EDUCATIONAL VISITS POLICY AND PROCEDURES

Approved by: SLT

Approved date: March 2026

To be reviewed by: SLT

Review date: March 2028

Accessibility: Available on the school website and paper copy on request

Scope: Ashbridge Independent School

This policy and associated procedure is set and agreed by the Senior Leadership Team. It is monitored and reviewed regularly to ensure its effectiveness in line with our overall aims. The policy is made available to all interested parties and prospective parents/guardians and is promoted and implemented throughout the company.

We recognise the importance and value of educational visits in terms of positive outcomes for children. They form an essential part in supporting the delivery of our aims and as such, are integrated within our curriculum, schemes of work and PDP activities.

We see the unique contribution that school educational visits can make to children's lives and learning and as such, we aim to give all children a wide range of high quality experiences outside of school. Since 2017, all junior classes have been involved in a 2 or 3 day residential trip appropriate to their age.

Educational visits contribute significantly to the development of cross curricular, lifelong learning skills and to personal and social education and through encouraging responsibility, self-confidence, a sense of adventure and self –reliance.

The safety of the staff and children involved is paramount and it is essential that all visits are planned and supervised with great care. Our procedures and guidelines are in line with our Health and Safety Policy and are comprehensive to enable us to run trips safely for the benefit of our children.

Educational visits are planned to meet the needs and experience of pupils and consideration is given to

- the aim and purpose of the visit
- the link and value to current or future learning
- the objectives relating to the academic curriculum and/or to personal development
- the timing and appropriate staffing arrangements

Trips at Ashbridge fall into 4 main categories and each is supported with an appropriate level of planning, paperwork and risk assessment.

- Sport fixtures away – permission given on enrolment – Form 1
- Low risk offsite day trips – permission given on enrolment – Forms 1 and 2 plus risk assessments
- Higher risk day trips – permission sought from parents – Forms 1, 2 and 3 plus risk assessments
- Residential Trips – permission sought from parents – Forms 1, 2 and 4 plus risk assessments
- NB. All trips with an associated cost also need the Event Income and Expenditure Summary (Form 7), and the Vehicle Check List (Form 9) is to be used when needed. Parent contact details are taken on all trips.

Planning

Detailed planning is essential and any visit must be organised by following Educational Visits Procedures, within the Educational Visits Policy.

Before parents/guardians are informed, the Educational Visits Co-ordinator must approve the initial plan for the visit and it is placed on the calendar.

On enrolment, parent/guardian permission is sought for educational visits off site and will be re-requested as part of the planning process if deemed necessary (higher risk or residential trips).

Packed Lunches

For the vast majority of trips, a school packed lunch is provided with parents making sandwich filling requests as part of the planning process. There may be a few occasions where a packede lunch from home is required.

Responsibilities
The **Head Teacher in School is the EV Coordinator** and as such has overall responsibility for ensuring that this policy is adhered to for all off-site activities at all our settings, and is supported in this by the SLT.
All Staff have the responsibility to co-operate with the Head Teacher and the SLT to ensure the safety and success of a visit. Staff are encouraged and supported to develop their abilities in organising and managing visits by the SLT and a system is in place to ensure less experienced members of staff work alongside more experienced colleagues in planning and supervising visits.

Supervision of Children - It is essential that all staff on the visit know exactly which children they are responsible for and the extent of that responsibility. This is made clear on the 'Trip Register'. Each child is also made aware of which member of staff is responsible for them and their group.

First aid provision
There will be a qualified First Aider present on every Educational Visit. Individual pupils' medication together with a complete first aid kit is taken on all educational visits. Epipens and inhalers are taken on all trips.

Staffing the Visit
For reasons of both Child Protection and Health & Safety it is important that, at all times, a minimum of two staff support each visit. Suitably experienced staff are required as group leaders and any voluntary helpers are carefully selected and, if deemed necessary within staffing ratios, hold DBS clearance in line with company procedures

The trip leader retains primary responsibility for supervising the groups at all times.

Minimum recommended staffing ratios are always adhered to but often enhanced, depending on the age of the children and the risks associated with the premises or environment to be visited. The Head Teacher/SLT must be consulted on this and agree the ratio of adults to children.
School tablets will be taken for photographs. Staff mobile phones are also taken for communication only. Trip leaders should be in regular contact with school.

Behaviour and Conduct
Children and staff are expected to follow the school Behaviour Policy whilst on trips and outings. Pupils whose behaviour is such that the Trip Leader is concerned for their safety, or for that of others, is withdrawn from the activity. The Health and Safety of all the children always takes priority.

Communications Plan
Staff will always have a mobile phone with them whilst in the vehicle for communication purposes only. The trip leader will contact the school by telephone or text upon arriving at a venue and again when leaving. The school or designated member of SLT must be contacted immediately in the case of any emergency or change of plans.

The trip leader takes contact details for all parents or carers of children on the visit and keeps them with them at all times.

Emergency Procedures
A member of the SLT is appointed as the emergency school contact for each visit. Any incident or emergency is immediately relayed to this person, especially those involving injury or accident. **The Business Disruption and Critical Incident Policy and Procedures will then be followed.** All incidents and accidents occurring on a trip will be reported back and recorded following normal company procedures for reporting and investigating accidents or incidents.

Transport
Many educational visits off site use company transport. However, if an educational visit is due to take place that requires transport hired by the company, booking records must be obtained. Such hired transport must be equipped with the essential requirements i.e. seat belts, fire extinguisher, insurance and suitably qualified drivers who are well briefed.

It may be necessary from time to time for older children only to use public transport, where buses are not fitted with seat belts. Learning how to behave appropriately when using public transport is a valuable life skill for children and in this instance the Risk Assessment would highlight any additional hazards and control measures needed.
Staff will never use their own vehicles to transport children. In the case of one member of staff transporting children in a company vehicle, there will usually be another company vehicle travelling in convoy with them with other accompanying members of staff.

External Providers
If an external activity provider is being used it is essential that they are an appropriate organisation. If an organisation holds the LOtC Quality Badge they have met nationally recognised standards and further checks do not need to be undertaken. For external activity providers who do not have the LOtC Quality badge the following must be checked:

- **Insurance and licences held**
- **Meeting of legal requirements**
- **Health and Safety and emergency policies and risk assessments**
- **Safeguarding including safer recruitment, staff competence and the use of sub-contractors**
- **Use of vehicles and accommodation (if appropriate)**

Educational Visits Procedure

This procedure must be followed to ensure the health, safety and protection of all children and staff and to enable children to gain the maximum benefit from the experience

1. Permission must be obtained from the **Educational Visits Co-ordinator** verbally at first and then by completing an 'Initial Trip Notification' form. (Educational Visits Form 1) This should be done as far in advance as possible. **Care should be taken to ensure that any impact of the trip on others eg. Kitchen, duty, Music lessons etc is communicated to the appropriate people.**

2. A register must be compiled for use on the visit.

3. Parental consent and medical information for higher risk day trips and residential trips is sought when needed. **In nursery, parental consent is always requested.** (Educational Visits Form 3)

4. Parents are also informed of any costs relating to trips and sign to agree to pay either by direct debit or other means. An Event Income and Expenditure Summary must be completed as soon as costs are finalised and sent to the Bursars in good time to ensure they are aware and can make payment arrangements with parents.

5. Trip Booking Checklist (Form 2) should be fully completed and given to the EVC.

6. Final details of educational visit for approval (Form 4).

7. An amended Generic Trip Risk Assessment (Form 5) and any additional relevant Risk Assessments from the venue should form part of the paperwork pack.

8. For residential visits a checklist for pupils is to be completed with the pupils (Form 7) Parent Information Meetings are held prior to residential trips

9. Post Residential Trip Evaluation to be completed for residential trips only (Form 6)

10. **Copies of all the above documentation should be made prior to the visit once all elements are signed and authorised, and the copy should be kept on site during the trip.** A copy is taken on the trip along with contact details of parents.

11. The trip should be logged on the Trip Log and copies of the paperwork are kept on file.

Please note that:-

Whilst off premises all company policies continue to apply. If using company transport, all drivers must be familiar with the route to the destination and the Company Vehicle Procedure should be followed. Any issues with company vehicles should be reported to Arthur Wood immediately. Minibus checks are done every time the minibuses are used.

Company Vehicle Procedure

This procedure must be followed for the safety and protection of all children and staff

Before driving a company vehicle, drivers must be certain they are fit to do so (e.g. are not unwell under the influence of medication, drugs or alcohol). Staff should check there is enough diesel in time to refuel before the trip departs if needed.

1 Complete a basic safety check and complete the vehicle checklist to be returned to Reception when the bus is back in school
2 Park the minibus in a place where the children can 'board' safely and unlock the doors, preferably where the children do not have to walk on the road.
3 Help the children on the bus.
4 Ensure all children have an individual seat.
5 Children in pre-school and classes Reception – Year 3 under the recommended height must sit in a full-back booster seat. Children in Year 4, 5 and 6 may sit in a booster seat with no back, unless they exceed the maximum legal height and weight requirements (currently 135cm or 12 years old).
6 Ensure all children are secured firmly with their seat belt.
7 Ensure all doors are closed properly.
8 Drive cautiously/safely and never exceed the speed limit, staying in convoy, if more than one vehicle.
9 On arrival, get out of the vehicle first.
10 Open the door on the safe side of the vehicle, preferably where the children do not have to walk on the road.
11 Undo the children's seat belts if they require assistance.
12 Assist all the children out of the bus, ensuring they line up close to you.
13 Close and lock the doors.
14 Escort the children walking to their destination.
15 If travelling in convoy, always keep in sight of all other vehicles.

Remember -

NEVER LEAVE ANY CHILDREN IN THE BUS UNSUPERVISED.

- ENSURE THAT ALL SEATBELTS ON BOOSTER SEATS ARE FITTED CORRECTLY.
- CHECK YOU HAVE ENOUGH FUEL FOR YOUR JOURNEY.
- CHECK FIRST AID KIT AND HIGH VIS JACKETS ARE IN PLACE AND ENSURE YOU HAVE A MOBILE PHONE* (FOR EMERGENCIES AND CONTACT WITH SCHOOL ONLY).
- IN THE CASE OF ANY 'DISRUPTIVE' BEHAVIOUR OCCURRING, FIND A SAFE PLACE, PULL OVER AND THEN SPEAK TO THE CHILDREN. REPORT THIS TO THE SLT ON YOUR RETURN.
- REPORT ANY CONCERNS ABOUT THE VEHICLE TO GAPP
- NEVER USE A MOBILE PHONE OR CONSUME FOOD/DRINK WHILST DRIVING AND ALWAYS DRIVE SAFELY

Please refer to the Safeguarding and 'Technology and Online Safety' policy with regards to using mobile phones whilst on a visit.