

Educational Visits Policy

Dormers Wells Primary School



Believe Aspire Flourish

Diversity, Opportunity, Resilience, Moral values, Excellence, Respect, Self-Belief

Last reviewed, ratified and adopted by the Full Governing Body	March 2026
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This non statutory policy will be reviewed every 3 years (GB determined).

Informed by The Key

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1. AIMS AND SCOPE

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 Headteacher or other designated member of staff.

Well planned and executed educational visits are a valuable way to supplement and enhance the curriculum; expand pupils' education and provide valuable enriching social and cultural experiences; teach life skills and promote independent learning; provide a foundation for lifelong learning and form an integral part of our approach to furthering our pupils' education and personal growth. Also enabling them to achieve a fuller understanding of the world around them through direct experience.

Our aim is that all visits from school should:

- provide a framework that ensures a rich and appropriate learning environment for all
- fulfils government requirements with regard to curriculum entitlement
- maintains a breadth and balance to the curriculum
- ensures continuity and progress for all children across the curriculum
- provides for the whole child focusing on social, emotional, spiritual, physical and academic progress and achievement
- promotes the independence of our children as learners and enables them to grow and develop in new learning environments

Our objectives for visits are to:

1. extend classroom curriculum experiences through relevant off-site visits
2. maximise the learning potential of the visit by well-planned and supported activities
3. ensure the Health and Safety of all who take part in educational visits
4. gain value for money when planning visits

Educational Visits will have a clearly defined educational **purpose**, providing stimulus and support to the planned curriculum. For example, effective stimulus 'hook', at the start of a unit of work. All educational visits will enhance and support the curriculum. Teachers should ensure that the educational benefits to the children are maximised.

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, e.g. local park, museum
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities e.g. swimming pool
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

2. LEGISLATION AND 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 2025](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

This policy also complies with our funding agreement and articles of association.

The school wholly complies with the London Borough of Ealing "There and Back Again" document.

3. ROLES AND RESPONSIBILITIES

3.1 Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training.
- Working with the governing body to approve residential trips of more than 24 hours.

3.2 The educational visits co-ordinator (EVC)

Sharon Doyle, Office Manager, 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 a designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance, e.g., ensuring visits comply with "There and Back Again" which lays out protocols and procedures for visits.
- Ensure that risk assessments are completed in good time and presented to the Head teacher for signing
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. This will usually be a Year Leader or most experienced teacher in the year group/phase. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers, ensuring a pre-visit is or has been carried out
- 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, ensuring risk assessments are completed and approved by the EVC (or Head teacher) at least two weeks in advance of the visit. The Risk Assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed.

- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- 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. Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them (including behaviour) and what the visit will entail.
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
- Ensure contact details, mobile phone, first aid kit and pupil medication are taken on the visit
- Ensure that all children and adults are fully accounted for before departing from a visit
- Feedback to the EVC at the earliest opportunity, if any problems occur

3.4 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 headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.5 Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

3.6 Volunteers

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

- Follow the directions of staff and act accordingly
- 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 are acting safely and appropriately, and raise any issues with staff as soon as possible
- Attend training workshop led by Pupil & Family Worker and the EVC. Volunteers who are not DBS checked will not be alone with children.

Volunteers/supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care and be shown the completed Risk Assessment. Volunteers should complete the Volunteers Agreement (Appendix 3).

3.7 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
- Dress and behave as expected for the length of 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.

4. PLANNING AND PREPARATION

The organisation of an educational visit is crucial to its success. With rigorous planning and organisation, a visit should provide a rich, learning experience for pupils, so it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them. The following guidelines support the planning and implementation of Educational Visits organised at this school.

The decision on whether or not a visit will take place will be made by **Curriculum Lead or member of SLT**, 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
- Inclusion and accessibility
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit, 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

See **Appendix 1** for our trip information form for the planning and approval of a visit.

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the governing board.

Once the risk assessment has been approved by the headteacher and the governing board where relevant, staff will communicate with parents/carers and provide trip information. Parents should be given information about the purpose and full details of the visit, at least two weeks in advance. The letter to parents should therefore give full detail of the visit, the reason for the visit(educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

Translated information may be necessary for parents where English is a second language.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment. However, the School will seek consent for all other visits. Visits in the locality of the school are covered by the parental consent in the Admissions pack.

We will evaluate/debrief each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits. This should take place within a week of the visit date and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents and/or participants.

4.1. Inclusion

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

Special educational needs (SEND)

If a pupil with a disability, statement of 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, where possible.

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, e.g. adult to pupil ratios, as appropriate.

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

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip in order to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

5. RISK ASSESSMENTS

We will carry out a full risk assessment at least 2 weeks before the start of all trips. This will be completed using the school's risk assessment template [which can be found on our shared drive-SharePoint] and in **Appendix 2** and approved by the EVC /Headteacher/Deputy Head. Existing risk assessments (Admin shared drive) or those provided by the destination itself might also be used to support this process.

All venues should provide their own risk assessments to the school, and these will be used to inform any decision making and staffing; for example, if a venue does not supply first aid trained staff, the school will ensure that they provide first aiders to accompany children.

The risk assessment will 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.

The risk assessment should also think through “Plan B” scenarios. Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

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 headteacher and, where appropriate, third-party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the EVC.

Risk Assessment forms, generic risk assessments for some activities and an Educational Visits Checklist are available from the Ealing Grid for Learning website. Generic RAs can be adapted for school use.

5.1 Staff ratios and first aid

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

- At least 1 male (where possible) and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all trips, involving pupils in EY
- Appropriate first aid equipment will be taken on all trips, in accordance with the school’s first aid and health and safety policies. These can be found in the Welfare Room.
- If the visit involves splitting by any distance, into groups, a kit should be taken for each group.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Any medication required by pupils should be taken on trips and visits, e.g., inhalers /EpiPens.
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls
- There must be a first aider on each coach.

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures [e.g., first aid policy, health and safety policy]. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision. Travel arrangements will be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. If travel is by coach or minibus, all pupils must wear a seat belt.

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

5.3 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.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. 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
- Compulsory attendance at annual safeguarding training held by the Senior DSL/Pupil & Family Worker (exceptions for parents/carers of pupils with EHCPs/ disability).

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **Appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction 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, 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.

7. COMMUNICATION AND CONSENT

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month beforehand before the proposed date of the trip. Communication will be via letter [in addition, e.g. DOJO posts,

website, noticeboards], and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards. If there is the possibility that a pupil may be excluded from the visit due to behaviour issues, a meeting would be arranged with the Phase Lead/Deputy Headteacher in advance to discuss concerns and agree what action is to be taken. Parents will be informed in advance if their child's behavior precludes them from participating in a school visit.

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits and give an opportunity for them to withdraw their child.

A parental consent form must be returned for each child. If parents/carers wish to withhold consent, they will be invited to meet with or speak with the Phase Lead or Deputy Headteacher to discuss their concerns. If consent is withheld, the pupil will not be taken on the visit

The reply slip should read/include:

"I give permission for my child _____ to take part in at on

I have read and understood the information about the visit.

I enclose my voluntary contribution of "(If a paying trip)

We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

8. EMERGENCY PROCEDURES AND INCIDENT REPORTING

All staff involved in a visit should be aware of what action to take in the event of an emergency.

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 emergency services if required (liaising with onsite First Aiders) and 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, e.g. parent/carer make(s) their way to the school or venue or hospital. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for (where parents are not attending and responsible for their own child), the trip leader will search the area (the immediate vicinity, but does not search beyond that) and inform the venue supervisors, 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 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 detailed report/investigation, to include steps that can be taken in the future to avoid similar incidents. If the incident warrants a police investigation, all staff co-operate fully. In such a case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved, if it seems likely that there is a child protection issue to address.

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

9. CHARGING AND INSURANCE

We will follow our school'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.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. If a parent expresses a concern about payment, or the school suspects there could be a problem, they will be direct to make an appointment with the Finance Team/Pupil & Family Worker to discuss this. If insufficient parental voluntary contributions are received for specific trips, it may be necessary to cancel a specific 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 luggage and other personal items.

10. RESIDENTIAL VISITS

The headteacher, together with the governing body, will approve all residential trips longer than 24 hours.

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

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month 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 (they will be invited to a briefing session) and asked for permission at least 2 months 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

For visits abroad, we will make sure that any organisation providing activities hold the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

11. LINKED POLICIES AND DOCUMENTS

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Safeguarding and Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs and disabilities (SEND) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy
- Volunteers Policy

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the designated member of staff, the EVC or headteacher.

Name of staff member proposing the visit:

Date of request:

Response required by (date):

Proposed trip information

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: <ul style="list-style-type: none">> Staffing> Volunteers> Physical supplies> Transportation		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		

Appendix 2: risk assessment template

Date of assessment:

Date(s) of trip:

Trip leader:

Assessor:

Trip destination:

Checked by:

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
Slips and falls caused by wet floor	Pupils and staff	Appropriate footwear to be worn, first aid kit to be carried at all times	Follow additional instructions from destination staff as appropriate	Trip leader	Duration of trip	

Appendix 3: Volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to **Rabia Cornelius, Pupil & Family Worker** at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

This volunteer code of conduct will be used alongside the school's parental code of conduct, which can be found on the website.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree not to:

- Exchange contact details with pupils unless told to by a member of staff
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

Signed:

Date:

Voluntary work agreement

You will be required to sign that you have read and agree to the statements listed below in order to comply with the school safeguarding policy and expectations.

1. I have read the risk assessment for the trip or activity for which I will be helping with.
2. I have understood how I will support the school staff in ensuring the safety of the pupils.
3. I know the name of the class teacher and/or group leader.
4. I know the name of the adult who is the 1st aider on the trip.
5. I have been talked to about children in my group who may have medical needs (asthmatic, etc) and know what to do (who to tell) if they are feeling unwell.
6. I agree to act as a good role model by being respectful to all, following rules, following safety guidance (e.g. using pedestrian crossings appropriately, acting as a barrier between the road and children, etc.)
7. I will use positive language and praise to tell the children I am pleased with their choices.
8. If a child makes a *disclosure* to me I will report it to the Senior/Lead DSL immediately on return to school. If unavailable I will speak to another DSL.
9. If I have any *immediate* concerns about a child I will speak to the group leader/teacher at the earliest (yet confidential) point.
10. I promise not to talk about any confidential matters to other parents or carers. I will speak to the teacher in charge or the Headteacher/Deputy Headteacher on return, should any concerns arise.

Name _____ Signed _____ Date _____

Appendix 4: template letter for parents/carers and consent form

This form is based on the Department for Education's [consent form for school trips and other off-site activities](#).

Parents and carers should sign and date the form and return it to their child's class teacher/the trip leader/the headteacher.

Trip destination:

Trip date(s):

I, _____, confirm that I am happy for my child, _____, to take part in the school trip to (insert destination

I understand that it is my responsibility to make sure my child is dressed appropriately for the trip and has everything they need with them.

Contact information

I can be contacted using the following details:

Work telephone:

Home telephone:

E-mail address:

Alternatively, please contact _____. Their relationship with the pupil is _____

Work telephone:

Home telephone:

E-mail address:

The name and contact details of our family doctor are:

Medical information

Please provide information below of any medical conditions your child has, including any medication they take and/or will need to bring with them.

I agree to my child receiving medication and medical treatment as required and instructed by medical authorities.

Appendix 5a DWP-Organising an educational visit

Make preliminary inquiries into the feasibility of the trip.

- Nominate a date for the trip within the year group and then clear this with the school diary.
- Investigate availability of coaches (talk to school office) and the venue – do not book at this stage.
- Initial visit to site to ensure it is suitable.
- Fill in the initial application form and get it signed by the headteacher for clearance to go ahead.
- Book the coaches/arrange transport and book the venue, remember to nominate clear drop-off and pick-up points.
- Complete the risk assessment sheets.
- Arrange helpers*, first-aiders and parent helpers (young siblings are not allowed).
- Give all completed forms including risk assessments to the headteacher to sign-off at least **three weeks** before the visit.
- Letters gaining parental consent should then be sent to parents (at the latest two weeks before). These should request a voluntary parental contribution towards the cost of the trip. Please remember to include lunch arrangements – all children are entitled to a free packed lunch from the school kitchen. This is the simplest solution!
- Collect parental contributions as quickly as possible to give time to cancel the trip if it is not financially feasible.
- Hi-viz jackets with the school name and medical kits are available from admin. Please request them in advance.
- Ensure all helpers including parents are briefed in advance.
- On the day of the trip ensure that all adults sign the register sheet. There should be clear information of which classes/groups are on which coach. This is crucial in the event of an accident/breakdown or delay.

Appendix 5b. GENERAL SAFETY

- Children will wear school uniform for easy identification
- Children will wear a high visibility jacket with the school name on the back when on a school trip.
- When travelling by coach one teacher in each coach should be designated as leader taking responsibility when travelling to and from the venue.
- Road Safety
 - Pupils must always use pavements provided.
 - Crossings should only be made at marked crossing points.
 - Consider supervision numbers and ensure there is an adult at the front and rear of the group.
 - Pupils should walk with a partner. (Unless the road is very narrow) -
 - Pupils must stop at the edge of the pavement and not cross the road unless directed by a teacher.
 - On roads with no pavement, pupils must walk in single file on the right side of the road, facing oncoming traffic.
 - Crossing Roads – Two staff members must stand at opposite sides of the road to ensure vehicles are blocked before reaching any pupils. Pupils should walk in minimum of pairs. (single file depending on pavement size).
- For the protection of both adults and children all adult volunteers and external supervisors from the venue should ensure that they are not left in sole charge of children at any time.
- When travelling by coach, all pupils and staff must wear a seatbelt at all times
- When travelling by public transport, where possible, ensure all pupils are sitting down, or have been briefed on safety of standing and holding onto the safety bars.

Appendix 5c Getting on and off trains/buses

- Keep group together and away from the edge whilst waiting on platform.
- There should always be a responsible adult who should be at the front of the group to organise seating and keep group together; if standing is necessary ensure all pupils have been briefed beforehand on holding onto a safety car. Warn pupils about movement of the train and the need to “hold on”.
- Two adults must stand at the open door to ensure that door does not close before all party are boarded.
- An adult must count all pupils entering and leaving train this is easier if they all use same door/if necessary group children with an adult (i.e. if different carriages are used)
 - ensure no child is left on the platform
 - check no child is left on train and ensure a safe place to assemble group. A member of staff or a parent must be the last to leave the train.

On the bus/coach:

- Children and adults must wear seat belts.
 - Adults must be well spread out - one should sit near the back to keep an overall view.
 - Adults should sit on the outer seat.
 - Children should not change seats, kneel up, eat, or be allowed to open windows.
 - No adult or child is allowed to get up out of their seat
 - When getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus.
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- The class teacher should lead and another staff member should be at the rear. Any other adults should stay with the children in the middle.
 - Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Children must **NEVER** step into the road until given permission by an adult.
 - The mobile phone(s) should be switched on during trip and the School advised of any delays etc. as soon as possible and updated regularly so they can update waiting parents etc.
 - All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day, the home and mobile telephone numbers of a designated emergency contact should be provided. (This will be a designated SLT member).

- The safety of the party, and especially the children, is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.
- Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Headteacher the possibility of excluding that child from the activity.
- If a child has become seriously injured and requires medical attention, a minimum of two adults must take the child to hospital, (at least one of these adults must be school staff) they should wait for the ambulance if possible, and as a last resort travel by taxi. The school office must be contacted, and they will contact the child's parents to arrange for them to meet the school staff at the hospital.

ON THE DAY:

- Collect packed lunches from the kitchen.
- Check the first aid outing bag to make sure it is adequately equipped. Make sure that individual pupils have access to their own medicines, have adequate supplies (pumps etc).
- Share the risk assessment with all adults going on the trip.
- Discuss with children behaviour expectations.
- Take all permission slips with you on the trip.
- Fill out the Pro Forma form to show which children and adults are going, where you are going, when you expect to be back and a contact mobile number. Leave this in the office.
- Organise the children into groups. Each adult should take responsibility for a small group of children but 2 adults and their groups should stay together.
- Inform everybody of possible hazards (risk assessment), e.g. deep water, major roads, etc. Make sure everyone knows the pick-up point and leaving time.
- Make sure all the children go to the toilet before leaving.
- Take money/card and mobile phone for use in emergency.
- Ensure everyone knows the name of the party leader
- **Never** label children with their own name. If a group of children need identification, then the name of the school and telephone number may be used.
- All children and adults should wear high visibility vests.

