



Educational Visits Policy

April 2025 – April 2027

Educational Visits

Castle Bromwich Infant School

Aims and scope

At Castle Bromwich Infant School, we recognise that educational visits enrich the curriculum and provide valuable learning experiences beyond the classroom. These visits contribute to pupils' academic, social, and emotional development. They form an integral part of our approach to furthering our pupil's education and personal growth.

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 other designated member of staff.

Educational visits at Castle Bromwich Infant School aim to:

- Enhance learning by providing real-world experiences.
- Promote personal and social development, including independence and teamwork.
- Support the curriculum in many subjects such as science, geography, and history.
- Provide opportunities for cultural enrichment and engagement with the local and wider community.

This policy sets out our approach to planning and managing 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 whenever possible. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits,

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

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 2023

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

Roles and responsibilities

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

The educational visits co-ordinator (EVC)

Mr. Justin Stokes is the appointed EVC at our school. Their role 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 headteacher and governing board 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

Trip lead

Every educational visit will have at least 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
- 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 fulfil their roles at all times while responsible for pupils and others

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

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

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 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

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 behavior policy at all times.

Planning and preparation

The decision on whether or not a visit will take place will be made by the head teacher, 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

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, volunteers, and physical supplies
- 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

Inclusion

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

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 behavior 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.

Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template **appendix 1**, and approved by the headteacher/EVC. Existing risk assessments or 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 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 EVC.

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 supervising adult able to administer first aid is present on all trips
- For EYFS At least 1 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 trip lead will take regular headcounts and/or rollcalls

Transport

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

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 at least 2 weeks ahead of the visit.. They will also be asked to confirm they agree with the expected behaviour. See **appendix 2** for our volunteer code of conduct for educational visits.

Volunteers will receive a full 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.

Communication and consent

We will 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 or electronically via parent pay

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

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.

Children Who Become Unwell During an Educational Visit (Non-Emergency)

If a pupil becomes unwell during an educational visit, and their condition does not require emergency medical attention, the visit leader will contact the child's parent or carer using the emergency contact details provided. Parents/carers will be informed of the child's condition and, if appropriate, asked to collect their child directly from the visit venue. A designated member of staff will remain with the pupil until their parent/carers arrives. All relevant information, including the child's symptoms and any care provided, will be recorded and shared with the parent/carers upon collection. The school will ensure that clear communication is maintained throughout, and the pupil's wellbeing will remain our priority at all times.

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.

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.

Charging

We will follow our school's charging and remissions policy at all times. When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made online via parent pay.

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
- Early Years Foundation Stage (EYFS) policy

Appendix 2: risk assessment template



ACTIVITY / AREA COVERED BY THIS ASSESSMENT: (Add info here)

NAME OF SCHOOL: Castle Bromwich Infant and Nursery School

Section 1		(Add activity here)								
Hazards	Persons at Risk	Risk Description / Hazardous Event	Likelihood	Impact / Severity	Risk Level	Preventative & Protective Measures; (IP) = measures in place; (TP) = measures to be put in place / date of completion.	Likelihood	Impact / Severity	Risk Level	Owner
ASSESSED BY (PRINT)		SIGNED				DATE ASSESSED				
MANAGER / HEAD TEACHER (PRINT)		SIGNED				DATE				

Appendix 2: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to **the EVC** at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Appendix 3
Emergency Procedures for Educational Visits Policy
Castle Bromwich Infant And Nursery School, Birmingham, B36

Purpose

To ensure all staff and pupils know what to do in the event of an emergency during off-site educational visits, minimising risk and ensuring safety for all.

Scope

This policy applies to all staff, volunteers, and pupils participating in off-site visits, including day trips and residentials.

Definitions

Emergency: Any situation that threatens the safety, health, or wellbeing of pupils or staff, including accidents, severe illness, missing child, fire, terrorism, or natural disasters.

Pre-Visit Preparation

- **Risk Assessment:** Complete a visit-specific risk assessment, highlighting potential emergencies and responses.
- **Emergency Contacts:** Ensure all group leaders have:
 - List of all pupils and staff with emergency contact details.
 - Contact numbers for school, local emergency services, and visit venue.
- **Briefing:** All staff and adult helpers briefed on emergency procedures before departure.
- **Medical Info:** Carry up-to-date medical information and medication for pupils with health needs.

Emergency Roles and Responsibilities

Role	Responsibility
Visit Leader	Take charge in an emergency, coordinate response, communicate with school, contact emergency services as needed.
Deputy Leader	Support the Visit Leader, manage the group if Visit Leader is incapacitated.
Staff/Volunteers	Supervise pupils, follow instructions, account for all children.
School Contact	(e.g., Headteacher or delegated SLT) Remain available during the visit, coordinate communication with parents/carers and relevant agencies.

Immediate Actions in an Emergency

- **Stay Calm:** Ensure safety of the group.
 - **Assess the Situation:** Identify what has happened and if anyone is in immediate danger.
 - **Call Emergency Services:** Dial 999 if required. 1 member of staff will always accompany a pupil seeking medical treatment.
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- **Administer First Aid:** Use trained staff, if needed.
- **Account for All Pupils:** Complete headcount, check registers.
- **Move to Safety:** If necessary, evacuate to a safe location.
- **Inform School Contact:** Provide details on:
 - Nature of emergency
 - Location
 - Names of those involved
 - Actions taken
- Do not speak to the media: Direct any media enquiries to the headteacher or designated media spokesperson.

Communication

- **With School:** Visit Leader must keep the school informed throughout.
- **With Parents/Carers:** School contact will inform parents/carers as appropriate.
- **With Local Authority:** Notify if incident is serious or requires additional support.

Missing Child Procedure

1. Immediate headcount.
2. Search the immediate area.
3. Alert venue staff.
4. Inform police if not found within 10 minutes.
5. Inform school contact and follow next steps as advised.

Post-Emergency

- **Record Incident:** Complete an incident report as soon as possible.
- **Debrief:** Meet with staff and SLT to review what happened and lessons learned.
- **Support:** Offer support to pupils/staff affected by the incident.

Review

This policy will be reviewed annually or after any significant incident.

Example emergency card given to all staff

Emergency Contact Card – Educational Visit

- Visit Leader: [Name & Mobile]
- Deputy Leader: [Name & Mobile]
- School Emergency Contact: [Name, e.g., Headteacher, and Mobile]
- Local Emergency Services: 999
- Venue Emergency Contact: [Name & Number]
- Nearest Hospital: [Name & Number]

Appendix 4

Incident Report Form