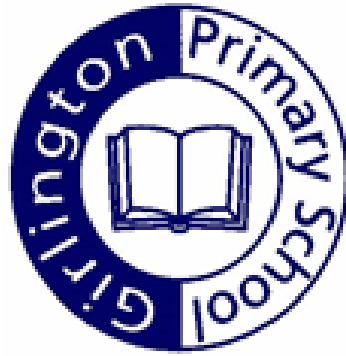
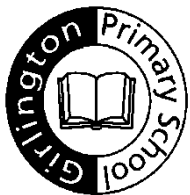




GIRLINGTON PRIMARY SCHOOL

Educational Visits/Journey Policy

Date Policy Written:	Summer 2026
Date Policy Ratified:	Summer 2026
Date Policy to be Reviewed:	Summer 2027



GIRLINGTON PRIMARY SCHOOL		Reviewed by
Educational Visits / Journey Policy Appendix A – School Visit plan form Appendix B – Sign out sheet Appendix C – Risk Assessment – Generic		(Non-Statutory) G28 DH _____ SBM _____

Educational Visits Policy

Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day, but on occasions, take place after school. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

Legislation and Guidance

This policy is based on the Department for Education's guidance on health and safely visits and the following legislation and statutory guidance.

Equality Act 2010

SEND Code of Practice

Keeping Children Safe in Education 2025

Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Roles and Responsibilities

Headteacher

The Headteacher is responsible for:

Approving staff requests for educational visits, including having final authority to approve any educational visits of less than 24 hours.

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.

The Educational Visits Co-ordinator (EVC)

The EVC is responsible for:

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 body when they're approving trips

Assess any necessary training, advice or guidance

Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements.

Verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from our coach company assures us their drivers too have had police checks;

Make sure that all necessary permissions and medical forms are obtained;

Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

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

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 costs or necessary equipment not supplied by the school or third party

Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles, responsibilities and expected behaviour

Make sure staff are capable and able to fulfil their role at all times while responsible for pupils and others

The trip leader will double-check that all adults helping to supervise the trip have been subject to police checks.

A copy of the completed risk assessment will be given to the EVC and all adults supervising the trip.

Trip Leaders must read thoroughly the appropriate guidance for off-site activities:

They must consult the LA's documentation detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and must draw up a Visit Plan which records in writing (including standard forms where appropriate) the arrangements that have been made.

Visit plan

The visit plan for intended educational visits must be entered on to the Evolve Educational Visit System (Bradford Council) and discussed with the Educational Visit Coordinator (EVC) to review the visit plan.

Staff

Staff have a responsibility to make all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for, 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 pupil's 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 pupils that may affect or impact their ability to safely take part in the trip

Volunteers

Volunteers attending school trips, including parent/carers 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 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 expectations that pupils will:

Follow instruction 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

Planning and preparation

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the headteacher will seek the approval of the governing body and the Local Education Authority before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

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

Cost

Timing in the school year and potential clashes

Staff to pupil ratios

Health and safety issues

Inclusion and accessibility

Disruption to the normal running of the school

Educational purpose and value

Risk assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. This will be completed by a staff member with the suitable skills, status and competence and using the schools risk assessment template. 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, probable weather conditions at the time of year proposed for the trip, 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. It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

Trip leads will raise any concerns or questions about potential risk and safety measures with the headteacher and, where appropriate third-party vendors. They will consider:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Every risk assessment will be approved by the headteacher. One copy taken on the visit and another copy will be left with the EVC and saved on Evolve.

Staff ratios and first aid

An activity should normally have sufficient adults taking part to provide the correct ratios. Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

At least 1 supervising adult able to administer first aid is present on all trips

For EYFS at least 1 qualified paediatric first aider (with a current certificate) is present on all trips

Appropriate first aid equipment will be taken on all trips

All supervising adults will be made aware of any medical issues of 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 make regular headcounts and/or roll calls

Transport

The risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:

- the provision and required use of seat belts and booster seats (if required);
- proper vetting of the driver by the police; DBS checks
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

Transport

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group Leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal police checks.

Communication and consent

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities and the information provided will include date, travel time, destination and purpose of the visit. We will also communicate clothing and equipment required.

Funding for off-site activities is supported by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time.

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/ carers about any off-site visits.

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.

Emergency procedures and incident reporting

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number and the EVC's number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact and the EVC's number should be provided.

Before a party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the headteacher the possibility of making additional arrangements for that child.

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 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 inform part of a wider communication plan that covers how routine communication 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.

Monitoring and review

Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the visit leader(s) and the EVC or Headteacher regarding the outcome of the visit.

This policy is monitored by the governing body and will be reviewed annually, or before if necessary.

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 pupil's ability to take part fully in the trip. However, it is important to note that the visit can only proceed if sufficient contributions are received overall.

We will make sure adequate insurance is in place for all trips, including, but not limiting to travel insurance, accident and medical cover, and loss of luggage and other personal items.

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 form are obtained at least 1 month before the start of the trip

All adults, including volunteers, have had adequate safeguarding checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit.

Links with other policies

This policy links with the following policies and procedures:

Health and safety policy

Charging and remissions policy

Positive discipline policy

Safeguarding policy

First aid policy

Supporting pupils with medical conditions policy

Special educational needs and disabilities policy

Accessibility action plan

Equal information and Objective's statement



Educational Visit Plan / Journey Form

Purchase order for venue raised

☐ ☐

Purchase order for transport raised

☐ ☐

Teacher Request (6 weeks prior to event)

Date: _____ Year _____ Class _____ Qty Pupils _____ Qty Adults _____

Pupil Ratio _____ Event _____ Location _____

(1:3 RP) (1:0)

Preferred Dates _____ Teacher Trip Leader _____

(Risk Assessment must be completed at least 3 weeks prior to event)

Educational Value _____

Trip Approved by Headteacher (Signature) _____

All Day ☐ PM only ☐ AM only ☐

Departure time _____

Coach ☐ On foot ☐ Public Transport ☐ Mini Bus

Return time _____

Admin Process to be completed by LU

Proposed Cost of venue _____ Proposed Cost of Transport _____

Total Cost _____ Cost Per Child _____

Details of quotes _____

Cost Approved by Headteacher / SBM/ Signature _____

Agreed parental Contribution _____

Admin Process to be completed by LU

Name of Venue _____ Date Booked _____

Contact _____

Email Address _____ Tel Number _____

Name of Transport Booked _____ Date booked _____ Contact _____

Email Address _____ Tel Number _____

Admin Process – Communication

Diarise - School Calendar / Day Book

☐

Parent Letters detailing visit emailed / issued

☐

Permission Slips on and assigned to Parent Pay - Finance

☐

IT informed of trip letter

☐

Website updated with trip details YES/ NO

☐

FSM list required - YES / NO / NA (if Y3- 6) (circle) _____

Packed Lunches & Choices arranged with Kitchen YES/ NO / NA (circle)

Admin Process Prior to event

Purchase order raised

YES/ NO

On the Day list issued

YES/NO

Sign out Sheet completed

YES/ NO

Contact Parent Tel numbers for Teachers on trip

YES/ NO (if trip after 3.00pm return)

Permission slips all received

YES/ NO

Yellow Emergency Card to all staff

YES/ NO

Pupil Wrist Bands

YES / NO

Signed _____

Finance /Charging Process

Total cost of Visit _____ PO Number Raised _____

Agreed Contribution from Parents _____

Total Received from Parental Contributions (finance) _____

Copy filed ☐

Appendix B - Girdlington Primary School - Staff & Pupils – Signing Out Sheet

Date:	
Staff Names:	
Name of Destination:	
Time Leaving:	
Time Returning:	
Trip Leader Tel Number	
Transport Co Contact Name & Tel Number	

Number of Pupils	Class:	

Sign Out:_____ **Sign In:** _____

Appendix C - GIRLINGTON PRIMARY SCHOOL RISK ASSESSMENT FORM

Visit: Date: Year group: Trip Leader:

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Risk assessments should be undertaken by the group organiser/party leader in conjunction with all staff for any planned out of school activity. This will help to assess the levels of risk associated with the whole programme and the appropriate measures to control those risks. Each situation is slightly different, requiring account to be taken of local factors, backed up by the guidance offered by the LEA.

<u>Activity which is being undertaken</u> (include staffing ratio.)	
Total children: Total adults:	
(1 adult to 10 children is a minimum requirement)	
<u>Seasonal conditions</u> (e.g. weather, length of day light, etc.)	
<u>Description of location and travel arrangements</u> (Transport should have relevant insurance and be legally safe)	
<u>Identified hazards</u>	
<u>Who is at risk and how?</u>	
<u>Actions to be taken to avoid hazards and minimise risk:</u>	<u>SEN arrangements:</u>
<u>Medical Needs</u>	
LU to send out text to remind parents if their child suffers from travel sickness to ensure they have had the appropriate medication before they come to school.	
<u>Situations that could change while on site which will affect the safety</u>	
<u>Should more be done if we visit again?</u>	
Contact Details: Venue: Trip leader Mobile:	Travel company:

To be circulated to: **Date discussed** _____