Educational Visits Policy

Autumn 2026

Coordinator: Headteacher

Date: Autumn 2026

Review Date: ******

The professional associations and/or Trade Unions have been consulted on this policy, and HFL Education recommends it for adoption

Introduction

The Staff and Governors of Bowmansgreen Primary School acknowledge the immense value of off-site visits and related activities to young people. Visits and adventurous activities are an essential part of a child's development, helping them to learn about assessing and managing risk and to gain skills in leadership and team working. They also build self-esteem and allow children to experience a range of social experiences.

This policy is concerned with issues of safety, safeguarding and supervision and must always be considered alongside current statutory and non-statutory guidance. In particular, this policy reflects:

- Keeping Children Safe in Education (KCSIE) 2026;
- Working Together to Safeguard Children;
- Department for Education (DfE) Allergy Safety in Schools Statutory Guidance 2026;
- Supporting Pupils with Medical Conditions at School;
- DfE Protective Security and Preparedness for Education Settings Guidance;
- Hertfordshire County Council Educational Visits guidance; and
- EVOLVE Educational Visits procedures.

All visits and Learning Outside the Classroom (LOtC) activities will be planned in such a way as to ensure that the benefits and intended learning outcomes are clearly identified and understood by supervising adults beforehand and can form the basis for objective evaluation afterwards. Visits will also be planned to ensure that safeguarding, allergy safety, medical needs, inclusion, protective security and terrorism-related considerations have been fully assessed and managed.

This policy is concerned with issues of safety and supervision and must always be considered alongside the guidance documents that relate to such events. All visits and LOtC activities will be planned in such a way as to ensure that the benefits and intended learning outcomes are clearly identified and understood by the supervising adults beforehand and can form the basis for objective evaluation afterwards.

Bowmansgreen Primary uses Hertfordshire's Internet-based system, 'EVOLVE', to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own 'EVOLVE' account, which is set up by the school's Educational Visits Coordinator (EVC).

Within this policy the following definitions will be used:

- *Establishment:* Bowmansgreen Primary School.
- *Visits:* Includes trips, holidays and adventurous activities taking place away from the establishment's normal location.
- *Manager:* Managers of the establishment, also referred to as BLT.
- *Line Manager:* Someone who manages a group of establishment/unit or team managers
- *Visits Co-ordinator or EVC:* A person appointed by the manager to lead the planning and management of visits.

- *Offsite Visits Advisor:* A person appointed by Hertfordshire to provide advice on offsite visits organised by establishments.
- *Technical Adviser:* A person with a high level of competence in a particular activity. Typically, they will have a record as a trainer and assessor in the activity and would hold a recognised qualification for the activity.
- *Group Leader:* The person who is in-charge/responsible for and present at the visit. Leadership can be delegated but line of command and responsibilities need to be clearly defined.
- *Competent Person:* A person who has the relevant experience, training, qualifications and knowledge.
- *Supervisor:* Someone who has been given responsibility for the safety and well being of a group of children.
- *Other Staff:* Those staff on the trip who are employed by HCC.
- *Children:* Includes children and young people participating in the visit.
- *Parent:* Includes anyone with parental responsibility for a child or young person. This will either be the mother, father (if married to the mother) or someone who has been given parental responsibility by court order or agreement (ratified by the court).
- *Group:* The party which is going off-site or participating in the visit.
- *Adventurous Activity:* Includes the core activities defined in the Adventure Activities Licensing Regulations 1996 (climbing, caving, remote trekking, waterborne activities) and other activities that present hazards over and above those in everyday life. Such activities would normally require supervision by a competent person with specialist skills in the activity.
- *Emergency contact:* This is the person who will deal with any emergency at the establishment (by supporting the group leader and informing those who need to know). He/she will hold the second set of emergency contact details for the group.
- *Providers:* Includes activity centres, tour operators, expedition providers, venues, hotels, etc.
- *Risk Assessment:* Statement produced to comply with Health and Safety law, which identifies hazards, their associated risks and suitable and sufficient control measures.
- *LOtC:* Learning Outside the Classroom activities is any educational experience that takes place beyond the traditional classroom walls such as school grounds or local area walks.

Legal Framework and Responsibilities

Under the Health and Safety at Work Act 1974, Hertfordshire County Council, as employer, has a duty to ensure, so far as is reasonably practicable, the health and safety of their employees and others affected by their work activities. This includes participants in off site visits.

The Council is also required, under the Management of Health and Safety at Work Regulations 1999, to:

- assess risks arising from activities;
- implement suitable control measures;
- provide information, training and supervision;
- monitor their arrangements for controlling risk.

There are also the following specific legal requirements for looked after children and children in residential schools. The Children's Home Regulations 2001 (Regulation 23) requires that any activities in which children participate are, so far as is reasonably practicable, free from avoidable risk. The National Minimum Standards for Care require that activities organised for looked after children are risk assessed.

High risk activities must also be supervised by someone holding the relevant qualification for that activity. Managers and employees involved with organising or supervising visits also have a legal duty to take reasonable care of their own and others' health and safety and to co-operate with the Council to enable it to meet its health and safety responsibilities. This will be achieved through complying with the policy and following the associated guidance.

In addition to health and safety legislation, all educational visits must be planned and delivered in accordance with the safeguarding requirements contained within Keeping Children Safe in Education (KCSIE) 2026. Group Leaders and accompanying staff must ensure that safeguarding remains paramount throughout all visits and that any concerns are reported in line with the school's safeguarding procedures.

The school also recognises its responsibilities under the Department for Education's Allergy Safety in Schools statutory guidance. Suitable arrangements must be made to identify, assess and manage risks relating to allergies and anaphylaxis on all visits.

The school further recognises the need to prepare for security incidents, including terrorism-related incidents. Visit planning and emergency arrangements will therefore consider relevant protective security guidance issued by the Department for Education and ProtectUK.

Responsibilities

The Head teacher may delegate these tasks to a competent visits co-ordinator, however ultimate responsibility remains with the BLT. Group Leaders must ensure that they formally approve visits by completing EVOLVE through The Grid.

The Head teacher (or their nominated delegate) will ensure that:

- all off-site visits and LOtC activities comply with employer guidance and are notified or submitted for formal approval as required;
- all staff involved are competent to carry out such responsibilities as they may be allocated;
- there is a clearly EVC and that person meets employer requirements, including undertaking EVC Training as required by Hertfordshire County Council (HCC);

- if taking part in the visit or activity as either an Assistant Leader or as a group member, s/he is clear about his/her role and that s/he should follow the instructions of the designated Visit Leader (who will have sole charge of the visit);
- suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers. Where access to the young people is regular or significant, DBS checks must be in place as required;
- she is assured that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained and competent to carry out such tasks as they are allocated;
- sufficient time is assigned for staff to organise visits properly; a culture of apprenticeship / succession planning, to ensure sustainable visits and the development of competent visit leaders and EVCs, is supported within the school;
- the EVC is supported in ensuring that visits are effectively supervised with an appropriate level of staffing; the EVC is supported in ensuring that visit information has been shared with parents in a timely manner and that consent has been sought where necessary;
- arrangements are made for the medical needs, allergies and special educational needs of all the young people and staff;
- inclusion issues are addressed;
- suitable transport arrangements are in place and meet any regulatory requirements;
- insurance arrangements are appropriate;
- details related to the visit (including person details of children and staff) are accessible at all times to a designated 24/7 emergency contact(s) in case of a serious incident. that there are contingency plans in place should the visit plan be significantly changed or cancelled (Plan B);
- arrangements are in place for the governing body to be informed of such visits as are required by the establishment visit policy;
- staff are aware of the need to obtain best value. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships; where the activities or visit involves a third party provider, appropriate assurances have been sought;
- national schemes e.g. LOtC Quality Badge, AALA licence, Adventuremark, or a clear Provider Statement, are recognised in keeping with HCC's recommendations and make further seeking of provider assurances unnecessary;
- all visits are evaluated on EVOLVE with regard to how closely they met intended outcomes, teaching and learning, quality of experience(s) and best value, together with addressing issues raised by any serious incident and to inform the operation of future visits;
- the establishment visit policy includes appropriate emergency procedures in case of a major incident (see Emergency Procedures);

- the establishment visit policy includes a procedure to ensure that parents are appropriately informed in the event of a serious incident (see Emergency Procedures);
- and serious incidents are reported to the employer as required by employer guidance, meeting the requirements of RIDDOR.
- ensure all educational visits comply with KCSIE 2026 safeguarding requirements and the school safeguarding policy; [gov.uk], [assets.pub...ice.gov.uk]
- ensure staff and volunteers understand the procedures for reporting safeguarding concerns, allegations and low-level concerns; [assets.pub...ice.gov.uk]
- ensure appropriate arrangements are in place for pupils with medical conditions, allergies and Individual Healthcare Plans (IHPs); [gov.uk], [assets.pub...ice.gov.uk]
- ensure consideration is given to protective security, emergency preparedness and terrorism-related risks when planning visits to crowded places, transport hubs or public venues;

Governors will:

- ensure that the establishment is following the CSF Policy and guidance on visits and other relevant Council policies;
- check that those organising visits have the required level of competence for the type of visit;
- check proposals for certain types of visit, including those involving an overnight stay or travel outside the UK. Where necessary seek further specialist advice; check that establishment managers can demonstrate that their plans comply with the Council's and establishment's safety policy and have specific and clearly stated educational objectives;
- incorporate reasonable measures to include those with special needs;
- ensure that those organising visits have sufficient support, time and resources to fulfil their responsibilities; and be aware that their role is to ask questions, not to advise or become directly involved in risk assessments.

Manager (BLT) will:

- comply with the council's policy and associated guidelines on establishment visits and other relevant policy documents (e.g. those covering use of minibuses, critical incidents etc);
- ensure they and other staff involved in organising or supervising the visit have the required level of competence. This should take account of their supervisory ability and their competence in relation to the specific activity; ensure sufficient time and resources are allocated to the planning stages;
- ensure sufficient time and resources are allocated to meeting identified training needs including attendance at courses run by CSF;

- ensure that those organising visits have sufficient support, time and resources to fulfil their responsibilities;
- ensure a full risk assessment has been carried out and suitable control measures are in place; this should be based on a knowledge of the location/centre where the activity will take place;
- ensure, where required by the policy, only activity providers who are licensed for adventurous activities and/or accredited under non-statutory schemes are used and that the safety arrangements of other providers (e.g. farms, museums) are assessed prior to use;
- ensure that arrangements are in place for the governing body to be informed of non-routine visits in good time so that questions can be asked;
- ensure child protection procedures are in place;
- ensure all necessary actions have been completed before the visit begins;
- ensure suitable emergency arrangements are in place, including ensuring a contact with the authority to make decisions is available at all times;
- ensure visits are monitored and evaluated to inform operation of future visits, future training needs etc.;
- and ensure they comply with the arrangements in this policy to enable CSF to monitor visits.

<u>The EVC will:</u>

- be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the establishment. Commonly, but not exclusively, such competence will be identified in a person on the senior management of the establishment;
- attend training, and update training, as required by HCC;
- support the Head teacher in ensuring that competent staff are assigned to lead and accompany visits and with approval and other decisions;
- ensure that a policy is in place for offsite visits and LOtC activities, that it is updated as necessary, and is readily available to staff;
- have an appreciation of the value of LOtC and educational visits;
- ensure the Head teacher, Group Leaders, assisting staff and voluntary helpers understand that all staff involved in visits require access to training at an appropriate level to ensure that employers' guidance and the school's procedures are properly understood;
- ensure offsite activities must be led by competent leaders and that assistant supervisors are competent to carry out the tasks to which they are assigned;
- support the Head teacher with approval and other decisions;

- monitor visit planning and arrange for sample monitoring in the field as appropriate;
- provide sufficient guidance to visit and activity leaders regarding information for parents and parental consent.
- ensure there is a 24/7 emergency contact(s) for each residential overnight visit and that emergency arrangements are in place.
- ensure that medical and first aid issues are addressed;
- ensure that emergency arrangements include emergency contact access to all relevant visit records, including medical and next of kin information for all members of the party and including staff;
- ensure that visits and LOtC activities are reviewed and evaluated (this process may require the reporting of accidents and incidents) and that any “lessons learned” are recorded for future reference;
- ensure that visit policies and procedures are reviewed on a regular basis and immediately following any serious incident or systems failure;
- and keep up to date via EVC training events and employer information updates.

Group Leaders will:

- have the overall responsibility for supervision and conduct of the visit. S/he must be an employee and not a volunteer;
- be competent to take on such responsibilities and tasks as may be allocated or required for the duration of the visit/activity and be formally approved to do so;
- plan and prepare for the visit, taking a lead on risk management. This establishment sees it as good practice to involve all participating staff in the planning and risk management process for any given offsite visit or LOtC activity to ensure wider understanding. It is also seen as good practice to involve young people in these processes wherever appropriate;
- define the roles and responsibilities of other staff (and young people) to ensure effective supervision, and appoint a deputy wherever possible;
- ensure that where any accompanying staff includes someone with a close relationship to a member of the group, there are adequate safeguards to ensure that this will not compromise group management;
- ensure that child protection issues are addressed. e.g. DBS checks; collate, make available and disseminate relevant information to supporting staff, parents, and young people as appropriate;
- make sure there is access to first aid at an appropriate level; arrange pre-visit information meetings where appropriate;
- evaluate all aspects of the visit, both during and after the event;
- ensure that staff and other supervisors have been appropriately briefed on:

    - the young people making up the group, including age, health characteristics, capabilities, allergies, special educational needs, behaviour, and any other information that seems relevant in the context of the planned activities.
    - the nature, location, and duration of the activity;
- ensure the visit is effectively supervised;
- the overarching duty of care remains with the accompanying establishment staff, even when partial responsibility is shared with a provider. Should the provider run an activity in a way that causes concern, the accompanying staff should consider stopping the activity at the first appropriate moment. Such an intervention will need to be used with great sensitivity and discretion to ensure that it does not result in young people being put at greater risk;
- ensure that all staff and any third party providers have access to emergency contact and emergency procedure details.
- ensure all safeguarding information relevant to the group has been considered and shared appropriately with accompanying staff;
- ensure arrangements for pupils with allergies, medical conditions and healthcare plans are fully understood and implemented throughout the visit;
- ensure emergency medication, including adrenaline auto-injectors (AAIs), is readily available when required;
- consider protective security risks associated with the venue, event or geographical location and ensure staff are aware of emergency arrangements;
- ensure all accompanying staff know how to respond to safeguarding, medical and security emergencies.

<u>Hertfordshire County Council will:</u>

- provide guidelines for managers organising visits to assist them with assessing risk and identifying suitable control measures;
- specify training and competence requirements of managers and visit organisers and ensure suitable training is provided;
- provide access to competent persons for advice; provide emergency support and contacts;
- maintain appropriate insurance cover;
- monitor and review arrangements for visits;
- and employ an Offsite Visits Adviser to monitor and give advice on offsite visits.

<u>Others</u>

Group leaders will have specific responsibilities relating to the organisation of the visit. Adult volunteers, children and parents/carers should also be made aware of their responsibilities during visits.

Bowmansgreen Primary encourages the use of codes of behavioural conduct as a means of establishing appropriate expectations of young persons' behaviour whilst attending residential visits. Such codes need to be explained to both the young people and those in a position of parental support before the visit, so reducing the opportunity for misunderstanding and any educational or protective consequences that may be invoked where the code is breached.

As part of encouraging social responsibility, young people should be encouraged to sign up to a "behavioural contract" for all residential visits. As part of the request for consent, parents should sign and accept responsibility for removing young people in prescribed circumstances.

Allergy Safety and Medical Needs

Bowmansgreen Primary School recognises its duties under the Department for Education statutory guidance "Allergy Safety in Schools".

Prior to every visit, the Group Leader must:

- identify pupils with allergies and other medical conditions;
- review relevant Individual Healthcare Plans (IHPs);
- ensure appropriate risk assessments are completed;
- ensure emergency medication accompanies pupils throughout the visit;
- ensure staff understand signs and symptoms of allergic reactions and anaphylaxis;
- consider allergen management for packed lunches, catering providers and residential accommodation;
- ensure arrangements for emergency treatment are clearly documented;
- ensure emergency contact details are available.

Where a pupil has a severe allergy, at least one supervising adult must be familiar with their healthcare plan and emergency arrangements.

Serious allergic reactions, near misses and medical emergencies during visits must be reported and reviewed following the visit so that lessons can be learned and future controls strengthened.

Categories of Visit & Authorisation

All visits must be authorised by a competent manager. This would normally be the Head teacher unless local service arrangements require a higher level of authorisation. For the purpose of this policy and associated guidance visits have been classified into three levels.

The following paragraphs outline the levels, authorisation and training requirement for the organisation of the visit.

Also further specific checks/monitoring which must take place for the level of visit.

All visits will be recorded on Evolve either using the standard Visit Form or as a Local Area Visit, the latter of which will be predefined in the school’s Local Learning Area policy.

This Offsite Visits Policy provides the key reference for sound planning for learning and recreational activities that involve taking groups of children and young people away from their usual operational base. It should be implemented when using places such as:

- the local environment
- places further afield e.g. visits to local libraries, theatres, and museums etc.
- residential venues
- learning ventures abroad and involves any one of the following:
    - direct supervision of young people undertaking experiences beyond the boundary of their normal operational base;
    - direct supervision of young people undertaking experiences that fall within the remit of Learning Outside the Classroom (LOtC);
    - facilitating experiences for young people undertaking experiences beyond the boundary of their normal operational base;
    - and deploying staff who will supervise or facilitate experiences of or for young people undertaking experiences beyond the boundary of their normal operational base.

LEVEL 1

Activities that would not expose those taking part to greater risk than that experienced on a day to day basis. Regular visits of one day or less duration (swimming, theatre trips, environmental studies, etc)

- Risk assessment to be reviewed annually by Group leader.
- Visit organisation to be checked by Managers annually using Level 1 audit checklist, (Form OV1)

LEVEL 2

Non-routine activities and residential stays. Adventurous and hazardous activities run by licenced/accredited centres.

- Each visit organisation must be checked by Manager using audit checklist.
- Providers of adventurous and hazardous activities must be licenced for adventurous activities and/or accredited under non-statutory schemes.

LEVEL 3

These would include overseas visits and adventurous activities, except those covered by level 2.

- Visit organisation must be checked by Manager using Level 2 & 3 audit checklist, (Form OV2)
- Risk assessments for adventurous activities must have been assessed by a Technical adviser.
- Providers must be licenced for adventurous activities and/or accredited under non-statutory schemes.
- Audit Checklists and approval forms must be forwarded to the Offsite Visits Adviser for monitoring purposes.

Training and Competence

Managers and EVC

Herts CC has set up Offsite Visits Management courses. These courses are provided to ensure that the council meets its legal duties with respect to health and safety training and that the manager fully understands HCC's procedures and requirements with regard to offsite visits.

At least two senior members of staff from an establishment must have attended the HCC Offsite Visits Management Course (e.g. manager and visits co-ordinator).

Visits Organisers/Group leaders/Supervisors

Those leading and organising or supervising visits must be competent to do so. The Head teacher or EVC must assess competence, taking account of their staff's ability to lead, manage and control the children partaking in the visit. Competence on specific activities may also be necessary, as well as knowledge of the venue being visited.

Adventurous Activities

If the establishment is leading an adventurous activity, the Head teacher must ensure that the group leader and other supervisors are suitably competent to lead or instruct the children in the activity, bearing in mind that some children may be novices.

Competences should be demonstrated by holding the relevant National Governing Body (NGB) award where it exists. Where there are concerns regarding the competencies/experiences of instructors, the Offsite Visits Adviser or relevant NGB should be contacted for advice. Standards of competence for certain activities can be found in Part F, section 2 of the Offsite Visits Manual. Guidance on assessing competence, particularly for adventurous activities can be found in Part D: Guidance for Organisers of Adventurous Activities and Overseas Visits.

Other Areas

Staff competence in first aid, minibus driving, life saving etc may also be needed, depending on the activity. Volunteers will also require induction training prior to a specific visit. Training requirements in these areas should be identified as part of the risk assessment process.

Risk Assessment

Risk assessment and risk management are legal requirements. For visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The control measures should be understood by those involved.

Risk assessments should explicitly cover how special needs (e.g. educational, medical, allergies) are to be addressed. The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from and should include details of emergency/contingency measures.

There are two levels of risk assessment for visits:

- *Generic:* Apply to the activity wherever or whenever it takes place. The information provided in this policy and associated guidance is based on a generic risk assessment. These are accessible via the Evolve resources section of the website, and should be

amended by the Visit Leader prior to the trip taking place and checked by the school Health and Safety Manager.

- *Visit/Site Specific:* Will differ from place to place and group to group. Those organising visits are responsible for carrying out visit /site specific risk assessments. Managers must ensure an adequate risk assessment is carried out. For level 1 visits it will be sufficient to carry out a single assessment to cover several visits, however it should be reviewed annually, or if circumstances change significantly. For level 2 and 3 visits it would be necessary to carry out an assessment for each visit. Where practical the assessment should be based on first hand knowledge of the location. This would normally entail an exploratory visit being made. If it is not possible to visit the site beforehand, alternative arrangements must be sufficient for an assessment to be made. Visit-specific risk assessments must additionally consider:
    - safeguarding vulnerabilities;
    - pupils who may be at greater risk of harm;
    - allergy management and medical conditions;
    - emergency medication requirements;
    - security risks associated with venues and events;
    - crowded places and transport hubs;
    - emergency evacuation and lockdown arrangements;
    - communication procedures;
    - arrangements for vulnerable pupils.

Ongoing Risk Assessments:

The group leader should reassess risks while the visit is taking place, making judgements and decisions as the needs arise. The CSF Guidance for Group Leaders gives further advice on this. In addition to the above, individual risk assessment of children whose vulnerability, behaviour or other factors may put them or others at greater risk should be carried out. This should normally form part of their existing care planning process. Further guidance on risk assessment can be found in Part B: Section 4.2 Risk Assessment and Part F: Section 1 Risk Assessment Guidance and Examples. Part E also includes forms for recording assessments (OV4 and OV5).

Protective Security and Counter-Terrorism

Bowmansgreen Primary School recognises that educational settings have a responsibility to be prepared for major incidents, including terrorism-related incidents.

Visit Leaders must consider:

- the location and nature of the venue;
- whether the activity takes place in a crowded public space;
- access and exit routes;
- the ability to communicate with groups during an emergency;

- evacuation, invacuation or lockdown procedures;
- arrangements for pupils requiring additional support.

Staff should be familiar with:

- Run, Hide, Tell guidance;
- identifying suspicious behaviour;
- identifying suspicious items or packages;
- procedures for bomb threats or malicious communications.

Where appropriate, leaders and accompanying staff may complete ProtectUK ACT for Education training.

Risk assessments should remain dynamic throughout the visit and be reviewed whenever circumstances change.

Monitoring & Review

The following arrangements must be in place to ensure that visits and the arrangements for organising them are effectively monitored. These are the minimum requirements.

Managers and EVC

- Use the Level 1 Visits Audit Checklist and Approval (Form OV 1) to carry out an annual check on arrangements for level 1 visits.
- Use the Level 2 & 3 Visits Audit Checklist (Form OV 2) to carry out a check on all level 2 and 3 visits.
- Send a copy of the Level 2 & 3 Visit Audit Checklist OV 2 and completed Application for Approval (Form OV 3) via EVOLVE for all level 3 visits, at least two weeks in advance of the visit.
- Ensure that risk assessments for regular visits are reviewed at least annually.
- Ensure that review/debrief meetings take place after level 2 and 3 visits and that information from the review is used to inform the operation of future visits.
- Pass on information (particularly concerns) following a review to the Offsite Visits Adviser.

Governors/Line Managers

Regular review of the establishment's procedures for visits to ensure they comply with the policy. This may include checking paperwork during inspections and/or requesting annual reports from the visits co-ordinator or manager.

Governors/line managers may also request that they be informed of specific types of visit (e.g. level 3) well in advance, so that they can check specific arrangements.

Offsite Visits Adviser

The County Council has appointed an Offsite Visits Adviser to monitor the implementation of this policy and guidance, and to provide best practice advice to establishments. The Offsite Visits Adviser will:

- Review a sample (at least 10%) of the audit checklists for level 3 visits submitted by managers.
- Monitor safety arrangements of licensed /accredited providers.
- Audit establishment arrangements for organising visits, as part of routine health and safety audits by the CSF/HCC Health and Safety teams and by curricular advisers. This will include checking assessments and approvals for all types of visit.
- Provide advice to CSF establishments, including a guide to where support may be obtained.

Review

The Offsite Visits Adviser will continue to review the effectiveness of the policy and guidance on visits and will revise it in the light of experience and new information.

Emergencies

Emergency procedures must be drawn up as part of the planning stage. This must include nominating someone as an emergency contact at establishment level and linking into the council's existing critical incident procedures.

The group leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The group leader should liaise with the representative of the tour operator, if one is being used.

Pre-arranged contacts. Group leaders should also complete and carry and Emergency Contacts' sheet (OV9) form, and where appropriate, the Group Leader should have an 'Emergency Events' card, provided to them by the EVC and available for download from the Evolve website.

The Emergency Contact at establishment level should have all the necessary information about the visit.

In the event of notification of an emergency: Bowmansgreen Primary School will follow guidance in the School and Centre's Emergency Response Plan Emergency support is available from the County Council via a phone number published in the Schools Emergency Response Plan and available on www.thegrid.org.uk.

In situations where the media may become involved advice should be sought from the CSF Communications Unit as quickly as possible. Where appropriate a press officer will be allocated to respond to media enquiries and produce a press release.

Emergency arrangements must include procedures for:

- safeguarding incidents;
- missing children;
- serious injuries;
- anaphylaxis and allergy-related emergencies;

- serious medical events;
- bomb threats;
- suspicious packages;
- terrorism-related incidents;
- major transport incidents;
- venue lockdown procedures where applicable.

Staff should follow venue-specific emergency arrangements and emergency service instructions where these are in place

Insurance

Managers must ensure that, well before the departure date, there is adequate insurance cover for the visit, taking account of the activities being planned.

Insurance policies are legal documents. They will impose conditions, limit the cover, and exclude certain people or activities. Insurance companies/travel firms can advise on particular types of insurance. However, the following are examples of cover which may be appropriate to many types of visits:

- Employers' liability (this is covered by HCC);
- public liability;
- personal accident covers for teachers/staff/other adults and children;
- cost of medical treatment.

Further guidance on insurance for schools can be found in Section 9 and Appendix 2 of Part B: Guidance for Organisers of Visits for Children and in the Financial Handbook for Schools, Section 5 Control of Assets and Security. Further advice is also available from the County Insurance Section.

Providers/Contractors

Managers must ensure that checks are made on the health and safety competence of providers. This involves checking their safety policy, standards of competence, risk assessments etc. For level 2 and 3 visits involving adventurous/hazardous activities, schools must ensure providers meet the standards for adventurous activities and have the appropriate qualifications and meet the safety standards of the activities National Governing Body.

Where no standard exists, advice should be sought from the Offsite Visits Adviser. There should be no need to seek assurances from adventure activity providers who hold the LOtC Quality Badge, or a current AALA Licence, or Adventuremark.

The use of providers that are licensed for adventurous activities and/or accredited under non statutory schemes does not replace the need for the Manager to carry out a thorough risk assessment, based on knowledge of the location.

Agencies

Where visits are carried out in partnership with, or through, other agencies, who may have their own guidelines, there must be an agreement to follow whatever guidelines are considered to achieve the higher level of safety.

If the agency does not have their own guidelines, the CSF policy and guidelines must be adhered to.

Educational Visits Funding and Voluntary Contributions

Bowmansgreen Primary School believes that all pupils should have access to high-quality educational visits, residential experiences and Learning Outside the Classroom opportunities regardless of their financial circumstances.

The school will make every effort to keep the cost of educational visits and experiences to a minimum whilst ensuring that activities remain safe, educationally valuable and appropriately staffed. When arranging visits, the school will seek best value and consider cost-effective options for transport, accommodation, entry fees and activity providers.

The school does not make a profit from educational visits, residential trips or enrichment activities. Charges and contributions will be calculated solely to cover the actual costs incurred in providing the experience.

Where appropriate, parents and carers will be invited to make a voluntary contribution towards the cost of a visit or activity. No child will be excluded from participation because their parent or carer is unable or unwilling to make a voluntary contribution.

However, where there are insufficient voluntary contributions to make an activity financially viable, and it is not possible for the school to meet the shortfall from other sources of funding, Howe Dell School reserves the right to cancel the visit or activity.

Any charges made by the school will be in accordance with the school's Charging and Remissions Policy and relevant Department for Education guidance.

Supervision and Child Protection

Managers must ensure that supervision levels for the visit are adequate, taking account of the nature and age of the group, proposed activities, child protection arrangements and any individual care plans.

As a minimum, levels must comply with those given in Section 5 of Part B: Guidance for Organisers of Visits for Children or levels specified in Division/Service procedures where they are higher.

Minimum Ratios

The HCC minimum supervision ratios are given below. Variation from these should be based on a risk assessment taking account of varying factors.

ADULT: CHILD Day trips:

Aged 5 – 7 years (Reception – Year 3) Ratio is 1:6 (under 5 should have a higher ratio which is dependent on risk factors) Example Ratio is 1:2-4

Aged 8 – 11 years (Years 4 – 6) Ratio is 1:10 / 15

Aged 12 – 18 years (Years 7 and above) Ratio is 1:15 - 20

Residential Trips

Aged 7 and above (Above Year 3) Ratio is 1:10/15

There should always be a minimum of two adults, one of whom should be a member of staff, accompanying all visits, unless a formal risk assessment is adequate to provide the appropriate level of supervision and safety cover.

Staff who are assigned to support the children's needs on an individual basis cannot be included in the overall staffing ratio. This includes 1:1 adult support for children with SEND needs.

Risk Assessment may identify that a higher level of supervision is appropriate.

With all trips, ratios during outings should be determined by risk assessment.

Managers must also ensure that providers, agencies or volunteers who will have regular contact with children (e.g. through overnight visits) or will be supervising children alone have been checked by the Criminal Records Bureau. CSF Human Resources has published guidance on Criminal Records Bureau Disclosure, which should be followed.

All adults participating in visits must be aware of safeguarding responsibilities contained within KCSIE 2026. Any safeguarding concern regarding a child or the behaviour of an adult must be reported immediately in accordance with the school's safeguarding policy.

Volunteers must be supervised and deployed in accordance with KCSIE 2026 requirements relating to regulated activity, supervision and safer recruitment procedures.

Related Policies and Guidance

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- KCSIE 2026
- Behaviour Policy
- Medical Conditions Policy
- Allergy Safety Policy
- Critical Incident and Emergency Response Plan
- Health and Safety Policy
- DfE Allergy Safety in Schools (2026)
- DfE Protective Security and Preparedness for Education Settings
- Hertfordshire Educational Visits Guidance
- EVOLVE Guidance and Procedures.

Educational Off-Site Activities – School Trips Protocol

A school trip is defined as any activity which involves children leaving the school site.

When organising a school trip the following steps and time frames must be adhered to:

School trips should be booked at the beginning of the academic year and applications for these should be sent the Headteacher by the end of September. There will be rare occasions when this timeline is not possible e.g. an opportunity arises during the school year, and, in this instance, class teachers should speak to the Headteacher.

1. Once an application has been approved, the trip leader must inform the EVC.
2. Once an application has been approved the trip leader must inform the school office so that transport can be booked
3. The trip leader should be added to the school diary with clear details of the expected departure and return times.
4. A letter for parents must be written and shown to the Headteacher so that it can be sent out at least five weeks prior to any visit and reply slips should be returned at least one week prior to the trip. Letters should be published on the school website.
5. Teachers and the admin team should keep a checklist of children who have consent for the trip and the monies received.
6. Monies should be collected via the school's online payment system
7. Pre-visits for any trips are to be held during PPA, after school or within school hours with permission from the Headteacher prior to the completion of a risk assessment. All trips / establishments that the member of staff has not previously been to must be visited and risk assessed
8. Risk assessments are to be completed and added to EVOLVE for approval 3 weeks prior to the date of the trip. This includes risk assessments for individual pupils who have medical needs, allergies, SEN or behaviour issues. You will receive pre-schedule email notifications to remind you about your EVOLVE form.
9. The trip leader will notify the kitchen staff 3 weeks prior to the visit
10. The trip leader must notify the Headteacher of staff / parents they wish to attend the trip one week before the visit (please check recommended adult:pupil ratios are adhered to)
11. The parents of any children where consent is not received a week prior to the start of the trip will be contacted via telephone asking for e-mail consent otherwise the children will not be allowed to attend
12. The staff member leading the trip should have a short meeting with the adults accompanying the class to outline the purpose of the trip, logistics, the risk assessments and other appropriate details before the trip takes place.
13. Adults will be provided with a paper copy of the itinerary for the day, the risk assessment and a group list.
14. The trip leader must carry a mobile with them at all times, leaving it on to receive and make calls. They must leave the number for this phone with the Headteacher and school office. In the event of an emergency the trip leader must inform the school office as soon as possible. Staff at the school will contact the parents of any children involved.
15. Where the children have been divided into groups for the purposes of the visit, the trip leader has no responsibility for a group. Each adult assigned responsibility for a group has a written record of the names of the children in that group
16. Staff accompanying the trip should dress smartly and practically (following the school's staff dress code)
17. All staff are aware that, in the event of an emergency arising where a child needs hospital treatment, an adult must accompany the child. In such instances an accident report form is to be completed and returned to the Headteacher by the trip leader on the day of the incident

PLEASE REFER TO THE SCHOOL TRIPS CHECKLIST

Educational Off-site Activities – School Trips Checklist

Year Group: _____ Trip Leader: _____

Date of Trip: _____ Destination: _____

Essential Information	By whom	Expected Date	Completed (please sign)
Complete application for school trip and submit to the Headteachers	Class teachers (CTs)	September	
Inform EVC of school trip.	CTs	Immediately after approval	
Transport is booked and checked	Admin team and CTs	Immediately after approval	
The trip has been added to the school diary with clear details of departure and return times	CTs	Immediately after approval	
Letters sent out and payment plans set up for trips over £20. CTs to check cancellation dates and add to school diary	Admin team and CTs	October	
A letter has been sent to parents, after being checked by the HT.	CTs	5 weeks prior to visit	
A pre-visit has taken place	CTs	Before completion of risk assessment	
A risk assessment has been submitted on Evolve including those for individual pupils	CTs	3 weeks prior to visit	
Kitchen staff notified – with details of children needing packed lunches	CTs	3 weeks prior to visit	
Contribution reminder sent to parents and carers	Admin team	2 weeks prior to trip	
Trip cancelled if contributions do not cover the cost of the excursion (this may be earlier depending on the provider's Ts and Cs)	CTs	10 days prior to trip	
Chase up outstanding permissions	CTs	1 week prior to trip	
Volunteers have been selected and notified	CTs	1 week prior to visit	
Meeting has taken place with adults accompanying the trip	CTs	Prior to visit	
Sick bucket, paper towels, plastic bags are sourced (if appropriate)	TAs	Prior to visit	
Resources / equipment required on the day are prepared	CTs	Prior to visit	
First Aid kit and children's medical equipment / medication is taken with the First Aider on the visit, including medication required for specific children	Trip Leader	On the day	
Give a small gift of appreciation to your adult helpers e.g. a box of Maltesers	CTs	The day after	

*Class teachers:*_____*(sign) Date:* _____

Headteacher: _____ Date: _____