


# KINGSWAY PRIMARY SCHOOL



## Educational Visits Policy

<b>Committee Responsible:</b>	Governing Body
<b>Review Date:</b>	30/09/25
<b>Next Review Date:</b>	September 2028
<b>Name and Signature:</b>	

## **Introduction**

At Kingsway, the children participate in a wide variety of educational visits, including visits to places of worship, museums and wildlife parks. In school, educational experiences are also provided by watching visiting theatre companies and listening to professional visitors such as dentists and scientists. In addition, pupils in Year 6 have the opportunity to participate in a residential trip.

Trips, visits and learning off-site comprise an essential part of the school curriculum at Kingsway Primary School. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

## **Roles and Responsibilities**

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and subject leads, however all school employees have a responsibility to:

- Take reasonable care of their own and others' health and safety
- Co-operate with their employer
- Carry out activities in accordance with training and instruction
- Inform the employer of any serious risk

This policy has been produced to offer school staff advice and support in the planning and organising of all off-site and on-site activities in order to ensure the health and safety of pupils.

Where possible, dates for educational visits will be set at the beginning of the academic year to enable office staff to book tickets and transport as applicable.

**Governing Body** – are responsible for ensuring that the EV Policy is reviewed every three years.

**Headteacher** – has responsibility for authorising all trips and to consult with the class teacher.

**Class Teachers** – will ensure that:

- All necessary EV forms have been completed by the relevant parties and all risks are actioned.
- EV forms have been passed to the school office to be uploaded to Evolve.
- Risk assessments have been completed – these must include details of any specific medical issues, additional support for individual children and details of adult helpers.
- Ratios including adult to pupil supervision and the number of first aiders have been appointed.
- First aid kits and pupil medication are taken on the visit
- Clear curriculum links and aims have been identified

- After the visit, the class teacher will complete an evaluation.

It is the class teacher's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the school must be contacted to inform the School office/Headteacher.

**Other/adults involved in the visit – will:**

- Ensure the health and safety for everyone in their group
- Stop the visit/activity if they think the risk to the health or safety of pupils is unacceptable

**Definition**

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Sporting activities including swimming sessions
- Outward bound and adventurous activities
- Residential visits

**Aims and expectations**

Trips are planned to support and broaden the children's understanding of their current topics. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this, there may be additional trips arranged throughout the year, such as sports, citizenship or music trips.

**Planning and Preparation for a Trip**

**Procedure**

The best practice to be adhered to in the arranging of school trips is as follows:

- Office staff will calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.

- Once confirmed with the venue and transport providers, the dates for the trip must be entered into the school diary.
- In cases where school lunches are affected, kitchen staff must be informed by the school office.

Class teachers will inform parents in advance of dates for school trips in the half-termly curriculum newsletters, with further specific details in a separate letter, giving at least two weeks' notice (unless there are exceptional circumstances).

- Where applicable, parental volunteers will be asked to help on visits. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.
- If appropriate, payments will be made directly to the school via Parent Pay.

### **Parental consent**

In accordance with the Home School Agreement, parents give blanket permission for their child to attend school trips. As a result, permission is no longer requested from parents for individual school trips or sporting activities. However, parents will always be informed about the trip or activity by email or letter. All the necessary details will be included in the letter, as well as any payments required.

Permission will be specifically requested from parents for:

- Residential trips
- Adventure trips (e.g. outward bound) or a long journey
- Trips that take place outside of school hours.

## **Ratios**

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Below are the minimum adult to pupil ratios that our school is committed to implement. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Headteacher.

- Reception classes - 1:8
- Years 1 – 3 - 1:8
- Years 4 – 6 - 1:10
- Adventurous activities -1:10
- Residential visits – 1:10

If a child with an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day. Additional support may also be needed which could include parents/guardians being asked to accompany a pupil.

## **Residential trips**

In the case of residential trips, a parents' meeting will be held well in advance of the trip. Parents will be provided with all the relevant information, including the details of payment plans. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, SEND/behavioural information and dietary needs. Where possible, the school will try to ensure that adults of each gender accompany the children on residential visits.

## **Payments for trips**

When planning educational visits, teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made online via ParentPay.

- In the case of trips within London, teachers will always seek to use public transport (which is free for school children) unless there are good reasons not to.
- For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.
- In certain cases, the school may be able to subsidise the cost of school trips. In these cases, parents need to complete a request form which is kept in the school office.

## **Behaviour on school trips**

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education.

Children will always be reminded of the behaviour expectations before going off-site on their visit.

## **Trip Safety**

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off-site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils if possible
- Early Career Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- At least one first aider must accompany children on all trips
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines, e.g., inhalers, epi-pens, must be taken on the trip
- Children to be briefed about the importance of staying with their partner/group/adult helper
- Any adult who has not been DBS checked should not be left alone with children during any activity
- Adults must never travel alone with a child in their own vehicle
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside
- Regular headcounts and registers to be taken

## **Emergency Procedures**

In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child
- If a child has been left on the tube/train, they are to get off at the next station and wait
- Speak only to adults in uniform who are in their place of work 'safe strangers', e.g., TfL staff, police etc. but under no circumstances go with them

The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.

If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.

The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.

When the situation has been resolved, the Headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

## **Other Relevant Policies and Documents**

This policy complements and supports a range of other policies:

- Teaching and Learning Policy
- Health and Safety Policy
- Safeguarding Policy
- Relational Approach to Positive Behaviour Policy

**Contacts**

Headteacher: Miss K Baskeyfield

Deputy Headteacher: Miss C Lowe

**Policy Monitoring and Review:**

A copy of this policy is available to all staff and parents. This policy is reviewed every three years by the governing body.