



## Educational Visits Policy

### Mission Grove Primary School

#### VISION STATEMENT

Everyone Aims High  
Everyone is included  
Creativity is valued

#### VALUES

Respect, Inclusion, Lifelong learning, High Aspirations, Resilience,  
Communication.



Approved by Governing Body

Date :

Review Date : March 2026

EDUCATIONAL VISITS POLICY

## **Introduction**

At Mission Grove Primary School, we recognise and promote the use of educational visits and activities in order to offer a broad, balanced and stimulating curriculum that promotes the pupils' spiritual, moral, cultural, social and academic development.

We endeavour to provide a range of visits, activities and experiences for all of our pupils throughout their primary school career including:

- Accessing the local area and community
- Visiting venues further afield such as museums and exhibitions
- Studying at other educational venues such as other schools and field study centres
- Taking part in individual, seasonal and annual events such as art and music events
- Participating in sporting events and competitions
- On-site activities such as creative workshops, speakers and theatre groups
- Residential visits

All visits and experiences are selected with the principle that they will add value and enrich the pupils' learning and development and may be organised in a range of ways:

- Groups                    Some visits and activities are aimed at supporting specific pupils such as School Council members, extra curricular clubs and selected groups.
- Classes/Year Groups    Some visits relate directly to areas of learning of specific classes or year groups

## **Planning for educational visits and activities**

All educational visits, activities and experiences that are offered at Mission Grove Primary School are planned for in order to ensure pupil safety and appropriateness. These are recorded, evaluated and kept on file to inform future plans.

At the beginning of each academic year teaching staff make provisional plans for the whole year and submit these plans to the EVC.

Some visits and activities are planned later in the year when such opportunities arise.

Lead teachers complete an approval form at least three weeks prior to any visit or activity, including visit details and costing, before any final bookings for transport or venues etc are made.

**ALL APPROVAL FORMS ARE SUBMITTED TO THE EDUCATIONAL VISITS COORDINATOR FOR AUTHORISATION BY THE EVC AND HEADTEACHER PRIOR TO THE VISIT TAKING PLACE**

*See appendix for approval forms and planning guidance [On Teachers drive]*

## **Parental Consent and Charging**

The lead teacher must inform all parents of the visit details in advance of an off-site visit. Where a visit takes place beyond the school boundary, written consent from the person with parental responsibility must be received for a pupil to attend such a visit. Without such permission a pupil will not be able to participate in the visit.

In the case of visits within the agreed boundary for the local area, the lead teacher should ensure that the person with parental responsibility has signed the school approval form.

However, for educational visits and experiences to be financially viable, a voluntary contribution for the cost of the visit is requested from parents. No pupil will be prevented from participating in an offered visit in the case of no financial contribution being received. All such visits are non-profit making and, where appropriate or possible, the school will subsidise the overall cost. In the event of insufficient funds being available then the visit will be cancelled and all paid monies returned to parents.

Where the cost of a visit exceeds £5, or where the school consider it to be appropriate, parents are offered the option of making payments in instalments in advance of the visit.

Parents and guardians should be informed of all educational visits and activities including those where permission has already been received (local area approval) or where there is no charge.

### **Residential Visits**

At Mission Grove Primary School, we offer the opportunity of a residential activity visit to the Year 6 pupils. In addition to the procedures set out for all other educational visits, parents are invited to attend an initial meeting to discuss all aspects of the visit. Approval for such visits must also be gained from both the Governing Body and the Local Authority. A male and female member of staff will always attend a residential visit.

### **Safety**

Safety of pupils, staff and volunteer support on all educational visits and activities is paramount. Mission Grove Primary School adheres to the London Borough of Waltham Forest's document 'Requirement for Educational Visits'. This is reviewed annually and all staff are informed of updates where appropriate.

The EVC monitors all visits and considers their safety and the competence of staff leading and attending visits before approving them.

Risk assessments are carried out for all visits, and pre-visits are carried out by staff.

The LA requires the school to ensure that there is an **appropriate supervision level at all times**, and that this level of supervision has been approved by the EVC and Headteacher.

Adult to pupil ratios are dependent upon the type of visit and pupil needs and therefore may be changed in consultation with the EVC and Head teacher. Below are Mission Grove's ratio guides:

Nursery	1:2
Reception	1:5
Key Stage 1	1:6
Key Stage 2	1:10

When more adults are available, this will lower the ratio of the children in a group.

## **Transport**

We ensure that any privately hired transport will provide individual seatbelts for all pupils. For any off site events where the transport is not provided, the children either take public transport or walk to the venue.

## **Equal Opportunities**

All pupils, regardless of gender, ethnicity and disability will have the opportunity of attending all educational visits and activities offered by the school. Following a 2002 amendment to the Disability Discrimination Act by the Special Educational Needs Act 2001, it is unlawful for any school to discriminate against disabled pupils (current or prospective) because of their disability, without justification - which must be both material and substantial to the particular case. Where necessary we will make reasonable adjustments to avoid pupils being placed at a substantial disadvantage. However, the Disability Discrimination Act does not require responsible bodies to place employees or pupils at inappropriate risk if a health and safety issue arises.

## **SEND**

Where a pupil has a Special Educational Need or Disability, the teacher must ensure that such consideration is given, and changes made to the visit where necessary, in order for the pupil to take full advantage of the visit. This may require an event specific risk assessment to be carried out for individual pupils and staffing ratios to be modified.

## **Behaviour**

All staff should ensure that all pupils are fully aware of the expectations for a planned visit. Where a teacher has a substantial concern that a pupil's behaviour may be detrimental to the safety of him / herself, other pupils or attending adults, then that child may be withdrawn from a visit in consultation with the EVC and Head teacher.

## **Volunteer helpers**

We welcome additional support on educational visits from parents of pupils. It remains the lead teacher's responsibility to ensure that all additional helpers are aware of the visit details, contact numbers, meeting points and times and emergency procedures.

Additional helpers should always support small groups of pupils and it is recommended that they are paired with other groups during the visit. At no point should a parent / volunteer be responsible for an individual child. All volunteers need to be partnered with a member of staff.

The Lead teacher needs to hold a meeting with volunteer parents to run through the purpose of the trip, the route that will be taken and the meeting point. All passes must be prepared at this meeting so they are not doing it on the morning of the trip. Teachers must go through the volunteer form and get parents to sign in this meeting (volunteer agreement)

## **Role of Educational Visits Coordinator (EVC)**

- i. The EVC will be appointed by, and will act on behalf of the Headteacher.
- ii. The EVC should be specifically competent, having practical experience in leading and managing a range of Educational Visits similar to those typically run by the school. Commonly, but not exclusively, such competence will be identified in a person on the senior management of the school.
- iii. The EVC will be the principal contact with the LA over visits planned by the school.

- iv. The EVC will be involved in the planning and management of Educational Visits including adventure activities led by school staff.
- v. The EVC should ensure that an appropriate school policy is in place for Educational Visits, and that this is updated as necessary.
- vi. The EVC will be required to attend training, and up-date training where appropriate.
- vii. The EVC should ensure that DfES guidance (see Section A), LA guidance, school policy, and/or any other relevant documentation is readily available for access by staff.
- viii. The EVC is required to keep appropriate records of Educational Visits, and to make these available to the LA where requested, as part the LA's statutory monitoring role as employer.
- ix. The EVC should seek advice from Outdoor Education Adviser or other personnel, where necessary.
- x. Where an EVC position is vacant, the associated duties will automatically revert to the Headteacher until such time as an EVC is appointed and has attended appropriate training.

**The following is reproduced from DfES 'Standards for LEAs in Overseeing Educational Visits' 2002.**

**Functions of the EVC are to:**

- i. Liaise with the LEA to ensure that educational visits meet the LEA's requirements including those of risk assessment;
- ii. Support the Headteacher and Governors with approval and other decisions.
- iii. Assign competent people to lead or otherwise supervise a visit.
- iv. Assess the competence of leaders and other adults proposed for a visit (see Section F).
- v. Organise the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness, etc.
- vi. Organise thorough induction of leaders and other adults taking part on a specific visit.
- vii. Work with the Visit Leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- viii. Organise the emergency arrangements and ensure there is as emergency contact for each visit.
- ix. Keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near-misses').
- x. Review systems and, on occasion, monitor practice.

## APPENDIX

- 1- Volunteer agreement
- 2- Risk assessment template
- 3- Planning booklet

## Off site visits volunteer agreement

School trips are an integral part of learning at MG and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important part to play in the success and safety of this school trip.

Please read and return this form, and sign and return the slip.

This is part of our school's risk assessment.

### **Role of the Volunteer Helper**

- To be responsible and look after, in equal measure, all of the children in your group
- To stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of the school!
- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- To contact your child's class teacher/staff member if there are any issues with first aid, safety and/or behaviour

### **Working alongside school staff**

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff
- Show commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- Follow guidance from the school staff

### **What is not permitted**

- Volunteer helpers are not allowed to bring additional siblings on the trip.
- Volunteer helpers are not allowed to re-organise groups on the visit.
- Volunteer helpers are not allowed to smoke, chew gum, drink, vape or engage in any illegal practices on the trip.
- Volunteer helpers are not to post any messages regarding the trip on social media platforms such as whatsapp whilst on the trip.
- Volunteer helpers must not use their phone on the trip unless in an emergency.
- Volunteers must not take a group of children to the toilet without a member of staff present.
- Volunteers are not permitted to take photographs of any children.
- Volunteer helpers are not allowed to give/buy their group treats e.g. ice cream or sweets before, during or after the school trip.

- Volunteers are not allowed (other than holding hands) to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention, we always use their name and under no circumstances are we to come into physical contact with a child.
- Volunteer helpers will not have their child in their group.

### **First Aid**

For each class on the visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid boxes/bag will be carried by staff.

### **Emergencies**

You are expected to inform a member of staff as soon as possible.

If you get separated from the rest of the school party please make your way with your group to the agreed meeting party.

I have read the trip guide for volunteers.

I agree to all that it says and will support the children in enjoying the trip and actively contributing to the smooth running of the occasion.

Signed

Name

Date

**RISK ASSESSMENT**

**Children (year, class, Number)**

**ISSUE**  
List significant hazards which may result in serious harm or affect several people

**HOW TO MANAGE IT**  
What procedures will we have? (Action to be taken)

Could the school open?



## Educational Visit Planner





**EXCURSION REPORT**

**VENUE    DATE**

**Brief Description(include agreed meeting place):**

**Weather Condition:** (if important – best time to go)

**Description of Route:**

**Chief points of interest:** (include opening hours, resource person, telephone number etc.)

**Places for lunch:**

**Toilet facilities:**

**Cost Involved for travel:**

**Special Problems And Possible Danger Areas:**

**General Comments and Evaluation:**

N.B Please collect anything that would be useful in our files for future reference.

## Plan B

### The back up plan.

#### New activity:

Check different routes to and from the stadium or call school for a lift.

#### Significant hazards & action to be taken:

### *First Aid*

There is not a standard list or contents for a first-aid box. However, the Health and Safety Executive (HS) recommend that, where there is no special risk identified, a minimum stock of first-aid items would be:

- A leaflet giving general advice on first-aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approx 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves

(Equivalent items are acceptable)

The contents of first-aid boxes should be examined frequently and restocked as soon as possible after use.

The person responsible for checking and restocking is Lesley Shoesmith