



Educational Visits

Policy Statement

At Portway Infant School staff are encouraged to take children on educational visits to give the children first-hand experience. All visits will support the curriculum being taught.

Portway Infant School follows the advice given in the DfE guidance document 'Health & Safety of Children on Educational Visits' and has incorporated this advice into the school policy and procedures.

This policy has been fully discussed with teaching and non-teaching staff and approved by the school Governors.

Organisation

- The teacher in charge of the trip (generally the Group Leader) will load the trip information onto EVOLVE at least two weeks before the visit.
- Parents are given at least two weeks written notice, where possible, and are asked, if applicable, for a voluntary contribution to cover transport, insurance and any entry fees. No child will be excluded due to non-payment. Advance consent (**Appendix A**) will be sought to cover all trips to be attended (including local trips and short walks as well as day trips requiring coach travel) whilst the child is on roll at Portway Infants. This consent will be sought when a child joins our school with consent further confirmed upon payment on School Money. Children may not take part in any visit without obtaining this consent.
- Children will be accompanied in a ratio of at least one adult to six children.
Sufficient adult supervisors will have DBS clearance to allow for the above ratio on visits where the whole group may separate into smaller groups (on local short walks the whole group stays together). Volunteer risk assessments (**Appendix B**) will be completed on all parent volunteers.
- The school kitchen will be informed of dates of visits giving as much notice as possible with packed lunches requested where necessary.
- An education visits check list will be completed by the Group Leader (**Appendix C**)
- Teachers will inform a third-party provider, where applicable, of those children who cannot be photographed

Safety when travelling

The following safety precautions will be followed whilst travelling:

- Only coaches with seatbelts will be booked.
- Seat belts must be worn at all times
- Children will not occupy the seats at the front, centre aisle on the back row, by the emergency exit or directly behind the toilets whilst travelling on coaches.
- There will be adequate supervision at all times when travelling.
- Supervisors will be allocated seats that allow them to supervise properly.
- Children will be supervised when boarding and leaving the coach.
- Standards of behaviour will be maintained whilst on the coach and the driver will not be distracted by passengers.
- Evacuation procedures will be clearly understood by everyone, coats and bags will be safely stored and emergency exits will be kept clear.
- Head counts will be carried out when the group is getting on or off the coach.

The following information and equipment will be taken on all outings:

- A list of those present on the journey (to include children, staff & helpers) which is part of the formal risk assessment completed for the trip a copy is left in school (**Appendix D**)
- Travelling First Aid Kit and any required medication for children with specific needs
- Spare clothing.
- A mobile telephone will be taken by the group leader. Additional mobile telephones, as available, will be taken by other adults.

Supervision

The Group Leader has overall responsibility for the group at all times. The Group Leader is usually the most senior teacher in the group. In delegating supervisory roles to other adults in the group, the Group Leader will:

- ensure a ratio of 1 adult to 6 children is used to supervise the children at all times,
- ensure parent/volunteers are carefully selected and well known to the school supplement the supervision ratio,
- ensure any person without DBS clearance will not have sole charge of a group of children or accompany children to the toilet,
- allocate supervisory responsibility to each adult for named children,
- ensure each adult knows which children they are responsible for,
- ensure that children know which adult is responsible for them,
- ensure that all adults and children are aware of the expected standards of behaviour,
- ensure that both a generic risk assessment and one of the venue have been carried out before the visit at least 2 weeks before the visit.
- ensure risk assessments are produced for individual children where appropriate

It is good practice for each supervisor to:

- have a reasonable prior knowledge of the children attending including any special educational needs, medical needs or disabilities,
- carry a list/register of all group members,
- directly supervise the children, particularly important when they are mingling with the public and may not be easily identified,
- regularly check that the entire group is present,
- have a clear plan of the activity to be undertaken and its educational objectives,
- have the means to contact the group leader/other supervisors if needing help,
- have prior knowledge of the venue – the group leader will have made an exploratory visit, if required
- anticipate a potential risk by recognizing a hazard, by arriving, where necessary, at the point of the hazard before the children do, and acting promptly where necessary,
- continually monitor the appropriateness of the activity, the abilities of the group members and the suitability of the prevailing conditions,
- be competent to exercise appropriate control of the group, and to ensure that children abide by the agreed standards of behaviour,
- clearly understand the emergency procedures and are able to carry them out,
- have appropriate access to First Aid,
- have a copy of the risk assessment and not take part in any activity not covered.

Each pupil should:

- know who their supervisor is at any given time and how to contact him or her,
- have been given, clear, understandable and appropriate instructions,
- never be left on their own,
- alert the supervisor someone is missing or in difficulties,
- have a meeting place to return to, or an instruction to remain where they are if separated,
- understand and accept the expected standards of behaviour.

Headcounts

Whatever the length and nature of the visit, regular head counting of children will take place, particularly before leaving the venue. It is good practice for the supervisors to:

- carry a list of all children and adults involved in the visit at all times,
- ensure that all children are readily identifiable, especially in a densely populated area: children will wear school uniform on visits,
- provide children with labels with the school's name and telephone number,
- ensure that all children are aware of the rendezvous points,
- ensure that all children know what to do if they are separated from the group.

Buddy Systems

Each child is paired with a buddy.

Behaviour problems, illness or injury

- Children will be reminded of standards of behaviour beforehand and at the beginning of the visit.
- If one adult is to give prolonged attention to one group member, the group leader will reassess the supervisory roles of the other adults to ensure that all members of the group know who is responsible for them. Activities may need to be amended until the other adult returns all of his or her attention to the group.
- Group Leaders should trust their own knowledge of the children and use their own professional judgment

Emergency procedures during the visit

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible,
- ensure that all the group are safe and looked after,
- establish the name of any casualties and get immediate medical attention,
- ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together,
- notify the headteacher/SLT/police, as necessary,
- ensure that all group members who need to know are aware of the incident

These procedures will be included in the first aid rucksack

Lisa Kemp

Office Manager and EVC (Educational Visits Co-ordinator)

Reviewed summer 2025

To be reviewed summer 2028



Consent Form for School Trips and other Off-Site Activities

Please sign and date the form below if you are happy for your child to

- a) Take part in school trips and other activities that take place off school premises and
- b) Be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include all those organised by school that will take place during the school day unless circumstances dictate departure prior or arrival back outside of normal school hours.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
- This permission will be in effect whilst your child remains a pupil at Portway Infant School.

Further written parental consent will not be requested from you for the majority of off-site activities offered by the school as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Please provide details of any medical condition that my child suffers from and any medication my child should take during off-site visits.

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Name of Child.....Class.....

Name of Parent.....

Signed.....Date.....



Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person.....

Is the volunteer in 'Regulated' Activity? Yes ☐ No ☐

If 'yes', an enhanced DBS with Barred list check is required.

Is the volunteer not in 'Regulated' Activity? Yes ☐ No ☐

If 'no', an enhanced DBS without Barred list check *may* be obtained.

Areas to consider

What is the age group of the children that the volunteer will work with?	
Are these children regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	

Is the school aware of any reason that the person should not work with children?	
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Decision

☐ **High Risk** – The person has no previous connection with the school AND cannot provide references from elsewhere.

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.

☐ **Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.

☐ **Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR the person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (e.g. may be a former employee).

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.

Decision

☐ Application for enhanced DBS check is not needed. State reason(s) below:

☐ Application for enhanced DBS check is needed. State reason(s) below:

☐ Application for enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity. State reason(s) below:

Class Teacher (Print Name)
(Signature)

Date

Headteacher (Print Name)
(Signature)

Date

Appendix C

EVOLVE - Visit Leader (Teacher) Checklist

Visit to:	Class:
Group leader:	Mobile:
Dates:	
Depart:	Return:

Leader checks before visit	Initials/Information:
Arrange and carry out Venue visit if required	
Confirm Dates with School administrator	
Enter on EVOLVE (at least 2 weeks before) • Log in • "Add" • "Visit Form" • "Type" – all "no" • Normally "Venue only" • Next, only those marked * are required • Other docs ○ "Yes" ○ "As available" ○ "No" • Ignore attachments unless available • Submit form	
Check photograph permissions	
Names of staff: (Including 1 First Aid Qualified)	Mobile Number
Other adults (e.g., parent helpers and 1:1s)	Mobile Number
Ensure class helpers aware children out that day	
Volunteer Risk Assessments – check the SCR folder for any existing RAs, then complete any new ones that may be required and submit to the headteacher for approval at least 2 weeks before the trip	
Generic School Risk Assessment finalised and uploaded to EVOLVE (at least 2 weeks before)	

Individual Child Risk Assessments (at least 2 weeks before) agreed and signed by parent(s) and headteacher and uploaded onto EVOLVE	
Ensure any 1:1 support required is identified (at least 2 weeks before)	
Venue Risk Assessment (at least 2 weeks before) uploaded on to EVOLVE	
ATTACHMENTS including relevant RAs uploaded to EVOLVE (at least 2 weeks before)	
Letter to Parents (at least 2 weeks before)	

Appendix D

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

GENERIC RISK ASSESSMENT FOR ALL VISIT(S)

Considered/adopted by school/centre Portway Infant School 28th June 2017

Signed and accepted by (headteacher/centre manager): _____

Signed and accepted by (chair of governors on behalf of governing body): _____

The aim of a generic risk assessment is to provide general information on the type of hazards employees and children (as well as others who may use the facilities) could be exposed to.

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NG: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned. **Reference should also be made to any Safe Working Procedures documents used.**

The list given is by no means an exhaustive one. Hazards you observe that are not listed but are specific to your work areas/methods should be recorded on the enclosed assessment form.

Hazard observed	Risks before control measures implemented	Control measures to be considered	Risk rating if controls implemented	Control measures utilised/further control measures necessary
Planning and Organisation	Accidents/injuries Inadequate planning	Group leaders will follow LA Educational Visits Safety Policy and Guidelines All staff and adults will be appropriately trained, experienced, qualified and physically fit to competently fulfil their roles and responsibilities The group leader will meet with all participating adults prior to the visit to discuss their role in and responsibility for implementing risk assessments and group management plans. Leaders will brief young people regarding hazards and involve them in the risk assessment and management process Parents will be informed of arrangements prior to visits and written consent given		
Group Management / Direct Supervision	Trauma / upset / injuries Inadequate supervision Absconding / missing person	Group leader will ensure that supervising staff are competent and understand their roles Staffing ratios will be appropriate and sufficient to ensure safe group management and to deal with any emergencies Leaders will use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders, coloured caps etc.) Staff will ensure that young people are fully aware of itinerary and supervision/meeting arrangements Briefing to all including young people as what to do if separated from group Leaders will conduct regular head counts, particularly		

Hazard observed	Risks before control measures implemented	Control measures to be considered	Risk rating if controls implemented	Control measures utilised/further control measures necessary
		at arrival/departure points, and when separating and reforming groups and before transport leaves any venue Young people will be briefed to eat / drink sensibly The Deputy Leader will be fully briefed and competent to take over full leadership if required		
Weather	Exposure to adverse effects of weather (e.g. cold injury, heat injury, over exposure to sun etc.)	Staff will consider possible weather conditions, plan appropriate programmes, and ensure that young people are aware of appropriate clothing and equipment required (inc. hat, sunscreen, wet weather, cold weather clothing etc.) Specialist personal protective clothing and equipment will be made available to group members if appropriate Provision is in place for suitable shelter in the event of adverse weather. Staff will plan and make provision for young people who may not bring suitable equipment, including arranging kit check before departure and/or bringing spares Staff will obtain daily weather forecast and adjust plans accordingly		
Safeguarding	Trauma / upset / injuries Inappropriate contact with public	Ensure volunteer helpers are never in charge of a group without direct supervision from a staff member unless they have appropriate assessed competence and experience and they have an enhanced CRB check. Arrangements in place to ensure safe toileting for group members as appropriate to age, i.e. group		

Hazard observed	Risks before control measures implemented	Control measures to be considered	Risk rating if controls implemented	Control measures utilised/further control measures necessary
		members not to go alone A young person will not be left alone with just one adult unless this is a pre-planned activity and suitable control measures are in place and agreed If staff or volunteer(s) family members accompany group, the supervision and care of young people will not be compromised Staff ratios will be amended accordingly to take account of split responsibilities Supervisors' children will be of similar age to group and supervised with young people or separate supervision must be arranged Staffing supervision will be sufficient and appropriate to manage the group safely Staff and young people will be briefed regarding conduct /behaviour required including smoking/drinking during the visit General behaviour contract to be in place for visit signed up to by participants and parents / guardians Up to date information regarding medical needs of all group members will be obtained Parental consent for administration of medicines is obtained and suitably recorded arrangements made to meet those needs. Medicines only accepted if supplied in accordance with Local Authority Administration of Medicines Guidelines Appropriate arrangements for storing medicines where necessary are in place		
Supervising Adults take their own children or other family members on visit	Inadequate supervision / accident			
Misbehaviour / Misconduct	Accidents injuries Illegal Substances			
Medical needs				

Hazard observed	Risks before control measures implemented	Control measures to be considered	Risk rating if controls implemented	Control measures utilised/further control measures necessary
Additional Needs of Individual Group Members (if applicable)	Absconding/Missing Behaviour Emotional	Up to date information regarding special/behavioural needs of group members will be obtained with advice from the specialist staff involved with the young person and parents/carers A specific risk assessment informed by the above will be carried out for the young person relative to the visit and this information shared with all relevant parties Individual behaviour contract to be put in place prior to and during the visit, agreed with individual and parents/carers The programme/itinerary is arranged giving due regard to the mobility and special needs of all members of the group		
Allergic reactions	poisons, stings, bites Trauma / illness	Staff will be briefed regarding group members with known allergies, and will be able to react accordingly Staff will check that young people and / or leaders carry any necessary medication Staff to obtain prior knowledge relating to area they are visiting particular if abroad and pass this information to parents / guardians		
Direct Supervision Accompanied Walks	Traffic Water	Young persons are informed of the hazards associated with walking in a group for the visit Supervising adults are dispersed throughout the		

Hazard observed	Risks before control measures implemented	Control measures to be considered	Risk rating if controls implemented	Control measures utilised/further control measures necessary
		group as appropriate to the situation. Where walking in the dark is planned, reflective clothing is worn. Route and safe crossing points are planned prior to visit An appropriate method of road crossing is adopted for the group and situation When walking close to water, the group will be briefed on the hazards and supervisors placed to ensure young persons do not approach the water's edge		
Periods of remote / indirect supervision	Accident / separation from group Abduction / attack by stranger Obtaining illegal substances	Group members will be assessed as responsible and able for this type of supervision Parents/guardians will be informed of arrangements and give written consent Individuals for whom remote / indirect supervision is not considered suitable will be more directly supervised Group members will be briefed regarding conduct / behaviour required Group members will be briefed regarding what to do if approached inappropriately by members of the public Young people will remain in small groups or buddy systems at all times as appropriate to age or activity. Young people will be briefed regarding procedure if		

Hazard observed	Risks before control measures implemented	Control measures to be considered	Risk rating if controls implemented	Control measures utilised/further control measures necessary
Periods of remote / indirect supervision	Accident / separation from group Abduction / attack by stranger Obtaining illegal substances	lost / separated and how to contact staff in an emergency. Young people will have ID cards with contact details of accommodation, school and leader mobile number Any specific risks relating to area of remote supervision will be outlined to group members All leaders and young people will be briefed clearly regarding rendezvous times and places and a plan will be in place for dealing with groups / individuals who fail to return Staff will understand that they are still responsible and be fully briefed with respect to supervisory responsibilities Central meeting points will be established and manned by staff throughout activity Clear boundaries for area of remote supervision to be set and communicated to all group		
Visit returns after normal hours	Accident / upset / lost / abducted	Parents / guardians and young people will be fully informed regarding collection arrangements after visit Young people will not be left alone, and will be properly supervised until they have been safely collected or handed over to a nominated adult A clear pre-planned procedure will be agreed for young people who are not collected The leader has an emergency plan for the visit to deal with unforeseen incidents/emergencies which the visit leader will carry at all times and communicated to all staff.		
Emergencies	Inadequate procedures			

Hazard observed	Risks before control measures implemented	Control measures to be considered	Risk rating if controls implemented	Control measures utilised/further control measures necessary
Emergencies	Inadequate procedures	Leaders will brief young people regarding emergency procedures Contingency plan in place to ensure ill/injured young persons are appropriately supervised without compromising Group Supervision At least one leader will carry a mobile phone (with ready charged battery and call credits if 'pay as you go') and carry sufficient cash or cards for pay-phones (mobiles do not work in some areas due to weak signal) At least one supervising adult will have an appropriate level of first aid training. A complete first aid kit (and travel sickness equipment) will be checked and taken with the group and will be readily available Group Leader has access to a home/base emergency contact for the duration of the visit.		
ACTIVITIES				
Provider-led Activities	Delayed help/ support Deterioration of condition Injury / others Missing persons Absconding	Checked that a Provider Form (EVP1) has been completed and the Provider is listed as vetted on EVOLVE Planned activities are covered by the Provider's risk assessments		
Self-led activities		Supervising adults have appropriate qualifications and / or experience to lead planned visits		

Hazard observed	Risks before control measures implemented	Control measures to be considered	Risk rating if controls implemented	Control measures utilised/further control measures necessary
Self-led activities		Further control measures or additional risk assessments will be completed for specific hazards/ all activities and appropriately maintained and checked equipment will be used Swimming either in pools or open water will not take place unless part of an approved provider-led activity or a specific risk assessment has been approved by the Local Authority.		
SITE & LOCAL ENVIRONMENT				
		Pre-visit to site will be undertaken where necessary Venue/site risk assessments should be referred to and consulted and appropriate control measures implemented for identified site specific hazards. A safe working procedure should be completed for overnight stays. Supervising adults will make themselves familiar with venue's /site evacuation procedure as appropriate		
TRANSPORT				
		An appropriate safe working procedure for the proposed motorised mode/s of travel to be used has been completed if required		
Additional information				

Generic Risk Assessments

- **Purpose** - to encourage staff to identify likely hazards, agree good practice, and apply consistent standards. Follow suggested procedure below (or similar):
- **Select and print off** - all relevant and helpful forms (according to the type of visits and activities normally organised during the year) – others (e.g. that apply to one-off visits) can be added later if required.
- **How many?** - one set of forms for small staff teams - or one set per department for large staff teams.
- **Complete draft forms** - initially by one or two staff with appropriate experience;
- **Staff meeting 1** - introduce and leave draft forms in a file for all relevant staff (i.e. those who organise or help lead such visits) to inspect and consider over a short period (e.g. a week).
- **Staff meeting 2** – discuss, amend, and agree main hazards and standard practice with all relevant staff (add names and initials in table below to indicate acceptance).
- **Staff members who cannot agree** with the general consensus should complete their own risk assessment, but this must be agreed and approved by the Headteacher/Manager.
- **Check and approve** - by line manager/head of dept and/or visits coordinator (add approval signatures in table below).
- **Store** - in a marked file in a clearly known and accessible place (e.g. staff room or dept office).
- **How often?** - forms that apply to all visits (e.g. “All Educational Visits”) or to regular/frequent visits (e.g. “Visits to Museums”) should be completed once, then reviewed, amended, signed and dated annually.
- **Additional forms** – that apply to occasional/one-off visits (e.g. “Overseas Visits”) can be completed when required – these should be reviewed, amended, signed and dated whenever such visits are planned.
- **Keep familiar**- with the agreed practice, and refer to forms as a reminder before visits if necessary (especially for activities that are less frequent or familiar to staff).
- **New leaders and volunteers** – should be asked to read all relevant forms and add their signed agreement before assisting with the organisation or leadership of a visit.

- **Review and amend** – by all relevant staff annually (or more often if necessary), and immediately if new hazards are identified or new precautions deemed necessary.
 - **Stop** - this type of visit/activity if the level of risk is considered unmanageable and unacceptable.
 - **Flexibility** – may be acceptable on occasion, if staff can reasonably justify their actions.
- Specific Visit Risk Assessment** - is also required for each visit to address any extra issues relevant to the specific site/group/activities involved.