



## Policy for Educational Visits and Activities

<b>DATE APPROVED BY ST. STEPHEN'S C OF E PRIMARY SCHOOL</b>	Spring 2026
<b>REVIEW DATE</b>	Spring 2027
<b>APPROVED BY</b>	Teaching & Learning Committee

All schools offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life. To enrich the curriculum for the children, we also offer a range of educational visits and other activities that add to what they learn in school. For the purpose of this policy, a visit is where a trip is made within one day and a journey involves an overnight stay.

In school, we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All children are expected to take part in educational visits and financial support will be provided if this is a barrier. .

### Curriculum Links

The school covers all the National Curriculum within school. **However, at times, the school may wish to provide children with further additional opportunities linked to the curriculum by taking the children on educational visits or providing workshops. As these are an addition to the curriculum, we request voluntary contributions from parents. If we are unable to raise enough funds the activity will be cancelled. Children may also be invited to represent the school for other activities such as off-site sporting fixtures and music events.**

### Approval of Visits

Category A: All to be approved by the Local Authority

- Journeys involving an overnight stay at or away from the school, in this country or abroad
- Day visits to activity centres
- Day visits involving activities near water (eg. River, lake canal), coastal or mountainous areas

*The Headteacher is responsible for ensuring risk assessments have been carried out and the trip co-ordinator is responsible for completing the application form for approval at least six weeks (during term time) in advance for Category A activities and sending it to the Health and Safety Unit.*

Category B: All to be approved by the Headteacher.

- Visits to exhibitions, museums, theatres, libraries, etc
- Visits involving activities or fieldwork NOT near water
- Local surveys
- Sports or recreational events
- Swimming/paddling activities under lifeguard supervision and within designated areas eg. Swimming Pool

*The Headteacher is responsible for approving Category B activities and ensuring that risk assessments have been carried out.*

### Permissions

On entry to the school, parents complete a permission slip/google form that covers taking the children on local visits such as to church or to another school to use their sports facilities. Parents are also informed through the newsletter when these are taking place.

For all other visits, parents must complete and return a permission slip in order for their child to attend. These must be received, along with any necessary payment, one week in advance. We do not accept verbal permission.

Opportunities for visits that arise at short notice will be considered by the Headteacher and authorisation will be at their discretion.

### Planning of Trip

Class teachers are responsible for deciding on the trips that would benefit their children. Trips must always have an educational benefit and be linked to the curriculum intent.

Class teachers must complete an Application for Approval form - see google form and submit it to the School Trips Organiser four weeks in advance of any planned Category B visit (six weeks for a Category A journey).

Every trip must have a **named lead** who will be responsible for liaising with the trip coordinator. Before submitting the form, the lead must check that the dates do not clash with other events and inform anyone that may be affected e.g. specialists teachers or intervention teachers.

#### Roles and Responsibilities

**The Governing Body** is responsible for establishing the policy for the school, including procedures for the approval of visits / journeys; monitoring; prioritising action where resources are required. A full summary of **responsibilities, from LBRUT to pupils, can be found in Appendix.**

**The Headteacher** is responsible for approving educational visits and journeys and ensuring that appropriate risk assessments have been carried out.

**The School Trips Organiser** will check the trip form is filled in fully and that a trip leaders has been named and then investigate: availability of event/ workshop, transport [ including booking of free TFL tickets,] total costs per child, check possible clashes with other events, gain authorisation for the trip from the Headteacher before submitting it to the LA, seek approvals from LA where appropriate [ Cat A], send communications to parents and gain their consent, organise parents all helpers and check they have a DBS and have read the current Safeguarding Policy. In addition, the trip coordinator should investigate safe places to stay in case of suspension of transport e.g. local schools or churches. The school trips organiser will also organise emergency contact numbers.

The trip coordinator must also liaise with the kitchen to plan packed lunches or any cancellation of lunches.

All paperwork must be kept in a folder so that it can be reviewed at any time. Signed copies of risk assessments must be kept in a separate folder and any notes to do with issues arising must also be stored here too.

Regular reviews must be undertaken on the processes to ensure they are in line with current safeguarding policies.

**The Leader** for each visit is a qualified teacher / sports coach. They are responsible for leading the visit / journey. In the case of school journeys, a deputy party leader is also appointed who is able to take over the party leader role if required.

They will be responsible for: briefing the Headteacher and ensuring that all paperwork/ necessary organisation/ resources are completed in advance. They are also responsible for completing a pre- visit and risk assessment. The risk assessment must be completed at least 3 weeks in advance of the trip.

All trip leaders carry a mobile telephone on each visit and ensure that the school office has an up-to-date record of their number should they need to contact them. It is also advisable for the party leader to exchange telephone numbers with all the adult helpers on a trip, if the groups will be separated during the visit.

The party leader must provide all accompanying adults with a schedule of the days events, group lists, any other important information and the risk assessment summary. A copy signed by the headteacher also needs to be given to the school office.

The party leader and deputy leader will carry an emergency identification card with them.

If a party is split into groups, it is made clear by the party leader who is in charge of each group.

**The teacher/s;** reading all paperwork related to the trip/ journey, supporting with organisation; briefing other support staff and supervisors involved; briefing parents and pupils about the visit[ including the devising social stories] , tasks and behaviour; understanding and adhering to risk assessments; understanding what to do in an emergency situation and reporting any issues at the end of the visit, if necessary. All teachers are familiar with the school and borough's policy and guidelines concerning educational visits and journeys and emergency procedures.

### **Adult Supervision**

Most activities and visits fall within the normal school day and will therefore be included in 'directed time'. However, where an activity falls partly or solely outside the school day, such as a school journey, members of staff are required to volunteer their services.

Minimum staffing ratios are set out below and are in line with the LA policy. It must always be remembered that minimum requirements should never automatically be regarded as the appropriate level of supervision. Increased ratios may be needed depending on the nature of the visit, the age and characteristics of the children, and the skills and experience of the teachers. As high standards of safety remain paramount, visits do not take place if they cannot be appropriately staffed. These ratios must always include a teacher and two other members of staff (one of these must be a first aider) and the minimum number of adults for any overnight visits is three. For local visits, (within walking distance), the third person may be a parent helper. When taking extra staff members from school, consideration must be given to ensure their timetable of activities are covered and their teachers are able to release / swap them.

Age Group	Category B - Day Visits outside 3 local area	Category A - Overnight Journeys
Reception	1:5	N/A
Key Stage 1	1:10	N/A
Key Stage 2	1:15	1:15
		<p>The minimum number of staff on any journey or visit must be three. At least one must be a first aider.</p> <p>Please note that the ratios may change according to the school risk assessment. e.g. where the school journey is based on one site and there are additional staff from the centre, we may change the ratios as the risk is lower.</p>

Supervisors who can attend a visit or journey in addition to qualified teachers working at the school may be non-teaching staff, parents and students undergoing initial teacher training. They must be over 18.

Only children from St Stephen's are able to go on the trip / visit and supervisors are not allowed to bring their own children who are not class members on the visit.

### **Category A Supervision**

For school journeys, supervision is 24 hours a day and all staff are expected to act towards the pupils as a careful parent would towards his or her children in similar circumstances. The responsibility is not lessened because the duty is undertaken voluntarily. In all cases where the teacher has accepted the care of the child, he or she must take precautions for their safety. School rules should still be applied to ensure the discipline and control of the pupils. There is always a minimum of two teachers on a visit involving an overnight stay and, where possible, male and female staff accompany mixed groups of children. At the end of the visit, the party leader ensures arrangements are made for the dismissal of all children to an adult/ older child named by the parent.

Communication systems must ensure that all staff are contactable at all times. At least one member must be acting as Trip Leader at that time. It should be remembered that an off-duty adult could be called on-duty in an emergency at any time.

Any teacher or supervisor must not consume alcohol.

#### Pupils Not Under Direct Supervision

The proposal for any individual pupil to undertake an activity independently without direct supervision needs to be properly assessed in terms of their skills and experience. Parents should always be fully informed of the aims and objectives of this independent work and have signified their agreement to it as part of their consent to the visit / journey.

#### Dismissal of Pupils Off-Site

The dismissal of pupils off-site at the end of a visit / journey must be cleared in advance with parents as part of their consent to the journey / visit. No pupils must be left on their own following a visit if parents are expected to collect their children. A child is not allowed to leave the staff without a named adult.

#### Security Checks on Supervisors

Supervisors on a school journey must have full DBS check. Supervisors who are left unattended with individuals or a group of children must be also fully DBS checked.

Supervisors on visits, where they are in sight of the party leader at all times, do not need to be DBS checked but may be risk assessed by the Headteacher. They must not be alone with children at any time.

#### Risk Assessments

The underlying basis of health and safety care is to control risks. When planning an off-site visit all the potential risks to children and adults undertaking the visit are identified and controlled, where possible in order to confirm that everything reasonably practicable has been done to prevent harm.

Generic risk assessments can be found in Google/ Health and Safety/ Risk Assessments. The party leader may use these as a guide but must consider the risks rather than copy those already in place.

The party leader needs to list all the activities that are part of the entire journey or visit. These assessments for Category A visits need to be sent to the LA with the relevant form six weeks in advance during term time.

Risks should be assessed LOW, MEDIUM and HIGH taking into account:

- Medical risks
- Additional needs
- Behaviour difficulties
- Risks related to the journey to and from visit
- Roads/pavements - related danger from cars/ cycles
- Transport and possible accidents/ breakdowns/ cancellation of public transport services [ alternative routes/ safe places]
- Lost children
- The type of activity and the level at which it is being undertaken
- The location
- Transitions/ toilets
- The competence, experience and qualifications of school supervisory staff
- The ratio of competent, experienced and qualified centre staff to pupils
- The age, competence, fitness and temperament of the pupils
- Seasonal conditions, weather, timing
- Possible local risk e.g. barbed wire, stinging nettles, trip hazards
- Critical incidents including a safe place if transport systems are suspended

- The controls put in place

LOW	No action required. No additional controls required. Monitoring required to ensure controls are maintained.
MEDIUM	Action should be taken to reduce the risk through improved control measures.
HIGH	The activity should not take place until the risk has been reduced.

The party leader carrying out the risk assessment should record it and provide copies to all teachers / supervisors on the visit / journey with details of the measures they should take to avoid the risk. The LA and the Headteacher should also be given a copy if it is a category A visit. Governors should review risk assessments during safeguarding/ monitoring visits at least annually. It can then be seen that effective planning has taken place.

It is the duty of the provider eg. School journey centre to issue risk assessments for specific activities and onsite arrangements.

A programme of activities should include specific requirements for the frequent checking of pupils numbers ie. Head counts. This should be done every time there is a transition.

### **Preliminary Visit**

Where a school has not had previous experience of a particular venue, it is likely to be important to conduct a preliminary visit. This may also be necessary when a new leader is leading the journey.

### **Fire Drills**

On arrival at a venue, supervisors should instruct pupils about means of escape and a fire drill should be carried out. A note of this should be made in the school journey log.

### **First Aid**

The level of requirement for first aid should be ascertained through risk assessment, however it is essential that at least one designated first aider accompanies all visits and journeys. This staff member must have an up-to date qualification having completed a First Aid at Work course. When allocating a first aider to attend your trip, consideration must be given to ensure that adequate first aid cover remains in school.

The first aider/s are responsible for keeping and administering medication and dealing with illnesses and accidents. They are equipped with a portable first aid kit and may also make use of first aid resources at the place of the visit.

Prior to each visit the first –aider collects the first aid kit and medicines needed for individual children in the class and completes a checklist of these which is given to and checked by the class teacher. The class teacher then signs the checklist to confirm that they have undertaken a visual check that any epi-pens and other emergency medicines that are kept separately from the class bag, are included in the medical kit.

Within the risk assessment ,for day visits, there must be provision for the first aider to be released from a group of children in case they are needed to administer emergency medicine. There must be plans for what happens to any children being monitored by the first aider. . All accompanying adults should be made aware of any special medical needs of the children in their group and carry any necessary medication. Any incidents must be reported on Evolve and where appropriate direct verbal contact with parents.

## Medical Form

All children and staff attending a school journey are required to complete and return a medical form (Appendix ) detailing allergies, illnesses, medication and dietary information. Parents also use this form to give permission for emergency treatment and advice and whether remedies, such as Calpol, may be administered to their child.

Pupils with specific medical needs eg. adrenaline (auto-injector), should be treated as if on Category A journey for ANY visit or journey and medical information taken with the staff member, who should be trained, confident and willing to administer the medication as required. All staff receive training in anaphylaxis and asthma and other relevant medical conditions should be ready to take control in an emergency.

A copy of all medical forms for Category A journeys will be kept in school and the First Aider will keep a copy with them on the trip.

## Medication

Any medicine used regularly for a child should be taken on the journey. This must be checked before any trip or journey.

Insulin, adrenaline (auto-injector)and some asthmatic prescriptions, medicines, including travel sickness tablets should be handed to the first aider prior to the start of the journey and should be clearly labelled with the name of the medicine, the reason for its use, the name of the pupil and the amount and timings.

Administrations of any medicines or first aid treatment must be entered in the school journey log/ risk assessment.

If a child's medication is found to be missing when the destination is reached the local practitioner or local hospital should be contacted immediately. A doctor will normally be able to arrange the issue of a prescription.

If staff members are concerned about whether they can provide for a pupil's safety or the safety of other pupils on a trip because of a medical condition, they should seek general medical advice from the School Health Service or further information from the parents. In case of an emergency, the trip leaders must phone 999.

It is essential that school journey centres and instructors have the relevant information regarding the medical needs of pupils in their groups. This should be sent in advance and should be checked before each activity begins.

The name, address and telephone number of the nearest doctor, dentist and hospital with an accident and emergency unit needs to be known in advance of any journey.

Where children are split into groups, the supervising adult is made aware of any medical needs of the children in their group.

## Emergency Treatment

The medical form asks parents to agree that, in the event of an emergency, pupils be given any treatment necessary. In such an event, parents should, if possible, be contacted by telephone. It is important that the person giving such treatment is qualified to do so.

### Accident Report Forms

The Authority's accident report form should be completed online as soon as possible for any accident which occurs on a visit/journey. You must also ensure that you report any accident to the venue / centre as they will need to ensure that any actions required on their part are taken. It is a good idea to take a blank copy of the accident report form with you to ensure you capture the correct information.

### Critical Incidents

In the event of an emergency on a visit or journey, the procedure is to notify immediately the headteacher who will then contact the LA and procedures will be followed as set out in the School's Emergency Action Plan ( this includes contacting parents). Staff accompanying children on a visit / journey should follow the direction of the emergency services.

### Insurance

The school has liability insurance cover for employees, supervisors and pupils for third party risks and professional indemnity. This applies to visits outside school and overnight journeys where payments have been made.

To comply with the insurance rules for a visit or journey, party leaders should complete and return the Application for Approval of a Visit or Journey Form, four weeks prior to the visit and hand it into the office who will check the details, obtain authorisation from the Headteacher then submit the form, along with any appropriate risk assessments.

### Transport

Teachers and supervisors who are DBS checked may use their own vehicles for visits but must inform their insurer that their vehicle is being used for business purposes. Parental consent must be obtained before pupils travel in teachers / supervisors vehicles. In an emergency, such as taking a child to hospital, the LA provides insurance.

Parents may also transport pupils if they are DBS checked, but the parents of the children being transported are informed that transport will be in private vehicles and give permission.. Insurance cover is through the parent's policy.

Under no circumstances should a child be transported without a seatbelt and they should not be seated in the front seat. When this is unavoidable, consideration must be taken as to whether they could be injured should the airbag be deployed. Whenever children are travelling in a vehicle they should always have their own seat and a FULL seatbelt and if necessary, parents will be asked to provide a booster seat.

When assessing staff ratios, the driver CANNOT be counted as a staff member for the purpose of staffing ratios.

Where a commercial concern is providing transport for a visit/journey, their vehicle insurance will cover pupils and supervisors while they are in the vehicle.

We frequently make use of public transport for visits and risk assessments are in place for this. The mode and cost of transport is considered by the Headteacher when approving the visit/journey.

Children are given advice as to what they should do if they are lost or separated from their group when travelling on public transport. This procedure is included within the risk assessment.

For children who are under 135cm tall, they must bring a booster seat if they are travelling in a private car. Parents need to be informed of this via the newsletter. When travelling on a minibus or coach, all children must wear seatbelts but booster seats are not required.

### **Discipline and Behaviour**

Children are clearly informed about the behaviour that is expected of them while on a visit or journey and this is consistent with the school's behaviour policy. There are also regular briefings concerning behaviour and safety procedures.

Children are not permitted to take mobile telephones; electronic devices or games or valuables, such as jewellery, on visits or journeys. However, cameras may be permitted at the discretion of the party leader.

Supervisors are made aware of any particular needs of the children in their group and strategies that may be employed to deal with these.

Parents and children who attend a school journey are required to sign a code of conduct for school journeys, which clearly lays out expectations and sanctions. A parents' meeting for school journeys will be held approximately a month in advance of the trip where behaviour expectations and sanctions will be communicated to them. In exceptional circumstances, a child may be sent home at the expense of the parent.

#### Communications

Suitable arrangements will be made in advance about the notification of the safe arrival on a school journey. This will be done via the parent reps or other methods agreed in advance. If a parent/ carer does not access the class WhatsApp group, they should inform the school so they have a method of contact in case of emergency.

If parents need to contact their child in the case of an emergency, their first point of contact is the school. If the emergency occurs out of school hours, a designated person on the telephone tree should be contacted who will contact the Headteacher directly on their behalf.

#### Record Keeping

A log is kept during a school journey. As well as including brief diary entries, this records safety briefings, fire drills and notes about risk assessments as they arise. All administration of medicines and first aid are also recorded in this log. While on the journey a list of all current emergency contacts for every pupil and staff member should be kept with the log.

The party leader also records significant incidents of behaviour and the action taken as a consequence. All records relating to school journeys are kept for a minimum of 3 years. If there is an incident on a school journey which could give rise to a claim, records are kept until the child concerned reaches 21.

No written account is required for visits, but the Headteacher would request a written account from the party leader concerning particular incidents.

#### Local Extra Curricular Events / Sporting Fixtures

Approval for local off-site sporting fixtures and extra curricular events needs to be sought from the Headteacher at least one week in advance. As these are often arranged on a termly basis, individual application for approval forms do not need to be completed for each event. Consent must still be obtained from parents and the minimum staffing ratio is 1:15, plus one other adult. These adults must include at least one member of staff and a first aider. Careful consideration needs to be given to fixtures taking place during school time to ensure that staff attending the fixture can be adequately covered in school.

#### Charging For School Visits

Educational visits and activities usually have financial implications. Parents are strongly encouraged to contribute towards the cost of such activities on a voluntary basis.

Where the activity is linked to the area of study being undertaken in class, children will not be prevented from taking part if a direct payment is not received, or due to an inability to pay any costs (parents are asked to see the group leader or Educational Visits leader if they have problems with payment). However, where the visit is in addition to the curriculum area being studied e.g. an end of year class trip; it is at the discretion of the

school whether a child who has not paid will be able to take part. It may be possible for schools to secure financial help for pupils. Please contact the office and they will help you.

If sufficient contributions for any visit or activity are not received it is possible that these activities will not be able to go ahead.

If children are allowed to take pocket money on the trip or journey, the amount is the same for each child and may be included in the cost of the visit, depending on the age of the children. A supervisor is responsible for daily distribution of money during a school journey.

**Please note that the school charges for the cost of the trip/ workshop, transport and any other associated costs to trips. e.g. parent pay costs**

## Appendix C

### Summary of Responsibilities

London Borough of Richmond upon Thames

Ensuring that all personnel and operations comply with health and safety legislation.



Richmond upon Thames Education and Children's Services

Establishing policy/standard; monitoring; providing advice, support and training.



Health and Safety Officer (Education)

(Corporate Health and Safety Unit)



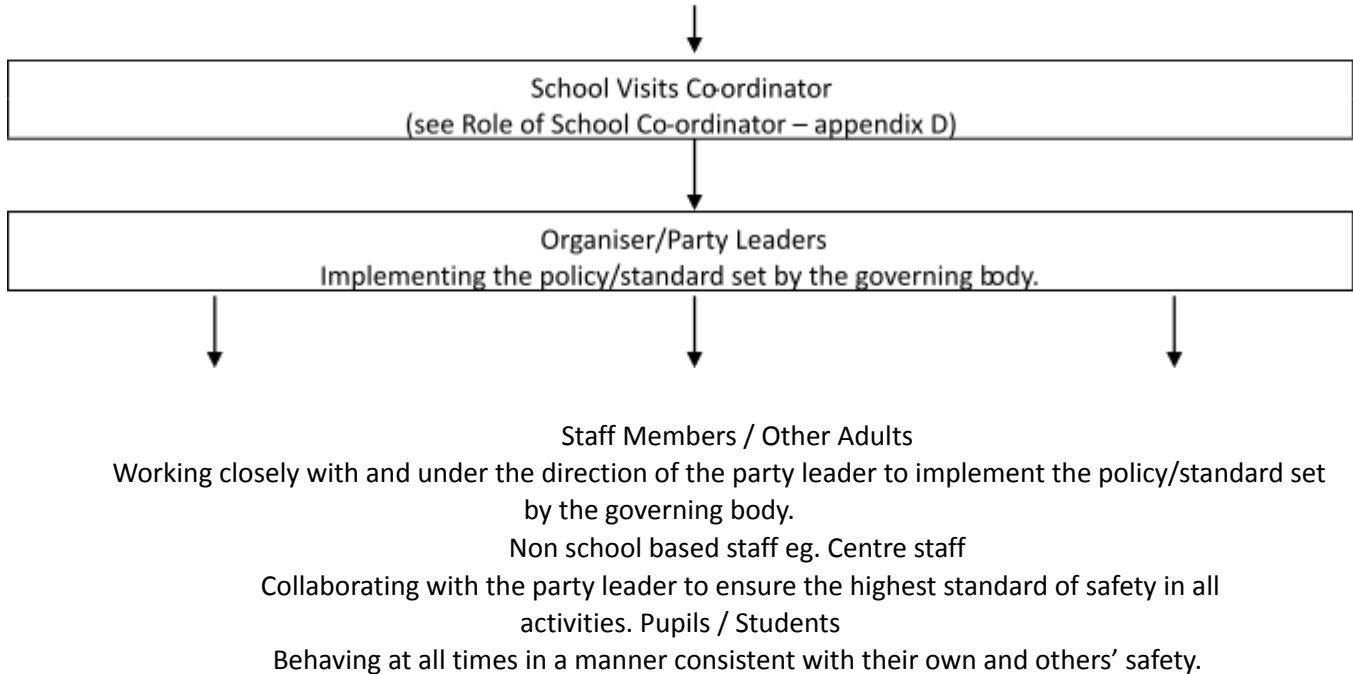
Governing Bodies

Establishing policy/standard for the school, including procedures for the approval of visits/journeys; monitoring; prioritising action where resources are required.



Headteachers

Managing all visits and journeys in accordance with the policy/standard set by the governing body. Approval of visits/journeys. Delegation of responsibilities to appropriate staff members.



*Take from 'School Journey and Visit Guidance', LBRUT, September 2008*

## Appendix



1. Child's name \_\_\_\_\_
2. School journey to \_\_\_\_\_  
From: (date/time) \_\_\_\_\_ To: (date/time) \_\_\_\_\_
3. Medical information
  - i. Name and address of family doctor (GP):  
\_\_\_\_\_  
\_\_\_\_\_
  - ii. Child's date of birth: \_\_\_\_\_
  - iii. Is your child at present under medical supervision or any form of medical treatment?  
 Yes       No

If yes, please give details:

Condition: \_\_\_\_\_

Treatment: \_\_\_\_\_

Name of hospital attended (if applicable): \_\_\_\_\_

If your child is taking any medicines, a supply sufficient to last the visit/journey must be given to the party leader on or before the departure date, together with written details of the dosage copy of the doctors prescription form and times of administration. This applies also to medicines which may be needed only occasionally. If appropriate, in accordance with medical advice, your child could manage his/her own medication

iv. Has your child, in the past, suffered from:

Asthma: Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Hay fever: Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
Epilepsy: Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>

Other allergies? (eg. allergies to antibiotics/plasters/food etc) Please provide details:

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Any serious illness?: \_\_\_\_\_

v. Have any restrictions been placed on your child's activities on medical advice?:

a) swimming:	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
b) climbing or using equipment at heights:	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c) strenuous activities:	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
d) other:	<hr/>	

vi. Is there anything your child should not eat?: \_\_\_\_\_

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vii. Does your child wet the bed?  Yes  No  Occasionally

(This would not necessarily prevent your child from travelling but it is important that the party leader should know.)

viii. Does your child suffer from travel sickness?  Yes  No  Occasionally

ix. Has your child been vaccinated against poliomyelitis?  Yes  No

Please give date: \_\_\_\_\_

x. Has your child been protected against tetanus?  Yes  No

Please give date: \_\_\_\_\_

xi. *NB: Parents should notify the party leader in writing if there is any change in the medical information given above before the journey commences. Parents should obtain advice from the family doctor or school medical officer, and also notify the party leader, if the child comes into contact with an infectious disease during the three weeks before the journey.*

4. Declarations

- i. I consent to: (child's name) \_\_\_\_\_ being examined, if necessary, by the school medical officer, prior to the journey.
- ii. I consent to: (child's name) \_\_\_\_\_ receiving any emergency medical, surgical or dental treatment, including anaesthetic, as considered necessary by the medical authorities present.
- iii. These medicines will be available if required. May they be used on your child?

Calpol       Yes       No  
Calamine             Yes      No

Signed: (Parent/Guardian) \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel no: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile tel nos: \_\_\_\_\_

Telephone numbers for emergency contact for period of the visit/journey if these are different from the home number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_