



Milby Primary School

Policy for Educational Visits 2025 - 2026

This policy complies with the Local Authority's guidelines and recommendations.

1. Introduction

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality (known as Local Area Visits) to residential visits of several days' duration.

2. Aims and Objectives

At Milby Primary School, we aim to unlock the full potential of learners through well-planned and executed educational visits, which offer our pupils real-world experiences beyond the four walls of their classroom. Such visits will enhance our curriculum offer, enrich pupils' culture capital and both instigate and consolidate learning.

3. Responsibilities

The **Headteacher** and **Governing Body** ensure that:

- Approval for visits is given, including liaising with the LA where appropriate;
- Each visit has an appropriately competent Visit Leader;
- All teachers are aware of the LA guidance;
- All staff attending trips have signed the safeguarding and whistleblowing declaration;
- The school has an emergency procedure in case of a major incident (including getting support from the LA Media unit) which has been communicated to staff; and
- Appropriate insurance for all visits is in place.

The **Curriculum Lead** ensures that:

- Visits are financially and logistically viable prior to booking, with the aid of office administrators and EVCs.

The **Educational Visits Co-ordinator/s (EVC)**

All schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet LA guidelines.

Our current EVCs are **Mrs Finch** and **Mr Letts**.



The functions of the **EVC** are to:

- Ensure that submitted risk assessments meet the requirements of the school and LA, providing support to colleagues if necessary;
- Review systems and monitor praxis;
- Update staff on new procedures through briefings and CPD;
- Support Visit Leaders with the implementation of policies and procedures and the understanding of the educational visits checklist where necessary;
- Confirm that all accreditation or verification of providers has been met (AALA licence or Learning outside the classroom quality badge); and
- Liaise with the Headteacher and governors as necessary.

The **Visit Leader**

The Visit Leader has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare.

The **Visit Leader** must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the school and LA policies and procedures;
- Plan and prepare for the visit, thoroughly assessing the risks involved;
- Have a full awareness of the needs of the pupils attending the visit, including their behavioural, SEN, health and dietary needs, how these may impact the visit and how these will be managed appropriately;
- Ensure that all accreditation or verification of providers has been met (AALA licence or Learning outside the classroom quality badge);
- Complete an Evolve form, keeping to the time boundaries prescribed;
- Ensure that all attending staff and adult volunteers have read and signed the risk assessment;
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do;
- Maintain an up-to-date list of all children attending, to refer to during the visit;
- Ensure arrangements are made for first aid provision (detailed below);
- Ensure parents are informed and have given consent;
- Ensure that arrangements are in place for the educational objectives of a visit to be met in an inclusive manner; and
- Ensure that visits are evaluated to inform the operation of future visits.

Adult volunteers (not employed by the school) must:

- Have an appropriate and current DBS check;
- Understand and agree the expectations of them, including their responsibilities in relation to safeguarding;
- Understand the objectives for the visit and have read and signed the risk assessment;
- Ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment and that volunteers are suitably checked and assessed as competent;
- Follow instructions from teachers/staff; and

- Raise concerns for pupils' safety or welfare immediately with the Visit Leader/Designated Safeguarding Lead.

Parents

All parents and carers are asked to complete a local educational visit consent form when their child joins the school. Parents should contact the school office if there is a change to this information.

4. Health and Safety

The school follows the Local Authority Educational Visits guidance. Reference is also made to the OEAP - Outdoor Education Advisers' Panel (<http://www.oeap.info/>). In addition, the LA has an Outdoor Education Adviser, who is able to give support and advice, and who has the responsibility of approving listed Adventure Activities.

5. First Aid

All Visit Leaders must ensure that first aid arrangements are in place before a trip commences. This includes:

- Taking first aid kits on the coach/walk to and from the venue (including sick bags);
- Making everyone aware of who the first aider is and how they can be contacted;
- Communicating where exactly people should go to get first aid support if they do not have a first aider in their group;
- Ensuring that a list of children with specific medical or dietary needs is circulated and the medication/details are taken on the trip;
- Ensuring that all groups have a means of communication (e.g. mobile phone) to contact the Visit Leader or other help in an emergency;
- EYFS must have a paediatric first aider to accompany them on any visit; and
- All visits should have a first aider as part of the staff team. In rare circumstances, a first aider may not be required, in agreement with an EVC and a Senior Leader.

6. Group Ratios (adults:pupils)

The school follows LA guidelines for adult to child ratios. It is the responsibility of the Visit Leader to assess the needs of the group and decide if a higher ratio or 1:1 support is needed, in liaison with the EVC and Senior Leadership Team.

7. Organising a trip

Initial ideas

Before a visit, the teacher/Visit Leader needs to:

- Discuss the nature of visit and the curriculum link with the Curriculum Leader. This should take place approximately a half term in advance of the intended visit;
- Pass on suggested dates and workshop details to the Curriculum Leader and the office administrator responsible for school visits;
- When using a provider, ascertain if the provider has got suitable accreditation – *AALA licence* or *Learning Outside the Classroom Quality Badge* (details can be found on the OEAP website). If the provider does not have a recognised accreditation the Visit Leader will need to send an *8P provider questionnaire* (available from the OEAP

website) which the provider must complete and return. (A trip will not be approved until this form has been returned by the provider and assessed for suitability);

- After approval has been granted, arrange for a pre-visit if necessary and write the risk assessment for the visit, using the pre-agreed risk assessment proforma; and
- Write the parent letter to inform them of the date and location of the visit, the price and any other requirements and relevant information.

Risk Assessment

Risk assessments need to be made for all educational visits, even if a LAV. This could necessitate that the Visit Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a risk assessment appropriately. The Visit Leader has the responsibility to provide the EVC with a thorough risk assessment as part of the Evolve form completed for the visit. The following timelines should be followed:

<i>Local Area Visit</i>	<i>7 days in advance</i>
<i>Visit</i>	<i>21 days in advance</i>
<i>Residential / Adventurous Visit</i>	<i>28 days in advance</i>

Risk assessments must:

- Consider the transport, site and environment, activities, pupils (including medical and dietary needs) and whistleblowing arrangements;
- Indicate the objectives of the visit;
- Identify significant hazards;
- Explain the risks posed by these hazards;
- Put control measures in place;
- Clarify the actions required in the event of an incident;
- Highlight the ongoing risk assessments needed during the visit; and
- Contain contact details for the visit location where applicable (including What3Words where possible) and the school office phone number.

Prior to the visit taking place, risk assessments for visits outside of the local area must be approved by the EVC and Headteacher; risk assessments for LAVs do not require approval, however an EVC and Senior Leader should still be aware of the LAV taking place, with an EVC reviewing the risk assessment in advance.

All accompanying adults must have read and signed the risk assessment before departure. The risk assessment should also be signed by the overseeing EVC. Risk assessments need to be taken on the visit and a copy left at the school office. All adults should be fully briefed regarding arrangements for safeguarding, whistleblowing, first aid and emergencies.

Covering costs

The school will usually ask for a contribution towards a visit. If the cost for the visit is not met, a decision will be taken by the headteacher as to whether or not the trip will need to be cancelled.

8. Emergency procedures

It is the responsibility of the Visit Leader and Headteacher to ensure that emergency arrangements are in place for all educational visits.

This includes:

- Ensuring that all involved know who the school emergency contact is;
- Having access to an emergency plan appropriate to the visit;
- Ensuring that the emergency contact(s) is 'on call' throughout the visit, and a substitute is arranged and communicated if necessary; and
- Ensuring that parental contact details are up to date and accessible during the visit.

Emergency plan

- Emergency help should be sought without delay, for example emergency services such as police or ambulance (usually this will be done by the Visit Leader, but any adult accompanying the trip may need to do this);
- The Visit Leader should arrange for the school to be contacted as soon as practicable, as appropriate for the situation. The Headteacher would then ensure that the local authority and/or media support was contacted as necessary;
- Senior Leaders at school will provide support from school and liaise with parents, governors, the LA and others, as needed;
- All major incidents should be relayed to Headteacher (or Deputy/Assistant Headteacher if the Headteacher cannot be contacted) as soon as possible, especially incidents involving injury or that may attract media attention;
- The emergency contact/Headteacher will contact the Governors if necessary;
- Adults will make careful notes at the time of the incident or as soon as possible (e.g. location, what happened, the time, names and details of any witnesses, etc.); and
- The Visit Leader should ensure that relevant incident/accident forms are completed after the event.

9. After the visit

Accident/Incident/Near Miss forms

Incident forms are completed online and submitted to the LA. The form must be completed and submitted following an accident, incident or near miss which has resulted in any injury, loss or damage to persons or property, including employees, pupils and members of the public. Advice and assistance will be provided by the School Business Manager.

Evaluation

All visits will be evaluated by the Visit Leader. This will be completed electronically on Evolve and then reviewed by the EVC. All incidents should be reported on this form. Trip evaluations will be kept on Evolve for record keeping.

10. Review

This policy is reviewed annually. The next review will be in April 2027.