



Naunton Park Primary School

Educational Visits Policy

Last review date: June 2026

Next review date: June 2027

Approved by governors 14.7.26 

To be read in conjunction with Health and Safety, Conduct and Safeguarding.

1. PREAMBLE

The school uses the Gloucestershire County Council's eVisit website. Each teacher is made a Visit Leader and enters all trip details including risk assessments to the website. Trips will use and adapt examples from the GCC model risk assessment library to support workload and ensure trips are appropriately risk assessed. All trip details will then be checked and risk assessments signed off by the school's EVC (Educational Visits Coordinator), Nicky Farrow, prior to the visit taking place.

Any educational visit that is either adventurous, abroad or overnight will be picked up by the SHE team (Safety, Health and Environment) at GCC who will check the trip, access the risk assessment and sign off prior to the trip taking place. For this reason, these types of visits need to be submitted between 2 weeks – 1 month in advance. Any issues will be flagged with the trip leader who would need to rectify the issues and an updated risk assessment submitted prior to the trip taking place.

All school visit planning and risk assessments are held by GCC on the eVisit website.

2. INTRODUCTION

At Naunton Park Primary School we recognise the important learning experiences that off-site educational visits create for our children. Educational visits are a key part of a child's school life and provide a range of exciting and creative opportunities to stimulate and support children's learning. This learning may be to develop academic knowledge and skills (such as supporting the national curriculum objectives) or skills from the wider curriculum (such as character building, social skills and life skills). It might also be to enable the children to experience something that will help develop their cultural capital: an experience that we believe is important for them to have to broaden their horizons.

We also recognise that there are certain risks associated with off-site visits and seek, through the guidance given in this policy, to minimise any such risks and ensure the safety and peace of mind of any pupils, parents, helpers and staff members organising and participating in off-site visits.

The guidance given in this policy document should be followed for any off-site visit involving pupils. Any questions or queries should be directed to the Headteacher (prior to finalising the arrangements for any visit).

DESIGNATED EDUCATIONAL VISITS CO-ORDINATOR (The Co-ordinator): **Nicky Farrow**

TRIP LEADER should be the class teacher or another member of staff designated by the Headteacher to lead the trip.

3. BEFORE THE VISIT

It is the trip leader's responsibility to:

- Where possible, make a preliminary visit in order to find out about safety, toilets etc.
- Ascertain details of what form the visit is to take and start and finish times.
- Ensure that all procedures and Risk Assessments are carried out in line with Gloucestershire County Council guidelines for outdoor education. These are all submitted online.
- Book the visit and inform the School's Administrator of coach requirements and any advance payments required (e.g. cheques/cash for entrance fees).
- Agree with the Headteacher/Deputy Headteacher how much voluntary contribution to ask for. The visits may have to be cancelled if there are not enough voluntary contributions.

- Arrange with the School's Administrator to send out letters, together with electronic permission (where required) to be signed by Parents/Carers, at least two weeks before the trip and ensure the letter states key requirements e.g. whether volunteers are required, whether children need to wear school uniform and whether a packed lunch is needed.
- Check whether any child has a particular medical need. Only medication agreed with the parent/carer and Headteacher prior to the trip may be administered by the Trip Leader. No one else has authorisation to administer medication. An appropriate First Aid Kit should be carried in case of emergency. Should a child not have the appropriate medication as per care plans held at school, they will not be able to go on the trip.
- Organise sufficient adult help. Supervision ratios should be determined by the teacher in charge based on the following minimum ratios (based on guidance from the Department for Education) and increased if risk assessment states the need dependent upon the activity and children involved:

Foundation Stage = 1 adult to every 4 children

Years 1-3 = 1 adult to every 6 children

Year 4 = 1 adult to every 10 children

Year 5-6 = 1 adult to every 15 children

For routine visits to swimming lessons, library and church, ratios may be altered in discussion and agreement with the Headteacher prior to the visit taking place. This is to ensure flexibility for regular routine visits whilst ensuring that safety remains of paramount concern. The same may also happen when a trip is to another educational setting where children are travelling from school site to school site. However, when making decisions about ratios the safety of children must always be paramount.

There should be a minimum of 1 teacher in charge of any visit/activity. In addition, there should be enough supervisors to cope with any emergency (e.g. if the lead member of staff is taken ill).

Where Teaching Partners are being used to individually support a child as part of an individual risk assessment (or named on an EHCP), they should not be asked to supervise other pupils – or factored into the required ratio.

Parents/volunteers may be used as part of the supervision ratios but they should be carefully selected. Anyone who has not been DBS checked should not be left unsupervised with pupils. All volunteers should be provided with a copy of the 'Notes for Guidance for Volunteers Accompanying School Visits' (Appendix A) prior to the visit and a briefing of the trip and expectations.

- Arrange adult helpers in the following order of priority:
 1. People who work in the school and governors.
 2. Parents – children can be placed in their parent's group if the teacher feels this is appropriate. Siblings who are not part of the school/trip may not accompany parents.
 3. Volunteers - people who do not normally have any link or contact with the children should be used only in emergencies and after relevant checks have been made.

Any person transporting pupils as part of an educational visit must have fully comprehensive motor insurance suitable for business use, a current MOT and a DBS check completed. It is the responsibility of the teacher in charge to request these details are checked by a member of the Senior Leadership Team.

There may be occasions such as sports trips where children are asked to make their own way to the event with parents. Where this is the case, parents are free to arrange transport for their children with other parents, but members of school staff are not to "broker"/arrange transport agreements without checking the information in the previous paragraph.

It is the School Administrator's responsibility to:

- Inform the school kitchen and check whether any child entitled to a Free School Meal needs a packed lunch provided.
- Send out letters, at least three weeks before the date of the trip giving details of the trip, whether school uniform needs to be worn and whether a packed lunch is required.

- Three days before the date of the trip, where applicable, check that signed permission slips for all the children have been returned where these are required.
- Arrange hire of coaches in accordance with details provided by the teacher in charge.
- Arrange for entrance fees etc. required to be paid in advance to be dealt with in good time. Otherwise, to make ready cash/cheques on the day of the outing.

Communicating with parents

Parental consent is not required for the majority of school visits because most take place during school hours and are part of the children's education at school. Letter to parents are usually sent when costs are involved or when there is a likelihood that the visit start and/or end times are outside normal school hours. Residential trips will always require parental permission.

4. ON THE DAY OF THE VISIT

- The Trip Leader is to take a mobile phone with them in case of emergencies and ensure that if splitting into groups, adults leading groups also have mobile phones with them. The trip leader is to take the mobile number of all adults who may be taking charge of a group.
- Trip Leader to collect First Aid Kit, emergency contact numbers of children
- Trip leader to collect bucket, tissues, gloves and entrance money (unless already paid by cheque in advance).
- Trip Leader to list the children into groups with helpers. Give each helper a copy of this list.
- Parents and volunteers should have a "Briefing" before leaving (by Trip Leader) – or be given a "Briefing Paper" to read on the coach to include notification of any provisions or specific needs of children. This could be a brief reminder of the Notes for Guidance.
- Trip Leader to make sure that everyone has a packed lunch and water and that children go to the toilet before they get on the coach.
- The identity of the Trip Leader should be made clear to all concerned including the Co-ordinator.
- Trip Leader to have class lists and carry out regular head counts.
- Trip Leader could have two contact list packs, one at the back and one at the front of the coach in case of an accident with heavy front collision.
- Adults should be dispersed throughout the bus not all seated on the first row or two in case of an accident with heavy front collision.

Health and Safety

- Trip Leader to make sure that all seat belts have been fastened before the vehicle moves.
- On arrival an adult should be the first off the coach and line up the children away from the road.
- When crossing a road, staff member should stand in the middle of the road, wearing a fluorescent jacket, until all the children are safely across.
- There should always be an adult at the front and rear of the group of children.
- Children are not allowed near water, unless already agreed with the Headteacher, and a full Risk Assessment completed. Never let children go to the toilet by themselves in public places. They should visit in groups (accompanied by an adult who has DBS status).
- If there is an emergency and a child needs individual attention, other children should never be left unattended. This also applies if a child gets lost.
- In case of a serious incident or emergency, the Trip Leader in charge should contact the emergency services in the first instance, as appropriate, and then the school.

- On return to the school, an evaluation and review of the trip and risk assessment should be carried out by the Trip Leader.

5. IN THE EVENT OF AN EMERGENCY

In the rare event of a firearms or weapons attack, we will carry out the most up to date advice from the Counter Terrorism Police and staff and pupils should follow the RUN, HIDE, TELL protocol.

RUN to a place of safety. This is far better than confronting or surrendering. If this is not possible then:
HIDE, switch any phones to silent and barricade yourself in if possible.
TELL. If safe to do so, call 999.

In the light of this advice, visit staff should have a pre-arranged meeting place identified in the event of the group being split. Pupils should also be advised that if they get lost or separated for any reason, they should ensure they tell an adult which school they belong to. Children should **not** be told that this could relate to a terrorist attack.

CHILDREN'S BEHAVIOUR

Children should be clear about what is expected of them. All pupils should be fully briefed before departing school and on arrival at the venue. They should:

1. Be aware whose group they are in and stay with that adult.
2. Use seat belts in any vehicle.
3. Carry their own belongings.
4. Walk on the side of the pavement furthest from the road.
5. Follow our READY RESPECT SAFE rules.

ADVICE TO ADULT HELPERS:

The children's safety should be paramount at all times. They should:

- Be aware of where the children in your group are at all times.
- Keep your hands free, e.g. don't carry children's lunch boxes, so that you are able to react quickly in an emergency.
- Inform the Trip Leader if you have any concerns or if any incidents occur.
- Talk to the children about what they see.
- Question and encourage questions where they may have concerns about safety.

If spending money is allowed then children must be responsible for their own spending money, although there may be exceptions to this rule decided by the Trip Leader and authorised by the Headteacher/Deputy Headteacher (e.g. whilst on residential, the trip team may hold onto the money until a day when it can be used).

This Policy should be read in conjunction with:

Keeping Children Safe in Education

Health and Safety Policy

Intimate Care Policy

APPENDIX A

NOTES FOR GUIDANCE FOR VOLUNTEERS ACCOMPANYING SCHOOL VISITS

Thank you for volunteering to accompany us on this visit. These notes for guidance outline how you can help support the teaching staff and also any safeguarding protocols you should be aware of.

The children's safety should be paramount at all times. You should:

- Be responsible for **all** the children in your group at all times, supporting staff members in maintaining high behaviour expectations.
- Keep your hands free, e.g. don't carry children's lunch boxes, so that you are able to react quickly in an emergency.
- Wear a hi-viz jacket when appropriate.
- Be prepared to hold traffic when children are crossing the road. This entails facing oncoming traffic on one side of the road.
- Hot drinks should not be carried when accompanying children and only consumed during designated breaks.
- Follow the school's policy on use of mobile phones below.
- Inform the Trip Leader if you have any concerns about welfare, safety or safeguarding or if any incidents occur.
- Talk to the children about what they see, hear and are thinking.
- Question and encourage questions regarding children's safety.

Use of mobile phones – guidance for volunteers on trips.

- Personal phones should only be used to contact staff members or other volunteers during the trip should groups become separated, or emergency services should that be necessary. When possible, these calls should be made away from pupils.
- Personal phones should not be used to make or accept personal calls or texts during contact time with the children. This is to enable you to be totally focussed, and engaged with, the children. This includes making contact with other parents.
- If it becomes necessary for volunteers to make a personal call, then the trip leader or other member of staff should be informed and take responsibility for the pupils in the group while the call or text is made away from sight or sound of any pupils.
- Volunteers are asked to ensure that their next of kin are provided with the school number so that in an emergency the school is contacted and then the school will make contact with the relevant person through the trip leader (member of staff in charge).
- Personal mobile phones must not be used under any circumstances to take videos or photographs of pupils. Volunteers are asked to set an example for the duration of the trip and therefore must not take photos or videos of any pupils, including their own child, using a mobile phone or any other device, e.g. camera or iPad. School staff will capture the trip on school devices – this is for safeguarding reasons.

Thank you for your offer of help and we look forward to working alongside you to help our children have a wonderful time.