



EAST MORTON CE PRIMARY SCHOOL

Educational Visits

This policy applies unless overridden by any other emergency response guidance, in place.

Policy for Educational Visits

Vision Statement

All are inspired to achieve their full potential in our loving community of life-long learners, where:

- Everyone is valued;
- Every chance is provided for all to flourish in the security of God's love; and
- Every day brings the enjoyment of life in all its fullness.

Core Values

At East Morton, 'Love' is our core value and it is from love which all of our six key values flow:

- Hope
- Peace
- Generosity
- Community
- Wisdom
- Justice

At East Morton CE Primary School, educational visits are seen as an integral part of school life. As part of our aim to provide a broad and balanced curriculum, educational visit:

- Have a stated educational purpose with clear, relevant and achievable aims and objectives
- Enhance learning opportunities
- Provide a positive contribution to the development of cross-curriculum dimensions
- Extend personal horizons through greater participation and understanding of the world and its people
- Understand the need for sustainable relationships between people and their environment
- Develop self-esteem, personal responsibility, co-operation and respect
- Enhance practical problem solving and team-work skills
- Promote a positive and knowledgeable response towards personal and well-being

Visits include:

- Walks around the local area
- Local visits
- Half or full day visits which need transport
- Residential visits

A major consideration in the organisation of any visit must be the safety of the participants, and this, as in all other respects, both the LA guidelines and the school policy must be complied with. The minimum adult-to-pupil ration is dependent on the nature of the visit and the age of the pupils and the needs of the pupils – staff must therefore check that they comply with all school and LA requirements and regulations. The organiser must be satisfied that the venue is a suitable one, with all that this entails, and, where applicable, that any officials from the venue who will be involved in the visit, are DBS checked, qualified and suitable.

The visits co-ordinator (EVC) is Emma Petts. It is the co-ordinators responsibility to:

- Update, communicate and discuss school policy in relation to trips/visits
- Provide support for staff planning and organising trips
- Keep up to date with national and LA guidelines regarding visits, especially Health and Safety issues
- Monitor and celebrate work carried out in relation to visits

Planning

Educational visits should be included in the school's long-term plan and in some cases will be necessary to plan further in advance such as residential visits.

Information needs to be sent far in advance, and where possible, a pre-visit arranged. The information collected should include disabled access, disabled toilets and include any information needed for wheelchair access, so that provision can be made for all children for the whole visit.

BEFORE THE VISIT

Exploratory/Preliminary Visits

All visits will benefit from an exploratory visit if it is not a regular event. For outdoor activities the exploratory visit is absolutely necessary for safety reasons but also for reasons of sound educational planning.

Exploratory visits contribute to the overall planning by ensuring that the venue:

- Can be assessed with regard to its ability to meet the aims and objectives of the visit
- Can be effectively assessed for risk
- Can cater for the individual needs of the group
- Can direct the visit's itinerary to make the best use of the venue's educational potential
- Can offer value for money

Exploratory visits contribute to the overall planning by ensuring that the Group Leader:

- Is familiar with the geographical, logistical and social aspects of the venue
- Has obtained names and addresses of other schools who have used the venue
- Has met staff at the venue and has obtained advice from them

Once a member of staff has decided on the visit location and has been given approval 'in principle' from the Headteacher, then detailed preparation can commence.

The school diary needs to be checked to make sure that the date is free and the EVC can check there will be adequate staffing available.

Once the date has been approved, the school office will then book the necessary transport and confirm the booking with the venue. A letter to parents will be drafted

and checked by the Headteacher before being sent home at least 2 weeks before the date of visit. The letter should include details of:

- Nature and purpose of visit
- Venue
- Date
- Departure and arrival times
- What to wear
- What to take
- Lunch arrangements
- Cost; including a statement about voluntary contributions
- Information regarding how to pay online ParentPay - The Leading Cashless Payments System for Schools
- A clear reply slip for permission if they are not using the online platform

Every effort must be made to collect the voluntary contributions to cover the cost of the visit. At East Morton CE no child will be left behind at school because their family is unable to pay however, the Governors reserve the right to cancel any visit if insufficient funds have been received. All children will be included on visits regardless of their special needs, race, religion, culture, gender and gender orientation and it may be necessary for adaptations to be made. Each visit will be discussed with parents and the SENCo to ensure that the needs of the child can be fully met during the visit.

A risk assessment must be completed and discussed with the EVC with formal approval from the Headteacher for all residential visits. Smaller visits will be signed off by the EVC. Risk assessments for residential visits need to be prepared 6 weeks in advance of the departure date and signed off by the Headteacher. The EVC will email the LA with the dates and details of the visit.

First Aid Considerations

First aid considerations must form part of the risk assessment and should include:

- The numbers in the group and the nature of the activity;
- Children who require emergency medication i.e. Epipens, Buccal Midazolam
- The nature of any likely injuries and how effective first aid would be;
- The distance to the nearest hospital and availability of transport;

In all cases a nominated person should be in charge of the first-aid arrangements, unless there is a first aider at the location and it is deemed safe to travel without. A paediatric first aider will always be present during visits involving children from Early Years.

Itinerary

A detailed itinerary needs to be planned for the whole visit. This should include:

- Times
- Places including all phone numbers
- Activities – activities which involve being near a water margin will need to have greater scrutiny and consideration
- Groups
- Levels of supervision

What to take:

- First aid kit
- Any medication specific children need e.g. inhalers. Medicines will only be administered by staff when prior agreement has been granted by parents/carers. Parents/carers will be notified of any medication which has been administered on return.
- Emergency contact list
- Sick bucket, paper towels, plastic bags, disinfectant and baby wipes
- Any resources or equipment needed

Adult to Child Ratio

Ratio of adults to children should take into consideration the age and needs of the children (medical, SEND and behaviour). Ratios will be considered according to the needs of the visit but 10:1 will be the minimum standard but aim to have a much better ratio if possible, with at least 8:1 Key Stage 1 children and 4:1 wherever possible for EYFS. In some circumstances the adult to child ratio may be less depending on the nature of the visit (e.g. visit to another school) and the EVC and Headteacher will make the decision.

Staffing

- If school appoints volunteers/helpers, this will be communicated as far in advance of the visit as possible. School has the right to decide which volunteers accompany a visit;
- Where children are organised into small groups, a child will not generally be placed in the group that his/her parent is responsible for;
- Where children are organised into small groups, the group with the volunteer will shadow another group with a member of school staff
- Parents/volunteers are not charged when accompanying a class. Their admission fee, if applicable, should be budgeted for in the cost of the overall visit.

Uniform

It is easier to identify children if they are wearing their school uniform, so school uniform is worn for the majority of school trips. However, if the visit is likely to involve a lot of outdoor activities then school will request that parents send their children in suitable clothing and footwear.

Safety

- Children must be supervised by an adult at all times, including lunch times;
- A suitable place for lunch and toilet facilities needs to be considered in advance;
- Staff must make an assessment of any potential hazardous situations before the visit takes place, e.g. children's playgrounds;
- All adults need to be comprehensively briefed so that they know the itinerary, which group of children are in their charge, the aims of the visit and what exactly their duties are;

If the venue for the visit is not familiar to a prospective group leader then an exploratory visit must be undertaken if:

- The visit involves a residential element or;
- The visit involves outdoor activities, e.g. caving, climbing or activities involving water margins i.e. paddling

Transport

- Parents will always be notified what type of transport will be used on school trips;
- When coaches are used, seat belts must be provided for all seats and each child must wear one;
- The trip leader and school staff are responsible for the conduct and behaviour of the children while they are travelling;
- The group leader maintains the right to question the safety of the transport provided and if necessary may need to make alternative arrangements or cancel the visit;
- When public transport is used, an increased ratio of adults to pupils must be considered;

Pocket money

This is at the discretion of the trip leader and will be communicated to parents in advance. Most visits will not require additional money but trips to the seaside and residential visits may allow pocket money. Pocket money for visits will not exceed £7.50.

Residential Visits

Plans for a residential visit need to take place 9 to 12 months in advance. Prior to any residential visit, the group leader responsible needs to visit the venue to:

- Check suitability and safety, especially appropriate safety standards in outdoor activity centres;
- Look at disabled access/facilities/arrangements;
- Collect information about the venue and its surrounding area;
- Find out location, address and phone numbers of the local doctor's surgery, nearest hospital etc;

Following the initial visit, costs need to be calculated for the voluntary contribution and a parents' meeting arranged. This should explain:

- Purpose of visit;
- Practical arrangements;
- Voluntary contribution required including a planned saving scheme;
- Itinerary;
- Medical consent forms;
- Emergency contact details;

Additional preparations

- A detailed itinerary;
- Contact numbers of parents and staff;
- Medical and dietary arrangements needed;
- Use of leisure time (reduced supervision)

- Stand-by staff arrangements (they must be available throughout the entire event and hold all the information, contact numbers to enable them to respond to an emergency and act immediately)
- Additional copies of all information needs to be held by the school office and the Headteacher or Deputy Headteacher.

Insurance

The DFE 'Risk Protection Arrangements' policy covers all off-site visits.

This blanket policy includes:

- Personal accident
- Medical expenses
- Search and rescue expenses
- Personal Property
- Personal money
- Cancellation, curtailment, rearrangement and replacement expenses
- Kidnap consultant costs
- Political and natural disaster evacuation
- Legal expenses
- Personal liability

DURING THE VISIT

Staff must ensure the adequate supervision and safety of all children at all times. In case of any emergency, the appropriate adults at school and parents must be contacted immediately. Children should be fully aware of which adults are on duty at all times.

Expectations of Staff

The staff code of conduct should be followed at all times.

Where staff are asked to support a school visit or residential, pay is only available for the school's normal working hours.

Dealing with accidents and emergencies

i. Accidents

In the event of a pupil injuring themselves, dealing with that incident must take priority. All participation in such activities must stop and pupils must be instructed to rest quietly and not to make any further use of any equipment/hardware associated with the accident, until the incident has been dealt with and the welfare of the injured party has been organised. Pupils must be made aware of the circumstances leading up to the accident and an appropriate short discussion about the incident should serve as an example to others.

Small cuts and abrasions can be dealt with using the first aid kit but more serious incidents should receive the attention and evaluation of a qualified 'first aider'. All accidents however minor should be reported in the School Accident Book by the end of the day on which they occur as well as the Accident Book where the visit is taking place.

ii. Illness and sickness during the visit

Pupils must be encouraged to report that they are feeling unwell during a visit – otherwise it is possible that their condition could cause them to lose concentration or become faint. Opportunities must be afforded in such circumstances for the pupil to leave the activity to visit the cloakroom, get some fresh air, have a drink of water, rest, etc.

Staff members need to inform the group leader if they are feeling unwell in case additional staff need to be contacted as a replacement. It may be necessary for staff to inform the group leader of any pre-existing medical conditions and any such information must remain confidential.

iii. Emergency procedures

On any school trip staff should take a copy of **Critical Incident and Business Continuity Plan (CIBCP)**. In an emergency follow the guidance in **Section 7**.

AFTER THE VISIT

- Work completed by pupils either during or subsequent to an educational visit, should be displayed as and when appropriate in school and/or in the school's Morton Mag publication.
- On return from the visit, the group leader should complete the evaluation on the original risk assessment and file it in the school office.

Review

Staff and Governors will review the Educational Visits Policy annually
(Next review **Spring 2027**)

Headteacher: A. Proctor

Governor Approval: A. McGonigle

Date: January 2026

Appendices-
Medical Information form

Linked Policies

Critical Incident and Business Continuity Plan (Dealing with an Emergency)
Safeguarding and Child Protection Policy

Appendix 1 Medical Information Form

Medical Information

The school will not give your child medicine unless you complete and sign this form and the Headteacher has agreed that school staff can administer the medication.

Name: _____

Photo: _____

Date of Birth: _____

Address: _____

Date: _____

M / F

Year group/Class: _____

Review date: _____

Condition: _____

Contact Information

Family Contact 1

Name: _____

Relationship: _____

Work telephone: _____

Home telephone: _____

Family Contact 2

Name: _____

Relationship: _____

Work telephone: _____

Home telephone: _____

Clinic/Hospital contact

Name: _____

Telephone: _____

General Practitioner

Name: _____

Telephone: _____

Medication

For how long will your child take this medication: _____

Date dispensed: _____

Expiry Date: _____

Full directions for use

Dosage and method: _____ **Timing:** _____

Special precautions: _____

Side effects: _____

Self-Administration: Delete Yes / No

Describe what constitutes an emergency:_____

Procedures to take in an emergency: _____

NB: Medicine must be in the original container as dispensed by the pharmacy.

Give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Appendix 1 Medical Information Form

Daily care requirements

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Specific support for the pupil's educational, social and emotional needs.

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Arrangements for school visits/trips etc.

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Other information.

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Staff training needed/undertaken – who, what, when.

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I understand that I must deliver the medicine personally to my child's class teacher and accept that this is a service which the school is not obliged to undertake. I am also responsible to monitor the expiry date of medication in school and provide new medication when necessary.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy.

I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or medicine is stopped.

Signature: _____ **Relationship to child:** _____

Date: _____

Signed by Headteacher _____

Form copied to: Parents SENCo Class teacher Medical File