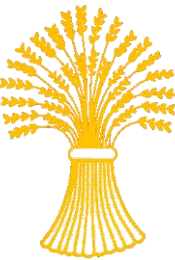


Lunsford Primary School

Educational Visits Policy



Lunsford Primary School – Policy header
A journey of success and excellence

Policy:	Educational Visits Policy
Reviewed by:	FGB
Date reviewed:	February 2025
Date approved at FGB:	February 2025
Date to be reviewed:	
Review period for this policy:	
This policy includes guidance on:	

Lunsford Primary School

Educational Visits Policy



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 other designated member of staff.

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, 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](#)

Lunsford Primary School

Educational Visits Policy



- [SEND Code of Practice](#)
- Keeping Children Safe in Education 2024
- 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:

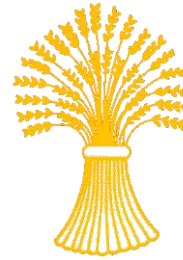
- Approving staff requests for educational visits, including having final authority to approve any educational visit
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours

3.2 The Educational Visits Co-ordinator (EVC)

- Gary Anscombe 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 suitable trip lead for each visit
- 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

Lunsford Primary School

Educational Visits Policy



3.3 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 and liaise with the Deputy Headteacher regarding staff cover
- 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 within the given time frames
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
- Evaluate the visit once completed
- Trip Leader needs to ensure there is a First Aider on the team.
- Trip Leader needs to ensure all volunteers have signed a Volunteer Agreement

3.4 Staff

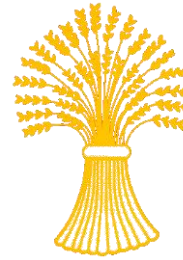
Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part.

Staff will:

- 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

Lunsford Primary School

Educational Visits Policy



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
- Complete consent forms and any other documentation required via Arbor/ Operoo 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 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
- Trip Leader needs to ensure all volunteers have signed a Volunteer Agreement

3.7 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. The behaviour policy can be found on the school website [Policies | Lunsford Primary School](#)

Lunsford Primary School

Educational Visits Policy



4. Planning and preparation

Annual Year Group Trips

At Lunsford Primary School we have an overview of the trips that will be taking place for each year group over the course of the year.

The decision on whether or not a visit will take place will be made by the Headteacher and based on factors including:

- Cost (including any potential cost to parents/carers and overtime costs)
- 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
- Any other factors deemed appropriate and relevant

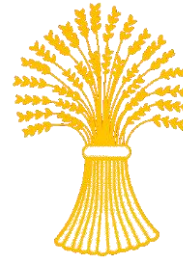
As part of the planning stage, information will be gathered by staff proposing the visit, including:

- 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

See Operoo School Trip Request Form for the planning and approval of a visit. Once Headteacher has approved trip/ visit School Office will make the necessary arrangements.

Lunsford Primary School

Educational Visits Policy



Evolve

Once a visit has been authorised, details must be entered onto the online educational visits site Evolve*. By doing this we are able to ensure that external providers meet the nationally accepted standards and legal requirements for school visits. This also acts as a record of all visits carried out throughout the school and enables both the Headteacher and EVC to monitor all visits taking place.

Details of each visit must be entered onto Evolve at least 1 term before the proposed visit. Once the details of the visit have been entered onto Evolve these will be checked by the EVC and authorised by the Headteacher.

**Evolve is an online system for the planning, approval and management of educational visits, sports fixtures and extracurricular activities.*

Local Area Visits

For trips within the local area of Malling (3 miles) written consent will not be required from parents/carers for each visit however parents/carers will always be notified via Arbor/ Class Dojo of the trip that is taking place. On admission to the school, parents/carer will sign a single consent form for all local area visits for whilst their child/ren is/are at Lunsford Primary School.

The trip lead will still need to carry out the necessary planning and preparation as laid out in this policy but will use the 'local area visits' form on Evolve instead of the standard 'Visits Form'.

Overnight Trips

In cases where a trip involves activities for more than 24 hours, e.g. an overnight stay, the headteacher will seek approval of the governing board.

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, 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.

Lunsford Primary School

Educational Visits Policy



Evaluation

We will evaluate each visit after its conclusion to continually improve the planning and experience of our future visits. Staff will use the evaluation function on Evolve to complete this and will evaluate:

- How well the identified outcome/s were achieved
- What went well
- Even better ifs for any future trips
- Smaller incidents, accidents or near misses that do not require external reporting in order to avoid similar incidents in the future

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.

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.

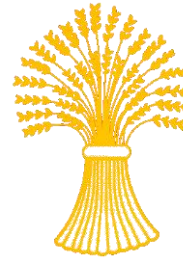
5. Risk assessment

We will carry out a full risk assessment at the time of completing the Evolve form. Risk assessments need to be completed in a timely manner – 4 weeks before the trip takes place.

This will be completed using the school's risk assessment template, and will be approved by the Headteacher when uploaded onto Evolve.

Lunsford Primary School

Educational Visits Policy



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 available on Evolve.

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 decisions about the staffing and supervision takes into account the National Guidance from The Outdoor Education Advisers Panel (OEAP):

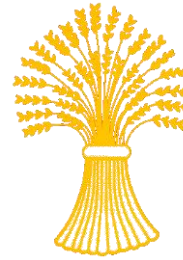
- The nature and duration of the visit and planned activities
- The location and environment in which the activity is to take place
- The nature of the group, including the number of young people and their age, level of development, gender, ability and needs (behavioural, medical, emotional and educational)
- Staff competence
- The consequence of a member of staff being indisposed, particularly where they will be the sole leader with a group for any significant time

In addition to this we will always ensure:

- Where possible we try to ensure that at least 1 male and 1 female supervising adult is present for residential and overnight trips

Lunsford Primary School

Educational Visits Policy



With regards to First Aid, we will always ensure:

- At least 1 supervising adult, who is a qualified First Aider able to administer first aid is present on all trips
- For EYFS settings 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. These can be found on the school website www.lunsford.kent.sch.uk
- 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/
register

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.

Lunsford Primary School

Educational Visits Policy



We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

Due to being a Kent County Council School, we will ensure any providers that we use are on the approved list. If this is not the case, then we will seek guidance from the Outdoor Education Team at The Education People.

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 volunteer experience

Parents/carers selected to volunteer will be informed **at least 2 weeks** ahead of the visit, and asked to confirm their attendance in writing via the class email address. They will also be asked to confirm they agree with the expected behaviour.

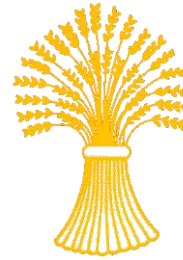
Volunteers will receive a full induction from the trip leader on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

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.

Lunsford Primary School

Educational Visits Policy



7. 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 Arbor 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
- 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 via Arbor.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. See Local Area Trips for more information regarding this. 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 ensure medical information and dietary requirements, as well as emergency contact numbers where they can be reached are updated regularly.

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 Headteacher via the school office. The Headteacher will then instruct the school office to contact parents/carers as required, and

Lunsford Primary School

Educational Visits Policy



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.

For any emergencies that occur out of hours and when the office is shut, the trip leader will call the Headteacher directly.

1 member of staff and an additional adult will always accompany a pupil seeking medical treatment.

In a 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 10 minutes, the trip leader will contact the Headteacher via the school office who will then instruct the office to 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 within the evaluation form which will include steps that can be taken in the future to avoid similar incidents.

9. Charging and insurance

We will follow our school's charging and remissions policy at all times which can be found on the school website www.lunsford.kent.sch.uk

We will ask for a voluntary contribution to the costs of educational visits in order to ensure the visit can be delivered as planned. If parents/carers are unable to contribute either fully or partly, this will not affect pupils' ability to take part fully in the trip. No refunds will be provided for non-attendance.

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.

Lunsford Primary School

Educational Visits Policy



10. Residential visits

The headteacher, together with the governing body, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. 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 at least 5 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

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy

Lunsford Primary School

Educational Visits 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

Trip Checklist

Time frame	Action	Responsibility
Two terms before visit date	EV1 form to be completed	School Office
At least 2 terms before visit date	Bookings to be made e.g. venue, transport	School Office
At least 2 terms before visit date	Evolve Form to be completed (including risk assessment)	School Office
At least 1 month before visit date (At least 5 months before residential trips)	Notify parents of trip details	School Office
2 weeks before visit date	Notify parents/carers of being needed on the trip and request confirmation	Trip Leader

Lunsford Primary School

Educational Visits Policy



1 week after visit date	Evaluation to be completed on Evolve	Trip Leader/ School Office
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