Winterbourne Nursery and Infant School

Inspire – Learn -Be Proud

WINTERBOURNE NURSERY AND INFANT SCHOOL

Educational Visits Policy

Approved by:	Petra Wigzell (Head teacher)	**Date:** September 2026
Next review due by:	September 2027	

Introduction

This document is a statement of the aims, principles and strategies for provision of children at Winterbourne Nursery and Infant School.

PURPOSE OF THE VISIT

At Winterbourne Nursery and Infant School, we believe pupils benefit from educational visits in the following ways. They

- help to develop pupils' investigative skills;
- help pupils develop a deeper understanding of topics being studied – they are a means of enriching the curriculum for pupils;
- provide opportunities for pupils to exercise greater independence e.g., from the youngest children in our school thinking about how to dress for outdoors to the older ones deciding for themselves whether a raincoat may be necessary and being responsible for their own personal belongings during the visit;
- provide opportunities for the pupil to undergo experiences not available in the classroom.
- link learning in school to (real) life experiences.
- experience a greater range of speakers / artifacts / resources.

WHAT IS AN EDUCATIONAL VISIT?

Any activity that requires the pupil to leave the school gates is considered to be an educational visit. These include such things as:

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities

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 2023
- Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

RESPONSIBILITIES FOR VISITS

Croydon LA

The LA is ultimately responsible for health and safety of pupils on visits. Although the management Health and Safety at Work Regulations 1998 (made under the 1974 Act) require LA to assess the risks of activities, decisions about suitability of visits is delegated to the Head teacher. Therefore, any member of staff proposing a visit must obtain the Head teacher's agreement for the visit.

Governing Body

The Governing Body has a duty to ensure that the teacher in charge of each visit has a specific and stated objective. They should ensure that the Head teacher have plans for the visit that comply with regulations and guidelines – e.g. health and safety and have regard to safeguarding principles.

Members of the Governing Body are always welcome to accompany pupils on visits made but need to liaise beforehand with the school.

Head teacher

The Head teacher needs to ensure that any visit complies with regulations and guidelines provided by the LA and the School's own Health and Safety Policy. The Head teacher should ensure that the teacher in charge of the visit is competent to monitor risks throughout the visit. The Head teacher can approve staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours. The Head teacher will make sure staff, including the educational visits co-ordinator, have received any necessary training.

Educational Visits Co-ordinator (EVC)

Jenny Bravery is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Oversee risk assessments
- Assess the ability of other staff to lead visits and designate a 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

Trip lead

Every educational visit will have 1 member of staff designated as the trip lead, this could be the Year Group Lead (YGL) or a class teacher. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Complete risk assessments, itinerary, groupings, any additional documentation needed
- 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 and disseminate the risk assessment, key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour at least 3 working days before the visit.
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

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 trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- 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
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

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
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- 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

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.
See Self-Regulation – Promoting Positive Behaviour Policy

PLANNING VISITS

At Winterbourne Nursery and Infant School all trips are planned in advance. The Head teacher delegates responsibility to the EVC/trip lead/ teacher in charge for detailed planning of each trip. The teacher in charge works in conjunction with Year Group Leaders/EVC. This planning includes an assessment of the risks that might be met on a visit.

Venues which have been visited before require any risk assessments to be reviewed. Whilst assessing any risks of a potential visit the Year Group lead and class teachers should be aware of:

- Cost (including any potential cost to parents/carers)
- type of visit/activity
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility

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

- Location, mode of transport and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- medical needs of pupils;
- seasonal conditions/weather;
- emergency procedures;
- need to monitor volunteers throughout the visit. (See checklist sheet Appendix 4)

The completed, written risk assessments need to be submitted to the Head teacher to sign no later than 2 weeks before the visit date.
Risk assessments also need to be taken by the teacher in charge whilst the visit is taking place e.g. dangerous obstacles, bad weather may influence the fact that alterations to visits need to be made at the time. We have an agreed risk assessment form (See Risk assessment form Appendix 2). The risk assessment form needs to be filled in by the trip lead of the visit, overseen by the EVC and signed by the head teacher. A copy of this form should be left in the Risk Assessment file in the head teacher's office.

An exploratory visit (recce) is made by the Trip Lead to ensure first hand that the venue is suitable for all the pupils and meets the educational objectives of the school. Once it is agreed that the venue is suitable, it is the Trip Lead's responsibility to arrange a likely date(s) for the visit(s) in conjunction with the provider by contacting staff at the venue. The Trip Lead needs to inform the Head teacher of these dates. They then need to arrange suitable transport, where necessary, with the Finance Officer and write to parents informing them of the proposed visit. The Trip Lead needs to communicate to the rest of their year group

of the objectives of visit and dates, organization and any special arrangements for the day that may be necessary to ensure each class visit is consistent and successful.

The Trip Lead is to write an itinerary/ guidelines for the staff and volunteers attending the visit, to support with understanding how the visit will progress. This should be submitted along with the risk assessment and groupings of children.

INCLUSION

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

SEND

If a pupil with a disability 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.

CHALLENGING BEHAVIOUR

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis, whether that is a staff member or their parent. 2:1 ratio is possible for complex cases, this could include 2 staff members or one parent and one staff member.

FINANCIAL PLANNING AND CHARGING

We ask parents, where appropriate, for a voluntary contribution for many of our school visits. This helps us to cover some of the costs for coach hire, entrance to sites and in some cases additional members of teaching staff who may need to attend the visit. Parents are made aware of the fact that the contribution is not compulsory. However, in the last resort visits may have to be cancelled if 80% of the cost of the visit is not raised through voluntary contributions. Therefore, once a visit has been planned, year leaders send out letters to parents informing them of visit and giving information about costs in good time so that parents may prepare financially. Where possible the Head teacher will inform parents of forthcoming visits in regular newsletters.

FIRST AID

See First Aid Policy
Mrs S Connelly ensures the First Aid bags are complete.

SUPERVISION

At our school we endorse the importance of having a high ratio of adult supervisors to pupils for all visits. Working with young children, it is vital that there should be enough supervisors to cope effectively should an emergency arise. We follow the general guidelines laid down by "DFES Health and Safety of Pupils on Educational Visits", i.e. a **minimum of one adult for every six pupils in Years 1 and 2 and one adult for every five pupils in Years N and R.**

In addition to these general guidelines children who have an Education Health Care Plan will always be accompanied by a supervisor/ teaching assistant or the parent of that child on a 1:1 basis.

For each visit there is always one teacher who is in charge overall. This is either the teacher or Year Group Leader where more than one class go out on a visit together. In order for the correct ratio of adults to pupils on visits we ask parents for their help with supervision. The parent/supervisor must attend the visit unaccompanied by any other children (e.g. younger siblings) for them to fulfil their role as supervisor without any distraction.

Before, during and again at the end of the visit the teacher in charge or Trip Lead will make regular head counts of the pupils. Each supervisor will have a list of children they are supervising and the teacher in charge should make sure that the pupils stay together as a class/group throughout the visit. If the class needs to divide into two smaller groups during the visit, then another qualified teacher must be in charge of the other half of the class.

At no time are adults allowed to be left on their own with a pupil(s) if they have not had a DBS check.

Parents who have agreed to be supervisors on a school visit will be given a copy of our leaflet "Being a Volunteer for a school visit" (Appendix 4). This sets out the rules that we wish them to abide by during the day and helps them to understand their role and responsibility. In addition to this the teacher will brief all volunteers/supervisors about the visit beforehand. They must give out an information sheet (see proforma as Appendix 4) detailing the names of the children in their group, agenda for the trip with times and venues and sorts of useful questions to ask the children during the visit to extend their learning. Then the teacher needs to ensure that suitable arrangements are made which may mean the child's parent/carer attends the visit.

PREPARING PUPILS

Pupils about to embark on a visit need to know what is expected of them and what the visit will entail. Teachers will spend time before all visits on preparatory work or preview work talking to the children about what they will be seeing on the day and as the pupils' progress through KS1 they may have some preparatory lessons before the visit so that they have a base of knowledge to build their learning upon. For example, Year 2 look at work of famous artists before visiting an art gallery and discuss the similarities/differences between our locality and that of Brighton.

Pupils also need to understand what standard of behaviour is expected of them on a visit. Teachers spend time before and during the day, reminding children of school rules and the suitable code of conduct for the day e.g. "walk around the art gallery and speak quietly". Teachers praise children during the day for their good behaviour.

On coaches the lead teacher needs to check all children are wearing seat belts and have them correctly adjusted. No children should sit in the front seats.

COMMUNICATING WITH PARENTS

Trip Leaders will write to parents informing them of a visit and asking for their consent well in advance of a planned day out. The Head teacher must always give consent to this letter before it is sent out. However, there will be no specific letter for visits which involve a short walk to local places (e.g. park, sports field, local church) as these visits regularly occur as part of the school curriculum and parents give their consent for these to take place when their child starts our school and they sign the school's contact form.

On the letter sent out parents will be given all necessary information e.g. Visit's objective, date of visit, travel arrangements, cost, whether their child will need a packed lunch and what their child should wear.

Pupils should not bring their own spending money on a visit.

Parents should return their letter giving consent before the day of the visit and teachers have to make sure they have these returned before the day of the visit. The slips are given to the Finance Officer with all monetary contributions. If a consent form is not received for a pupil the pupil may not go on the trip.in extenuating circumstances the school may accept verbal consent from parent. If parents withhold their consent the teacher will ask that the child is brought to school and will work in another class for the time the trip takes place.

PLANNING TRANSPORT

Where transport is necessary to take the pupils to a particular location, the Year Group Leader will provide the school's Finance Officer with dates and times of visits well in advance so that coaches can be booked. The Finance Officer will

always book the coaches with 'best value' in mind and make sure that the operators have the appropriate public service vehicle (PSV) operator's license. The coaches must have seat belts to comply with legislation and it is the responsibility of the teacher in charge on that day of the trip to ensure that all pupils have their seat belt correctly fastened around them.

Once the pupils have boarded the coach and have their seat belts in place they should remain seated for the duration of the journey. Children must be reminded not to wave at other motorists or distract them – talk about dangers. Adults must sit at regular intervals down the coach so that pupils are properly supervised during the journey and are able to easily attract the attention of an adult if necessary.

If public transport is required, please ensure that Mrs Connelly or Ms Hooper are informed at least 2 weeks before the visit date so that public transport tickets can be ordered.

INSURANCE

Insurance for all our school visits is provided by Croydon LA. They provide both employers liability and public liability.

EMERGENCY PROCEDURES

The Trip Lead and all staff of pupils during a visit have a duty of care to make sure all pupils are safe and healthy.

In an emergency the Trip leader will take charge. They will assess the situation, safeguard uninjured pupils, attend to those hurt and inform the emergency services and the school of the incident. For this reason, all teachers in charge of a visit need to carry a mobile telephone with them to use in such an emergency. The Trip Lead/teacher in charge should make appropriate arrangements for accompanying any child to hospital and ensure the adequate supervision of the rest of the class.

Once the school has been informed it will contact relevant parents/carers immediately.

In the case of an accident the teacher in charge/ Trip Lead should record details of the incident including time, location, names of casualties and injuries. Supervisors may take details from witnesses. These will help with the completion of an accident report form at a later stage.

WHILST ON THE VISIT

- The Trip Lead/Teacher in charge will message the Head teacher or Assistant Head teacher for each part of the visit. E.g. Getting on the bus, getting off the bus, at the venue, having lunch, etc.
- **No hot food or drink** is to be taken on the trip by parents, staff or children.

- In an emergency, if food or drink needs to be purchased for a child, SLT or the EVC need to be informed beforehand.
- Any staff members/ volunteers are not to purchase any food or drink whilst on the visit, a packed lunch is to be taken with a cold drink in a plastic or metal bottle.
- **Any** medical/first aid incidences are to be reported to the Trip Lead and SLT immediately.
- Mobile phones are not to be used, unless the staff member/volunteer has permission to answer or receive an emergency call.
- If the visit is required to end early, the Trip Lead or Teacher in Charge is to contact the Head teacher, Deputy Head teacher or school office to discuss with SLT.

PLEASE SEE APPENDIX 5 FOR A SUMMARY OF EXPECTATIONS FOR EDUCATIONAL VISITS.

Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit, and submitted to the Head teacher.

Name of staff member proposing the visit:
Date of request:
Response required by (date):

Proposed trip information

	TRIP INFORMATION	ADDITIONAL COMMENTS
Destination		
Trip date		
Travel distance		
Length of stay		
Purpose of visit / educational benefits		
Number and age of pupils		
Transportation options		
Cost breakdown, including multiple options where available		
Resources required, including: › Staffing › Volunteers › Physical supplies › Transportation		
Accommodation options, where needed		
Insurance needed, where applicable		
Risk assessment plans and first aid provision		
Additional information if required		

Trip Leader: **Date of visit:** **Venue:** **Other school staff:** **Group size:** **Ratio:**		
Purpose of visit:		
Activity Arrangements (venue, transport, purpose of visit)		
Hazards within the environment	**Risk Rating** (high, medium, low)	**Control Measures to reduce the risk**
Hazards within the group	**Risk Rating** (high, medium, low)	**Control Measures to reduce the risk**

Any injury		• **Any injury/ medical need** that may occur must be reported to the Trip Lead in the first instance. After which, the Head teacher/ Assistant Head teacher to be informed via their mobiles or the school office. Once SLT are aware, parents will be informed of the injury/ medical need. After the injury/medical need has been assessed, either first aid will be administered or make phone call to the Ambulance (if needed). Ring Head teacher to request back up and make arrangements for teachers' group to be spilt amongst other staff.

Record Completed by _____ **Trip leader**

Visit authorised by _____ **Head teacher/AHT** **Date:**

Ongoing risk assessment (hazards that might arise during the visit that need to be monitored)

Alternative plans (adaptations that may need to be made due to weather etc)

Emergency contacts:	
Home/base contact no.1 020 8689 7684 [school]	**Home/base contact no.2 07935 359 887 [HT mobile PW]**
Home/base contact no.3 07944 105 890 [DHT mobile PS]	**Trip Lead no.: [name]**
On site/in-the-area contact [list numbers for all teachers taking part in the trip]:	

Local contacts:	
Police: 0300 123 1212 Croydon	**Hospital:** Croydon University Hospital 020 8401 3000
Doctor:	**Coastguard:**

Appendix 3

WINTERBOURNE NURSERY AND INFANT SCHOOL

EDUCATIONAL VISIT CHECKLIST FOR TEACHERS

Visit to: _____ Date: _____

Class:_____ Teacher in charge: _____

Names of adult helpers:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

Risk assessment seen ☐ Aware of other risks ☐ Mobile phone ☐

First Aid kit(s) _____ Checked by yourself ☐

Sick bags ☐ Sick bucket (if necessary) ☐

Inhalers needed for:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

Arrangements for children with medical protocol:

Copy of medical protocol taken: ☐

Arrangements for children with EHCPs and/or complex needs:

Signed _____Date _____

Please complete this checklist before your visit and send (with your register if appropriate) to the office. Thank you.

APPENDIX 4

WINTERBOURNE NURSERY AND INFANT SCHOOL

BEING A PARENT/VOLUNTEER SUPERVISOR ON A SCHOOL VISIT

Thank you very much for agreeing to accompany the children on their visit and we do hope you enjoy it. Without your help it would be impossible to provide the necessary ratio of adult to pupil support.

In order to make the trip worthwhile for the children and to help the teacher in charge, please be aware of the following points:

1. You will be handed the names of children (no more than 5 Reception children and 6 Years 1 and 2 children) that you will be supervising during the day.

2. You should always keep your group with the rest of the class and never be out of sight of the teacher.

3. If any child in your group causes you concern for any reason during the visit, please tell the class teacher straight away.

4. Please do not buy or give children in your group any sweets/ice creams or any food during the visit. Some children have allergies to certain foods and we have to be careful that all children are treated in the same way.

5. The class teacher may have written some simple questions for you to ask the children during the day. Please talk to your group and tell them anything you feel may help them to learn.

6. Please remember that the class teacher is in charge and you must follow instructions/directions given by him or her. If you are uncertain of anything please check with the class teacher.

7. Mobile phone usage is NOT permitted

8. Headphones are NOT permitted

Thank you once again for your help.

APPENDIX 4

WINTERBOURNE NURSERY AND INFANT SCHOOL

INFORMATION SHEET FOR VOLUNTEER HELPER

Name of helper ……Class ……..…

Visit to ……on ……

Purpose of visit …….

Coaches leave school at ……Coaches collect children at ……..

Names of children in group. (FS 5 children KS1 6 children)

1. 2.

3. 4.

5. 6.

Timetable for the day.

Plan/map of building included. Yes ☐ No ☐

Questions to ask included. Yes ☐ No ☐

Books / paper / clipboard for children needed.

Pencils / rubbers / pencil sharpener needed by group leader. (Tick items needed.)

Specific instructions

Dear Helper,

Please check that you have all the above information and materials. Thank you for your help.

Appendix 5 Expectations for Educational Visits

- Risk assessments to be completed at least 2 weeks in advance of trip.
- Groupings of children should be attached and ratio adhered to. Name of adult to be at top of list of children.
- First Aiders to be clearly marked on top of risk assessment.
- High- vis jackets, wristbands and first aid kits to be prepared the night before the trip.
- Risk assessments to be disseminated to staff attending the visit at least 5 days before attending the visit. Questions can then be asked at the Pre-visit meeting.
- Risk assessment meeting for staff attending trip, parent volunteers to be organised at least 3 days in advance where risk assessment should be given for all to read (Pre-visit meeting).
- Brief meeting in morning before trip to ensure expectations of all going on the trip.
- Children to be head counted regularly by trip leader and also within own groups.
- No **hot** food or **hot** drinks to be taken or purchased when on trip.
- All adults attending the visit to take a packed lunch, food or drink is not to be purchased whilst on the visit.
- Any children with allergies are identified before trip and allergy badge is worn throughout the trip.
- Any children with medical needs are identified before the trip and appropriate medication is carried.
- Children who need 1:1 support to have a separate risk assessment.
- Any injury whether major or minor to be reported to trip leader immediately. Trip leader to inform head teacher via mobile or school office. Parents will be informed accordingly. First aid to be administered or ambulance to be called, Head teacher (Deputy Head teacher in HT absence) to be informed immediately.