

Phoenix Community Primary School



Educational Visit Policy – Sarah Jansen

Adapted from the Kent Model Policy 2024

Written by Sarah Jansen in December 2024

Ratified by the Governing Board in 10th December 2024

Review due - December 2026

The Headteacher and Governors are committed to establishing and implementing arrangements that will ensure:

Visits and activities are planned to ensure the safety of pupils, staff and volunteer helpers - including appropriate risk management and assessment that is specific to the needs of the group, the planned activity and the location and environment. This includes any significant risk assessment information being communicated with those attending the visit as appropriate.

The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training. The Educational Visits Coordinator (EVC) is Sarah Jansen who attended the refresher update EVC training course in November 2024. Initial EVC training completed in July 2019.

The Governing Body has designated a Governor with direct responsible for oversight and monitoring of Outdoor Learning and Educational Visits; this could be incorporated into existing Governor's Health and Safety responsibilities, or form a new role.

Visits and activities are planned with clear educational aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes.

Visits and activities are planned and led by competent members of school or establishment staff, with appropriate qualifications and experience as required by the activities.

Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc.

External providers used to provide services and support, have been appropriately checked to ensure they are suitable for use on educational visits e.g. meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence), have appropriate financial protections in place (e.g. ATOL), etc as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.

Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and visit information can be easily accessed by all those who need it in an emergency situation (this may be overnight, at weekend or during holiday periods). All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies.

Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support incident management and potential investigations / court proceedings after serious incidents and accidents.

All school and establishment staff are appropriately trained for their roles in leading and accompanying educational visits and activities.

All visits and activities have been formally approved by the Headteacher or Educational Visits Coordinator (EVC) on their behalf. Approval systems should be clearly evidenced, and involve school Governors as appropriate.

Informed activity and medical consent has been obtained from parents / guardians as appropriate for the type of visit or activity, and that parents / guardians are given enough information to be 'fully informed' about all educational visit activity plans if specific written consent has not been gained.

Full medical information and details of other issues such as behaviour, special needs, dietary requirements, etc have been obtained from parents and are available to visit leaders and accompanying school or establishment staff. These should be shared with provider staff where appropriate.



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Trip Protocol

Trip Leader	Date of trip	Purpose of Visit

No. & Group of Pupils	Event	Venue

Action	Who is responsible?	Date Completed	Additional info. (e.g. list adult names)
Trip agreed with DHT or HT	Trip Leader		
Inform office; kitchen; finance	Trip Leader		
Minibus Driver arranged	Trip Leader		
Additional Minibus driver arranged	Trip Leader		
Invited link governor (if appropriate)	Trip Leader		
Additional adults arranged	Trip Leader		
First Aider arranged	Trip Leader		
Complete Risk Assessment	Trip Leader		
Arrange collection of minibus	Trip Leader		
Ensure all adults have signed risk assessment	Trip Leader		
Sign out children with school office	Trip Leader		
Trip added to school diary	Office		
Minibus Booked	Office		
Goat Lees minibus booked (if needed)	Office		
Letters sent home	Office		
Impact on School dinners? music lessons?	Office		
Upcoming Events form for parents	Office		
Calculate cost per child	Finance Office		

Staff Lists

Names	First Aiders (Yes/No)	Minibus Drivers (Yes/No)

Risk Assessment Guidance

Risk Rating	Likelihood of Harm				
	Very Unlikely	Unlikely	50:50	Likely	Very Likely/ Certain
Severity	Very Unlikely	Unlikely	50:50	Likely	Very Likely/ Certain
Minor injury/illness	Low	Low	Low	Low	Medium
Moderate injury/illness	Low	Low	Medium	Medium	High
'3 day injury' or illness	Low	Medium	Medium	High	High
Major injury or illness	Low	Medium	High	High	High
Fatality	Medium	High	High	High	High

Risk Rating	Action to Follow
Low	NO additional actions. Ensure controls in place are maintained.
Medium	Improve risk reduction measures within specified timescale.
High	Stop or restrict activity and make appropriate improvements immediately.

Risk Assessment (to be completed one week before the trip)

Nature of Activity:		Location:	
ROCK		Date of Activity:	
Risk Assessed by:		Date Assessed:	
Approved by:		Date Approved:	

Use of Minibus: Y / N

Adult 1:	Children	1.	2.	3.
		4.	5.	6.
Additional Adult	7.	8.	9.	10.
	11.	12.	13.	14.
Driver 2		1.	2.	3.
	4.	5.	6.	7.
Additional Adult	8.	9.	10.	11.
	12.	13.	14.	15.

All adults affected by this risk assessment are to sign and date to confirm that they had read it and will abide by it.

Name	Tel No:	Signature	Date

Name	Tel No:	Signature	Date

Hazard	Persons at Risk & Nature of Harm	Current Control Measures	Risk Rating	Additional Control Measures Required	Revised Risk Rating	Action by who	Action by when	Date action completed
Road Traffic	Pupils & Adults	<ul style="list-style-type: none"> - Supervise road/car park crossings in groups from the minibus - Maintain clear sight lines at all road crossings and leaving the minibus - Use pedestrian crossings wherever possible - Leader at front plus back marker at all times. - Pupils to walk in pairs - High visibility vests to be worn by group members & staff 	Medium	<ul style="list-style-type: none"> - Walk in single file where paths narrow. - Verbal warning of risk - 	Low	<ul style="list-style-type: none"> Group Leader Any supervising adult 	<ul style="list-style-type: none"> Ad hoc during activity Ad hoc during activity 	
Trips/falls	Pupils	<ul style="list-style-type: none"> - Children to walk slowly/sensibly unless directed otherwise - Pupils to be aware when walking around the field of trip hazards and uneven ground. 	Medium	<ul style="list-style-type: none"> - Teacher to ensure that children are notified of any hazards. 	Low	<ul style="list-style-type: none"> Any supervising adult 	<ul style="list-style-type: none"> Ad hoc during activity 	
Lost child	Pupils	<ul style="list-style-type: none"> - Regular headcounts - Adults supervising at front and end of line. 	Low	<ul style="list-style-type: none"> - Trip mobile phone to be carried to contact school - Pupils supervised when toileting until back with main group 		<ul style="list-style-type: none"> Group Leader 	<ul style="list-style-type: none"> Before leaving school 	
Dogs	Pupils	<ul style="list-style-type: none"> - Children to be advised to stay away from all animals. 	Low			<ul style="list-style-type: none"> Any supervising adult 	<ul style="list-style-type: none"> During activity 	

Water	Pupils	-Children will only enter the water with appropriate footwear and in designated area	Medium	Adults reinforce rules and enter the water with the children between the water and the children		Any supervising adult	During Activity	
Hygiene	Pupils	- Pupils advised not to eat anything whilst there and not to put fingers near their mouths. - All children will wash their hands on returning to school before eating.	low	Teacher to ensure hand washing is supervised	Low	Group leader	Before and after activity.	
Group Arrangements: Medical conditions	Pupils	- Medical conditions checked in advance.	Medium	-All medical forms, medication & asthma pumps go with group.	Low	Group Leader	Before leaving school	
Weather	Pupils	- Children wearing suitable clothing & footwear	Medium	-Letters to parents in advance about clothing	Low	Group leader/ supervising adults		
<ul style="list-style-type: none"> ● Checklist before setting off: ● Staff signed risk assessment (copy in office) ● First Aid Kit ● Permission slips ● Medication – including asthma pumps/epi pens ● High viz jackets ● Trip mobile ● Staff mobile numbers ● Class attendance list given to office before leaving 								