



**OFF SITE ACTIVITIES AND EDUCATIONAL VISITS POLICY**  
**September 2025**

**Rationale**

Safely managed educational visits with a clear purpose are an indispensable part of the broad, balanced and enriching curriculum that is offered at St Anne's. They are an opportunity to extend students' learning and enhance their understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance or a lifetime interest and as such we encourage and support their role in the life of the school. We aim to enable all pupils to participate in the range of visits offered by the school.

The school's policy and procedures are formulated in conjunction with the advice, guidance and training provided by Delegated Services and their documentation and guidance. It has been written with due regard to our obligations under the public sector equality duty.

**Purpose**

- To ensure that every student has the opportunity to benefit from educational visits that will enhance learning.
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the students taking part.
- To meet DfES guidelines (1998) entitled 'Health and Safety of Students on Education Visits' (HASPEV) and DfES 3-part supplement and guidance (2002).
- To ensure that where appropriate, further advice is sought from the LA and other technically competent personnel (Delegated Services).
- To ensure that educational visits are in line with school policies on special needs, inclusion, equal opportunities, finance, charging and remission, safeguarding and behaviour.

**Types of Visits and Ventures Planned and Used**

- Teachers in liaison with the Senior Leadership Team agree the programme of main visits and activities in advance of each academic year. Where appropriate, extra trips can be added in-year.
- Within each year group's programme of work, teachers plan educational visits and activities that support the pupils' learning.
- We offer a wide range of activities which allow for the aims outlined above to be met including on site, out of classroom activity and local ventures

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Headteacher: Anna Sutherland



These activities can be categorised as follows:

- Category 1 - Routine visits to other local schools and facilities
- Category 2 - Non-hazardous day visits such as museums, theatres, workshop events, local attractions

### **Organisation and Management**

Organisation and management follows the guidance set by the National Guidance (<https://oeapng.info/>)

### **Educational Visits Coordinator**

An Educational Visits Co-Ordinator (EVC) is always in post and keeps up to date with the training offered by Delegated Services. The current EVC is **Matt Fozzard**, School Business Manager.

Off site visits and educational visits are fully integrated into the ethos and culture of the school and all key policies are considered for their relevance with adaptations or agreements made as required, in particular:

- Curriculum Policy
- Safeguarding and Child Protection Policies
- Behaviour Policy (which applies equally to off-site activities and visits as it does to conduct within school)
- SEN and Inclusion Policy
- Charges and Remissions Policy Finance Policy Single Equality Policy
- Critical Incident Policy

Many visits are managed entirely in accordance with these policies and, apart from simple additional considerations (e.g. to the site, to transportation of students), are managed as they would be in school contexts. We aim to take the ethos, culture and challenge to learning in school into all our outdoor learning and off-site contexts.

Approval systems are in place within the establishment; this process incorporates risk-benefit management; supervision; working with providers and inclusion.

### **Roles and Responsibilities**

#### **Governors**

- Approve, monitor and evaluate the Off-Site and Educational Visits Policy
- Ensure it is in accordance with other key policies
- Include as an annual agenda item a report from the HT

#### **SLT**



- The Headteacher gives consent for any trip or activity and devolves the responsibility for approval of all other trips and activities to the EVC. Supports the EVC in their role
- Agree all the off-site trips that are included on the school calendar
- Support trip leaders in their planning and preparation for trips as appropriate
- Support all staff involved in trips with regard to upholding the highest standard of discipline, health and safety and safeguarding
- EVC will approve financial viability of trips and provide advice and guidance on charges to parents and funding available, including any financial assistance parents/ carers may be entitled to.
- Business Manager to ensure Finance Department reminds parents of outstanding payments and deadline dates.
- Office to report to Business Manager if trips/activities are NOT paid for in full at least 2 weeks prior to commencement and appropriate action taken to ensure the visit is financially viable.

### EVC

- Ensure that all proposed trips are planned using the school documentation in full and that planning considers all aspects outlined within this policy
- Raise any concerns with SLT immediately
- Support trip leaders in ensuring that all procedures for trips are followed
- Assist in the induction of new staff to the trips planning procedures
- Keep up-to-date with DfE and LA guidelines for off-site trips and acts as staff advisor
- Attend regular training on the area of educational visits and updates EVC training once every three years
- Ensure that an up-to-date record is kept of staff qualifications relating to off-site and educational activities and facilitates the appropriate CPD for staff as required.

### Trip Leaders

- Follow all procedures detailed in this policy
- Visit the site ahead of the activity to anticipate risk for class and individuals (during assigned PPA time)
- Discuss and submit for consideration every proposed activity / trip with the Headteacher and EVC
- Provide a suitable risk assessment for sign off by the EVC and Headteacher
- Complete the on-line booking form in good time adhering to deadlines for those trips so that all bookings can be made and paid for in a timely manner
- Ensure that charges for the trip are in accordance with school policy and liaises with the EVC for approval.
- Liaise with EVC to ensure letters to parents are consistent and appropriate for trip
- Liaise with office regarding dates for payments to allow parents sufficient time to pay Submit full risk assessments and complete other documentation as required by the
- Work closely with the EVC to ensure all aspects of safety detailed through the school documentation are considered and all areas attended to in full



- Ensure all staff not currently employed by school who are participating in the trip are DBS checked as appropriate to their role
- Attend all meetings called in order to ensure good planning and safety
- Provide guidance to accompanying staff and parents on all safety matters.
- Verbally brief parent volunteers on any required aspects of the visit's risk assessment using professional language, to preserve dignity and confidentiality of key children.
- Ensure parent volunteers receive and sign the Parents Charter for School Visits in advance of the trip (See Appendix 1)
- Put the safeguarding, health, welfare and safety of pupils on trips first at all times. Maintain high standards of discipline on trips in order to enhance safety
- Check with the Office that all trips/activities are paid for in full at least 2 weeks prior to commencement.
- Name the member of staff who will have responsibility for the administration of medicines on the school trip

### **Other Supervisory Staff**

- All staff assisting with supervision on any trip will be conversant with the school's policies and procedures
- All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- All staff will ensure that once the trip has started, any previously unforeseen hazards or risks identified are brought to the attention of the Trip Leader.
- Staff will feedback information to the Trip Leader to enable a full review of the trip to be completed.
- The member of staff (first aider) with responsibility for administration of medicines on school trips must be identified by the trip leader and appropriate training undertaken, if required, in advance of the trip. If a student receives medication whilst on a school trip, the named member of staff will complete a medication sheet (obtained from the office) with the details of date, time, name of the medication and dosage.
- On return from the trip, any completed medication sheets are passed to the office so that children's health profiles on the school's MIS can be updated.

### **Selection of staff**

- Staff must be allocated to school trips /visits based on the following criteria which relate to risk management:
- competence qualifications
- previous experience of the activity
- knowledge of the students, the location or the specific activity being undertaken
- Staff must be allocated with regard to the age of the students attending the trip /visit.



- Staffing must meet the required ratios for any school trip / visit: Nursery 1:3, Reception – Year 2 1:6
- Staffing can comprise of teaching staff, LSAs and other support staff but this must be managed to ensure the appropriate balance given the nature of the activity and the students attending. It may also comprise of other adult volunteers known to the school e.g. former members of staff, provided they hold current DBS checks and meet the criteria for risk management above. Colleagues must consider the selection of staff on the smooth running of the rest of the school and ensure impact is limited across the school wherever feasible.
- Staffing for any trip should be as balanced as possible to allow for younger or inexperienced staff to be included and to learn about educational visits / activities from more experienced and / or senior staff. There must, therefore, be equality of opportunity for staff to participate in trips / visits.

### Communication with Parents

- Signed parental consent is not needed but there is a legal requirement to inform the parents/carers that their children will be taken off site.
- The onus is on the parent / carer to update the school in the interim if there have been any changes regarding medical information. The newsletter, MCAS and the school website will be the main vehicle for communicating these types of activity where providing information too far in advance is not feasible.
- Parents must be supplied with full information regarding the visit. This must be sufficiently comprehensive for parents so that they are clear about:
  - Venue(s) and travel arrangements (particular mention must be made if staff cars are to be used as a mode of transport)
  - Dates and times of departure and return where visits exceed beyond the school day
  - The nature of activities
  - Financial contribution expected from parents and dates when payments due
  - Contact system in case of emergency
  - Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours.

### Cancellations / Withdrawals

- In the event that a student cancels their participation on an Educational Visit, monies will only be returned at the discretion of the headteacher due to the school needing to cover costs already incurred.
- The school reserves the right to withdraw any student from an Educational Visit if the student repeatedly displays poor standards of behaviour in school and it is considered that this behaviour would pose a serious Health and Safety risk on an Educational Visit.



### Supervision

- Supervision includes agreements on ratios, which are never exceeded and frequently improved.
- The strategies to be used are dependent on typical risk factors of the group or individuals concerned, the site or location, the leaders present (including ratios) and other factors such as transport or weather etc. These are agreed as part of the planning process and can be adapted to changing circumstances, for example 'Plan B' where we always plan clear alternatives when it is necessary or prudent to do so.
- All staff in a supervisory capacity will have been selected for their experience and skills

### Transport

A variety of transport is used following LA guidance:

- Buses (local, non-motorway travel) and coaches (through recognised suppliers)
- Taxi for small group trips

### Inclusion

St Anne's is committed to ensuring that all pupils have access to educational trips and visits wherever possible. The following principles apply:

- **Inclusive Practice:** All reasonable adjustments will be made to enable pupils to participate in trips and visits. The nature of these adjustments will depend on whether the trip is essential to the curriculum.
- **Balanced Decision-Making:** Decisions must balance curriculum value with the health and safety of the child or young person, as well as others attending the trip.
- **Reasonable Steps:** Every reasonable step will be taken to include the pupil. However, if these steps cannot ensure their safety and/or that of others, attendance may be deemed too high a risk.

**External Advice:** In cases where risk remains significant, the Educational Visits Coordinator (EVC) will seek clarification and advice from an external health and safety consultant.

### Safeguarding

- Employment checks in line with the Safeguarding and Child Protection Policy are carried out on all staff attending trips.
- Parent volunteers do not undergo employment checks and therefore must be supervised by a member of staff at all times. They are also required to read and sign the Parents Charter for School Visits in advance of the trip (See Appendix 1)
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- Where relevant, selection of external providers or outdoor centres will be made in line with guidance from The Outdoor Education Advisor's Panel.



### **Risk – Benefit Assessment**

- As part of planning an off-site activity, the process below must be followed:
  - There must be an analysis of the benefits of the activity translated into clear objectives and expectations.
  - There must be an assessment of the risk of harm and its likelihood made, followed by putting clear control measures in place so that they can be satisfactorily managed
  - A pre-visit by key staff is considered an essential part of reviewing the location and its ability to realise the benefits and be managed. Very well-known and used sites may be checked by contacting key personnel prior to re-visiting and web-based information is increasingly available and useful (with a decision on whether this is sufficient made by the EVC and Headteacher).

### **Incidents and Emergencies**

- The School's Critical Incident Policy is used as the basis for all incident and emergency response
- Any concerns or 'near-misses' are discussed with the EVC so that future changing strategies and are reported to Delegated Services.

### **Monitoring and Review**

Outdoor learning/off-site and educational visits are to be monitored by trip leaders and the EVC in the following ways:

- Individual staff reviews contribute to the feedback on the quality of ventures and recommendations for the future
- Complaints are reviewed through the school's complaints procedures.
- The policy is reviewed every three years or as required if regulations, guidance or circumstances change



### **APPENDIX 1 - Trip leader checklist – an electronic version of this list will be provided for trip leaders to complete in advance of the trip taking place**

- The risks of all aspects of the visit have been considered and it is clear what leaders need to do to manage the risks
- There is access to first aid appropriate to the group and environment
- Suitable insurance is in place
- There are alternative options (a 'Plan B') as necessary
- There are emergency procedures for which leaders and emergency contacts have been prepared
- I have access to sufficient funds and an effective means of communication in case of emergency
- External providers and facilities meet expected standards
- Any contract with a provider is satisfactory and has been agreed by an authorised person in my establishment
- I am clearly identified and approved as the Visit Leader and am aware of my responsibilities
- All leaders and helpers are clear about their roles, can fulfil them competently, and have been approved
- Participants have been well informed about what is expected of them.
- Safeguarding issues are addressed
- Inclusion issues are addressed
- Medication issues are addressed
- Dietary issues are addressed
- There are sufficient leaders and helpers to ensure effective supervision and deal with incidents and emergencies
- If the visit involves an external provider, there is clarity about the respective roles of provider staff and establishment staff
- Leaders and helpers have received all relevant information about the visit and the group, and are clear about any risks and their role in managing them.
- I have kept my Educational Visits Coordinator (EVC) informed during the planning process.
- The programme of activities is designed to achieve the visit's intent, and is appropriate to the nature of the participants.
- The risks involved in specific activities have been considered
- The Visit Leadership Team includes leaders competent in the planned activities, or a suitable provider has been contracted to lead the activities.
- Travel/transport arrangements are appropriate
- Parents have been fully informed about the visit, and have given their consent if this is required
- Up to date contact details, medical information, dietary requirements and information about special needs are available and shared appropriately with the Visit Leadership Team and any provider
- Where appropriate, participants have been involved in planning, including identifying and deciding how to manage risks.
- Plans for the visit comply with current guidance about epidemics such as coronavirus



- Environmental factors (e.g. weather, daylight hours, water levels, natural and man-made hazards) have been considered
- Accessibility issues are addressed
- I have undertaken a preliminary visit, or am already familiar with the venue and any provider, or have sufficient information from other sources
- The risk of terrorism has been considered
- My decision is that this visit is well prepared and should take place.
- The visit plan has been approved by my establishment/employer if required.



**APPENDIX 2 – An electronic version of this form will be made available to all parent helpers**

### St Anne's Infants' School



### Parents' Charter for School Visits

Thank you for offering to help on our school visit, we couldn't run the trip without you!  
**Please read through, sign and return this charter to the class teacher in advance of the trip.**

- Unless you hold a DBS certificate with St Anne's Infants', you and your group must remain under the supervision of a member of school staff at all times.
- The trip leader / class teacher will brief you about any specific aspects of the risk assessment that you need to be aware of. It is likely that you will be asked to supervise a small group of children. This will involve:
  - keeping the children together at all times, including visits to the toilet
  - helping children to complete tasks and encouraging them to ask questions
  - ensuring that children remain responsible for their belongings
  - ensuring safe, respectful and appropriate behaviour from the children
- If a child approaches you with an ailment or injury, please inform a member of school staff immediately. We have designated First Aiders who will be able to assess the matter.
- Be aware of any health and safety issues that may arise during the visit and report them to a member of school staff immediately.
- If you need any assistance during the trip, speak to a member of school staff.

#### **We ask that you:**

- do not smoke whilst on the trip
- do not bring siblings
- stay with your group at all times
- only use your mobile phone in an emergency
- do not take photos or videos on your mobile phone
- keep all school-related information confidential including, children's needs, behaviour or incidents that may occur
- act in a manner that upholds the school's reputation

**Important** If a child discloses anything to you that could be a safeguarding issue, please speak to the child's teacher immediately.

Name:

Date:



# St Anne's Infants' School & Nursery

## Reach for the Stars

Trip attended: