Livingstone Primary and Nursery School
Educational Visits Policy

Educational Visits Guidelines	
Version number	3
Written by	R.Madle / G Phelan
Ratified by	Governing Body
Review Cycle	Two years
Last review	Spring 2026
Next review	Spring 2028

Livingstone Primary and Nursery School
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Livingstone Primary and Nursery School
Educational Visits Policy

Introduction

At Livingstone Primary and Nursery School (Livingstone or the school) we regard educational and recreational visits as an important part of a child's education. These visits are essential in order to:

- offer children new and exciting challenges
- provide opportunities for hands-on learning
- raise achievement by experiencing real environments
- help children learn to assess and manage risk
- teach them skills in leadership and team-working

Any visit that leaves the school grounds is covered by this policy.

In addition to this Educational Visits Policy, Livingstone:

1. Adopts the Local Authority's (LA) document: 'Guidance for Off-Site Visits and related Activities with National Guidance and EVOLVE'
2. Adopts National Guidance www.oeapng.info
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for overseas, residential or adventurous activities

Our school has a named Educational Visits Co-ordinator (EVC), who ensures that planning and supervision of all visits and adventurous activities meet Department for Education (DfE) Requirements and LA guidelines. Our school's EVC is **Rob Madle.**

Approval for Visits

All visits require the prior approval of the Headteacher or the EVC.

Visits that are either

- overseas
- residential or
- involve an adventurous activity will require the additional approval of the LA through EVOLVE

Educational Aims of Visit

All visits must have clearly stated **educational / recreational aims** which are appropriate to the needs of the group generally, and to individuals within the group specifically

Competence to Lead

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. In assessing competence to lead, the EVC will take account of factors stated in Outdoor Education Advisors' Panel National guidance. https://oeapng.info/about-national-guidance/

The visit leader has overall responsibility for the supervision and conduct of the visit including direct responsibility for the health, safety and welfare of pupils. The visit leader must plan and prepare for the visit, assess the risks, define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

Voluntary Contribution

When organising school trips or visits which enrich the curriculum and educational experience of the pupils, Livingstone invites parents / carers to make a voluntary contribution to the cost of the trip or visit and possibly a voluntary contribution towards transportation. The contribution requested will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.

All contributions to such trips or visits are voluntary but if the contributions received are insufficient to cover the cost of the trip or visit, Livingstone reserves the right to cancel the trip or visit and to refund monies paid. Parents / carers should be aware that in some circumstances it may not be possible to refund all monies paid e.g. where a deposit has been paid to the company concerned and under the terms of the booking it was a non-refundable deposit.

Assessment of Risk

Risk assessment is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce the risks to a level which, in the professional judgement of the person carrying out the assessment, is deemed to be acceptable (i.e. low). The process of assessing risk is applicable to all visits.

There are three levels of risk assessment, all equally important:

- Generic Risk Assessment – this is guidance which remains constant, regardless of the nature of the visit. When planning visits, please refer to guidance in order to complete form (see Appendix 1)
- Event Specific Risk Assessment – this covers any significant hazards or risks relating to a visit that are not covered within the generic guidance of the school

policy. These should be recorded on Form EV5 (see Appendix 2). Generic Event Specific Risk Assessments for visits to the local woods, swimming pool and visits on foot within a mile radius of the school are available. (Appendix 3). Teachers should add any specific risks relating to their pupils or the activities they will be doing to these generic risk assessments where appropriate

- On-going Risk Assessment - the monitoring of risks should be conducted throughout the actual visit. Where appropriate, activities should be modified or curtailed to suit changed or changing circumstances. This is the responsibility of all involved in the visit, not just the visit leader.

Relevant aspects of the risk assessment process should be shared with staff and helpers involved in the visit as well as pupils and, where appropriate, parents / carers.

Plan B

Despite the most meticulous planning, unforeseen circumstances may occur e.g. a member of staff is ill, transport fails to arrive etc. It is important that some advanced thinking is done to cater for any foreseeable eventuality. This should be recorded on the Event Specific Risk Assessment (See Appendix 2).

Staffing Ratios

Activity and Visit Leaders must ensure that young people are supervised in accordance with the principles of "Effective Supervision" (oeapng) – Ratios and Effective Supervision).

They must therefore take account of:

- The nature of the activity (including its duration)
- The location and environment in which the activity is to take place
- The age and gender (including developmental age) of the young people to be supervised
- The ability of the young people (including their behavioural, medical, emotional and educational needs)
- Staff competence

This means that arrangements for supervision must take into account the nature of a group and the individuals in it. It is therefore important that, when planning a repeat visit or a series of activities, the previous plan (no matter how well it worked in the past) is reviewed to ensure it meets current group needs. Ratios are a risk management issue, and should be determined through the process of risk assessment. It is not possible to set down definitive staff/student ratios for a particular age group or activity.

A professional judgement will be made by the Visit Leader, Headteacher and EVC as to the appropriate ratio for each visit.

Supervision

Pupils must be supervised throughout all visits. However, there are circumstances when they might not be directly accompanied by an adult (remote supervision). The decision to allow remote supervision will be based on risk assessment and must take into account factors such as:

- prior knowledge of the individuals, including their maturity and levels of responsibility
- venue/environment/conditions
- the activity taking place
- preparatory training
- competence/experience of staff

Informed parental consent must be obtained prior to the 'remote' supervision of children.

Role of Supporting Staff / Supervising Parents/Carers

All supporting staff and supervising parents/carers must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities prior to the visit taking place. They must also be given a written list of the pupils in their immediate care and be given copies of the completed Form EV5.

Communicating with Parents/Carers

Parents/carers must be made fully aware of any likely risks and their management so that consent or refusal can be given on a fully informed basis. Communication to parents/carers should therefore give full details of the visit, activities to be undertaken and venues, supervision arrangements and transport arrangements. Any possible alternative activities and Plan B arrangements should also be included, along with any other relevant information e.g. eating arrangements, suitable clothing etc.

It is **essential** that a consent form is obtained for every pupil taking part in any off-site activities. Some forms require emergency contact numbers and others will not, as staff have access to emergency contact numbers which are available in the school office if required.

A consent form to cover visits within a mile radius of the school is given out to parents/carers as part of the school's admission pack. The consent should also state the cost of the visit per child.

Transport

Travel arrangements should be included in the risk assessment.

- **Walking**: The visit leader must ensure pupils' safety when crossing roads. Pupils should know how to observe the safety rules set out in the Highway Code/Green Cross Code. Pedestrian crossings, traffic lights and footbridges should be used to cross roads whenever possible. We recommend that pupils should wear high visibility vests dependent on the venue of the trip.
- **Public transport**: all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. Head counts should always be carried out when the group is getting off or onto transport. Pupils should be made aware of safety rules and expected standards of behaviour prior to the day of travel and additionally on the day the day of travel.
- **Coach travel**: Coaches should be hired from a reputable company and must be fitted with seatbelts.
- **Private cars**: Staff or parents/carers who drive pupils in their own car must ensure that they complete Form 'Use of a private car to transport young people' (Appendix 3). The driver is responsible for ensuring that pupils use a seat belt at all times and that an appropriate car seat is used where relevant. **Parental/carer consent should be obtained when pupils are to be transported in a private vehicle.**
- **School minibus**: Our school minibus can only be used for transporting London Borough of Barnet school children on school business. Minibus drivers must hold a valid and clean driving licence and must pass the London Borough of Barnet minibus test. Pupils travelling in the school minibus must wear a seatbelt at all times. The driver must be accompanied by another adult who will have the responsibility of supervising pupils. The minibus must be booked in advance via the office staff and the visit leader must check that a driver is available on the date of the visit.

First Aid

The level of first aid provision for a visit should be based on risk assessment. On all visits, there must be a member of staff who has a good working knowledge of first aid.

First aid kits are available from the lead first aiders in the office and must be taken on all trips. Visit leaders must check medical details of pupils and should be aware of any relevant medical conditions of supporting staff/helpers. See First Aid Policy.

Exclusion from School Visits

Every effort will be made to include all pupils in school visits. However, any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on a visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

A Summary of Procedures for Planning, Managing and Conducting Educational / Recreational Visits

The visit outline (front page of Educational Day Visit Planning Sheet - form EV1) and all relevant risk assessments (EV5) must be completed and handed to the EVC **at least** two weeks prior to the visit taking place to allow the Headteacher and EVC to give due consideration to the planning of visits. Visits that are not planned to this timescale may not receive approval.

Before the visit

Visit leader must:

1) Check possible dates on the Main Arbor Calendar
2) Book venue and transport. Enter visit into Arbor Calendar

3a) Complete the visit outline on the Educational Day Visit Planning Sheet(EV1), including checking availability of support staff/parent/carers helpers (the use of Teaching Assistants (TAs) on visits must be discussed with and approved by the TA Line Manager or Deputy Head Teacher, to ensure appropriate cover is arranged). Copy to the EVC for approval

3b) In the case of residential, overseas or adventurous activities, complete relevant forms on EVOLVE

If the visit is approved:

4) Check guidance in this policy
5) Conduct a pre-visit if required
6) Complete Event Specific Risk Assessment (Form EV5) and copy to EVC
7) Draft letter to parent/carers and share with EVC
8) Send or email letter home and collate responses.
9) Brief all adult helpers, give them a copy of the completed Event Specific Risk Assessment (Form EV5) and their lists of pupils
10) Ensure the office has all relevant mobile numbers of staff/helpers and all consent forms with emergency contact numbers of parents/carers.
11) In conjunction with the Headteacher, it maybe decided that the trip will be cancelled if the amount of voluntary contribution does not cover the cost of the trip

On the day of the visit

Visit leader must:

- Collect first aid kits
- Ensure pupils have asthma inhalers/epi-pens with them
- Assess risks on an on-going basis and take appropriate action

Monitoring and evaluation

Periodically we will ask visit leaders to fill in an evaluation form to identify what went well and what could have been done better and return this form to the EVC. The purpose of this is to inform future planning. Evaluation of the visit could also involve pupils.

In addition, the Headteacher or Deputy Headteacher will report the educational visits to the Welfare Committee on a termly basis.

Appendix 1 EV1

Livingstone Primary and Nursery School
Educational Day Visit Planning Sheet (EV1)
Visit outline for initial approval by EVC and Headteacher

Does the visit involve any swimming, water sports or water-margin activity?
(Y/N) _____

Educational/recreational aims of the visit:	
Please indicate curriculum links:	
Will this visit introduce new learning, consolidate previous learning or be the culmination of a topic?	
Destination (include address and phone number)	
Date of visit	
Proposed method of transport	
Classes involved	
Visit leader (name and contact number)	
Total number of children on visit	
Total number of children requiring 1:1 supervision (Agree arrangements with SENCO for children with 1:1 support)	Name children and staff
Total number of adults on visit **NB** EYFS need and adult trained in paediatric first aid for **all** visits.	(List names and mobile numbers) Name of First Aider:

Adult pupil ratio (exclude 1:1 children and adults)	
Total cost of visit (please give a breakdown of the costings on the back of this form)	
Donation to be requested per child	

Outline details to be approved by EVC and Headteacher **at least** two weeks prior to the visit taking place.

Outline approved by EVC	Date:
Outline approved by Headteacher	Date:

Planning of visit

Make sure you are familiar with the contents of London Borough of Barnet's 'Requirements for Educational and Recreational Visits' and their fuller checklist.

What to do	**When to do it**		**Your notes – date when task completed**
	Coach travel	Tube travel	
Undertake pre-visit and begin risk assessment	At least 10 weeks in advance	At least 5 weeks in advance	
Confirm booking with destination	At least 9 weeks in advance	At least 4 weeks in advance	Contact name: _____ Contact number: _____
Confirm booking for transport	At least 9 weeks in advance	At least 4 weeks in advance	Coach company: _____ Contact name: _____ Contact number: _____
Check medical details of children with Jackie Barton	At least 3 weeks in advance		List pupils with inhalers/other medical conditions
Complete OEAPNG checklist and EV5 risk	At least 3 weeks in advance		

assessment. Hand to EVC/Headteacher for approval.		
Draft letter to parents and agree with EVC	At least 3 weeks in advance	
Obtain/prepare worksheets (if applicable)	Two weeks before visit	
Send letter to parents	Two weeks before visit	
Confirm bookings with destination and transport	One week before visit	
Prepare children for visit	At least 1 week in advance	
Chase missing consent forms	At least 3 days in advance	
Make arrangements for children not participating	At least 2 days before visit	

Finalise groups of children and allocate adults	At least 2 days before visit	
Gather together everything you are going to take (e.g. first aid kit, worksheets, clipboards, pencils, high visibility waistcoats)	1 – 2 days before visit	
Leave list of adults and mobile phone numbers in the school office	Day before visit	
Give list of all participants (children and adults) to the school office	Day before visit	
Brief children on expectations (safety, procedures for crossing roads, lining up, behaviour etc)	Day before and day of visit	
Brief all accompanying adults on arrangements/expectations and give copies of EV5	Day before visit	

Brief children and adults on appropriate action should they become separated from main group	Day of visit	
Monitor risks throughout day and change plans if necessary	During visit	
Ensure all children collected at end of day	End of visit	
Make arrangements with member of SMT if you need to leave school before all children collected	End of visit	
Follow up visit with children	ASAP	
Evaluate visit with staff	Within 1 week of visit	
Feedback evaluation to EVC	Within 2 weeks of visit	
Put this checklist in visits folder	After evaluation	

Livingstone Primary School
Educational Day Visit Planning Sheet

Appendix 2 EV5

Livingstone Primary School
Event Specific Risk Assessment

Form EV5

Visit Details: ..... Carried out by: ..... Date: .....

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

EVC signature/date: .....

Appendix 3 -'Use of a private car to transport young people'

PRIVATE CAR FORM

Use of a private car to transport young people

1	To: The Head of _____ Establishment

I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.

2	Signed: _____ Print name: _____
3	Address: _____ _____ _____ _____
4	Date: _____

The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

	Insurance cover required
For teachers, youth workers, or other LA employees	*'Use by the Policyholder in connection with the business of the Policyholder'*
For parents and other volunteers	*'Use for social, domestic and pleasure purposes'*

Appendix 4 – Example Letter (to be put on headed paper)

15/01/22 – **short date**

Dear Parents/Carers

Year 6 Hamlet trip - Wyllyotts Theatre - Tuesday 31st October 2020
(Name of trip – destination – date of trip)

As part of our Literacy work this term, we are taking part in a drama workshop with the Young Shakespeare Company next week. **(Aims of the trip must be included)**

Following this, we are going to the Wyllyotts Theatre on Tuesday 31st October to see a stage production of the play, 'Hamlet'. **(Clear description of what the children will be doing on the trip)**

We will be walking to New Barnet overground station and getting the train to Potters Bar. We will be back at school by 2pm. Please send your child to school on this day with a hooded coat/jacket and a packed lunch. **(how the children are travelling to the destination and any requirements the pupils need on the day)**

We are asking you for a voluntary contribution of £11 in order for this trip to go ahead. Please be aware that if the contributions received are insufficient to cover the cost of the trip or visit, we may have to cancel the trip or visit and to refund monies paid. Parents / carers should also be aware that in some circumstances it may not be possible to refund all monies paid. Verbal permission cannot be granted therefore any pupils that do not bring written permission will not be able to attend the trip and any monies paid may not be refunded. **(this paragraph needs to be on all letters)**

Please sign and return the permission slip below with your voluntary contribution by Friday 13th October. **(date when you expect permission slip and contribution should be handed in)**

Yours sincerely

Mrs G Phelan
Head Teacher

✂_____

Year 6 Hamlet trip - Wyllyotts Theatre - Tuesday 31st October 2020
((Name of trip – destination – date of trip)
I give permission for my child to attend the above trip.

I enclose £11 voluntary contribution. **(The amount that should be included)**

Name of child/ren _____ Year Group___

Signature of Parent/Carer _____