Apex Primary School

Policy on Educational Visits

Reviewed: July 2026 **Next review: As required**

1. Introduction and Rationale

Visits are initiated and organised by the class teacher or trip leader, with the approval of the SLT and the school's Educational Visits Co-ordinator (EVC).

This policy has been developed to ensure the health, safety and wellbeing of pupils and staff, and to give staff a clear and consistent process to follow when planning a visit.

This policy should be read alongside the school's Child Protection and Safeguarding Policy, Health & Safety including First Aid Policy, Behaviour Policy, Concerns and Complaints Policy, and Data Protection/GDPR Policy.

2. Legal and Guidance Framework

This policy has been written with regard to the following legislation and statutory/non-statutory guidance. It should be reviewed whenever any of these documents are updated.

National guidance

- DfE, 'Health and safety on educational visits' (updated November 2018) – the current national guidance, replacing the former DfES 'Health and Safety of Pupils on Educational Visits' (DfES became DfE in 2007).
- Outdoor Education Advisers' Panel (OEAP) National Guidance (oeapng.info) – referenced directly by the DfE and used as the detailed operational standard by most schools and local authorities.
- Council for Learning Outside the Classroom (CLOtC) – the LOtC Quality Badge is the recognised national accreditation confirming that a visit provider meets appropriate safety and safeguarding standards. Where a provider does not hold the badge, the school should independently verify their safety policy, risk assessments, insurance and (where relevant) AALA licence.

Legislation

- Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 – underpin the duty to assess risk.

- Equality Act 2010 – duty to make reasonable adjustments so that pupils with SEND or disabilities are not excluded from visits.
- Adventure Activities Licensing Regulations 2004 – applies where the school books adventurous activities (e.g. climbing, watersports, caving); the provider must hold a valid AALA licence.
- UK GDPR / Data Protection Act 2018 – applies to the collection of pupil medical/emergency data for trips and to any photography or filming of pupils during visits.
- Keeping Children Safe in Education (KCSIE, current statutory guidance) – applies to the vetting/suitability of adult volunteers accompanying visits and to safeguarding arrangements while off-site.

3. Roles and Responsibilities

Educational Visits Co-ordinator (EVC) - The DfE guidance recommends that every school appoints a trained EVC. At Apex the EVC is Ms Aisha, who is also a member of SLT. Ms Hazra acts as EVC for Early Years, reviewing Early Years visit proposals and risk assessments in the first instance and referring them to Ms Aisha for final approval. The EVC (Ms Aisha) is responsible for:

- Acting as the first point of advice for staff planning a visit.
- Reviewing and giving final approval for all visit proposal forms and risk assessments, including residential and higher-risk visits.
- Maintaining an overview of all visits taking place across the school and keeping a central record.
- Checking that external providers' safety policy, risk assessment, insurance and (where relevant) AALA licence have been independently checked.

SLT

- Ensure adequate staffing, cover and resourcing is in place for a visit to go ahead safely.
- Ensure the EVC has time and training to fulfil the role.

Group/Visit Leader

Named member of staff with overall responsibility for the health, safety and conduct of the group on the day, as set out in Section 5.

Accompanying staff and volunteers

Follow the instructions of the Group Leader and carry out their allocated supervision role.

Any parent volunteer accompanying a visit must be known to the school and, where they will have unsupervised contact with children, must have an appropriate and current DBS check in line with the school's Child Protection and Safeguarding Policy and KCSIE.

4. Protocol for Arranging Visits

Local visits: For the purposes of this policy, a local visit is one that is within walking distance of the school, requires no transport to be booked and incurs no cost to parents (for example, a short walk to the local library, park or place of worship). For a local visit, the Group Leader may complete a simplified risk assessment (Appendix 2) and notify the EVC/SLT informally in advance, without the need for the full Proposal Form (Appendix 1). All other visits — including any involving transport, cost, or travel beyond the immediate vicinity of the school — must follow the full process below.

- Staff identify an idea for a visit relevant to a subject, curriculum theme or project.
- The member of staff researches the health and safety requirements for the visit.
- An Educational Visit Proposal Form (Appendix 1) is completed and submitted to the EVC/SLT (not required for a local visit, as defined above).
- The EVC/SLT examines the proposal and responds.
- Once approved, the Group Leader completes a written risk assessment (Appendix 2) and drafts the parent letter, submitting both to the EVC/SLT before the visit.
- The risk assessment and draft letter are reviewed by the EVC/SLT.
- Parental consent forms are issued at least two weeks before the visit (Appendix 3).
- A named Group Leader is confirmed, who takes overall responsibility for the organisation and conduct of the visit.
- Where reasonably practicable, particularly for a new or higher-risk venue, a preliminary visit should be carried out by the Group Leader.

5. Group Leader Protocol

- Go through the risk assessment and any visit-specific safety rules with pupils before departure.
- Confirm costs and complete the trip's income/expenditure statement.
- Prepare and send the letter to parents requesting permission and, where applicable, a voluntary contribution, detailing any special items required (e.g. boots, raincoats).
- Ensure staff-to-pupil ratios do not exceed the limits in the table below.

Key stage	Higher-risk activity	Lower-risk activity
Early Years	1:2	1:4
Key Stage 1	1:5	1:8
Key Stage 2	1:6	1:10

- Ratios should always be adjusted upward in caution where the group includes pupils with SEND, medical needs, or behavioural needs requiring closer supervision, in line with the school's duties under the Equality Act 2010.
- Check the accessibility of the venue and transport in advance for any pupil with SEND, a disability or medical needs, and discuss arrangements with their parents.
- Organise travel arrangements. Where transport is booked via TfL School Party travel.

- Where transport is provided by a coach or minibus company, confirm the operator holds a valid operator's licence and appropriate insurance for pupil transport, and that drivers are appropriately licensed.
- Ensure first aid provision is available and that at least one accompanying adult holds a current first aid qualification.
- Ensure any pupil with a medical condition has their medication with the first aider, and that the accompanying teacher/volunteer responsible for that pupil is briefed.
- Organise pick-up/drop-off points and a list of emergency contact numbers for all pupils via the school office.
- Where volunteers are accompanying the visit, brief them on their role and on the school's safeguarding arrangements for the visit.
- Prepare a document naming the Group Leader and all accompanying adults with contact numbers; issue this to staff and accompanying parents/guardians on the day.
- Prepare a pupil checklist and ensure children wear high-visibility clothing where required.
- Prepare any educational materials needed for the visit.
- Clearly assign each supervisor's role and ensure all tasks are allocated.
- File consent forms; send a final reminder letter to parents shortly before the visit.
- If photographs will be taken during the visit, confirm this is covered by parental consent already on file and follow the school's policy on the use of pupil images (Section 9).
- After the visit, write a short evaluation for future reference and hand in the headcount record, expenditure spreadsheet and consent forms to school admin.
- Collect all paperwork given to parents/guardians during the trip that contains pupil details, for secure storage or disposal in line with the school's data retention policy.

6. Basic Safety Rules for Pupils

- Keep a copy of the school's safety rules for visits with the group at all times.
- Wear appropriate footwear and clothing for the activity and weather.
- Bring a packed lunch where required.
- Always listen carefully to the Group Leader's instructions.
- Wait for instructions before crossing roads and use the Green Cross Code.
- Never wander away from your group or supervising adult.
- Do not run on roads or at stations.
- In an emergency, alert the nearest adult or Group Leader immediately.
- Stay in line when walking in public, away from the kerb.
- If unsure of anything, speak to the adult responsible for you.

Appendix 4 sets out additional safety rules specifically for pupils travelling by bus/coach.

7. Residential Trips

- Apex offers an annual residential trip for Key Stage 2 pupils. In addition to the general protocols above, the following apply:
- All staff and volunteers accompanying the trip must have current DBS clearance.

- Male and female pupils sleep separately, preferably in different blocks/corridors of rooms.
- Both male and female staff are present on the trip, with one member of each gender designated 'on call' overnight; pupils are told who this is and how to contact them.
- Staff rooms are located near pupil rooms.
- A bedtime is set, communicated to pupils in advance, and enforced by staff.
- Staff and pupils familiarise themselves with emergency exits and practise a fire evacuation procedure on arrival.
- A fully stocked first aid kit is available, with a designated staff member responsible for it; items not usually kept in a school first aid kit but which may be needed on a trip (e.g. sanitary products) should be considered.
- The accommodation provider and any activity providers are thoroughly researched in advance.
- All staff and volunteers are briefed on the school's Child Protection and Safeguarding Policy and any specific procedures for the trip.
- A meeting is held with staff, and where appropriate with parents, in advance to set out rules and expectations for pupils and adults.

8. Overseas Visits

- Apex does not currently run visits outside the UK. Should this change, the school will, in addition to the arrangements above:
- Check the Foreign, Commonwealth and Development Office (FCDO) travel advice for the destination before booking and again shortly before departure.
- Confirm passport validity, any visa requirements, and that pupils have appropriate travel/medical insurance covering the destination.
- Carry GHIC/EHIC or equivalent documentation where relevant, alongside emergency contact and consular information.
- Seek specific SLT and Trustees approval before booking any overseas visit.

9. Safeguarding and Use of Pupil Images

- All staff and volunteers accompanying a visit must be aware of, and act in accordance with, the school's Child Protection and Safeguarding Policy, including procedures for reporting a concern that arises during a visit.
- Any adult accompanying a visit with unsupervised access to pupils must have an appropriate, current DBS check.
- Staff should avoid being alone with an individual pupil wherever possible during a visit, including in changing areas, toilets or overnight accommodation.
- Photographs or video taken during a visit must only be used in line with the consent given by parents/guardians at the point of admission (which may be withdrawn in writing by the parent/guardian at any time) and the school's Data Protection Policy. Images must not be posted to personal social media accounts.

Appendix 1

Educational Visit Proposal Form

Visit requested by:	
Date of visit:	
Class or classes:	
Visit proposed to:	
Location & distance:	
Method of travel:	
Cost of Trip:	
Departure location & time:	
Arrival location & time:	
Relevant to curriculum area:	
Lunch needed:	
Adult to child ratio:	
Parental supervision required:	
Special requirements:	
Residential visit?	
Higher-risk/adventurous activity (requiring AALA licence)?	
Accompanying volunteers' DBS checks confirmed:	

Additional Information:

_____

_____

_____

Signed by Class Teacher: _____

Meeting to discuss details:

_____

_____

_____

		Tick		Tick
Outcome:	Approved		Rejected	

Signed by EVC / SLT: _____

Appendix 2

Risk Assessment Template - Trips updated (1).docx

Traveling on buses

Safety Rules for pupils

- Always use the Green Cross code if you have to cross any roads.
- Arrive on time and wait for the transport in a safe place.
- Do not rush towards the bus when it arrives
- Stay seated whilst traveling on bus
- Never tamper with any of the bus equipment or doors
- Bags must not block aisles or cause obstructions
- Never attempt to get on or off the bus or whilst doors are opening or closing
- Never run about while on the bus
- Never kneel or stand on seats
- Stay clear of doors after boarding or leaving the bus
- If you fall unwell tell a teacher or supervisor
- If you get separated from your group, remain where you are and wait for an adult to find you.

Emergency Protocol

Event	Precautions	Action to be taken
Pupil gets lost/missing	● Ratio of 1:2 adults to pupils to ensure that pupils are being monitored closely at all times. ● There will be two adults allocated to groups of six children. The children will be in pairs. ● Children will be instructed to remain with their groups at all times. ● Children will have school stickers with an emergency number. ● Children will all be in school uniform to help identify them quickly. Regular head counts will be undertaken during the day.	Pupil will have been instructed to stay in one place if they get separated from the group. The adult responsible will remain at venue until child is located. If child is not found within 10 minutes the staff will be alerted
Pupil becomes ill	● Children who look unwell before the visit will not be taken on the visit. Staff will have a first aid kit to deal with any minor injuries. ● Children will be briefed on health and safety matters relating to the visit before the visit.	Children have been asked to report an illness as soon as it happens. If an emergency the adult will call the emergencies services and inform the staff.
Verbal or Physical abuse	● Pupil will have been instructed to stay calm in the event of an aggressive behaviour from the public. ● Student will have an adult with them to protect them from any harm and deal with any abuse	If the member of the public is being verbally abusive to staff or students, the best action is to stay calm and not entertain a response. Take children away from the abusive adult and alert staff If abuse is threatening call emergency services and alert staff

10. Monitoring, Evaluation and Review

Every visit is evaluated by the Group Leader on completion, with a copy of the evaluation, headcount record and consent forms retained by the school.

The EVC keeps a central log of all visits undertaken across the school, including any incidents, accidents or near-misses, to inform future planning.

This policy is reviewed at least annually by SLT/EVC and approved by the Trustees, or sooner if there is a change to relevant legislation or DfE/OEAP guidance.

Appendix 3

Example trip letter template

Monday 2nd March 2026

Dear Parent/Guardian

Assalamu alaikum wa rahmatullahi wa barakatuhu

Re: Trip to Valentines Mansion

An educational visit has been arranged for Year 1 to visit Valentines Mansion in Ilford. This will be in line with the current topic in History: Homes a long time ago. The children will have the opportunity to explore a Victorian kitchen and take part in different workshops.

The trip will take place on **Wednesday 18th March 2026**. We will leave school at 9am and walk through Valentines Park. We hope to return back to school by 1:45pm insha Allah. The children will need a packed lunch with an extra drink (no glass bottles).

Please ensure that if your child needs any medication they have it with them on the day and I am informed.

We are asking parents to pay £3 towards the cost of the trip.

Permission slips must be returned with the money by **Monday 9th March 2026.**

JazakAllah Khairun

Wassalamu alaikum wa rahmatullahi wa barakatuhu

Ms [Insert name]

I give permission for my son/daughter _____to go to Valentines Mansion on Wednesday 18th March 2026.

I enclose £3 towards the cost.

Signed Parent/Guardian: _____ Date: _____