, at least one qualified paediatric first aider 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
- The party leader will take regular headcounts and/or rollcalls
- For residential trips, at least one male and one female supervising adult is present, where possible

6.2 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.

6.3 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.

It is the responsibility of the third-party providers to assess the risk of their provision and it is the EVC's responsibility to ensure their risks are properly controlled. In line with the LA's guidelines and where relevant, the school will ask all third party providers to complete a Provider Statement and supply copies of supporting documents (for example risk assessments).

Where an activity is led by an instructor not only does the school need to see the location's own risk assessments but also the qualifications of the individual instructors to prove that they are fully qualified to lead that specific activity.

7. Use of 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 volunteer experience

Parents/carers selected to volunteer will be informed with as much notice as possible ahead of the visit, and asked to confirm their attendance.

Volunteers will receive a full briefing 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.

8. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via letter (typically sent via email), 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

Parents/carers provide written consent for educational visits - both local and further afield - by signing and dating a form during their child's enrolment to school. We will always inform parents/carers as above about any off-site visits, giving an opportunity for them to withdraw their child.

We will always get written consent before taking nursery-age children off-site.

We ask that parents/carers ensure that information held in school about medical and dietary requirements is current and relevant, as well as emergency contact numbers where they can be reached are kept up to date. This information forms part of the risk assessment for any trip.

9. 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 party leader will be familiar with these plans for each visit.



Emergency Procedure

- Assess the nature and extent of the emergency.
- Make sure all other group members are accounted for, are safe from danger and are well looked after and that pupil mobile phones are not used until permission is given.
- Make sure that there can be no recurrence of the dangers that created the emergency.
- Render first aid and attend to the casualty(ies).
- Call the emergency services as required. The police will take statements. An adult in the party should accompany any casualties to hospital.
- Collect the remainder of the group and arrange for their return to base.
- Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services.
- Contact the Headteacher, co-ordinator or designated contact person.
- Give them the following information:
 - your name;
 - nature, date and time of the incident;
 - location of the incident;
 - details of injuries;
 - names and telephone numbers of all involved;
 - actions taken so far;
 - telephone numbers for future communication. For a serious incident, try to identify alternative phone numbers as lines could become jammed.

- If the press is involved before you have time to contact base, make no comment and refer them to the Council Press Office or to the local police.

The Headteacher/designated contact person should rapidly appraise the situation. Where the incident is clearly serious he/she should immediately contact the following Lewisham Directorate of Children and Young People numbers in order:

- In Office Hours:**
Lewisham Council 0208 314 6000
Executive Directorate Children and Young People: 0208 314 6200

School Office Number: 020 8690 0704 School email admin@godonbrock.lewisham.co.uk 07718 405127 School Phone 1 07718 405128 School Phone 2 07889 727512 School Phone 3 07889 727515 School Phone 4 07889 727517 School Phone 5 07889 727519 School Phone 6	Parent mobile numbers:

10. 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.

In letters to parents, we will state:

We are asking for a voluntary contribution of £XX.XX per child, which can be paid via ParentPay. If we have difficulty collecting sufficient money for the trip, there is a possibility that we may have to cancel.

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 Head of School/Executive Headteacher will approve all residential trips longer than 24 hours.

In addition, the Head of School/Executive Headteacher will complete and send the Lewisham Council Education Services Residential, Overseas and/or Adventurous Activity Notification to Lewisham Education Services **a minimum of 28 days prior to the planned activity**. This form is available on page 3 of There and Back Again (2024).

The planning and preparation laid out in this policy will apply to residential visits as well as one-day visits. In addition, the party leader will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least one 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 at least two months before the first day of the visit. 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

When school journey the party leader should follow the procedures set out in the Educational Visits Procedure paying particular attention to the following:

Visit Proposal

- The Visit Proposal Form should clearly identify the range of activities that are to be undertaken during the journey.
- Risk assessments will be carried out by the school and this will include reading the centre's own risk assessments for the individual activities to be undertaken by the children and for their fire evacuation and other general risk assessments. This information will be obtained by requesting a completed Provider Statement from the school journey provider. *As stated above - where an activity is led by an instructor not only does the school need to see the location's own risk assessments but also the qualifications of the individual instructors to prove that they are fully qualified to lead that specific activity.*
- If the school journey provider holds a valid Learning Outside the Classroom badge, certain aspects of the Provider Statement may not be required. Check requirements on the Provider Statement and www.lotc.org.uk for badge holders

- The route to be taken on journeys need to be thoroughly planned considering safety and the number of children travelling first. The route must be discussed with the EVC
- It is important that adequate stops are made for bathroom breaks.
- Adult to child ratios will be decided on a trip-by-trip basis, bearing in mind the destination/means of transport/needs of the cohort and any other factors

EVC Approval

- EVC will review Visit Proposal Form and accompanying documents
- The EVC must inform Lewisham Education Services of details of the proposed visit, for assessment by the Educational Visits Adviser, using the Educational Visit Notification Form at least 28 days prior to the planned activity.

In Advance Of The Trip

- Parents are informed of the school journey as far in advance as possible via letter which will include the cost of the school journey (including a schedule of payments)
- Parents are also invited to the school for a meeting to provide a brief overview of the school journey week, the activities involved and the things their child will need to take with them on the journey
- Parents will be asked to complete a medical consent form for their child

During The Journey

- Establish a daily management process: review the programme to date, finalise the days activities both in response to the review and in the light of the days weather and produce a detailed days planner
- The party leader is responsible for coordinating the counting of children at regular intervals e.g. at stopping points, on and off transport, in and out of buildings etc..

11. Visits to places of worship

Whilst parents have the right to withdraw their children from religious education and/or collective worship, if the visit does not involve collective worship or religious education, then parents cannot legally withdraw their children from a visit to a place of worship if it takes place during the school day. Further information can be found on the [Lewisham Standing Advisory Council on Religious Education \(SACRE\) Services for Schools webpage](#).

12. Review

This policy will be reviewed every year (or sooner, subject to updates nationally or locally) by Head of School/Executive Headteacher.

At every review, the policy will be shared with the full governing board.

13. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Safeguarding policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan