



# Cedars Manor School



## Educational Visits Policy

<b>Approved by:</b>	E.Brice	<b>Date:</b> October 2025
<b>Last reviewed on:</b>		
<b>Next review due by:</b>	October 2028	

***Be Ready - Be Respectful - Be Safe - Be Responsible - Be Resilient - Be Courageous***

## **Planting the Seeds for a Successful Future**



### Introduction

At Cedars Manor, the children participate in a wide variety of educational visits, including visits to places of worship, museums and wildlife parks. In school, educational experiences are also provided by watching visiting theatre companies and workshops led by visiting companies. In addition, pupils in Years 6 have the opportunity to participate in a residential trip.

Trips, visits and learning off-site comprise an essential part of the school curriculum at Cedars Manor 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.

### Roles and Responsibilities

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinators (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 and on-site activities in order to ensure the health and safety of pupils. Where possible, dates for educational visits will be set at the beginning of the academic year to enable office staff to book tickets and transport as applicable.

**Governing Body** – are responsible for ensuring that the EV Policy is reviewed every three years.

**Headteacher** – has responsibility for authorising all trips and to consult with the EVC.

**EVC** – will ensure that:

- The trip leader has relevant skills, qualifications and experience to lead the trip
- All necessary EV forms have been completed by the relevant parties and all risks are actioned
- EV forms/ERSA have been sent to Local Authority as and when required
- EV1 and EV5(ERSA) forms are signed for every visit
- Monitoring of trip evaluations takes place after each visit

The EVC will update/refresh their training every three years. At Cedars Manor School, E Brice is the named EVC.

**Trip Leaders** – will ensure that:

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- They consider the needs of all the pupils proposed for the visit to assess their suitability
- Clear curriculum links and aims have been identified
- EV/ERSA forms have been completed and sent to the EVC at least two weeks before the visit. The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers
- Any trip which also requires an EV2 form: overseas, residential, public transport and/or adventurous activity, will need the relevant forms to be completed and sent to the LA and the EVC at least six weeks before the visit.
- Ratios including adult to pupil supervision and the number of first aiders have been appointed
- Trip information has been shared with all staff involved in the visit
- First aid kits and pupil medication are taken on the visit
- A copy of the Risk Assessment/EV forms should be taken on the trip, a copy left with the EVC and the school office
- After the visit, the Trip Leader will complete the Educational Visits Checklist evaluation section

It is the Trip Leader's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the school must be contacted to inform the School office/Headteacher.

### **Other/adults involved in the visit – will:**

- Ensure the health and safety for everyone in their group
- Stop the visit/activity if they think the risk to the health or safety of pupils is unacceptable

### 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
- Residential visits

### Aims and expectations

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Trips are planned to support and broaden the children's understanding of their current topics. 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 may be additional trips arranged throughout the year, such as sports, citizenship or music trips. All activities are available to all children irrespective of needs, ethnicity, gender or religion.

### Planning and Preparation for a trip Procedure

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

- Link AHT will meet with Year teams to discuss / organise planned trips / events for the academic year and propose dates.
- Office staff 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 and school calendar overview.
- In cases where school lunches are affected, kitchen staff must be informed by the school office.
- The EVC will check all 'Educational Visits Risk Assessment Forms' at least two weeks prior to departure or six weeks for those visits requiring an EV2 form.
- The school will inform parents in advance of dates for school trips in the newsletter, with further specific details in a separate letter, giving at least two weeks' notice (unless there are exceptional circumstances).
- Where applicable, parental volunteers will be asked to help on visits. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process. All volunteers will be asked to read the Risk Assessment for the planned trip and the 'Helping on School Trips Guidance.' Appendix 1.
- If appropriate, payments will be made directly to the school via Parent Pay.

### Parental consent

In accordance with the Home School Agreement, parents give blanket permission for their child to attend school trips within the local area. Additional permission will be requested from parents for individual school trips or sporting activities. Parents will always be informed about the trip or activity by email or letter.

All the necessary details will be included in the letter, as well as any payments required. Permission will be specifically requested from parents for:

- Residential trips
- Adventure trips (e.g. outward bound) or a long journey
- Trips that take place outside of school hours

### Ratios

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All trips should be individually risk assessed to ascertain the safe level of adult supervision required.

Below is the minimum adult to pupil ratios that our school is committed to implement. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Headteacher.

- Nursery / Reception classes - 1:5
- Year 1 - 1:6
- Years 2 – 3 - 1:8
- Years 4 – 6 - 1:10
- Adventurous activities -1:10
- Residential visits – 1:10

If a child with an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day. Additional support may also be needed which could include parents/guardians being asked to accompany a pupil.

### Residential trips

In the case of residential trips, a parents' meeting will be held well in advance of the trip. Parents will be provided with all the relevant information, including the details of payment plans. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary.

Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, SEND/behavioural information and dietary needs. Where possible, the school will try to ensure that adults of each gender accompany the children on residential visits.

### Payments for trips

When planning educational visits, teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made online via ParentPay.

In the case of trips within London, teachers will always seek to use public transport (which is free for school children) unless there are good reasons not to. For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost. In certain cases, the school may be able to subsidise the cost of school trips.

### Behaviour on school trips

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The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

### Trip Safety

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off-site activities.

The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils if possible
- Early Career Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- At least one first aider must accompany children on all trips
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip
- Children to be briefed about the importance of staying with their partner / group / adult helper
- Any adult who has not been DBS checked should not be left alone with children during any activity
- Adults must never travel alone with a child in their own vehicle
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside
- Regular headcounts and registers to be taken

### Emergency procedures

The trip leader must always ensure the EV7 form is completed prior to any educational visit. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

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In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child
- If a child has been left on the tube/train, they are to get off at the next station and wait
- Speak only to adults in uniform who are in their place of work 'safe strangers', e.g., TfL staff, police etc. but under no circumstances go with them

The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children. If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.

The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children. When the situation has been resolved, the Headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

### Other Relevant Policies and Documents

This policy complements and supports a range of other policies:

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

### Contacts:

Kathy-Ann McClean: Headteacher

Emma Brice: Educational Visits Coordinators / AHT

Julie Smeulders: AHT

### Policy Monitoring and Review

A copy of this policy is available to all staff and parents published on the school website.

### **Appendix 1**

### **Helping on School Trips Guidance**



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The class teacher will brief you so that you understand the purpose of the trip, how the trip has been organised and about any specific and important health and safety issues. There will be a risk assessment which will be shared with you.

The safety and good behaviour of the children is paramount and so it is important that each group leader is vigilant and aware of where their group of children is at all times.

### **Here are some general rules:**

- The safety of your group is your main responsibility. You must know exactly where they are throughout the duration of the trip. Please ensure that a regular headcount is carried out throughout the visit especially when moving from place to place.
- You should stay with your group at all times unless instructed otherwise by the group leader.
- You are responsible for making sure that each child in your group conforms to the health and safety instructions given by the class teacher.
- Please support the class teacher by ensuring the children show the same high standard of behaviour as expected within school.
- The teacher will give you an emergency contact number so that you can telephone him/her if you become separated from the main group, if a group member becomes injured/ill or if a child is misbehaving.
- Keep in close contact with the trip leader, usually the class teacher, who will be coordinating the visit. Should a child be lost please inform the trip leader immediately.
- Help the children in your group to take full advantage of the trip by pointing things out, answering questions and being enthusiastic.
- Do not use your mobile phone throughout the trip – unless contacting the group leader. (this includes on the coach)
- Where possible sit near your group on the coach.
- Whilst on the trip, you must conduct yourself in a professional manner, this includes using age appropriate language.
- Please make sure the children eat their lunch at the proposed times.
- Please do not buy treats for your own child, or indeed any of the children in your group.

**We hope that you enjoy your visit. Thank you for supporting Cedars Manor School.**