



Gatten and Lake Primary School
Oaklyn Gardens
Shanklin
Isle of Wight
PO37 7DG

Greenmount Primary School
St Vincent's Road
Ryde
Isle of Wight
PO33 3PT

Educational Visits Policy

April 2025

Signed:

Signed:

Headteacher:

Chair of Governors:

Date:

Date:

Review Date:

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Statement of Intent

This is the Educational Visits policy for pupils of The Federation of Greenmount and Gatten and Lake Primary Schools,

The aims of this policy are as follows:

- to set out the Federation's approach to the planning and implementation of Educational Visits in order that everyone involved understands their responsibilities and can participate fully
- to establish a framework for managing risks and challenges to the health, safety and welfare of pupils on Educational Visits that is proportionate
- to actively promote the well-being of pupils

This policy forms part of the Federation's approach to promoting child safeguarding and wellbeing, which seeks to ensure that the best interests of pupils underpins and is at the heart of all decisions, systems, processes and policies.

1. Legal framework

This policy has been prepared to meet the School's responsibilities under:

- Statutory framework for the Early Years Foundation Stage (DfE)
- Education and Skills Act 2008;
- Children Act 1989
- Childcare Act 2006
- Equality Act 2010
- Health and Safety at Work etc Act 1974
- Data Protection Act 2018 and UK General Data Protection Regulation 2018 (UK GDPR)
- SEND Code of practice: 0 to 25 years (DfE and Department of Health, January 2015)

This policy has regard to the following guidance and advice:

- Health and safety on educational visits (DfE, November 2018)
- Health and Safety Executive: School trips and outdoor learning activities (Health and Safety Executive (HSE), June 2011)
- Health protection in education and childcare settings (UKHSA, May 2022)
- First aid in schools, early years and further education (DfE, February 2022)
- Keeping Children Safe in Education (DfE, September 2024)
- National guidance for the management of outdoor learning, off-site visits and learning outside the classroom
- School and college security (DfE, November 2019)
- Emergency Planning and Response for Education, Childcare and Children's Social Care (DfE, updated May 2023)

This policy operates in conjunction with the following school policies:

- Charging and Remissions Policy
- Child Protection Policy
- Behaviour Policy
- Data Protection Policy
- GDPR Policy
- Health and Safety Policy
- Intimate Care Policy
- Online Safety Policy
- Pupil Premium Strategy
- Records Management Policy
- Safeguarding Policy
- Special Educational Needs and Disability Policy
- Staff Code of Conduct
- Staff ICT and Electronic Devices Policy
- Supporting Pupils with Medical Conditions Policy

2. Definitions and Interpretation

Where the following words or phrases are used in this policy:

Adventure Activities include but are not restricted to activities such as winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking, water sports or activities in or around water. An activity may be considered to be adventurous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain, in or near water or areas considered to be politically, economically or socially unstable.

Contingency Plan means a Plan B in the event the planned activity on an Educational Visit cannot be undertaken safely.

Educational Visit includes but is not restricted to the following activities which are off-site and arranged or facilitated by the School at any time:

- (a) study and cultural visits;
- (b) hazardous and Adventure Activities and expeditions; and / or
- (c) overseas trips and residential trips

Educational Visits Co-ordinator (EVC) means a member of staff to whom the Head delegates responsibility alongside their main role, for the arranging and the administration of an Educational Visit and the assessment and management of any risks posed by that Educational Visit.

Emergency Contact means the individual appointed to act as the emergency contact for each Educational Visit. The Emergency Contact will be a member of the relevant School's senior leadership team. The Emergency Contact should never be related to any of the adults or children on the educational visit.

Employee means anyone who works under a contract of employment at the School.

External Provider means any person or organisation other than the School or an Employee of the School who provides a service and / or facilitates an activity under a contract during an Educational Visit e.g. an activity, field studies or outdoor education centre provider or an expedition company.

Educational Visit Leader means an Employee who has overall responsibility for the planning, organising, supervision and conduct of the Educational Visit.

First Aiders are members of staff who have completed an approved first aid course and hold a valid certificate of competence in First Aid at Work, Emergency First Aid at Work, Paediatric First Aid at Work, Emergency Paediatric First Aid at Work.

HSE means the Health and Safety Executive.

Licensed Activities means only those activities which are currently licensable under the Activity Centres (Young Persons' Safety) Act 1995 and Adventure Activities Licensing Regulations 2004 (SI 2004/1309) and include caving, climbing, trekking and water sports.

Parent(s) includes one or both of the parents, or those with parental responsibility for a child.

Accompanying Adult means an adult who has been approved by the EVC and who has supervisory responsibilities and duties assigned to them during an Educational Visit by the School (to include but not restricted to Employees, Parents, host parents, and volunteers).

3. Roles and responsibilities

3.1 The **Governing Body** is responsible for:

- Overall responsibility for all matters relating to the subject of this policy.
- Keeping the policy up to date and compliant with the law and best practise.
- Monitoring the implementation of this policy and its effectiveness.

3.2 The Executive **Head Teacher** is responsible for:

- Ensuring that Educational Visits comply with legislation, regulations and guidance issued by the HSE, the Department for Education together with that provided by the Board of Governors and the School's own health and safety policy.
- Ensuring that the EVC is sufficiently qualified, experienced and competent to arrange, administer and monitor educational visits.
- Ensuring that the EVC is provided with up to date training, advice and guidance.

3.3 The **EVCs** will ensure that:

- All staff responsible for planning visits are trained and supported to use the EVOLVE system to plan and record their educational visits.
- There are adequate arrangements in place to ensure the health, safety and welfare of those on the Educational Visit, including ensuring that there are appropriate risk assessments and contingency and emergency plans in place.
- Any relevant qualifications claimed by the Leader or other relevant members of the staff team have been checked and verified and are up to date.
- Accompanying Adults are properly assessed in accordance with the School's safeguarding and child protection policy and procedures.
- Appropriate evaluation and monitoring takes place following visits including ensuring that appropriate lessons are learned and risk assessments and procedures are adapted where necessary
- Educational Visits do not take place unless approval has been given by the Head or EVC and / or another suitable member of the senior leadership team in advance, as necessary

3.4 The **Visit Leaders** are responsible for:

- The preparation and planning of the Educational Visit including completion of the online EVOLVE form and obtaining approval from the EVC for the Educational Visit to take place.

- Parents are given sufficient information about the Educational Visit, normally in writing or via a Microsoft form using Class Dojo.
- Carrying out risk assessment(s).
- All those attending or involved in the Educational Visit know who is in charge at any time and that all Accompanying Adults and External Providers are aware of any identified risks and understand their respective responsibilities.
- That everyone on the Educational Visit is aware of emergency arrangements.
- The supervision and conduct of the Educational Visit.
- The health, safety and welfare of the group during the Educational Visit.
- The behaviour and discipline of pupils during the Educational Visit.
- There is sufficient first aid provision for each Educational Visit and will be aware of and adhere to the School's policies on first aid and administration of medicine and obtain relevant medical information for pupils.
- Ensuring that the School's relevant emergency policies and procedures are implemented in an emergency.

3.5 The **Accompanying Adults** will:

- Help with control, discipline and behaviour of the group to ensure safety.
- Look after their own health and safety and do their best to ensure the health and safety of everyone in the group.
- Inform the Leader immediately if they suspect there is a risk to the welfare, health and safety of themselves or others during the Educational Visit.
- Be properly checked and assessed in accordance with the School's safeguarding and child protection policies and procedures.
- Be aware of potential conflicts of interest, if their own children are members of the group.

3.6 The **Pupils** will:

- Follow the instructions of the Leader and Accompanying Adult(s) during the Educational Visit and comply with the School rules, Educational Visit Code of Conduct and Behaviour policy
- Not behave in a way which put themselves or others at risk or in breach of the School rules, Educational Visit Code of Conduct and Behaviour policy
- Dress and behave appropriately and responsibly, using safety equipment appropriately and as instructed
- Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on an Educational visit.
- Reasonable adjustments will be made for pupils with disabilities, medical or special educational needs. Please refer to the School's Policy on Special Educational Needs and Disabilities.

3.7 The **parents** will:

- Provide the School with clear and accurate up to date information on their child's health and / or any special needs.
- Provide appropriate consents, including to the administration of first aid, medication and medical treatment, and where necessary, provide the School with their child's medication in advance of the trip
- Ensure that their child has had the necessary vaccinations to enable them to safely take part in the Educational Visits.
- Ensure that they provide up to date contact details or other appropriate contact details in the event that they will be unavailable,
- Ensure that their child understands the standard of behaviour and conduct expected of pupils on the Educational Visit.

4. Planning and Preparations

4.1 The **Visit Leader** will:

- Undertake and complete the planning of and preparation for the Educational Visit.
- Where necessary and reasonable, undertake an exploratory visit to areas or in respect of activities involving significant hazard, or they should obtain reliable information concerning the nature of any hazards and means of avoiding or minimising risk.
- Obtain approval for the Educational Visit to take place from the EVC
- Undertake appropriate risk assessment(s) and complete the step one and step two risk assessment forms
- Ensure that appropriate parental consent has been obtained for the pupils (including specific written consent to the trip if this is required)
- Ensure Parents of pupils with health / medical needs attending the Educational Visit have provided the appropriate medicines for administration and that these are held appropriately during the Educational Visit.
- Brief Accompanying Adults, group members and Parents (where appropriate) particularly in advance of an Adventure Activity or a residential visit.
- Provide a list of attendees and emergency contact details for each attendee to the School Contact and will carry a copy of this during the Educational Visit at all times.
- Liaise with the Emergency Contact (via the School Contact if appropriate) to make contingency arrangements in the event of transport breakdown, other failure or in the event of a pupil having to be sent home.

- Complete the evaluation form on the EVOLVE system on completion of the visit.

5. Risk Assessment

- 5.1 The School endeavours to take a proportionate and sensible approach to educational Visits and the level of planning and preparation will be tailored in each case to the type of trip and the particular risks involved.
- 5.2 Some Educational Visits may only require a little extra planning beyond the educational aspect of the trip, whilst others may need detailed planning and risk assessment and approval of the Head.
- 5.3 The School will ensure that those who are conducting the risk assessments have the necessary skills, status, competence and experience to do so.
- 5.4 The School adopts a common-sense and proportionate approach to health and safety on Educational Visits with a focus on real risks, not those which are trivial and / or fanciful.
- 5.5 An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every Educational Visit.
- 5.6 An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every Educational Visit. Risk assessments must be carried out in accordance with the steps set out by the EVOLVE system
- 5.7 **Generic risk assessments:** If there is a generic risk assessment already in place for a specific type of trip or activity, the Leader may (where appropriate) review the generic risk assessment and check that it is still suitable.
- 5.8 **Specific risk assessments:** If there is no generic risk assessment for the activity, or if the visit involves one of the following factors (listed below) the Leader must carry out a specific written risk assessment for the Educational Visit:
- Activities requiring a higher level of risk management than is normal during routine activities.
 - Adventurous Activities.
 - Off-site activities that take place totally outside normal School hours including during School holiday period or during weekends.
 - Overnight and residential stays.
 - Visits outside the UK.
- 5.9 If any risk is considered to be unacceptable by the Leader, EVC or Head, the Educational Visit shall not go ahead, or shall be terminated if already in progress.
- 5.10 When conducting a risk assessment, the following factors should be considered, notwithstanding any risk assessment that may be conducted or supplied by any external provider.
- The type of activity.
 - The age / competence / fitness / usual standard of behaviour of the pupils.
 - Any special educational / medical needs of any of the pupils.
 - Any impact of individual needs on the group as a whole.

- Adult : pupil ratios
- The competence / experience / qualifications of the adults.
- Modes of transport, journey routes and location(s) of visits.
- Emergency procedures.
- Public health advice, such as hygiene and ventilation requirements; and any other relevant factor in relation to the specific circumstances of the Educational Visit.

- 5.11 **Dynamic risk assessments:** regardless of the type of the visit, the Leader must be prepared to re-evaluate and / or reassess the risks and mitigate any risks where possible whilst the visit is taking place taking into account of any relevant changes in circumstances or factors such as fatigue or changes in the weather.
- 5.12 **Contingency plan:** the Leader should also consider and assess a contingency plan in addition to the main activity, in case the main activity is undeliverable. In some cases this may be as simple as returning to base, in other cases where there is a high probability that the main activity may become undeliverable (e.g. if weather conditions require this) it may be prudent to assess an alternative activity.
- 5.13 If the risks become unacceptable the Educational Visit / activity shall be terminated and / or a Contingency Plan carried out instead.

6. Charging

- 6.1 The School reserves the right to charge for Educational Visits, transport, accommodation, equipment and other associated costs. Such details will be provided to Parents prior to the Educational Visit.
- 6.2 If payment is not received in advance (or as required) or School fees are outstanding, the School reserves the right to cancel trips (please see the schools 'Charging and Remissions Policy).
- 6.3 The School's preferred method of payment for Educational Visits is via ParentPay/School Money.
- 6.4 The School can use the pupil premium funding to subsidise educational visits for those children and parents, who may need the support.
- 6.5 Parents will also be informed of the arrangements for sending a pupil home early. Parents will normally be required to meet the costs of such arrangements should this be required for reasons of health and safety or breach of this policy. The School will not be obliged to refund the cost of the remainder of the Educational Visit.

7. Consent

- 7.1 Written parental consent is generally not required for routine Educational Visits which are a normal part of the pupil's education at the School and take place during the normal School day.

7.2 **General consent:** The School obtains general written/online consent from Parents for all Educational Visits that do not involve an overnight stay, high risk or adventure activities or travel abroad when the pupil enters the School. This covers the whole time the pupil is at the School.

This general consent includes non-routine off-site activities and sporting fixtures which extend beyond the normal start and finish of the school day.

7.3 The School obtains specific written consent from Parents for all Educational Visits which involve:

- An overnight stay or
- Some element of high risk or adventure activity.

7.4 The School provides sufficient information to Parents either via a specific communication and / or termly calendar about each visit to enable them to opt out of specific visits should they wish to do so and of any extra safety measures required.

7.5 If consent is refused by one or both Parents, the School reserves the right to refuse to allow the pupil to take part in the Educational Visit.

7.6 If the risks become unacceptable the Educational Visit / activity shall be terminated and / on a Contingency Plan carried out instead.

8. Supervision and Ratios

8.1 Supervision of pupils can be direct, indirect or remote but must always be 24 hours a day.

8.2 There must be an adequate ratio of adults to supervise pupils throughout Educational Visits. This ratio should derive from the risk assessment(s) undertaken and the risk factors identified. The School will follow the EVOLVE guidelines for the appropriate supervision ratio for each Educational Visit.

8.3 Where an Accompanying Adult is also a Parent of a pupil on the Educational Visit, the School should take into account the risk of them being distracted by the needs of their own child rather than looking to the needs of the group. That Parent cannot be the Leader or Assistant Leader and will not usually count in the ratio for the group as a whole, unless the School can manage the risk of conflict by other means e.g. by not allocating that Parent a role with direct responsibility for their own child.

8.4 Where possible, there should be provision within the ratio for a different Accompanying Adult, in the event of an emergency or incident, to:

- Deal with any emergency or incident.
- Seek emergency and / or medical assistance.
- Supervise the remainder of the party.

9. Child Protection

9.1 The School's Safeguarding and Child Protection Policy and procedures will apply at all times during Educational Visits.

- 9.2 Any incident amounting to any report, allegation or suspicion of abuse or safeguarding concerns even if they are considered not to meet the harm threshold (so called low level concerns) which occur whilst on the Educational Visit will be dealt with appropriately at the time and will be reported to the School's Designated Safeguarding Lead (DSL) and / or to the Head (as appropriate) in accordance with the School's Safeguarding and Child Protection Policy and procedures. The member of staff will then follow the instructions of the Designated Safeguarding Lead and / or Head.
- 9.3 If a child is in immediate danger or risk of harm anyone can make a referral to the relevant agency. Where an emergency referral is made, the DSL must be informed as soon as possible.

10. External Providers and Adventurous Activities

- 10.1 The School will ensure that any External Provider has in place the appropriate safety standards and liability insurance.
- 10.2 **Adventurous Activities:** The School will check that any External Provider providing Adventure Activities has the adequate standards of safety, competence and experience in the activities undertaken.
- 10.3 Where possible, the School will use External Providers who are already on the EVOLVE system as 'checked activity providers'.
- 10.4 **Adventure Activity Licensing Authority (AALA):** Where External Providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) the School will check that they hold an AALA license
- 10.5 Where the External Provider does not hold an AALA licence, the School will seek to check with the appropriate national governing bodies or association for the sport or activity concerned or other relevant federations or associations.
- 10.6 The School's Educational Visits procedures are in line with the recommendations from Hampshire EVOLVE.
- 10.7 There should be a clear agreement in place with External Providers about respective roles and responsibilities. In any event, the School retains responsibility for the well-being of pupils and during the activity at all times.

11. Transport

- 11.1 Pupils will be properly supervised at all times whilst on school-arranged transport.
- 11.2 The Leader, as part of the planning and risk assessment of an Educational Visit shall consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements, safety and supervision arrangements.
- 11.3 The Leader will ensure that the mode of transport is appropriate for the Educational Visit and that there is adequate insurance in place. Where required, the School will also ensure that the mode of transport is accessible for all participants e.g. wheelchair users.

12. First Aid

- 12.1 The Leader will have regard to the School's first aid and administration of medicine policies and procedures and will ensure that there is adequate first aid provision on each Educational Visit.
- 12.2 The minimum requirements for Educational Visits are:
- A suitably stocked first aid bag/container.
 - At least one appointed person to take charge of first aid arrangements or First Aider as appropriate.
 - In Early Years settings at least one person who has a current paediatric first aid certificate must attend the Educational Visit.
- 12.3 The Leader will:
- Check that parental consent has been obtained for the treatment and / or administration of medicines for pupils with health / medical needs attending the Educational Visit.
 - Ensure Parents of pupils with health / medical needs attending the Educational Visit have provided the appropriate medicines for administration and that these are held appropriately during the Educational Visit.

13. Emergencies

- 13.1 The Leader should be fully conversant with the School's communications and emergency response plans for incidents which take place away from school and on Educational Visits.
- 13.2 The Leader and at least one other Accompanying Adult will carry a fully charged mobile phone at all times and will ensure that the Emergency Contact at the School has the relevant number(s).
- 13.3 The Leader is responsible for ensuring that all members of the Educational Visit are aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police
- 13.4 In the event of an emergency all members of the group should:
- Remain calm.
 - Assess the nature and extent of the emergency.

- Take immediate action to safeguard themselves and other members of the group.

13.5 The Leader, Assistant Leader or Accompanying Adult (in the event that the Leader is unable to carry out this role) should:

- Summon emergency assistance and / or medical assistance and / or inform the police, if appropriate.
- Seek assistance from a First Aider, if appropriate.
- If there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised.
- Seek to stabilise the situation and then contact the Emergency Contact for emergency assistance.
- Follow the instructions of the Emergency Contact and the terms of the School's emergency response plan.

13.6 The Leader (or Assistant Leader or Accompanying Adult if appropriate) will liaise with the Emergency Contact and will make arrangements to inform Parents of any accidents or injuries and first aid treatment affecting their child as soon as practicable.

13.7 The Leader should ensure that the incident is properly recorded and consider with the Emergency Contact whether the accident should be reported to any external agencies, including the police or the HSE pursuant to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) (RIDDOR).

13.8 Under no circumstances should anyone make a statement to the press or any admission.

13.9 Where a claim might be brought following theft or other loss, the local police must be informed.

14. Training

14.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and other Accompanying Adults understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

14.2 The level and frequency of training depends on role of the individual member of staff.

14.3 The School maintains written records of all staff training.

15. Record Keeping

15.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records

15.2 The information created in accordance with this policy may contain personal data. The School's use of personal data will be in accordance with data protection law. The School's approach to data protection compliance is set out in the School's data protection policies and procedures. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's data protection policy and information security and sharing data guidance.

RISK ASSESSMENT

Answer all the generic questions **highlighting** the most appropriate answer (read down the columns), then complete the specific risk assessment form as needed.

	The activity is...	The participants ...	The activity leader ...	The environment is...	First aid and emergency support are...	Weather changes...
1	Within the everyday experiences of the individuals	Are very experienced with an appropriate level of understanding	Is very experienced in leading this activity and qualified at the appropriate level	A local, well known location – urban or rural with predictable hazards	Available at the activity site. Establishment staff have appropriate in-date qualifications	Will have no effect on the group
2	Outside the everyday experience of the individual but some tasks have familiar aspects	Are regularly exposed to the activity with an adequate level of understanding	Regularly participates in this type of activity but may have minimal qualifications and little leadership experience	Less well known – urban or rural with hazards that could change quickly	Available at the activity site. Establishment staff have minimal or lapsed first aid qualifications	Are appropriate to the activity. Any changes will have minimal effect but will not affect safety
3	Outside the everyday experience of the individual but competency has been achieved in training (Evidence of training will be required by EVC)	Have some exposure to the activity with experience at a recreational level and some understanding	Has had some exposure to the activity as a leader, is a recreational participant and may have only minimal qualifications in this activity	Relatively unfamiliar – potentially complex urban or rural; in the UK, Europe or US; industrial or residential	Available at the activity site. Establishment staff have generic competence	Could lead to problems if the group is not adequately prepared with training and equipment
4	Outside the everyday experience of the individual but training has been given (evidence of training will be required by EVC)	Have very occasional exposure to the activity with some experience at an introductory level and limited understanding	Has had very occasional experience to the activity as a leader, limited experience as a participant and has no qualifications	Within close proximity to water, cliffs, beaches, steep or high ground, or other novel hazardous topographical or environmental features	Not readily available at the activity site. Establishment staff have in-date First Aid qualifications (evidence will be required by EVC)	Could cause serious problems if the group has not achieved a level of competency in the activity or are not adequately equipped
5	Outside the experience of the individual with no training prior to the trip	Are absolute novices with no experience of the activity	Has no experience of the activity in a leadership capacity with some experience as a participant	Outside Europe or the US; wilderness, or an area classed as advanced by NGBs	Not readily available at the activity site. Establishment staff have no first aid qualifications	Could have serious repercussions for the group

Add up the total of your answers – **Highlight outcome**

6 – 10 LOW RISK	11 – 19 MEDIUM RISK Evidence will be required to show you have recognised the risk and made provision for control of risk	20 – 25 HIGH RISK Further discussion with EVC is required. Changes will need to be made to lower the overall risk	25 – 30 UNACCEPTABLE RISK Further discussion with Head teacher and EVC to establish why risk is unacceptable. Changes will need to be made to lower the risk
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