



“Together we learn, Together we succeed”

Educational Visits Policy

This policy has been written to ensure that the school's ethos, curriculum, and practices promote shared values. It also encourages staff, children and other members of the Welbourne community to understand others and to value diversity, irrespective of gender, race, belief and sexual orientation.

Policy Agreed	Reviewed by	Ratified on	Next Review
March 2026	J Stone	12/3/26	March 2028

Welbourne Primary School

Educational Visits Policy

1. Introduction

This policy should be read in conjunction with supporting documents, including:
London Borough of Haringey –Educational Visits and Journeys –Guidance for Schools

All forms are available from the Educational Visits folder on the school server.

2. Aims and Purposes

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school arranges a number of educational activities and other visits that take place off the school site and/ or out of school hours, which support the aims of the school. These include:

- Out of hours clubs
- Inter school team sports, such as football and netball
- Regular nearby visits (libraries, parks, shops, places of worship)
- Day visits for particular year groups (theatres, museums, art galleries, environmental activities)
- Residential visits and activities, which might be classed as adventurous.

3. Responsibilities

All schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfE requirements and LA guidelines.

This role is **mandatory** in all schools. See Appendices of the LA Guidance Notes for full role details.

- Acts as the contact point for the school on any educational visit issue;
- Ensures all paperwork is completed prior to and after visit;
- Ensures Corporate Health and Safety Team have the relevant paperwork which needs to be signed off in advance of residential/overseas visits on the EVOLVE system.(Corporate Health and Safety MUST be notified at least 6 weeks in advance).

Other specific responsibilities include:

- Local Authority – to approve overseas, residential and adventurous activities
- Head teacher – to approve visits and assesses competence of visit leaders
- EVC – to approve visits, maintain records, provide advice and documentation, assess competence, produce and monitor a school policy, liaise with LA
- Visit leader – to plan visits in line with procedures in this policy, including liaising with the office and EVC, completing risk assessments and relevant forms and continually assess risks
- Supervising teachers and other adults – to supervise children, continually assess risks, manage risks in line with risk assessment
- All additional adults (not school staff) must also be briefed by the class teacher prior to leaving site
- Pupils – to follow instructions and procedures in line with the risk assessment

As long as the school and local authority guidance is adhered to, any problem resulting in injury will normally be considered an accident.

4. Approval Procedure

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the head teacher and/or EVC by completing an Educational Visit Approval Form.

In addition, visits that are either:

- Overseas
- Residential or
- Involving adventurous activity

will require the additional approval of the LA. Further approval will also be required from the governing body for visits of these types. Completing of form electronically using EVOLVE. If an external provider or tour operator is being used, they must have approval of the Headteacher at the time of the provisional booking. The procedures to be followed in this case are outlined in Haringey guidance. These must be completed and sent in a minimum of 6 weeks before the visit is due to take place.

It is essential that all visits have sound and clearly stated educational aims.

5. Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgment of Risk').

The letter to parents should therefore give full details of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements, and ensure that the detail of other incidental activities is included.. The letter should also state the cost of the visit per child.

Visits consent will be via Arbor an online system that parents can use to both consent to their child attending and pay for the visit. Where consent has not been received via the app, verbal consent will not be accepted as permission to leave site on an EV, the pupil will not be permitted to attend. Therefore the office staff will use the reporting on Arbor to chase up the consent by texting parents in advance of the day. However the deadline for parental consent is the end of school the day prior to the EV. The message must be clear that pupils with no consent via Arbor on the morning of the trip, will not attend.

The office will not be making calls on the morning of the trip, as staff need to know numbers and adjust any risk assessments accordingly.

6. Staffing

a) Competence

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the Head teacher and/or EVC.

b) Ratio

As a general guide and in normal circumstances, the adult /child ratio may be

Year Group	Educational visit including transport	Local Visit
EYFS 2yr old Nursery:	1 adult: 2 children	Local Walk 1 : 2
EYFS Nursery:	1 adult: 3 children	Local Walk 1 : 4
EYFS Reception:	1 adult: 4 children	Local Walk 1 : 4
Yr1-Yr2:	1 adult: 6 children	Local walk 1 : 10
Yr3-Yr4	1 Adult: 10 Children	Local walk 1 : 15
Yr5-Yr6:	1 Adult: 15 Children	Local walk 1 : 15
KS2	1 adult: 10 children for category 3 visits	1 adult: 10 children for category 3 visits

N.B:

- Minimum of 2 adults per visit however small the group
- At least one member of staff needs to have current first aid training
- Adults ratios can include students, parents and volunteers

However, a professional judgement must be made for **each visit**, by the Visit leader, EVC and Headteacher, as a range of characteristics relevant to the particular visit should determine the ratio. These are:

- Type, duration and level of activity
- Needs of individuals within the group – medical, SEN, behaviour
- Experience and competence of staff and accompanying adults
- Nature of venue
- Weather conditions at that time of year
- Nature of transport involved

The competence of supervisors and the supervision arrangements are more important than ratios.

c) Supervision

Pupils must be supervised throughout all visits. A decision regarding the supervision on the trip eg. whole class stay together, groups split up [these smaller groups ALL must be led by a school adult] and reconvene at a set time will depend on:

- Prior experience of pupils
- Age of pupils
- Responsibility of pupils
- Competence/ experience of staff
- Environment/ venue

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care. They must all be listed on the parent form and you must have a copy of the list attached to the risk assessment. Parents MUST not take a child or group alone but be with a member of staff.

During longer residential visits it is essential that staff work closely with qualified external staff employed by the Residential Centre to maintain supervision of the children.

7. Risk Assessment

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic Risks - normal risks attached to any activity out of school. These will be covered by reference to the 'Educational Visits Checklist', and the school's generic risk assessment.
- Event Specific Risk - any significant hazard or risk relating to the specific activity that is not covered in the generic policies.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

Staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk free visits.

Pupils should be involved in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks. Through this they will develop risk awareness – an educational issue as well as a safety issue. It is an essential life skill.

The publication 'Group Safety at Water Margins' must be consulted when assessing risks where the visit involves walking along the seashore, collecting samples in ponds or rivers, or paddling in shallow water.

The health and safety of those involved in a visit overrides any disability act.

On the day of the Visit

- Refer to the checklist
- Collect first aid kit(s)
- Take asthma pumps and Epi-pens as necessary
- Brief supervising adults, including parents
- Ensure mobile phones are working, that the office has the number(s) and that they are switched on during the whole visit
- Count number of pupils regularly, and always when changing locations
- Take emergency contact sheet and leave a copy in the office.

8. Plan B

Despite the most detailed and careful pre-visit planning, things can go wrong on the day, e.g. public transport problems, parent helper is unavailable. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of a Plan B. Please ensure an alternative travel route is listed on the travel RA.

9. Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule.

10. First Aid

The level of first aid provision should be based on risk assessment. On all visits there should be a responsible adult who has a good working knowledge of first aid.

First aid kits are available from the medical room. If the visit involves the party splitting up, a first aider and a kit should be taken for each group.

11. Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfE 'Group Safety at Water Margins' is relevant. All staff, should be provided with a copy of this guidance prior to the visit. Parents should be briefed.

12. Emergency Procedure

Visit leaders must take with them a copy of **the Emergency Contact Sheet**, which sets out the local authority's procedures to be followed in the case of an emergency. This information must not be shared with parents.

School Contacts must hold a copy of **the Emergency Contact Sheet** at all times, which details procedures for supporting visit leaders and liaising with the local authority.

For visits that take place in school time, the office will hold visit information including itinerary, venue details, names and emergency contact details for all participants including staff. For visits outside school hours, the school contacts must also hold this information or be able to access it quickly.

13. Educational Visits Checklist

The [Educational Visits Checklist](#) is an essential part of the risk management process and should be adhered to for all visits.

14. Evaluation

Within a week of a visit, the visit leader should evaluate the visit with the other supervising adults and inform the EVC of any aspects to be considered in future planning.

15. Booking Procedure

Please inform the following people about proposed visits out of school before booking:

- Headteacher
- Educational Visits Co-ordinator (EVC)
- Admin Officer who will enter on school diary and inform the Kitchen

Procedures

1. Inform the headteacher and EVC, check that proposed dates are convenient and get them entered in diary.
2. Complete transport booking TFL booking a minimum of 2 weeks in advance.
3. Complete Educational Visit Approval Form at the time of booking the trip minimum of 2 weeks before trip.
4. Request a purchase order number if the EV requires a payment to be made and ensure invoice is forwarded to SBM for payment.
5. Residential trips and adventurous activities need to be completed on EVOLVE [6 weeks in advance of visit] prior approval from Headteacher must have been granted.
6. Inform parents using standard letter available in the Google shared drive, Educational visits. A copy must be checked by SLT and then given to the school office who will make copies for the class and file a copy. Then liaise with the Admin office with regards to permission and payment which will be via Arbor.
7. Office staff will book the lunches and liaise with the kitchen.
8. Submit Risk Assessment to EVC for approval.
9. Carry out pre-visit if possible and necessary.
10. Use the educational visits checklist as an aide memoir before and on the day of the visit.

If the headteacher and EVC have not agreed to the visit, and the necessary forms are not completed, then **THE VISIT MUST NOT GO AHEAD.**

16. On the Day of the trip.

We have set up Arbor to help you prompt families in the run up to the trip.

This will help you make this arrangements ahead of the days before a trip, where you are already busy with preparations.

This [screencast](#) shows you where you can keep a track of those who have completed consent and those that are outstanding.

If families are having trouble accessing Arbor, then they can be directed to the Office for support.

However, the message must be clear that pupils with no consent via Arbor on the morning of the trip, we are unable to send them.

The office will not be making calls on the morning of the trip, as you need to know your numbers and adjust any risk assessments accordingly.

Taking Attendance on the day of a trip

Before you leave for a trip, attendance must be taken for the trip.

School> Activities> Trips> click on your trip> More Information> click on Attendance on the left side:

Year 1 - RAF Museum

Trip Details

- Name: Year 1 - RAF Museum
- Trip Dates: 04 Feb 2026, 09:15 - 15:30
- Description: The visit to the RAF Museum is linked our History topic 'The First Flight'.
- Location: The RAF Museum
- Staff: Frank Streeter and Maria Nouafasse
- Eligible Students: Year 1
- Sign-up Dates: 21 Jan 2026, 15:25 - 04 Feb 2026, 09:00
- Participants: 31

[+ Show 4 more fields](#)

Accounting Details

- Accounting code: Not set

Trip Prices + Add

Bulk action Hide columns Search this table Download 📄 ⚙️ ❓ ✖️

<input type="checkbox"/>	Group / Pu...	Total Price	Voluntary...	Instalment...	Minimum I...	Auto-conf...	Show Amo...
<input type="checkbox"/>	Year 1	£4.00	No	No	-	-	Yes

Attachments

Drag or click to upload

This tells us which children you are taking on the trip, which children are absent for the day or which children are in school but not on the trip.

All of the above is designed to mitigate risks to safety and health & safety, that currently are high to moderate.