LION ACADEMY TRUST
YOUR CHILD, OUR PRIORITY

Educational Visits Policy

Last reviewed:	Autumn 2026
Next review:	Autumn 2028

1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

We at Ruskin Infant School encourage educational visits as we believe they offer an invaluable opportunity to enrich young peoples' learning, raise their self-esteem, increase their motivation and appetite for learning and raise levels of achievement, and form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local/surrounding area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

2. Legislation and guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Head of School

The Head of School is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Ensuring staff, including the educational visits co-ordinator (EVC), have received any necessary training and that training remains up to date
- Working in collaboration with delegated staff (CEO or their nominee) from the Lion Academy Trust to approve residential visits of more than 24 hours or that involve visiting another country.

3.2 The educational visits co-ordinator (EVC)

Katharine Wade is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and a designate suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Visit leader

Every educational visit will have 1 member of staff designated as the visit leader. The visit leader will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

3.4 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for educational visits, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Head of School
- Carry out any required risk assessments and work with the visit leader
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Support with managing pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

3.5 Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable

- Sign and return consent forms and any other documentation required in a timely manner prior to the visit taking place
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

3.6 Volunteers

Volunteers attending educational visits, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Attend the pre-visit volunteer briefing prior to supporting the visit
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.7 Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

A copy of the school's behaviour policy can be found on the school's website at[

4. Planning and preparation

All requests for an education visit are made online by the visit leader using the Trust agreed platform 'Evolve'. Please see Appendix 1 for the Educational Visits Process Checklist.

Any member acting as the visit leader 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 EVC and signed off by the Head of School.

The online application process will include the following details;

- Type of activity being proposed e.g. Educational visit within school hours, off-site residential etc
- Intended educational outcomes of the visit
- Break down of all associated costs for the visit e.g. travel costs, entry costs etc
- Dates of the trip
- Details of travel arrangements, including proposed travel routes, Plan B and Major incident planning
- Staffing, including ratios and groupings
- First Aid – attendees that are first aid trained, first aid equipment needed, any medical needs
- Children attending the visit

- Event specific risk assessments
- Any other relevant information to support the visit

The decision on whether or not a visit will take place will be made by the Head of School supported by the EVC and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value of the visit
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel planning including possible routes and modes of travel
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed and appropriate
- Insurance details, where needed and appropriate
- Risk assessment and first aid provision
- What safety measures can be put in place in order to reduce any perceived risks

In cases where an educational visit involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of CEO or their nominee

Once the risk assessment has been approved by the headteacher, and the CEO or their nominee where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for educational visits that take place outside of normal school hours, and for any visits requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits. These evaluations are competed on Evolve.

4.1. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

5. Risk assessment

Event specific risk assessments are completed in full to support the application of an educational visit and agreed by the Head of School/EVC. All risk assessments are then further reviewed 24 hours prior to the visit taking place, where any necessary adjustments and/or changes can be made.

Risk assessments will be used using the Trust agreed event specific risk assessment templates (ESRA) which can be found on the school's staff drive and in **Appendix 2.** Risk assessments are created and amended to ensure that they address the perceived risks of the educational visit, e.g. method of transport, staffing, children, activities etc. Existing risk assessments including risk assessments provided by the destination itself which may also be used to support this risk assessment process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, whilst this is not mandatory, it is strongly advised. In cases where an educational visit involves activities for more than 24 hours, an overnight stay and/or travel overseas, a preliminary visit is mandatory.

Visit leaders will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third-party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with the EVC.

5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required.

A professional judgement must be made by the Visit Leader and/or Head of School as to the appropriate ratio for each visit.

- This will ultimately be determined by:
- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips, however the vast majority of our staff are first-aid trained
- For educational visits including children within the Early Years Foundation Stage, at least 1 qualified paediatric first aider is present on all trips

- Appropriate first aid equipment (medical back packs) will be take on all trips, in accordance with the school's first aid and health and safety policies. These can be found on the school's website at https://ruskininfant.net/ Additional equipment will be taken according to the needs of the children e.g. asthma inhalers, epi-pens etc.
- High visibility jackets will be worn during the journey to and from the venue
- Wrist bands will be provided to all children taking part on the visit with specific contact details should they get separated from the group or in the event of an emergency
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a valid DBS check will not be left alone with pupils at any time
- The visit leader will take regular headcounts and/or rollcalls throughout the day, especially at key intervals such as departure, arrival, before getting on/off public transport etc.

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed and communicated to parents, transport for visits will leave from, and return to, the school site where the children are usually based.

5.3 Plan B & Major Incidents

Despite the most detailed and sedulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. 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 Plan B. This will be part of the educational visit planning and risk assessment process. The last minute cancellation of an educational visit may be considered as a suitable Plan B for circumstances which are outside of our control.

In addition to this, all educational visits will include a range of pre-planned suitable rendezvous points in the event of a major incident/catastrophe. This will ensure that all adults, staff and volunteers, that are supporting the visit would know which locations groups would endeavour to meet at.

Any changes that occur to the educational visit as a result of unforeseeable circumstances will be reported to the school as soon as practicably possible by the visit leader, or member of staff delegated by the visit leader. Where appropriate parents will be contacted to inform them of such changes e.g. late return from a trip due to issues with public transport etc.

5.4 Group 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 the OEAP (Outdoor Education Advisors Panel) 'Group Safety at Water Margins – Dec 2022' is relevant. All staff, including parents, should be familiar with this document prior to the visit.

For activities that involve pupils entering the water, such as paddling in the sea, the additional guidance contained in the OEAP National guidance document '70 natural water bathing' is also relevant.

For more information please visit https://oeapng.info/

5.5 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on some educational visits. We appreciate the support provided by parents and carers. Where more parents/carers volunteer than is required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 1 week ahead of the visit, and asked to confirm their attendance in writing.

Parents/carers are expected to attend a volunteer briefing session which will be led by the Visit leader/class teacher, where they will be provided with a volunteer briefing booklet. Please see **appendix 3**.

The volunteer briefing will cover key information ahead of the visit which will include a list of their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip etc.

Parents/volunteers will also be asked to confirm they agree with the expected behaviour standards as set out in the briefing and will be asked to sign to say they have understood the details shared in the briefing. Please see **appendix 6** for the Volunteer briefing attendance register.

Parents/carers that do not attend the volunteer briefing session will not be allowed to support the visit.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

7. Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the educational visit. Communication will be via letter as well email and through communications within the Arbor App. Information provided will include the key details of the educational visit which will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location

- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school, including eating arrangements
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school. Where authorisation is not received from parents, the school will endeavour to try and gain such authorisation prior to the visit departing, however for some visits, if this is not possible, the child may not be allowed to take part.

Because most visits during the school day will be part of the curriculum and within the local school area, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

We will always get written consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached in the event of an emergency.

In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The visit leader will be familiar with these plans for each visit.

In the case of an emergency during an educational visit, the visit leader will follow the steps as set out in the Emergency Action Procedures. **Please see Appendix 4.**

This will form part of a wider plan that covers how routine actions and communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In the case of a pupil being unaccounted for, the visit leader will follow the steps as set out in the Pupil Disappearance Procedures. **Please see Appendix 5.**

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There is a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place. Please refer to the evaluation of visits above.

9. Charging and insurance

We will follow our school's charging and remissions policy at all times This can be found on the school's website at https://ruskininfant.net/

Wherever possible, we will endeavour to arrange educational visits that are free of charge. Where this is not possible, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

10. Residential visits

For residential visits longer than 24 hours, will also require additional approval from designated staff from the Lion Academy Trust (CEO or their nominee) prior to the commencement of the visit.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the visit
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

11. Review

This policy will be reviewed every two years by the governing body. At every review, the policy will be shared with the full governing board.

12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy

Appendix 1 – Educational Visits Checklist

Educational Visits Checklist

Stage 1 – Authorisation to engage in preparation for an Educational Visit (Min 6 weeks before visit)

Task	Completed
Prior to applying for an educational visit, the visit leader will liaise with a member of SLT to ensure the visit is suitable and supports the educational offer for the children. Suitable dates/times will be looked at to ensure that there are no clashes with other pre-planned events in the school calendar.	

Stage 2 – Application for an Educational Visit (Min 6 weeks before visit)

Task	Completed
Submit **Educational Visit using Evolve.** This will be sent to the EVC for initial approval. Trips will not be authorised if the visit is not submitted via Evolve	
Link visit to the curriculum **–** How will it support the children's learning? What is the Learning objective? Plan the day, activities, workshops, sessions etc	
Check availability and ***Provisionally*** book a date with the venue/provider. Do not make a confirmed booking at this stage.	
Investigate and plan the most suitable route/mode of transport for getting to and from the venue. What is the best route to take? (note the quickest way might not be the most suitable)	
Investigate suitable alternative routes/modes of transport as a 'Plan B' including suitable arrangements for a major incident	
If a coach is needed, enquire with local coach companies to provide quotation	
Calculate staffing ratios, including the use of additional adults if required. (All trips need a ***minimum*** of two members of school staff). Please ensure first aiders (including peadiatric) are included within the staffing ratios as per the policy.	
Complete the relevant Risk assessments needed for the visit, taking into account the intended learning outcome, venue and the needs of the children	
Discuss visit with relevant staff e.g. SENDco/AHT/Phase leads to ensure all needs for individual children have been considered in planning for the visit.	
Feedback on the application will be provided to the visit leader through Evolve by the way of comments. Please ensure you have read and address the comments that have been provided	

Stage 3 – Once initial approval has been granted (Min 3 weeks before)

Task	Completed
Confirm booking with venue and transport provider	
If travelling by public transport, tickets will need to be ordered through the TfL website. Tickets need to be booked 21 days in advance. **Travel will not be permitted without tickets.**	
If there is a cost attached to the educational visit, raise a purchase order and submit to Accounts Payable.	
Admin teams to add a payment line within Arbor so that parents can make payments for the trip. (If there is a cost involved).	
Admin team to add date/time for visit into the school calendar	
If members of staff are supporting the visit, liaise with the AHT/Year Leader to ensure cover arrangements	
Draft a letter using the official template to parents/carers (in EV folder) and send to HoS for approval prior to sending to parents/carers.	
Complete a pre-visit to the venue following the proposed travel routes	
Complete the relevant sections on the Educational Visit Application on EVOLVE	
Following the pre-visit, update/amend the relevant Risk assessments needed for the visit on Evolve	
Complete all sections of the Educational Visits Application on EVOLVE. Attach any outstanding items from the Educational Visits Application and submit for authorisation from the EVC lead.	

Stage 4 - Before the trip (1 week before)

Task	Completed
Request visit wrist bands for the trip from the school office.	
Liaise with the school office/catering team to confirm number of packed lunches required (if applicable).	
Liaise with school's welfare officer to ensure any medication that is needed to support on the trip is up to date for every child. E.g. asthma inhalers, Epi pens etc. Refer to the children's IHPs where appropriate.	
Where appropriate, ensure parental permission has been received for all pupils. For any child where permission has not been received follow up with parents/carers	
Complete the volunteer briefing booklet and make copies for all volunteers. Ensure this is uploaded on Evolve and a copy of this is available for the school office	
Ensure Head of School has signed off the visit on Evolve as final sign off	

Stage 5 – Day before the trip

Task	Completed
Ensure all volunteers are aware of the time and location for the briefing session. Confirmation of this session should be sent via Arbor to volunteers	
Ensure permission has been received for all pupils.	
Ensure the school kitchen are ready for making the packed lunches for the next day	

Stage 6 - The day of the visit

Task	Completed
Check that there are no reported problems with chosen transport method	
Collect First Aid bag and pupils' medication (E.g. Asthma inhalers, Epi Pens etc) from the school's welfare officer.	
Collect Hi-Viz jackets (where appropriate)	
Collect packed lunches from the kitchen	
Conduct the volunteer briefing session for all volunteers supporting the visit, including staff. Discuss the details contained within the booklet, including the itinerary for the day, risk assessments, routes of travel etc. Confirm expectations of volunteers as per the code of conduct and provide copies of volunteers booklet.	
Ensure all volunteers have signed the attendance register confirming they have read and agreed to the details that have been shared at the volunteer briefing. **Please see Appendix 6.** (These records need to be stored for reference)	
Complete a full register before leaving the school informing the office of any absences prior to departure	
Ensure children and staff are signed out once leaving the building.	
During the visit, contact the school immediately if there are any major incidents or travel problems.	
Contact the school if you will be late returning at the end of the day and provide an estimated time of arrival so that parents can be updated accordingly.	

Appendix 2 - Event Specific Risk Assessment Template (ESRA) Blank

EVENT SPECIFIC RISK ASSESSMENT XXX PRIMARY SCHOOL

For visits involving: …… Visit/venue: …… Year group ..... Date of visit .....

ISSUE **List significant hazards which may result in serious harm or affect several people.** Consider venue, activity, group, transport, plan B, etc.	HOW TO MANAGE IT What procedures will we have? (Control measures)	PARENTS	STAFF	PUPILS

This sheet should be attached to the visit details along with the ESRA (Event Specific Risk Assessment) and then passed on to the EVC before visit approval.

The visit leader should annotate or delete any aspect of this generic risk assessment to match it to the specific Educational Visit planned or age range of children. Any additional issues should be added to the ESRA. .

Date Generic RA last written/reviewed: …….

EVC signature/date……..……..

Appendix 3 – Volunteer Briefing Booklet

Firstly, we would like to say thank you to you for volunteering to give up your time to support this Educational Visit. We appreciate your time as we could not run these visits without parent/carer support, and it is a great way to share the children's learning with you. We hope that you enjoy the experience too, although we know that helping on a visit can also be quite tiring!

The visit leader will explain the details of the visit to you in more detail during the volunteer briefing before leaving the school, but we have outlined the day below which we hope will be of use to you.

As you know, the **children's safety is always the most important part of a visit** and we would be grateful if you could spend a few minutes reading this guidance before the visit and to then speak with the teacher in charge if there is anything which is not clear. This will all help to make sure that the children have a fantastic and fun experience.

We will be visiting	
Date of visit	
Visit Leader & contact number	
We expect to return to school by	
The planned route we are taking is	Please see map below for additional information
If you become separated from the group	
In the event of a major incident our planned rendezvous points are	Please see map below for additional information
The children allocated to your group are the following;	Please refer to grouping allocation sheet.
Please meet up with the whole group at the following times and places	

Guidelines for Volunteers on Educational Visits

During the visit please follow the general guidelines below to help ensure the safety of the children. The Visit leader will explain any specific needs for this visit with you before leaving the school.

- ✔ **Always stay with your group for the whole of the visit**, do not leave any children unattended at any time.

- ✔ **Frequently remind children to keep their belongings with them** e.g. coats, bags etc

- ✔ **When taking toilet breaks, do so as a whole group during the visit**, do not send children to the toilet on their own. Volunteers should not leave the group for breaks unless there is another responsible adult to supervise them

- ✔ The children, and adults, should **only eat as a group at the set times** and should not be eating whilst walking around the venue

- ✔ In the unlikely event that you become accidently separated from the group, follow the instructions set out above and discussed during the briefing and contact the visit lead immediately.

- ✔ **Be prompt for meeting times** such as lunch or activity times

- ✔ **Remind the children of any rules that the venue has**, such as staying on paths, keeping quiet etc.

- ✔ **If a child becomes unwell, contact the Visit leader immediately**, and where possible seek first aid from one of the venue members of staff. The group must stay with you at all times until another member of staff arrives to support.

- ✔ **Mobile phones, earphones etc should not be used** during the visit with the exception of contacting someone in the event of an emergency

- ✔ **Do not allow children to share their snacks and lunches** as some children may have allergies or medical requirements that you are unaware off

- ✔ **Do not bring any other adults, family members or other children** along on the visit that have not been agreed by the teacher in charge

- ✔ **Remain with your group until we have returned to school**. Please make sure that you let the class teacher know when you are leaving, and to pass on any information they may need about the children during the visit.

- ✔ **Familiarise yourself** with the risk assessment and the trip details before leaving

the school

<u>If you have any questions during the trip that you are unsure of, please speak to the visit leader or class teacher.</u>

Additional Notes:

Please include any additional notes to support the educational visit here.

Maps and Routes:

Please include visual of the intended route, including rendezvous points/locations in the event of a major incident.

RUN



Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE



It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL



Tell the police by calling 999.

Thank you for your help today!

Appendix 4 – Emergency Actions Procedures

[INSERT SCHOOL NAME] – Immediate Action for an Emergency

This information is for the Visit leader and/or other staff at the site

Carry these procedures at all times throughout the visit

1. FIRST RESPONSE

- Ensure that all staff and participants are safe from further danger and all mobile phones are switched off
- Ensure that all necessary steps are taken to provide rescue, medical care and hospitalisation for all those injured, missing etc, using the emergency services.

2. DEFINITION

An emergency is deemed to be:

- An accident leading to a fatality, major injury, or hospitalisation
- Illness to any of the party, requiring the call out of medical assistance, or leading to the serious disruption of the trip
- Circumstances where any party member might be at serious risk of harm, e.g. child protection issues, missing children
- Situations where the media may become involved

3. NEXT STEPS

- Have the phone number available on which you can be recontacted
- Phone the Head of School immediately on 0208 520 7031

4. WARNING AND ADVICE

- Do not speak to the press or media
- Keep a written record of everything that happens, including timings of key events etc.
- Never admit liability of any sort
- Do not contact parents/carers directly. This will be done by the Head of School in liaison with a senior Trust Officer
- Limit the phone communication of group members to the absolute minimum until a Senior Trust Officer determines that all necessary steps have been taken
- Do not allow access to information or the group to anyone except authorized officials

Appendix 5 – Pupil Disappearance Procedures

[INSERT SCHOOL NAME] – Disappearance Procedures The

following are suggested initial procedures for the Visit leader

and/or staff supporting an Educational visit when one or more of the group is believed to be missing;

1. Ask members of the party for any relevant information
2. Had the missing pupil(s) said anything or done anything that could be linked to their disappearance?
3. Where was/were the pupil(s) last seen?
4. Keep the remainder of the party together
5. Ensure that other party members do not use their mobile phones injudiciously
6. Allocate any necessary jobs or responsibilities to staff to support in locating the missing pupil(s)
7. Return to the last known location of the missing pupil(s)
8. Check with the venue staff and pursue any of their procedures
9. Check any nearby First aid or missing person's stations
10. Check toilets and other possible locations
11. Phone the school and speak to the Head of School to inform them of the situation

The procedures set out above could take some time to complete, but special circumstances or needs of the participants may affect the urgency of the situation, which will need to be assessed by the Visit leader.

If none of the above steps resolve the situation, and it is now deemed to be of serious concern, follow the emergency action procedures and contact the Head of School.

Appendix 6 – Volunteer Briefing Attendance Register

Volunteer Briefing Attendance Register

Please Read

By signing this attendance register you are also confirming that you agree to the following;

- You have attended the volunteer briefing session led by the visit leader/class teacher prior to the educational visit
- You have been provided with the key details regarding the educational visit
- You have been provided with a copy of the volunteer booklet
- You are clear which children you will be supporting on the educational visit
- You understand the school's expectations in relation to a volunteer's behaviour and conduct whilst supporting on the educational visit
- You understand that if you have **any concerns at any time** during the visit that you will liaise with the visit leader and/or a member of staff **immediately**

Date	Name	Signature