

Vanguard Learning Trust



As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.

Educational Visits Policy

July 2024-2026

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1. Introduction

At Hermitage Primary School, we recognise the invaluable learning opportunities that exist outside the classroom. These experiences enrich the curriculum and help develop key life skills. Well-planned educational visits improve academic attainment and provide benefits such as:

- Greater adaptability to change
- Enhanced curiosity, resilience, and teamwork
- Improved real-world learning experiences
- Stronger sense of responsibility
- Physical well-being and healthy lifestyle development
- Our top priority is ensuring all educational visits are **safe, inclusive, and educationally enriching**.

2. Scope & Application

This policy applies to **all off-site activities**, whether during school hours, extra-curricular, or residential. It covers:

- **Local Learning Area Visits:** Routine trips within the local area.
- **Non-residential UK visits:** Museums, farms, theatres, etc.
- **Overseas, residential, or adventurous activities:** These require submission from the EVC to the **headteacher** for additional approval

Hermitage Primary School follows **Local Authority (LA) guidance**, including:

- *There and Back Again* (LA document)
- *National Guidance* (www.oeapng.info)
- Consultation with **Hillingdon Health & Safety Advisor**
- Guidance from **EVOLVE**, the borough's outdoor education team

3. Visit Approval & Planning

3.1 Visits/activities within the 'School Learning Area'

- These are part of the normal curriculum and take place during the normal school day (including sports fixtures: football, netball)
- All staff to inform the Headteacher for approval. These come under the Local Learning Visits Policy.

3.2 Other non-residential visits within the UK

- These do not involve an adventurous activity, e.g. visits to museums, farms, theme parks, theatres, etc
- All staff to inform the Headteacher for approval.
- Staff to then apply the correct planning process and submit to the Educational Visits Coordinator (EVC).

3.3 Visits that are overseas, residential, or involve an adventurous activity.

- These follow point 2 above, as well as completion of additional forms by the EVC (EV4, EV1, Planning Checklist, Organising Residential Visits)

4. Curriculum Links

All visits should align with **curriculum objectives**. Activities may include:

English: Author visits, theatre trips

Science: Fieldwork, expert-led workshops

Geography: Local studies, trails

PE: Sporting events, specialist coaching

History: Museums, historical sites

RE: Visits to places of worship

Trip Leaders must **clearly define the educational purpose** of each visit in their planning documentation.

5. Roles & Responsibilities

5.1 Trip Leaders

Trip Leaders are responsible for:

- **Pre-approval:** Obtaining permission from the Headteacher before planning
- **Risk Assessments:** Conducted **at least 3-4 weeks prior** and reviewed by the EVC
- **Supervision & Safety:** Ensuring adequate staffing and first aid provision
- **Communication:** Keeping the school informed on departure, arrival, and any delays
- **Post-visit evaluation:** Completing feedback with the **EVC**

5.2 Supporting Staff & Volunteers

All staff must:

- Prioritise pupil safety and well-being
- Follow **Trip Leader instructions**
- Assist with discipline and supervision
- Never be left alone with children (for non-staff volunteers)

5.3 Educational Visits Coordinator (EVC)

The **EVC** ensures:

- Compliance with **LA and National Guidance**
- Adequate staff training/updates
- Thorough risk assessment checks/ratios
- Monitoring and evaluating trip outcomes

5.4 Acting Headteacher & Governing Body

- **The Headteacher** authorises all visits
- **The Governing Body** ensures the policy is reviewed **every 2 years**

6. Emergency Procedures

6.1 Medical Incidents

- First aid administered and **logged (Appendix)**
- Trip Leader decides if further medical care is needed
- Actions in risk assessment applied
- SLT (Senior Leadership Team) at school is informed
- **Parents contacted** by the Headteacher
- **Trip Leader remains with the affected individual** at all times

6.2 Critical Incidents

A **Critical Incident** includes (this is not an exhaustive list):

- Life-threatening injury or fatality
- Serious risk to a pupil
- Missing child

A Response to a critical incident should include:

- **A call to emergency services** (if applicable)
- **Inform Headteacher** immediately for guidance
- **Follow EVOLVE guidance**
- **Ensure pupil safety** at a designated secure location
- **Avoid media interaction** – refer all inquiries to the school

7. Food Arrangements

- The Impact Food Group provides packed lunches for pupils if requested
- All other pupils must bring a packed lunch which adheres to our strict guidance highlighted in our trip letter to parents
- Children and adults are informed that food sharing is prohibited due to allergy risks

8. Supervision Ratios

Minimum supervision levels:

Nursery: 1:2

Reception: 1:4

KS1 (Years 1-2): 1:6

KS2 (Years 3-4): 1:8 (public areas), 1:10 (indoor settings)

KS2 (Years 5-6): 1:8 (public areas), 1:10 (indoor settings)

EHCP pupils: 1:1 (parent/carer may assist where applicable)

9. Parent Volunteers

- Attend a **pre-trip briefing** and sign a **Parent Helper Agreement**
- Never left unsupervised with children including accompanying children to the toilets
- May be required to **accompany their child** if behaviour or needs warrant additional 1:1 support

10. Mobile Phones & Social Media

- No personal photography or calls by staff/volunteers except by the trip leader to relay arrival and departure
- No social media uploads (trip leaders will post updates via Class Dojo when safe to do so)
- Only Trip Leaders & Class Teachers may use phones for emergencies

11. First Aid

- Paediatric First Aider required for EYFS trips
- At least 2 trained First Aiders for all trips
- Medical plans & medication must be carried
- First aid logs completed after incidents

12. Parental Communication & Consent

Parents must:

- Provide up-to-date emergency contacts
- Sign medical consent forms
- Disclose relevant health conditions
- Discuss concerns with SLT if they withhold consent
- Understand that staff act 'in loco parentis'

13. Inclusion & Equal Opportunities

- No child is **excluded** due to reasons relation to medical or special educational needs
- Additional **1:1 support** may be required (parents may be invited to assist).
- Risk assessments must consider **specific accommodations** for all pupils
- For pupils with **challenging needs** additional planning will be **required** (he school reserves the right to **withdraw a pupil** if safety is compromised). Additional 1:1 risk assessment to be completed and shared with the parent

14. Charging Policy

- Pay-as-you-go system for trips
- 50% discount for families in receipt of the pupil premium grant
- Public transport preferred where possible to reduce costs

15. Transport

Trip Leaders select transport based on:

- Safety & supervision
- Journey time & accessibility
- Pupil needs & behaviour considerations
- Pupils must follow transport safety guidelines, including:
 - Always wearing 3 point seatbelts
 - Staying seated during the journey
 - Adhering to Green Cross Code when crossing roads

16. Training & Monitoring

- Staff induction includes TRIP procedures
- Regular professional development sessions highlight updates
- Trip evaluations
- Pre-trip planning support via the comprehensive checklist
- On-site observation when possible
- EVC attends trips as an additional support/mentor when possible

Approval / Revision History

Revision date	By	Summary of Changes Made
July 2019	Parmjit Kaur Varaitch	Minor additions to the general RA template, as well as review of appendices
10.10.2022	Amy Reeves	Addition of Local Learning Area policy and information Changes to historic information
02.07.2024	Parmjit Kaur Varaitch	Review of roles, additional forms for residential added, IFG added (new catering company)

List of appendices

Appendix: TRIP proposal pro-forma

Appendix: School TRIPS planning checklist

Appendix: Trips Booking Process Flowchart

Appendix: Parent/carer TRIP letter pro-forma

Appendix: Final parent/carer information letter (residential trips only)

Appendix: Pre visit planning form

Appendix: Specific risk assessment pro-forma

Appendix: General risk assessment (day events)

Appendix: General risk assessment (residential)

Appendix: Record of First Aid administration

Appendix: Next of kin (residential trips only)

Appendix: Pupil Code of Conduct

Appendix: Pupil medical form (residential trips only)

Appendix: Borough Emergency Procedure guidelines

Appendix a/b: Form EV1 (residential trips only) Form EV4

Appendix: Organising Residential Visits

Appendix: Planning Checklist for Offsite Residential Visits

Appendix: Trips evaluation form

Appendix: Parent helper agreement

Appendix: Permission to medicate (residential trips only)

Appendix: Local Learning Area policy

Appendix: Local Learning Area proposal pro-forma