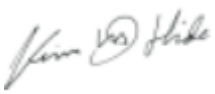
Educational Visits Policy

Reviewed by:	Finance and General Purposes Committee
Date Implemented:	
Date Amended	2026
Next Review:	2027
Ratified by Governors:	Nicola Denton-Dash & Kevin Hinde
Governor Signature:	

Introduction
Trips, visits and learning off-site comprise an essential part of the school curriculum at John Scurr Primary School. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.
Within school, responsibility for educational visits rests with the Governing Body, Executive Headteacher and the Educational Visits Coordinator (EVC). However, all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy has been produced to offer school staff advice and support in the planning and organising of all off-site activities in order to ensure the health and safety of pupils.

Definition
For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Forest School
- Sporting activities including swimming sessions
- Outward bound and adventurous activities
- Visits abroad

Aims and Expectations
Most classes in the school will have one educational visit each half term, although there may be fewer in Reception and Nursery. These trips are planned to support and broaden the children's understanding of the current topic. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this, there will be additional trips arranged throughout the year, such as sports, citizenship or music project linked visits.
Trips are planned to ensure there is breadth and balance across year groups and that children benefit from a progressive programme of visits which build cultural capital and link to the curriculum. For example, younger children begin with local area visits, such as Bethnal Green Gardens or the local library. As children move through the school, they experience visits to major London institutions and cultural venues linked to the curriculum, such as the

Science Museum (linked to CUSP science), Tate Modern (art), and a theatre trip (English). By the end of Year 6, every child will have attended a museum, an art gallery, a theatre visit, and a musical

performance as part of their education. All activities are available to all children irrespective of needs, ethnicity, gender or religion.

Planning and Preparation for a Trip
The Educational Visits Coordinator
The school has appointed an Educational Visits Co-ordinator (EVC) whose role is to coordinate the planning and management of these activities. All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last-minute invitation to a significant event or rearranged sporting fixture. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable.

Procedure
The best practice to be adhered to in the arranging of school trips is as follows:

- Trips may be booked by Class Teachers, Phase or Curriculum Leaders, or members of the Admin Team.
- If payment by the school is required for a trip or transport, this will be agreed with the Admin Team who will make the payment and make the booking.
- The Admin Team will calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school electronic diary.
- In cases where school lunches are affected, kitchen staff must be informed by the school office. Information should be given to the school office at least two weeks in advance of the trip so that they can inform the kitchen with at least ten days' notice. Teachers/the trip leader must also inform the kitchen with at least 10 days' notice also.
- The EVC must be informed using the 'Evolve Online Educational Trip Planning' portal at least two weeks prior to departure.
- Class teachers will inform parents in advance of dates for school trips in class half-termly letters, with further specific details in a separate letter, giving at least two weeks' notice (unless there are exceptional circumstances).
- If appropriate, payments will be made directly to the school office via the school payment system on the school website.

Parent Volunteers

- The school uses a 'Trip Buddy' system for trips in classes in Years 1 – 6. This is a pool of trained parent volunteers who can be called on to accompany trips where extra adults are needed.
- Training sessions for parents and carers who would like to be Trip Buddies will be run periodically during the school year.

- Trip Buddies will not usually be able to accompany their own children's trips in Years 1-6. This is to enable volunteers to focus on supporting the whole group which they accompany.
- The exception to this is in EYFS. Here, parents and carers will continue to be invited to volunteer for trips which their own children are attending. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process. *Examples of fair processes include drawing names randomly or prioritising those who have not volunteered previously.*

Risk Assessment Requirements

A full and detailed risk assessment must be completed no later than two weeks prior to any planned trip. This must be submitted via the Evolve system and receive formal approval from the school's Educational Visits Coordinator (EVC) before the trip can proceed.

To ensure a thorough and compliant assessment, existing risk assessments may be used as reference points. These can include:

- Generic assessments provided by the venue or activity centre,
- Risk assessments from previous similar visits carried out by school staff, and
- Template or generic assessments available on the school server or through the Evolve portal.

All risk assessments must be reviewed and updated to reflect the specific nature of the proposed trip.

The risk assessment must clearly outline:

- Any specific medical needs or conditions affecting pupils or staff,
- Any additional support required for individual pupils, and
- The names and roles of all adult helpers attending the trip.

A copy of the completed and approved risk assessment must be taken on the trip, with a duplicate retained by the EVC at school.

In addition, the trip leader must carry a fully charged mobile phone for emergency contact purposes. A register of all pupils and staff must be completed immediately before departure to ensure accurate accountability.

Parental Consent

For **routine, local visits taking place during the school day**, **no separate written parental consent is required**, in line with Tower Hamlets and DfE guidance. These visits are covered by the ~~general, annual consent collected at the start of the school year~~ general consent collected when each child starts at the school. This typically includes walking trips within the local area (e.g. local parks, libraries, nearby landmarks) within a **pre-defined radius**, such as **one mile from the school**, during normal school hours.

Parents will still be notified in advance of such visits via **School-Ping**, and pupils will only attend if it is safe and appropriate for them to do so.

The initial communication will outline key details such as the date, purpose, location, transport arrangements, required equipment, staffing, and any associated costs or payment instructions. Explicit parental consent will be required for the following categories of visits:

- Residential trips (overnight stays)
- Adventure activities or trips involving significant travel distances (e.g. outward bound centres)
- Educational visits involving nursery-aged children
- Any trip that takes place outside of regular school hours

No pupil will be permitted to participate in these categories of trips without documented parental consent. This ensures compliance with statutory safeguarding requirements and school policy.

Staffing Ratios for Educational Visits

All educational visits are subject to individual risk assessments to determine appropriate staffing levels, ensuring the safety and well-being of all participants. The school follows the recommended minimum adult-to-pupil ratios listed below. These are implemented unless exceptional circumstances apply and a variation has been formally approved by the Executive Headteacher or Head of School following a documented risk assessment and consultation with the Educational Visits Coordinator (EVC).

Recommended minimum ratios:

- **Reception** – 1 adult to 4 pupils (moving to 1:6 later in the academic year, subject to EVC and Headteacher approval)
- **Years 1 to 3** – 1 adult to 6 pupils
- **Years 4 to 6** – 1 adult to 15 pupils
- **Adventurous activities** – 1 adult to 10 pupils
- **Residential visits** – 1 adult to 10 pupils
- **Overseas visits** – 1 adult to 10 pupils

These ratios represent the minimum level of supervision. Higher levels may be required depending on the complexity of the visit, group composition, venue, and nature of the activities.
Where a pupil with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) is attending a visit, their usual level of support must be maintained to ensure their individual needs are met, consistent with their provision during the school day.

Residential Trips

For all residential visits, a parent/carer information meeting will be held well in advance of the departure date. This meeting will provide comprehensive information about the trip, including travel arrangements, accommodation, activities, supervision, behaviour expectations, and safeguarding protocols. Details of payment plans and financial support options will also be made available and can be provided on request at any time.

A full kit list will be provided, detailing any special equipment or clothing required. For example, waterproof or protective clothing may be necessary for adventurous or outdoor-based residential activities.
The school will collect up-to-date emergency contact details and relevant medical information for every pupil attending, using a designated parental consent form. This information must be submitted and reviewed before the trip.
In line with safeguarding best practice and Tower Hamlets guidance, the school will ensure that appropriately trained staff, including both male and female adults where possible and appropriate, accompany pupils on all residential visits. Final staffing arrangements will be based on the needs of the group, nature of the activities, and risk assessment outcomes.

Payments for Educational Visits
When planning educational visits, staff will always take into account the financial impact on families. Wherever possible, trips that incur high costs will be avoided to ensure access and inclusion for all pupils.
In accordance with the **Education Act 1996** and **Tower Hamlets Charging and Remissions Policy**, contributions requested from parents for school trips are voluntary. No child will be excluded from participating in a trip based on a family's inability or unwillingness to contribute. However, where insufficient voluntary contributions are received to cover the cost of a trip, and no alternative funding is available, the school may have to cancel the visit.
All trip-related payments are made securely online via the school's website or designated payment platform.
For trips within London, staff will always seek to use public transport—free for school-age children—unless the nature of the trip makes alternative transport arrangements necessary for safety, timing, or accessibility reasons - transport must be booked at least 3 weeks in advance.
For higher-cost residential trips, the school offers structured **payment plans** to help families spread the cost over time. These are communicated well in advance of the trip and discussed at the parent information meeting.
Where financial hardship exists, the school may be able to **subsidise part or all of the cost** of a visit. In such cases, parents/carers can request support by completing a **confidential subsidy request form**, available from the school office. Requests are assessed fairly and discreetly in line with the school's Equality and Inclusion policy.

Behaviour Expectations During Educational Visits
The school's **Behaviour Policy** applies in full during all off-site educational visits. Pupils are expected to uphold the same high standards of conduct that are required within the school environment. As representatives of the school in the wider community, children must behave respectfully, responsibly, and with courtesy at all times.
This is reinforced by the **Tower Hamlets Educational Visits Guidance**, which emphasises that pupils on school trips must act in accordance with their school's behaviour expectations and that their safety and the success of the visit depend on cooperative, positive behaviour.
To ensure the safety and well-being of all, pupils must:

- **Follow instructions promptly** from school staff and accompanying adults at all times.
- **Listen carefully** to safety briefings and guidance.
- **Treat all individuals respectfully**, including members of the public, venue staff, and peers.

- **Engage positively** with all planned activities, as trips are considered an integral part of the curriculum.

Before each trip, staff will provide a clear behaviour briefing outlining expectations and consequences. Serious or persistent misbehaviour will be dealt with in line with the **school's Behaviour Policy** and may result in exclusion from future trips.
This approach supports the school's commitment to providing safe, inclusive, and educationally valuable off-site experiences while aligning with statutory guidance on safeguarding and pupil conduct from **Tower Hamlets Local Authority**.

Trip Safety and Supervision
The safety and well-being of pupils during educational visits is paramount. All off-site activities are planned and delivered in accordance with the **school's Safeguarding Policy**, the **Department for Education's guidance on health and safety for educational visits**, and the expectations set by **Tower Hamlets Local Authority**.
All supervising adults must understand and accept the duty of care they assume during a visit. To ensure pupil safety, the school implements the following procedures:

- **Gender-appropriate supervision**: Where mixed groups are involved, the school will endeavour to ensure that both male and female adults are present.
- **Support for early career teachers**: Newly Qualified Teachers (NQTs) or Early Career Teachers (ECTs) must be accompanied by an experienced colleague on their first trip.
- **First aid provision**:
    - At least one adult should be trained in basic First Aid where possible.
    - **EYFS visits** must include a qualified paediatric first aider, as required by statutory EYFS guidance.
- **Medical and allergy-related precautions**:
    - Supervising adults must be informed of all pupils' medical needs, including allergies and prescribed medication.
    - **Allergy lanyards must be worn by identified pupils**, and these must be brought on the trip and checked prior to departure.
    - All necessary individual medication (e.g. asthma inhalers, EpiPens) and a fully stocked **first aid kit** must be taken on the visit.
    - Pupils will be **reminded not to share food** with others due to the risk of allergic reactions.
- **Behaviour and group safety**:
    - Pupils will be briefed in advance on expected behaviour, the importance of staying with their group/partner, and listening carefully to adult instructions.
- **Safeguarding measures**:
    - **Any adult without an enhanced DBS check must not be left alone with pupils** at any time.
    - **No adult is permitted to transport pupils in their own vehicle**, unless explicitly authorised by the Headteacher under exceptional circumstances and in line with school policy.
- **Preparation for adult helpers**:

    - All adults will receive a written briefing before departure. This will include: names of pupils in their group, roles and responsibilities, emergency procedures, and staff contact numbers.
- **Safe movement on foot**:
    - Pupils must walk in pairs (or single file where necessary), with school staff positioned at the front and rear of the group, and other adults spaced appropriately alongside.
- **Regular headcounts** must be conducted throughout the visit, especially at key transition points such as boarding transport or moving between venues.

These measures are designed to ensure trips are safe, inclusive, and fully compliant with statutory health and safeguarding responsibilities.

Emergency Procedures

(In line with the School's Safeguarding Policy, Tower Hamlets Guidance, and DfE Health & Safety Standards)

To ensure the safety of all pupils during off-site visits, clear emergency procedures must be in place and understood by all supervising adults. These procedures are a required component of visit planning and risk management.

Emergency Arrangements

Before any educational visit takes place, the **trip leader must complete the 'Emergency Arrangements' section of the Risk Assessment Form** on the Evolve system. This must include procedures for dealing with medical emergencies, missing pupils, and any unplanned incidents.

Medical Emergencies

If a pupil requires urgent medical attention during a trip:

- **One member of staff will accompany the child** (or children) to receive appropriate treatment.
- Remaining staff and adult helpers will continue supervising the rest of the group to maintain pupil safety.
- The **school must be notified immediately**, and school staff will inform parents/carers without delay.

Procedures for a Missing Pupil

In the event a pupil becomes separated from the group:

- Children will be **briefed before departure** on what to do if they become lost. They will be instructed to:
    - **Stay in one location** so that the trip leader can retrace their steps and find them.
    - **If left on a train or tube**, disembark at the next station and wait on the platform.
    - **Seek assistance only from uniformed personnel**, such as Transport for London (TfL) staff or police officers, but **never leave the location** with any adult.
- The **trip leader and one additional staff member** will immediately begin searching the surrounding area.
- Another designated staff member will take responsibility for the remainder of the group to ensure continued supervision and safety.

If the child is not located within **20 minutes**, the trip leader must:

- Contact the **school office** to check if the child has made contact or returned to school independently.
- The school will **inform the child's parents/carers** and maintain open communication throughout the incident.

If the child remains missing after **30 minutes**, the trip leader must:

- **Contact the police** immediately and provide full details, including the child's description, clothing, last known location, and any relevant medical or safeguarding information.
- Remain with the police to assist the search and **comfort the child once located**.
- Maintain regular contact with the school throughout the process.

All remaining pupils and adult helpers will return to school under the supervision of the designated group leader.

Post-Incident Review

Once the situation is resolved, the **Headteacher and Senior Leadership Team (SLT)** will conduct a thorough investigation into the incident. This will include:

- Reviewing the risk assessment and procedures in place.
- Identifying any areas of improvement.
- Making necessary amendments to future visit planning to minimise the risk of recurrence.

All emergency protocols are reviewed annually as part of the school's Educational Visits Policy and in accordance with **Tower Hamlets Local Authority guidance** and **DfE safeguarding requirements**.

Related Policies and Documentation

This policy should be read in conjunction with the following school policies and statutory documents, which collectively support the safe and effective planning and delivery of educational visits:

- Teaching and Learning Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy

These policies are available on the school website and via the school office upon request.

Key Contacts

For further information or guidance relating to this policy, please contact:

- Educational Visits Coordinator (EVC): Joe Bentley
- Assistant Headteacher with responsibility for trips: Helen Davies

Monitoring and Review

This policy is reviewed on a biennial basis by the Governing Body's Health and Safety Committee, or sooner if required due to updates in local authority guidance or statutory changes.

A current version of this policy is available to all staff and parents and is published on the school's website for ease of access.