



Educational Visits Policy

Date of next review: May 2027

Introduction

At Woodlands Primary School we believe that school visits are an essential resource for the teaching of the National Curriculum. We aim to provide a broad and balanced curriculum which is supported by learning opportunities and real-life experiences outside of the classroom. To support this, Woodlands Primary school has developed a progressive approach to ensuring that each child has the opportunity to experience a range of overnight visits during their time at Woodlands.

Woodlands Primary School and Nursery follows the guidance contained within the Telford & Wrekin Council Educational Visits Policy and associated Educational Visits Advisory Service procedures. This school policy should be read alongside current Telford & Wrekin guidance and E-Visits procedures. The Educational Visits Coordinator, Kirstie Zaki, will seek advice from the Educational Visits Adviser (Alan Baybrooke) where required.

Risk assessment forms must be completed for any activity off the school site. When planning for a visit, teachers should consult with the Educational Visits Coordinator and the local authority provider (where appropriate).

When organising a visit, teachers should;

- ❖ Seek approval from the Educational Visits Coordinator and Senior Leadership Team (8 weeks' notice needed) for the education visit, as he/she has ultimate and final responsibility for the children within the school (whether he/she is present on the educational visit or not). The Educational Visits Coordinator for Woodlands Primary School is responsible for supporting visit planning, approval processes and compliance with local authority procedures.
- ❖ Ensure that the safety of the children is the priority and issues in relation to the activities undertaken should refer back to the safeguarding policy for guidance and advice and be dealt with appropriately.
- ❖ Ensure that all adults in their charge expect children not to take any risks, to behave appropriately and follow instructions at all times.
- ❖ When using an external provider, staff must ensure that:
 - the provider is suitably competent;
 - appropriate insurance is in place;
 - safeguarding arrangements are satisfactory;
 - risk assessments are available;
 - staff qualifications are appropriate to the activity;
 - emergency procedures are in place.

Where required, the Telford & Wrekin External Provider (16D) form or equivalent provider assurance information will be completed and retained with visit documentation.

- ❖ Where possible, visit the proposed venue, which will enable them to plan more effectively and check the availability of essentials e.g., toilets, eating areas etc.

- ❖ Ensure that they have completed all planning/risk assessment documents with the appropriate levels of supervision evident, relevant health and safety information and necessary actions to ensure the trip is safe and all needs are accounted for.
- ❖ High risk activities or overnight stays must have form 16A completed and sent to your Educational Visits Coordinator for them to forward to the local authority or the relevant information can be completed on e-visits.
- ❖ Provide a full costing for the educational visit, as to determine the level of voluntary contribution that will be needed.
- ❖ Organise for a coach or other transport to be booked, via the office, well in advance (at least a month before the educational visit). It is the teacher's responsibility to ensure the coach or other transport has been booked. It is the office's job to book the coach or other transport.
- ❖ Organise packed lunches to be provided for PPG children (if required).
- ❖ **At least 3 Weeks** before the educational visit a letter should be sent to parents, including all relevant details, venue, subject, justification, times, parental contribution, clothing and money for children to bring. The letter should include the following sentence:

We are requesting a voluntary contribution of £XX towards the cost of this visit. There is no obligation to contribute and no child will be excluded if a contribution is not made. However, the visit can only take place if sufficient voluntary contributions are received, and the school reserves the right to cancel the visit if funding is insufficient.

- ❖ Parental permission should be written or given via ParentPay before going on a visit, verbal permission is not sufficient.
- ❖ Remind children of the maximum amount of money to bring for purchases and include this in the letter to parents if possible.
- ❖ Money for the trip should be paid on ParentPay where possible. It is the teacher's responsibility to keep a record of parent permission slips returned and ensure that all the children have permission and have contributed to the educational visit. It is the office's responsibility to collect in, keep a record of and bank all money.
- ❖ Staffing ratios will be determined through the visit risk assessment process and will take account of:
 - the age of pupils;
 - the nature and duration of the activity;
 - the environment;
 - additional needs of participants;
 - staff experience and competence.

As a guide, Woodlands Primary School follows Telford & Wrekin Council recommended supervision ratios. These may be increased or reduced where supported by a suitable and sufficient risk assessment.

- ❖ Check parent volunteers know what they are doing, have a full understanding of their role and responsibilities, and ensure that they are assigned to a group of children which do not contain any relatives, e.g. son, daughter, cousin.
- ❖ Ensure children not going on visits are set appropriate work to do and prior arrangements made.
- ❖ Ensure the method of transport chosen has the safety of the children in mind.
- ❖ Prepare pupils for the educational visit by explaining the expected standards of behaviour and the importance of following any rules
- ❖ Ensure a minimum of 1 first aid trained member of staff attends the visit, ensure a first aid box, relevant medication (inhalers, Epi pens, insulin etc.) plus 'sick bags' are always taken on visits.
- ❖ When planning an educational visit, staff must take account of the medical, dietary and healthcare needs of all participating pupils.

Where a pupil has an allergy requiring medication, emergency intervention, significant dietary controls, or presents a foreseeable risk to health and safety, an Individual Healthcare Plan (IHP) must be in place and reviewed as part of the visit planning process.

For any educational visit involving a pupil at risk of anaphylaxis, the visit leader must ensure the following are in place:

- A trip-specific allergy risk assessment.
- A copy of the pupil's Individual Healthcare Plan (IHP).
- Emergency contact details.
- Two prescribed Adrenaline Auto Injectors (AAIs).
- A designated trained member of staff.
- Evidence that relevant staff have been briefed.
- Confirmation that medication expiry dates have been checked.
- A record of any spare school AAI taken on the visit.
- Appropriate catering and allergen controls.
- A documented emergency response plan.

The visit leader must ensure all staff understand the signs and symptoms of an allergic reaction and know how to access emergency medication and emergency services if required.

Where a pupil experiences suspected anaphylaxis during a visit, staff must follow the pupil's Individual Healthcare Plan, administer medication as trained, summon emergency services immediately and inform the school's emergency contact at the earliest opportunity.

- ❖ For educational visits, the Visit Leader should establish a dedicated communication group (such as WhatsApp) to facilitate timely information sharing between accompanying staff and key school-based contacts.

This should include:

- The Visit Leader
- Accompanying staff
- The Headteacher
- The Educational Visits Coordinator
- Any other designated emergency contact

The communication group will be used to:

- Share updates during the visit
- Communicate changes to plans or timings
- Report incidents or emerging concerns
- Coordinate responses in the event of an emergency
- Maintain a clear record of communications affecting the visit

Staff must ensure that communication methods comply with the school's Data Protection and Staff Code of Conduct requirements.

- ❖ Ensure that children always wear school uniform and the correct shoes, where appropriate.
- ❖ Take a complete class list with children's medical requirements and emergency contact numbers.
- ❖ Ensure a suitable eating environment for the children.
- ❖ The Visit Leader is responsible for all aspects of the educational visit, including its preparation, delivery and follow-up.
- ❖ Following a visit, the evaluation form must be completed and submitted to the Educational Visits Coordinator.
- ❖ Following a visit all additional paperwork, if not already uploaded to e-visits, must be kept in the office. After 3 months (if no incidents occurred) parental consent forms can be discarded, but risks assessments must be held. For visits where an incident occurred, reporting requirements should be followed in accordance with current Telford & Wrekin Educational Visits procedures.

Appendices

E Visits: <https://www.e-visit.co.uk/TelfordWrekin/eVisit>

The E Visit system has been created by the Outdoor Education Advisers Panel. Telford & Wrekin Council have purchased the system to enable maintained schools, academies and other organisations to manage their education visits with an electronic system.

E Visits is an online system that works independently of any school or TWC system. Telford & Wrekin Council, along with the Outdoor Education Adviser and Administrator are responsible for the day to day management of the system, backed up by technical support from the developers QES. It is GDPR compliant and certified.

All T&WC schools and other schools/organisation within the T&WC Educational Visits Service Level agreement have been added to the system. Once the Educational Visit Coordinator and Establishment Administrator have been identified, and training has taken place the school/organisation will have the option to be made live on the system.

All visits are stored on the system and can be viewed by the Educational Visits Coordinator and Head Teacher at draft and completed stage. This is an audit tool to view all visits taking place in the establishment, which can be used by the school, including in the event of an emergency.

E Visits should reduce the amount of paperwork associated with visits.

Supervision ratios:

TWC require the staffing ratio to young people sufficient to ensure effective supervision and taking into account:

- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.
- The age and gender (including developmental age) of the young people to be supervised.
- The ability of the young people (including their behavioural, medical, emotional and educational needs).
- Staff competence.

7.9 TWC provide the following ratios of staff: young people for guidance with staff numbers capable of being decreased if the risk assessment supports it. (The term 'staff' here includes all competent adults provided by the school / establishment).

- Nursery: **1:2**
- Reception: **1:4**
- School years 1 - 3, **1:6** (overnight minimum **1:6**)
- School years 4 - 6, **1:15** (overnight minimum **1:10**)
- School years 7 onwards, **1:15** (overnight minimum **1:10**)

Risk assessment to be uploaded and attached to E visits

 Telford & Wrekin C O U N C I L	Risk Assessment of (task/ area)						
	Carried out by:						
Benefits: - Why do we do this?							
Date:	Review date:	Specialist assessment needed**:					
What are the hazards?	Who might be harmed and how?	What are we already doing?	Risk rating* L,M or H	What further action is necessary?	By whom ?	By when?	Done

Terror Related Incidents:

Points:

1. Adults to be vigilant when walking on pathways between sites – heightened awareness of vehicles approaching.
2. Adult in charge to be responsible for keeping children in allocated area– supervised at all times.
3. Regular headcounts.
4. Adults to ensure children are escorted to a safe place and contact to be made with emergency services by group leader.
5. Heightened awareness by all adults in the party of any unattended packages/bags.

Risk rating system*

SEVERITY			PROBABILITY	
outcome	example	score	outcome	score
MINOR	Bruising, minor cuts, mild irritation to skin or eyes	1	Unlikely (e.g. no previous history)	1
SERIOUS	Loss of consciousness , burns, broken bones, injury or condition resulting in 3 or more days absence	2	Possible (e.g. similar incidents have happened in the past)	2
MAJOR	Permanent disability , major notifiable injury or disease	3	Probable (e.g. same situations have happened in the past)	3
FATAL	DEATH	5	Highly probable (e.g. has occurred recently here or in another organisation)	5

Probability score x Severity score = Risk Rating total

Risk rating total

1-4 low risk
 5-10 medium risk
 15-25 high risk

SEVERITY	PROBABILITY				
	FATAL	Medium	Medium	HIGH	HIGH
	MAJOR	Low	Medium	Medium	HIGH
	SERIOUS	Low	Low	Medium	Medium
	MINOR	Low	Low	Low	Medium
		Unlikely	Possible	Probable	Highly probable

****Specialist assessments will be need for:** fire, hazardous substances, significant manual handling tasks, computer workstation users (DSE), nursing or expectant mothers, working at height, noise and use of personal protective equipment



Specific Risk assessment e. g. venue, activity or part of activity, individual...

To supplement the Risk Benefit Assessment

Date(s): _____

Activity/activities: _____

Leader: _____

Venue: _____

Significant hazards/harm/risk	Safety measures: <i>Measures that are in place and/or will be taken to reduce the risk to a tolerable level</i> <i>What are the measures arranged to reduce the risk?</i>	Member of Staff / Adult responsible

Signature(s) of staff who have been involved:

1.

2.

16F: EMERGENCY CONTACT INFORMATION

To be completed before the visit. Copies to be held by the party leader and school home base contact along with the emergency contact list for everyone in the party.

1. **School:** Woodlands Primary School
2. **Name of party leader:**
3. **Party leader Phone Nos:**
4. **Visit departure date:**
5. **Return information:**
6. **Number of staff/children attending:**
7. **Party Members (name and contact number):**
8. **Emergency contact information:**

a) Travel Company:

Name/Address:

Email:

Tel:

Company Travel Rep: Name: **Tel:** **email:**

Insurance / Emergency Assistance: Tel: **email:**

A visit-specific emergency contact form will be completed for every educational visit.

Prior to departure, the Visit Leader will ensure that appropriate communication arrangements are established between the visit team and the school's emergency contacts. This will include the creation of a dedicated communication group, such as a WhatsApp group, containing the Visit Leader, accompanying staff, Headteacher and Educational Visits Coordinator to support rapid communication during the visit.

The Educational Visit Leader must also ensure:

- emergency contact details are available;
- pupil medical information is accessible;
- the school emergency contact is identified;
- E-Visits procedures are followed;
- emergency services are contacted where necessary.

Current contact information and escalation procedures will be maintained separately from this policy and reviewed annually by the Educational Visits Coordinator.

Category	Examples	Required Documentation
1. Anaphylaxis / Severe Allergy	Peanut allergy with EpiPen, severe milk allergy, egg allergy requiring AAI	IHP, medication in school, trip-specific risk assessment, staff briefing, inclusion on allergy register
2. Moderate Allergy Requiring Medication	Significant hives, facial swelling, insect sting allergy requiring antihistamine	IHP or simplified medical plan, medication, parental consent, staff awareness
3. Mild Intolerance / Low-Risk Allergy	Lactose intolerance, mild rash, stomach upset	Recorded medical information, dietary requirements, staff awareness where appropriate

The key consideration is not whether a pupil has an allergy, but whether the allergy requires medication, medical management, emergency intervention or an emergency response plan. Where this threshold is met, an Individual Healthcare Plan will normally be required.



16H: EVALUATION OF VISIT

To include also record of incidents / near misses and accidents.

Where required, a copy should be submitted to the Educational Visits Coordinator and Educational Visits Adviser in accordance with current Telford & Wrekin procedures.

1. School / Youth Group:	
Party Leader:	
Date of Visit:	
Purpose of Visit and activities undertaken:	
Venue / Location:	
Commercial Provider:	

2.	Rating out of 10	Comment
a) Pre-Visit/information and support from provider		
b) Travel arrangements		
c) Content of programme provided		
d) Quality of instruction		
e) Equipment provided		
f) Sustainability of environment		
g) Accommodation		
h) Food		
i) Courier / Representative		
j) Value for money		

3. Educational Outcomes:

	Response
Did the visit meet its educational objectives?	
What did pupils gain from the experience?	
Which curriculum areas were enhanced?	
How did the visit support personal development, enrichment or cultural capital?	
Would you recommend this visit for future cohorts? Why/Why not?	

4. Record of Incident:

<u>What happened?</u>	<u>Action taken?</u>	<u>Follow up required?</u>

5. Record of Near Misses:

A near miss is an unplanned event that did not result in injury, illness or damage, but had the potential to do so.

This may include:

- Child separated briefly from group.
- Coach arrived late creating supervision issues.
- Severe weather affecting activities.
- Incorrect dietary information identified before meal service.
- Lost medication located before required.

<u>Near Miss Identified</u>	<u>Potential Outcome</u>	<u>Immediate Action Taken</u>	<u>Recommendations for Future Visits</u>

6. Safeguarding and Welfare:

	Yes / No
Medical arrangements effective?	
Medication available and accessible?	
Allergy controls effective?	
Staffing levels appropriate?	
Any safeguarding concerns? If so, were these concerns reported appropriately?	

Any comments?

7. Recommendations for Future Visits:

8. Please attach a copy of any accident report form and submit documentation in accordance with current Telford & Wrekin Educational Visits procedures.

Name of Headteacher / Line Manager: _____

Signed:_____Date:_____

Name of EVC: _____

Signed:_____Date:_____

Name of Party Leader: _____

Signed:_____Date:_____