



EDUCATIONAL VISITS POLICY

Updated by	Richard Daniels
Updated when	September 2025
Next Review Date	September 2027
Statutory Policy	No
On school website	Yes

Riverside Primary School and Nursery has formally adopted, through its Governing Body, the [RBWM Guidance for Educational Visits](#) which should be referred to alongside this policy.

1) Rationale

Educational trips and visits are an important part of the curriculum. The benefits to children of taking part in trips include, but are not limited to:

- improvements in their ability to cope with change
- increased critical curiosity and resilience
- opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness
- increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other)
- improved achievement and attainment across a range of curricular subjects
- increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging pupils to become more risk aware as opposed to risk averse
- greater sense of personal responsibility
- possibilities for genuine team working including enhanced communication skills
- improved environmental appreciation, knowledge, awareness and understanding of a variety of environments
- improved awareness and knowledge of the importance and practices of sustainability and
- physical skill acquisition and the development of a fit and healthy lifestyle

Our priority is to ensure that all visits are safe and that they contribute to children learning our curriculum.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

All staff are required to plan and execute visits in line with this school policy.

2) Types of Educational Visits

This policy covers three types of visit:

- Non-residential visits within the UK that do not involve an adventurous activity, e.g., visits to museums, farms, zoos, theatres, etc.
- Visits that are residential or involve an adventurous activity, and
- Local Learning Area trips. See appendix 4

3) Roles and responsibilities

3.1) The Local Authority

The local authority provides policy, guidance and training for educational visits. The training is for Educational Visits Coordinators and Educational Visit Leaders. The EVCs are the Heads of School.

3.2) The Educational Visits Coordinator

The EVC has responsibility for authorising all visits and for submitting those that are residential or adventurous to the local authority. The EVC will define the roles and responsibilities of staff to ensure effective supervision, appointing a deputy where appropriate. The EVC will ensure that all staff involved in trips and visits are competent to carry out responsibilities that they are allocated, as well as to organise training and induction for new staff. The EVC, in conjunction with the Visit Leader, should ensure that all staff supervising children on a trip or visit are fully briefed in advance of the trip. The EVC is responsible for monitoring the trip leader's planning and to monitor the leadership of the trip either during or after, including keeping records of visits, accident or incident reports. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Headteacher has responsibility for authorising all visits and where applicable, for submitting all adventurous activity visits to the LA for approval, via EVOLVE.

3.3) Visit Leaders

Visit Leaders have overall responsibility for the supervision and conduct of the visit, including direct responsibility for children's health safety and welfare during the trip.

Visit Leaders are responsible for the planning of their visits and entering all the information on EVOLVE. They should obtain permission for a visit from the Head of School before making any commitments. Visit Leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice where necessary.

The Visit Leader is responsible for ensuring a risk assessment is carried out and is signed by the Headteacher at least one week in advance of the visit. The Visit Leader will share information with all staff involved in the visit in advance of the visit and they will ensure that all children understand the risks prior to the visit.

The Visit Leader is responsible for ensuring the emergency contact details, mobile phone, first aid kit and relevant medication are taken on the visit.

It is the Visit Leader's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays, the school must be informed so that this can be communicated to the Headteacher, parents and carers.

Visit Leaders provide feedback to the EVC on the outcomes of the trip in order for decisions to be made on whether to repeat the trip in the future. This feedback includes:

- whether the educational aims were met,
- handover of accident forms and
- details of near misses.

3.4) All staff supervising children on educational trips and visits

All staff should be informed of the risks and the control measures put in place. Adults should regularly carry out head counts to ensure the safety of children. Staff remain vigilant at all times and carry out ongoing risk assessments, making decisions about keeping children, themselves and colleagues safe based on their professional judgement.

4) Approval procedure and consent

Before a visit is advertised to parents, the Headteacher and the EVC must approve the initial plan.

For Local Learning Area visits, parents will be asked to sign a general consent form for participation in these activities when their child joins our school. Parents will be given the itinerary for the activities that pupils are involved in and will be informed by email if an activity has to be cancelled.

For any visit beyond the Local Learning Area parents will be asked to sign a letter, which consents to their child taking part. The school has a model letter, which is used for this purpose. As part of the parents' consent, they will be fully informed of the activities and timetable for the visit.

The school wishes all pupils to have the opportunity to experience educational visits. Payment, including travel is currently by voluntary contribution from parents, including using school fund. In special circumstances there is a fund to subsidise pupils, in which case parents need to speak to school office staff.

5) Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. We make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

We will not exclude children with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. We will work with families to find ways so that all children can attend educational visits.

6) Risk assessments

Risk assessments should not be a list of every potential risk and every possible scenario. Visit Leaders, the EVC and the Headteacher will decide if the risk is acceptable based on the control measures.

Significant risks are recorded on risk assessments in line with HSE guidance.

All visits require risk assessments appropriate to the activity, which are uploaded to EVOLVE prior to the trip. Generic risk assessments are stored on the school's curriculum network (T:Drive). These can be adapted to suit and supplement specific trips. The EVC is available for advice if required. Risk Assessments are also sought from visit venues, where available.

Visit Leaders are responsible for completing risk assessments for significant risks:

- where they are leading off site activities,
- for travel,
- for medical issues among the trip participants and
- for behavioural issues among the trip participants.

Risks are judged as either acceptable or unacceptable based on the risk and the planned actions to mitigate against those risks. Risk assessments should include:

- the hazard (anything with the potential to cause harm),
- control measures (what we do to keep the risk acceptable).

Staff continually judge the risk to children, themselves and colleagues and make necessary adjustments to mitigate against those risks using their professional judgement; this is called Dynamic Risk Assessing.

7) Supervision and Ratios

The Visit Leader should not have his or her own group of children. It is important to have a sufficient ratio of adult supervisors to pupils. The Visit Leader, in conjunction with the EVC, will determine the appropriate adult to child ratio on a trip-by-trip basis.

Things to consider are

- Staff and young people have allocated tasks,
- A buddy system is in place,
- Adult helpers are linked to allocated groups of children.
- Adults have clearly stated roles and responsibilities and any delegated tasks are clear and unambiguous.
- Communications are clear (i.e., mobile phone policy).
- Have a Plan B for self-led weather dependent activities (e.g., seaside visits)
- Have a flexible, non-rigid approach that can be varied to suit situations.
- Always report 'near misses' so that others can learn.

It is preferred that all adults accompanying children on a trip have an up-to-date DBS check. The DBS information is held at the school office. We will therefore prioritise adult helps as listed below.

When considering accompanying adults, the order of preference is as follows:

- School staff within the year group – including part time staff
- School staff from other year groups (ensuring adequate staffing levels remain in school)
- School governors with DBS clearance
- Parents or guardians from the class with an up-to-date DBS clearance for the school
- Parents or guardians from other classes with an up-to-date DBS clearance for the school
- Parents or guardians with a DBS clearance from other settings

- Parents or guardians without a DBS (must accompany an adult from the school and must not be left unattended with the children at any time).

Before taking extra adults, the Visit Leader must also take into account the number of available seats on the coach (if the trip requires one).

Expectations of adults helping on school trips

- All adult helpers will read the risk assessments and sign to acknowledge they are understood and will be followed
- All adults will be given a copy of the itinerary by the Visit Leader
- The Visit Leader will meet with adult helpers prior to the trip and ensure they understand that they are responsible for the children in their group. They must supervise them at all times, including escorting them to the toilet
- School staff are responsible for tackling adult volunteers if they feel their behaviour is inappropriate.

8) Emergency procedures

8.1) If a child becomes separated from the group

It is the Visit Leader's responsibility to communicate a plan for if a child becomes separated from the group. Clear plans should be communicated to children prior to the visit (agreed meeting points). All adults should be aware of the procedure so that they can act quickly and effectively should the situation arise. The Visit Leader will not be assigned to a group and so can coordinate the response.

8.2) Critical incidents

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. The trip leader must take with them the emergency action card (appendix 2) and ensure that adults understand the process.

The local authority has an emergency plan in place to deal with a critical incident during a visit. When an incident overwhelms the establishment's emergency response capability or where it involves serious injury or fatality or where it is likely to attract media attention then assistance will be sought from the local authority.

In the event of a critical incident, the Visit Leader will not communicate the press. The Headteacher / local authority will manage communication with the press.

As soon as is appropriate to do so, the Visit Leader will contact the Headteacher, who will record information about the incident. The required information is printed on the back of the emergency action card (Appendix 3).

All incidents and accidents occurring on a visit will be reported back through the school systems, and recorded in the accident/incident book (Appendix 2).

9) Evaluation

All visits will be evaluated by the Visit Leader. Evaluations are completed on the EVOLVE website and are evaluated against their intended outcomes. Copies of the risk assessments are also stored with the trip details on the EVOLVE website.

10) Appendices

1. Guideline for teachers planning future trips
2. Serious Incident Card
3. Local Learning Area documents
4. Visits procedure flowcharts

Appendix 1

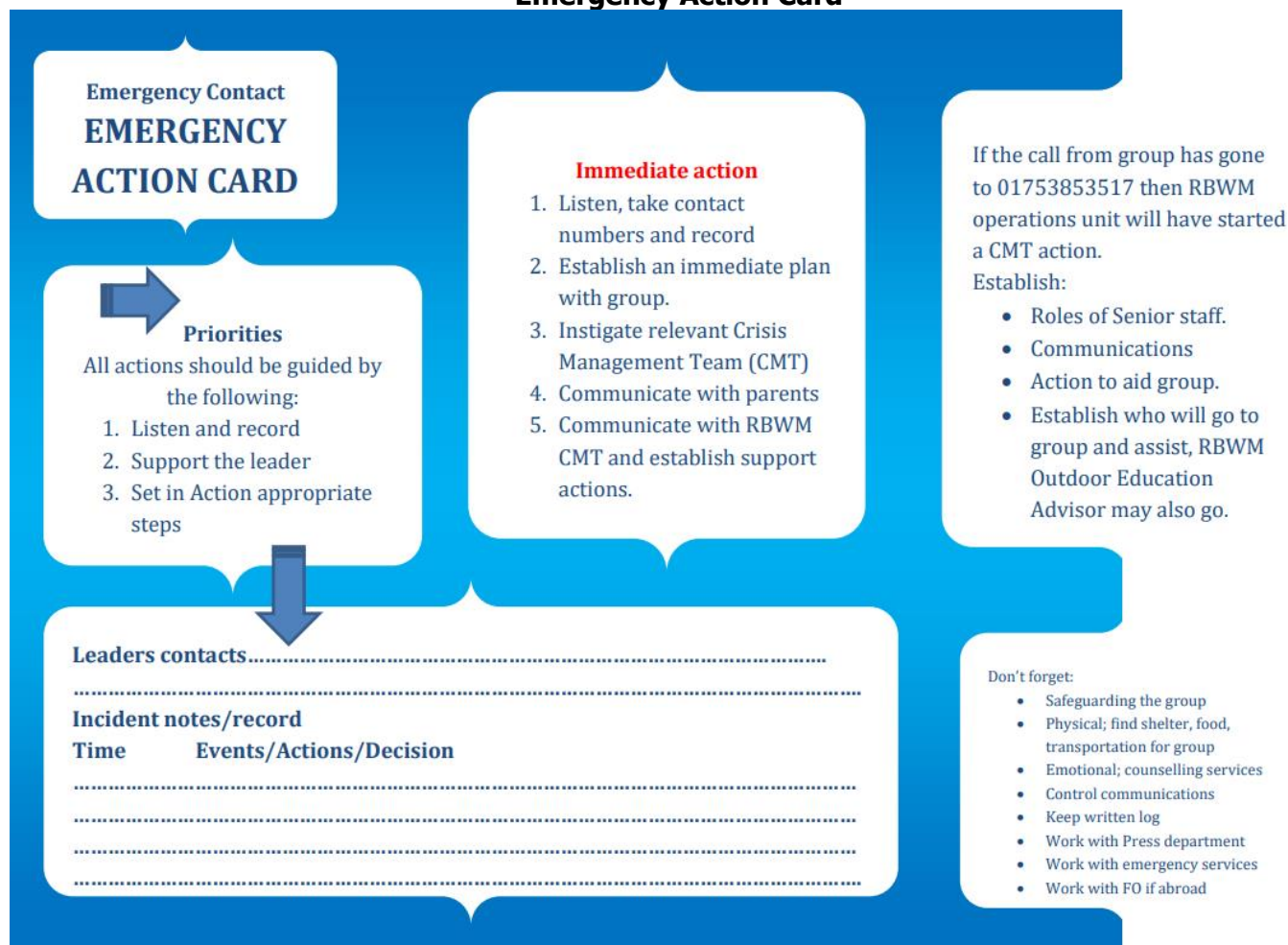
Guidelines for Staff Planning Future Trips EVOLVE Process

EVOLVE website is: evolve.edufocus.co.uk

- EVOLVE form, risk assessment and itinerary must be completed and submitted at least three weeks before the trip takes place.
- You will need a username and password to log on (please see EVC if you are not sure). Click on Royal Borough of Windsor and Maidenhead on the list of counties to get started.
- Enter the names of the staff you intend to take (any additional adults can be added at a later date).
- You will need to attach an itinerary and any risk assessments relating to the trip (on shared network). These generic risk assessments also need additional notes attached relating to your class / year group / individual pupils.
- You will also need your own risk assessment specific to the trip and the external contractors risk assessment if they have one.
- All risk assessments need to be signed by every adult assisting on the trip.
- EVOLVE forms and all attached documents, including risk assessments will remain on the EVOLVE system.
- An evaluation also needs to be added (electronically) to the EVOLVE form within one week of the trip taking place.
- Any questions please speak to the EVC or Headteacher

Appendix 2

Emergency Action Card



Serious Incident Action Card for the Group Leader

This Action Card covers the following incident scenarios:

- 'Generic' emergency procedures (coach crash, fire, bomb threats, terrorism);
- Death or serious injury of a pupil / adult while on / at a school journey;
- Outbreak of an infectious disease which will curtail the school journey.
- Incident / emergency on a school trip including overseas;

Initial Actions

- Summon emergency services if appropriate;
- Provide first aid / prevent further injury;
- Account for all party members including staff;
- Delegate a responsible adult to take care of uninjured members of the party;
- Instruct no-one to talk to media and secure inappropriate use of mobile phones, email and social media (e.g., Facebook, Twitter etc);
- In order that you can be contactable at all times and to enable you to lead and coordinate all necessary actions you should delegate party leadership to the Deputy Leader;
- Keep a log using the Incident Record Sheet to note down:
 - Full and further details of the incident such as what has happened, the time of the incident, the exact location of the emergency, and any casualties;
 - all action taken and conversations held;
 - any decisions that have been made;

Subsequent Actions

- You should not make any public statements about the incident without prior agreement of the School and the Council.
- Depending on the circumstances some or all of the following actions may be required:
- Retain all equipment involved in an accident or incident in an unaltered condition - unless it is required by the police;
- Begin to make appropriate arrangements for those not injured to return home immediately;
- Arrange any support for the staff and injured in hospital;
- Obtain necessary documentation from the medical authorities e.g., death certificates, medical certificates indicating how injured may travel home, and case histories including x-rays;
- Retain receipts for all expenditure connected with the incident.

Appendix 3

Local Learning Area Procedure for Staff

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during normal school hours follow the operating procedure outlined below.

These visits/activities:

- Do not require additional parental consent from the permission given for the Local Learning Area (OA4). (except for Nursery children)
- Do not normally need additional risk assessments / notes (other than following the operating procedure below and what is outlined in the Local Learning Area documents and risk assessments that can be found on EVOLVE and on the T: drive.)

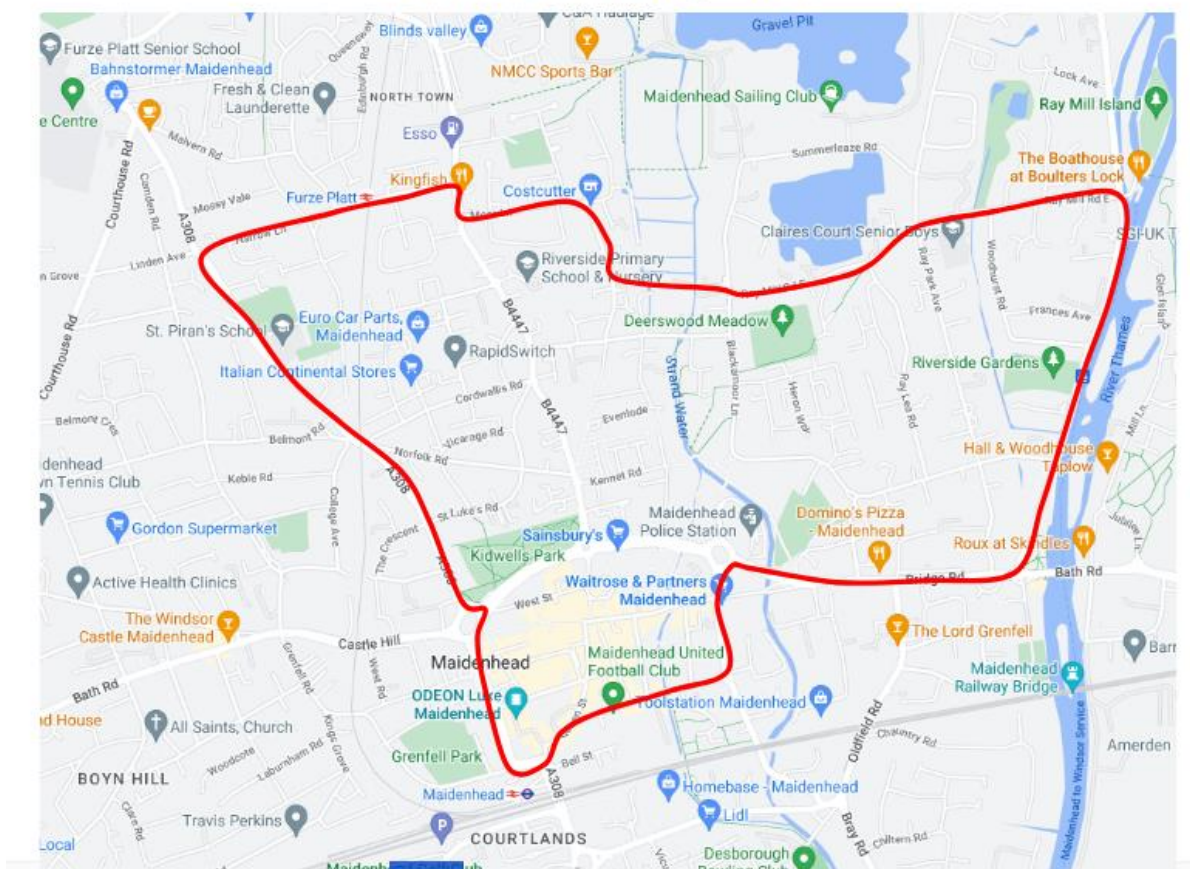
Boundaries

The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues:

- Deerswood Meadow;
- Riverside Gardens;
- St Piran's School;
- Maidenhead Town Centre;
- St Luke's Church;
- St Mary's Church;
- Odeon Cinema;
- Kidwell's Park

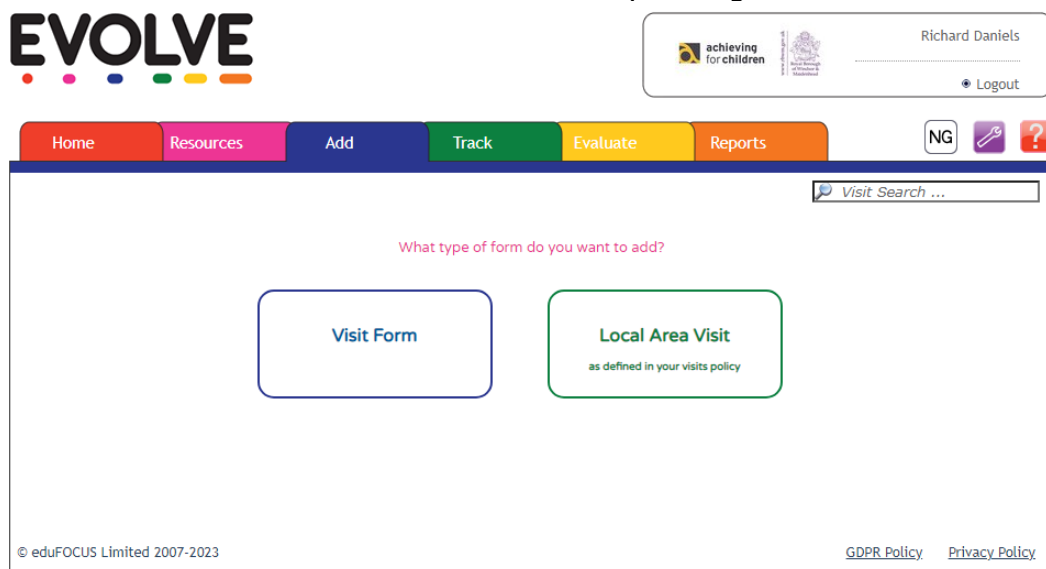
Please be aware that the Local Learning Area is within the red line boundary below. Any water-based or water-margin activities are not covered by the Local Learning Area operating procedures.

Local Learning Area

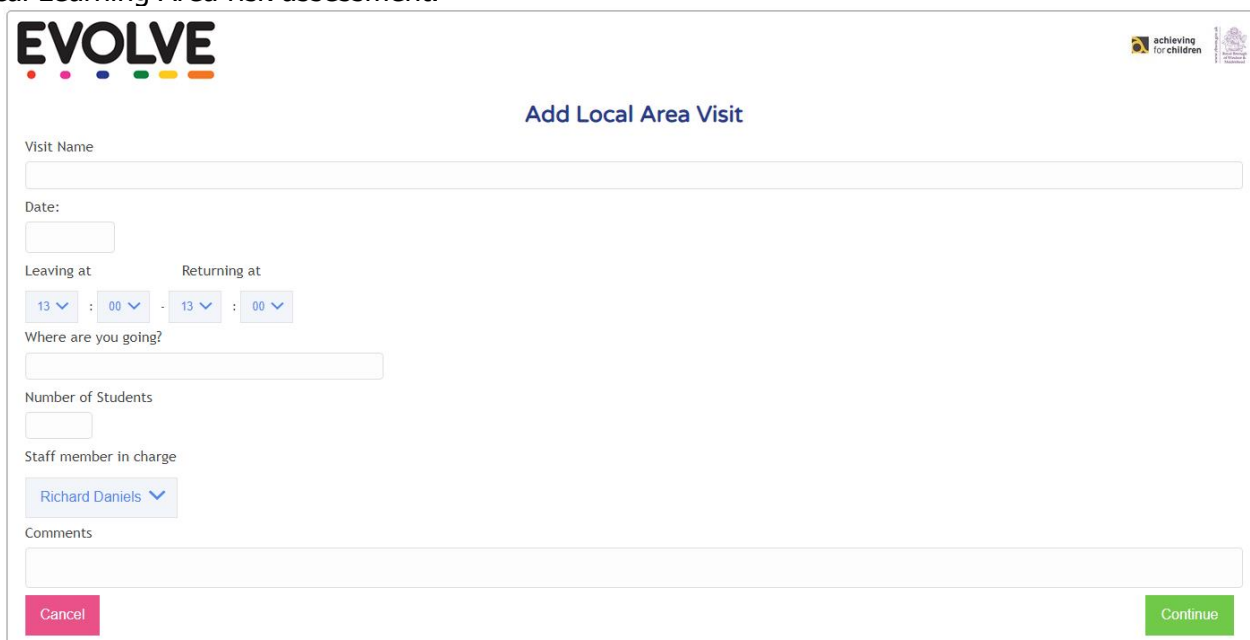


Planning and submitting approval for a Local Learning Area Visit

When logged on to EVOLVE start a new form for submission by clicking 'Local Area Visit'



Fill in visit details on the form like the example below. In the comments section, add if you have completed a Local Learning Area risk assessment.



Your form will then be submitted for approval to the EVC and Head teacher.

Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic
- Losing a pupil
- Uneven surfaces (→ slips, trips and falls)
- Weather conditions
- Activity-specific issues when doing fieldwork (nettles, brambles, rubbish, etc.)

These are managed by a combination of the following:

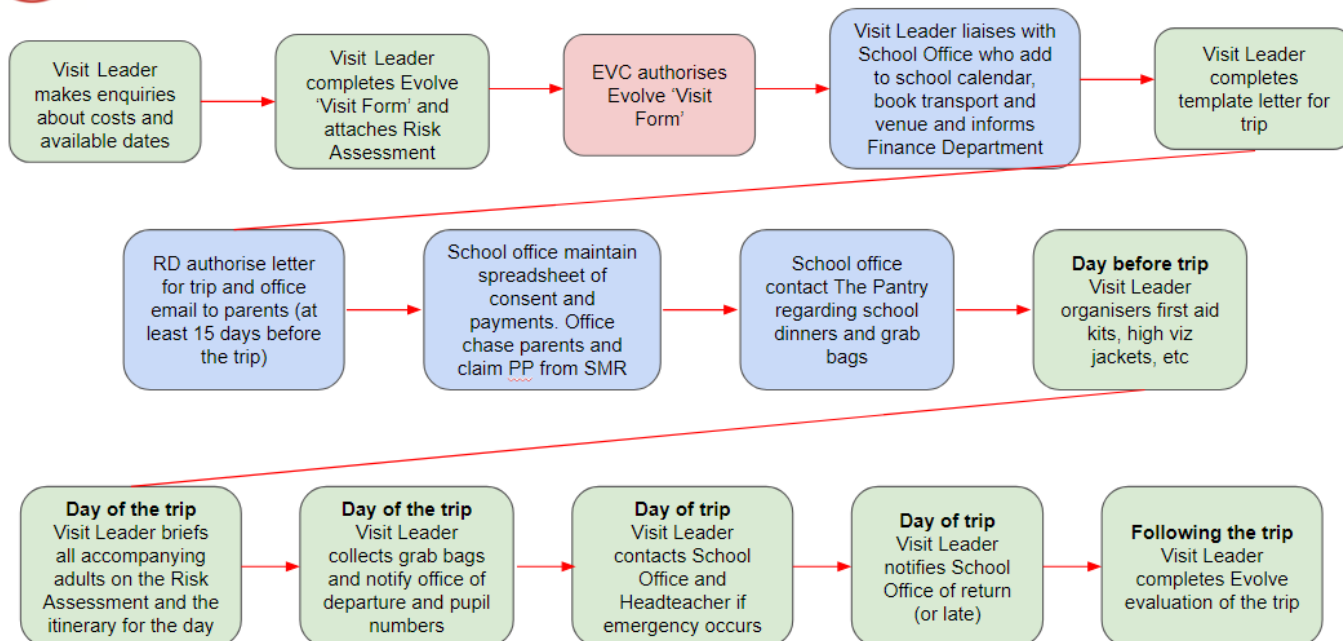
- The Headteacher and EVC must give EVOLVE form approval before a group leaves.
- The Visit Leader will add the planned route, itinerary and accompanying adults in the Local Area Visit risk assessment and share this with the EVC and accompanying adults.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and operating procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- Staff and adults are familiar with the area, including any 'no go' areas, and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant medical information and ensure that any required medication is available.
- On departure, the Visit Leader will inform the school office of their estimated time of return.
- A designated emergency contact 'back at base', who is aware of the proposed visit/activities, will have been identified beforehand and ensure that s/he remains contactable until notified of the group's safe return.
- A fully charged mobile is taken and the office will have a note of the number(s).
- Pedestrian crossings are used whenever possible to cross the road.
- Appropriate personal protective equipment is taken when needed (e.g., gloves, goggles).

Please ensure you fully familiarise yourself with these procedures before beginning to plan your visit to the Local Learning Area and ask for guidance from the EVC if you need clarification on any points listed.

Appendix 4



Riverside Primary School and Nursery School Trips Procedures



Riverside Primary School and Nursery Local Area Visit Procedures

