



Hartsbourne Primary School
Mission statement: Valuing Potential; Creating Opportunities

Off Site Visits Policy

To be read in conjunction with the school's Health and safety policy, charging and remissions policy, behaviour policy, child protection policy, first aid policy, supporting pupils with medical conditions policy, special educational needs (SEN) policy, equality information and objectives, accessibility plan, early Years Foundation Stage (EYFS) policy.

POLICY REVIEW

This policy has been agreed by staff and Governors and will be regularly reviewed.

DATE OF POLICY:	SEPTEMBER 2025	DATE OF NEXT REVIEW:	SEPTEMBER 2026
MONITORED BY:	HEAD OF SCHOOL, EDUCATION VISITS COORDINATOR, GOVERNING BODY		

Rationale

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the executive headteacher and educational visits coordinator.

Educational visits are a valuable way to enhance the core curriculum and provide enriching cultural experiences for all children. Trips are carefully planned to supplement our existing curriculum offer and form an integral part of our approach to furthering our pupils' education and personal growth.

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/educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school

Legislation & Guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2023

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

Roles and responsibilities

Executive Headteacher

The executive headteacher is responsible for:

- Approving staff requests for educational visits once reviewed by the Education Visits Coordinator, including having final authority to approve any educational visit of less than 24 hours

Educational Visits Coordinator

Greg Harper is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Access the necessary training, advice and guidance
- Review trip requests before passing them up to the Executive Headteacher
- Review evaluations of all visits once complete, from planning to the visit itself, and use this to improve future arrangements
- Support staff to utilise the EVOLVE trip management system when planning visits.

Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Work with office staff to make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

Staff

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 EVC
- Support the trip lead to carry out any required risk assessments where necessary
- Look out for the health and safety of themselves and those around them during trips, communicating any concerns to the trip lead
- Help manage pupil behaviour and discipline as required while on the visit
- Share any other concerns or worries with the trip lead and others, as appropriate

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly, especially regarding use of personal devices during trips;
- 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 act safely and appropriately, and raise any issues with staff as soon as possible

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on 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

Planning and preparation

The initial decision on whether or not a visit will take place will be made by Greg Harper and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio.

As part of the planning stage, information will be gathered by staff proposing the visit and office staff, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

Once the risk assessment has been approved by the EVC, office staff will communicate with parents/carers and provide trip information. All risk assessments will be uploaded to the EVOLVE system.

Parents and carers give consent for trips as part of their admissions process when joining Hartsbourne. Where this is not given, it is requested on a trip-by-trip basis by the school office. We always inform parents and carers when taking children off-site, including for local area visits, regardless of whether or not we ask for voluntary contributions.

Trip leads and EVCs will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

Many external providers have their own risk assessments, which trip leads will access and attach when planning a visit in the first instance. However, if they identify additional risks not accounted for, or additional risks based on specific pupil needs, these will be submitted as a supplementary risk assessment.

Additional risk assessments may include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the EVC as part of the visit planning process.

Every risk assessment will be approved by the EVC and ultimately by the executive headteacher.

Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least one qualified first aider is present on all trips
- For trips involving Nursery or Reception, at least one qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or roll calls

Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

Use of External Organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed ahead of the visit and asked to confirm their attendance with the school office. They will also be signposted to our Volunteers Policy.

Volunteers will receive a briefing from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, a reminder of expectation about the use of personal devices and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks. At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit in good time ahead of the proposed date of the trip. Communication will be via email and information provided will include the date, travel times, destination and purpose of the visit

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Clothing and equipment required, and whether this is provided by the school
- Whether packed lunches are required

Parents/carers will also be asked to provide medical information and dietary requirements on joining Hartsbourne, as well as emergency contact numbers where they can be reached, and to keep these up to date via Arbor.

Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. A member of staff will always accompany a pupil seeking medical treatment.

In the case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including any required reporting to Ofsted and the Health and Safety Executive (HSE). Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

Our process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself will also help with evaluating whether planning worked and to learn from any incidents that took place.

Charging and insurance

We will follow our Trust's charging and remissions policy at all times.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of personal items.

Residential visits

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the EVC and school office will make sure that:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least in good time before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission in good time before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

Where relevant, trip leads may host parental information evenings to outline the purpose, itinerary and expectations around residential trips, offering parents an opportunity to ask questions and garner more information.

Review

This policy will be reviewed annually by the EVC and Head of School (where these are different people). At every review, the policy will be shared with the full governing board.

Appendix: Local Area Visits

General	<p>These involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.</p> <p>Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.</p> <p>These visits/activities:</p> <ul style="list-style-type: none"> • must be recorded on EVOLVE via the 'Local Area Visit' module. • do not require parental consent but parents will always be notified in advance via school notices. • do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
Boundaries	<p>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: <i>e.g.</i></p> <ul style="list-style-type: none"> • <i>Bushey Library</i> • <i>Reveley Lodge</i> • <i>Bushey Heath Shops</i> • <i>Bushey Meads School</i> • <i>Warren Lake</i> • <i>Local Schools</i>
'No-go' areas within the Boundaries	<ul style="list-style-type: none"> • <i>Any local park without a specific risk assessment</i> • <i>On public transport without a specific risk assessment</i>
Operating Procedure for Local Learning Area	
<p>The following are potentially significant issues/hazards within our Local Learning Area:</p> <ul style="list-style-type: none"> • Road traffic. • Other people <ul style="list-style-type: none"> ○ members of the public ○ animals. • Losing a pupil. • Uneven surfaces and 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 Head, must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is regularly ratified by Governors and displayed on our website.
- Regular handwashing or regular hand sanitising is in place
- Students are briefed on keeping their distance from members of the public
- The selected route takes the least busy option
- Use antibacterial wipes to clean any equipment before use
- There will always be a minimum of two adults.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced 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.
- All remotely supervised work in the Local Learning Area is suspended.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will record the activity on EVOLVE (Local Area Visit module),
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, facemasks bag for waste, tissues etc.)

Notes

