

Birchwood Avenue Primary School



Educational Visits Policy

December 2025

Introduction

Trips, visits and learning off-site comprise an essential part of the school curriculum at Birchwood Avenue Primary School.

Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities

- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

Within school, responsibility for educational visits rests with the Governing Body, Head teacher and the Educational Visits Coordinator (EVC), however all school staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part.

Staff will:

- Seek and obtain approval for all educational visits from the head teacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents/carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

Parents and carers will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required on a time
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Volunteers will:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

Pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

Aims and expectations

Most classes in the school will have one educational visit each term, or will have an extra-curricular activity organised to enhance the children's learning in school.

Planning and Preparation for a trip

The school's Education Visits Co-ordinator (EVC) role is to oversee the planning and management of these activities. The Trip Coordinator will make arrangements/bookings and manage permission and payments, on behalf of the Trip Leader. All off-site activities must be approved by the EVC at least six weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to a significant event or rearranged sporting fixture. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable.

Procedure

Trip Leader (usually class teacher)	Trip Coordinator (admin staff)	
1. Trip Leader to present trip proposal to EVC for approval (refer to Pre-requisition form) without costings. Check school calendar for possible dates. If trip has been planned in advance, inform parents in Class Newsletters / Curriculum Overview. 2. At least 6 weeks before proposed date of trip, liaise with Trip coordinator, who will contact venue provider to discuss pricing, check with head teacher if PPG students are entitled to funding and provisionally book venue and transport (if required). 4. Review cost elements, complete the Day Trip Requisition Form with costings, share with EVC who will sign off to confirm all cost elements are included. 7. Draft letter to parents and send to EVC for approval before letters sent home. 8. Once booking confirmed, complete Risk Assessment Form and submit to evolve for approval. 11. Trip leader to plan detailed itinerary for trip, share risk assessment with staff confirmed to support trip. 13. Manage trip queries. 14. At least two days before trip, put together trip pack: itinerary, medical/contact information, tickets, photocopies of booklets/documents for course materials and for any remnants groups, if applicable.	 3. Estimate cost of trip using the Trip Accounts Spreadsheet. Take in to consideration funding for FSM / Pupil Premium students. Inform cost of trip per student to Trip Leader and suggest deposit amount. Realistic no of students must be used as should the trip make a loss, it may not be authorised to run the following year. 5. Book all aspects of the trip. Pay any trip deposit and agree payment schedule with provider(s). 6. Once booking confirmed, trip must be entered on to the school's electronic diary. 9. At least 4 weeks before trip, set up Arbor for parents. Manage payments made via the school payment system. Provide reminds for outstanding payments. Collect all monies owed, permission slips (if consent not given on Arbor) travel and medical documentation up to closing date. 10. Update Trip Information of attendees on trips. Provide list to Trip Leader with updates. 12. 2 weeks before trip, confirm transport nos to relevant company and pay final venue costs if required and inform Trip Leader of any serious medical issues. Email any correspondents to Trip Leader. 	Communicate issues relating to students/ staff on the trip clearly and timely ... two way

Risk assessments

A full risk assessment must be completed two weeks prior to a trip, which must be approved by the school's EVC, using the school's risk assessment template. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the school server.

The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. Copies should be taken on the trip and given to every adult, and another copy left with the EVC.

Parental consent

In accordance with the Home School Agreement, most parents give blanket permission for their child to attend local school trips. As a result, permission is no longer requested from parents for individual school trips or sporting activities. However, parents will always be informed about the trip or activity by email or letter. All the necessary details will be included in the letter, as well as any payments required. Permission will be specifically requested from parents for residential trips and adventure trips (e.g. outward bound) or a long journey.

Ratios

Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils. All trips are individually risk assessed to ascertain the safe level of adult supervision required. Below are the recommended minimum adult to pupil ratios that our school is committed to implement. These are adhered to unless there are exceptional circumstances and/or permission has been given by the Head teacher following an assessment of risk taking into consideration the nature of the trip.

For day trips a ratio of 1 member of staff per 15 pupils must not be exceeded, with a minimum of 2 staff for every trip being the norm unless otherwise agreed by the Head teacher. For residential trips, UK and abroad, a ratio of 1 member of staff per 10 pupils is not normally exceeded, with a minimum of 2 staff for every trip.

The following ratios are usually applied: Reception: Ratio 1 adult to 4 children Year 1: Ratio 1 adult to 6 children Year 2: Ratio 1 adult to 8 children Years 3-6: Ratio 1 adult to 10 children

- Reception classes - 1:4
- Years 1 – 1:6
- Years 2 – 1:10
- Years 3 – 6 1:15
- Adventurous activities -1:10
- Residential visits – 1:10
- Visits abroad 1:10

If a child with a Statement of Special Educational Needs or an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

Residential trips

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form.

Payments for trips

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made via the Arbor App.

In the case of trips within London, class teachers will always seek to use public transport (which is free for school children) unless there are good reasons not to. For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

Behaviour on school trips

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

Trip Safety

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- Adults must only use their own personal phones when on a school trip to contact the Trip Leader, who will carry the School Trip's phone. The School Trip's phone can be used to make contact or take photographs. Personal phones are not to be used to take photographs of the children. Staff on the

trip can take school iPads to take photographs and then upload them to the Education Visits folder on the server – saved in Teachers.

- Newly Qualified Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- Supervising adults to include a member of staff with knowledge of basic First Aid, if possible
- For EYFS trips, at least one paediatric first aider must accompany children
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip
- Children to be briefed about the importance of staying with their partner/group/adult helper
- Any adult who has not been DBS checked should not be left alone with children during any activity
- Adults must never travel alone with a child in their own vehicle
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside
- Regular headcounts to be taken

Emergency procedures

The trip leader must always complete the Emergency Arrangements section of the Risk Assessment Form prior to any educational visit. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child.
- If a child has been left on the tube/train, they are to get off at the next station and wait.
- Speak only to adults in uniform, e.g. TfL staff, police etc. but under no circumstances go with them.
- The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.
- If the child is not found after approximately 5 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The Head teacher, Deputy Head teacher or Assistant Head teacher will notify the parents as soon as the information has been gathered.

- The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.
- When the situation has been resolved, the Head teacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

Other Relevant Policies and Documents

This policy complements and supports a range of other policies:

- Teaching and Learning Policy
- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy

Contacts:

Emma Hall: Head teacher

Aliyah Khan: Educational Visits Coordinator

Amy James: Deputy Head teacher

A copy of this policy is available to all staff and parents and is published on the school website.