



WIMBLEDON PARK PRIMARY SCHOOL

EDUCATIONAL VISITS POLICY

Approved by Governors Mar 2024

Next revision: Mar 2026

Wimbledon Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy is based on the principles outlined in *There and Back Again: The Outdoor Education Handbook* [Merton guidance for educational visits].

Aims of Educational Visits

The Governing Body seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. The school recognises the significant educational value of visits and activities that take place away from the immediate school environment.

Visits and off-site activities support, enrich and extend the curriculum. They also encourage co-operation, teamwork, the application of problem-solving skills, independence and self-confidence.

Residential opportunities, physical challenge and adventure have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Senior Leaders, the party leader, members of staff and volunteers, pupils and parents.

Approval for School Visits

The Headteacher or the Educational Visits Coordinator give approval for all school visits. The Governing Body should, however, be informed by the Headteacher about plans which involve:

- a residential element
- any visit abroad
- any visit where there is significant concern about health, safety or welfare
- any visit where there are significant financial implications for school funds

The Headteacher is assisted in approving and developing safe procedures for off-site visits by the school's Educational Visits Coordinator [EVC].

Getting Initial Approval for an Off-Site Visit

The Headteacher (or EVC) needs to be consulted and give approval in writing of initial plans for a visit **before approaching parents or making any bookings/ financial commitment.** Appendix A contains the initial approval forms. Approval will be needed at least three weeks before a proposed visit. For residential visits initial approval should be sought from the headteacher/EVC 6 months in advance using Appendix B.

Charging for Educational Visits must comply with the school Charging Policy.

Informing parents

Staff need to inform parents about visits. The letter/email will be approved by the Headteacher (or EVC) as part of the initial planning. Letters should be issued through the School Office. They should provide key information for parents about the visit; request relevant medical information; request voluntary contributions (where applicable); request parental consent, by means of a tick box, and volunteer support. (Volunteers will be subject to the appropriate safeguarding checks). Emergency contact details for the duration of the visit should also be requested.

Planning a visit in detail

The group leader should now make risk assessments and finalise arrangements for the visit. The checklist for this is in Appendix B and it is used eventually to give final approval to a visit. The most important factor in making appropriate plans and proper risk assessments is the group leader's knowledge of the journey and eventual destination. Consequently, a pre-visit is essential in almost all cases.

The EVC should be assured that all safeguarding arrangements are in place and understood. That the visit taking place are in line with the Prevent Duty, as defined by the 2015 Counter Terrorism and Security Act and that visits taking place are in line with the Equality Act 2010.

Volunteer Helpers

Visits often need volunteer helpers to ensure there are enough adults to care for the children. Ultimately it is the decision of the school as to whether it is advisable to accept a particular offer of help. The Group leader and School Educational Visits Co-ordinator (EVC) need to be satisfied as to competency. Acknowledgement and acceptance of offers of help should be made as soon as possible after the initial letter is sent to parents. It is important that volunteers are thanked for their offer and given advice both at a briefing meeting and through our 'Guidelines for adults accompanying children on school outings' (Appendix C). The guidelines can be sent out to parents before the briefing. Teachers should advise the Headteacher or EVC if they are likely to be short of volunteers as soon as possible. They should request a reserve in case of illness.

Adult: pupil ratios

The number of adults needed for a visit varies depending on the number and age of children, the specific needs of the children, the nature of the visit and the experience of the adults. *There and Back Again* gives London Borough of Merton guidance on ratios and the type of adults needed (e.g. staff / responsible adult male/female).

Risk assessments for the activities must form the basis for adult pupil ratios. It is school policy that the minimum national and local ratios must be met and generally we seek a higher proportion of adults to enhance children's learning, reduce risk and allow for absences.

Travel Arrangements

Free public transport, organised in advance from Transport for London, keeps the costs of educational visits to a minimum. Coaches are used when public transport is not an appropriate option. Generally, we do not use private cars, save in emergency, and there are specific assessments to be made if we do e.g. Is the vehicle roadworthy? Correctly licensed? Does the driver have confirmation from their insurers that they have cover for transporting children on an occasional voluntary basis? See *There and Back Again*.

When walking with large groups of children along busy roads, the accompanying adults will wear high visibility jackets to ensure they can be seen by the children and traffic.

Risk Assessments

A common sense and proportionate approach should be taken to risk assessment with the focus being on significant risks. A risk assessment must be undertaken before each visit, and these can be supported by generic risk assessments.

The school has developed a range of standard risk assessments. These can be very helpful for routine activities such as swimming lessons, trips to the Rec (the park adjoining Wimbledon Park Primary School) and small group visits in the local area (to the local shops). **However, these must be understood and used properly by the group leader.** They are not a replacement for proper planning. Any alterations made are likely to be as a result of pre-visits where staff have noticed changes to access or route planning since the last visit.

The EVC can give advice on risk assessment in general, suggest the ones that are needed and guide group leaders to generic ones drawn up by LB Merton and our own collection.

Collecting Money

Reply slips are completed online using Parentmail or Google Forms. All payments are made via ParentPay.

Medical Needs

The letter for day visits asks for information on medication needed by a child and to be taken on the visit. Group leaders check class health records to check for other conditions and health issues at the initial planning stage. Prior to departure they need to draw up a list of medical needs of the children, inform the adults in charge and ensure the lists and medications are taken on the visit. Children with medical needs, which may be problematic on the visit, should also be recorded on the risk assessment and where possible these children should be grouped with their class teacher (or parent, if they are accompanying the trip). Use of medication should be recorded in the medical room on return.

Residential visits need more detailed information. The same principle of informing party adults applies. Forms for recording the administration of medication also need to be taken on the visit.

First Aid

One member of the accompanying staff must, wherever possible, be first aid trained and staff accompanying a trip must be trained and able to provide any necessary support for pupils with medical needs e.g. use of epipen. A travel first aid kit should always be taken. Any necessary medication and details of any pupils with medical needs also need to be taken (e.g. healthcare plans or medical consent forms). Administration of any medication need to be in accordance with the schools Managing Medicines and Medical Conditions Policy (including using forms to record administration of any medication to pupils). Any accident or incident requiring first aid will need to be recorded on return from the visit under our usual procedures (accident forms should be taken on residential visits) and the EVC should be informed.

Emergencies

Group Leaders and deputies need to know what action to follow in case of emergencies. The Trip Leader should ensure that the levels of supervision are sufficient to allow the group to be split where necessary. A charged mobile phone is vital.

Activity centres should have their own emergency procedures. Details of these must be obtained in advance of the visit and compared with the recommended framework below. If there is any doubt about the safety of the arrangements the trip should not take place.

The Trip Leader should take with them the Educational Visits Coordinator prompts section of the school's Business Continuity Plan on every trip to use as a checklist of prompts when responding to an emergency (Appendix E).

For trips that involve a significant amount of outdoor activity, plan B alternatives should be prepared in advance to cover adverse weather eventualities.

The school Critical Incident Plan should be followed in the case of emergencies.

Serious Incidents

For serious incidents where the media may be involved, try to identify alternative telephone numbers, as lines will quickly become jammed. It is not for the party leader or other party members to discuss matters with the media, procedures for this are given below. Under no circumstances should the name of any casualty be divulged to the media.

The party leader should write down, as soon as practicable, all relevant details while they are still fresh in the memory. Other staff members might also be asked to do so. A record should be kept of the names and addresses of any witnesses. Any associated equipment should be kept in its original condition. Legal liability should not be discussed or admitted.

- Legal liability should not be discussed or admitted
- All accident forms should be completed as soon as possible and Insurers, the Health and Safety Executive and the LA should be informed as appropriate

The Children – Behaviour and Discipline

The children and adults need to be briefed before a visit. This will cover not only curriculum goals but expectations for behaviour and discipline. For younger children and short visits, the briefing can be given orally but a residential visit must be discussed in detail, possibly drawing up a written discipline code. The school's behaviour policy will apply during any visit, but the children will need to know how this operates, on a visit, and how important it is to follow instructions in unfamiliar environments and situations.

Parents – Keeping them informed

Parents may need additional information by letter following the initial approval. This will cover clothing and catering arrangements. Where there are significant changes to the programme or arrangements, parents will be informed.

For residential visits, parents will be invited to a meeting some weeks before the visit to give additional information on the arrangements and explain the emergency, medical and permission forms, clothing lists etc.

Final Approval and Reporting Back

Final approval for day visits must be sought at least 3 days before departure. The Headteacher or the EVC should check through all the arrangements and formally confirm them. Appendix B is the form used for the final checks. This form **MUST** be filed along with all the supporting documentation for the visit in the School's Educational Visits file in the School Office. As it is an auditable document, each form with the accompanying paperwork and journey accounts are filed. The records should be kept for at least 5 years from the date of the journey. The Group Leader should report back to the EVC verbally after the visit and significant points should be recorded by the EVC. Health and safety issues must be reported on.

Final approval for residential visits must be sought at least 1 month before departure. As with day visits all forms and accompanying documents are filed and kept for at least 5 years. The EVC and the Group Leader should record key findings from every residential trip. Any accidents, incidents or 'near misses' should be recorded.

On the day of the trip all adults accompanying the trip should record their mobile contact numbers for the day with their group list which will be distributed amongst all of the accompanying adults. The group leader should carry a copy of the Education Visits Critical Incident Task Sheet. Laminated copies are available in the school office. (Appendix E)

If travelling by coach, coach registration plates should be recorded on the documentation stored in the visits file. If more than one coach is used, a list of children and adults on each coach with the corresponding number plate must be left with Appendix B.

APPENDIX A

SCHOOL TRIP INITIAL APPROVAL FOR NON RESIDENTIAL VISIT

This form should be reviewed and signed by the Education Visits' Coordinator at least 3 weeks before the trip.

Trip leader:									
Year group school staff/first aider:									
Number of parent helpers/other school staff needed:									
Place of Visit:									
Educational purpose:									
Confirm opensource check has been carried out (e.g. place of visit does not promote extremism):									
Transport plan: Please tick relevant box(es) <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Walk</td> <td><input type="checkbox"/> Bus</td> </tr> <tr> <td><input type="checkbox"/> Coach</td> <td><input type="checkbox"/> Car *</td> </tr> <tr> <td><input type="checkbox"/> Train</td> <td><input type="checkbox"/> Underground</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other (<i>Please specify</i>)</td> </tr> </table> * Use of a car will require specific permissions		<input type="checkbox"/> Walk	<input type="checkbox"/> Bus	<input type="checkbox"/> Coach	<input type="checkbox"/> Car *	<input type="checkbox"/> Train	<input type="checkbox"/> Underground	<input type="checkbox"/> Other (<i>Please specify</i>)	
<input type="checkbox"/> Walk	<input type="checkbox"/> Bus								
<input type="checkbox"/> Coach	<input type="checkbox"/> Car *								
<input type="checkbox"/> Train	<input type="checkbox"/> Underground								
<input type="checkbox"/> Other (<i>Please specify</i>)									
Date and timings of Visit:									
Class/es:	No of Children:								
Adult/pupil ratio:									
Possible Risks/hazards foreseen: (inc. children with particular needs)									
Adverse weather Plan B:									
Total cost of trip: (inc pre visits)									
Cost per child:									

Signed by trip leader:

Date:

Signed by EVC:

Date:

Note:

- Please inform the School office if you require packed lunches for children on Free School Meals, or children who have paid for a school meal.
- Please liaise with School Business Manager/School Office on costs/payments.
- Please now book transport as far ahead as possible.

Please attach the following:

- Draft letter to Parents
- Risk assessments (if they have been carried out)

APPENDIX A

SCHOOL TRIP INITIAL APPROVAL FOR RESIDENTIAL VISIT

This form should be reviewed and signed by the Education Visits' Coordinator at least 3 months before the trip.

Trip leader/deputy:	
First aiders/other staff/adults:	
Place of Visit:	
Educational purpose:	
Knowledge of the location:	
Confirm opensource check has been carried out (e.g. place of visit does not promote extremism):	
Transport plan:	
Use of a car will require specific permissions	
Date and timings of Visit (attach draft timetable):	
Class/es:	No of Children:
Adult/pupil ratio:	
Possible Risks/hazards foreseen: (inc. children with particular needs)	
Adverse weather Plan B:	
Total cost of trip: (inc staff cover, travel, pre visits and venue)	
Cost per child:	
Possible financial support needs:	

Signed by trip leader:

Date:

Signed by EVC:

Date:

Note:

- Please inform the School office if you require packed lunches for children on Free School Meals, or children who have paid for a school meal.
- Please liaise with School Business Manager/School Office on costs/payments.
- Please now book transport as far ahead as possible.

Please attach the following:

- Draft letter to Parents
- Risk assessments (if they have been carried out)

APPENDIX B - NON-RESIDENTIAL TRIP FINAL APPROVAL AND CHECKLIST

This form is to be placed with the accompanying copied paperwork in the School Visits file in the School Office

Location of visit/address/contact details:	
Date and timings of Visit:	
Trip leader/deputy:	
SLT emergency contact: Paul Lufkin and Lisa Kingsbury (EVC)	
Other staff:	
Mobile phones/contact details (all staff):	
Parent helpers/volunteers:	
Class/es:	No of Children:
Transport plan and contact details (coach/tour/taxi company):	

It is confirmed that the trip leader and the EVC have approved the following (please attach where necessary for the trip file/pack):

Item	Date	EVC/HT Check
Initial approval form		
Pre visit carried out		
Final programme/timetable		
Risk assessments completed (including reviewing those completed by the visit organisation/provider/centre) and if needed, Adventure Activities Licensing Authority		
Transport Arrangements - Contact address of Tour Company/Coach Company/Taxi firm and telephone number, coach number plate		
Finance – calculation of costs to parents		
Parental consent forms completed for all children and medical forms showing medical needs		
Staffing levels agreed (based on risk)		
Group lists, group leaders and adult roles (including first aiders) Please issue our Guidelines before this. Confirmation that adults are CRB checked.		
Equipment sufficient and suitable		
First Aid arrangements in place		
Staff briefed		
Children briefed /code of conduct		
Emergency plan agreed		
Confirmation that the Trip Leader has arranged to take on the visit: first aid kit, class medical forms, emergency contact list, approved medications, charged mobile phones, critical incident checklist, copy of trip file documents		

Signed by trip leader:

Date:

APPENDIX B - RESIDENTIAL TRIP FINAL APPROVAL AND CHECKLIST

This form is to be placed with the accompanying copied paperwork in the School Visits file in the School Office

Location of visit/address/contact details:	
Date and timings of Visit:	
Trip leader/deputy:	
SLT emergency contact: Paul Lufkin and Lisa Kingsbury (EVC)	
Other staff:	
Mobile phones/contact details (all staff):	
Parent helpers/volunteers:	
Class/es:	No of Children:
Transport plan and contact details (coach/tour/taxi company):	

It is confirmed that the trip leader and the EVC have approved the following (please attach where necessary for the trip file/pack):

Item	Date	EVC/HT Check
Initial approval form		
Pre visit carried out		
Final programme/timetable		
Risk assessments completed (including reviewing those completed by the visit organisation/provider/centre) and if needed, Adventure Activities Licensing Authority		
Transport Arrangements - Contact address of Tour Company/Coach Company/Taxi firm and telephone number, coach number plate		
Finance – calculation of costs to parents		
Parental consent forms completed for all children and medical forms showing medical needs		
Staffing levels agreed (based on risk)		
Group lists, group leaders and adult roles (including first aiders) Please issue our Guidelines before this. Confirmation that adults are CRB checked.		
Equipment sufficient and suitable		
First Aid arrangements in place		
Staff briefed		
Children briefed /code of conduct		
Emergency plan agreed		
Confirmation that the Trip Leader has arranged to take on the visit: first aid kit, class medical forms, emergency contact list, approved medications, charged mobile phones, critical incident checklist, copy of trip file documents		

Signed by trip leader:

Date:

APPENDIX C – Wimbledon Park Primary School

Guidelines for parent volunteers accompanying an off-site visit

WIMBLEDON PARK PRIMARY SCHOOL

Opportunity, Excellence, Success

Guidelines for adults accompanying children on school outings

School Address: Havana Road, London SW19 8EJ

School Tel: 020 8946 4925

Thank you for agreeing to accompany us on our educational visit. We want it to be safe, educationally enriching and enjoyable for the children. The following information explains our expectations of you during the visit.

The teachers leading the visit will need to brief you before we leave. This is usually done around 20 minutes before departure and will cover important safety points and arrangements. You will also be told about how we expect the children to behave.

Before leaving school check you know:

- who is in your group (and that the children know who you are)
- medical / care needs of children in your group
- the outline of the day
- first aid and travel sickness arrangements, including staff with first aid training
- any special safety needs
- how to contact the Party Leader and Deputy Party Leader
- arrangements for visiting toilets

Key information on your group, their medical needs, contact numbers and the timetable will be written down for you by the Party Leader to take on the visit.

Keep the children in view at all times. Never allow a child to go off alone for any reason. Count your group regularly, particularly following a change in activity and whenever the teacher in charge asks.

If any child does not follow your instructions, report to one of the teachers immediately for support.

Listen carefully to the teacher's (or a Centre Guide's) instructions and make sure your group listens too.

We want the children to learn from the visit and you will pay a major part in this. Please talk to the children, points out things of interest and answer their questions.

The children and adults accompanying them should be 'safety aware' at all times, checking for problems and reporting them.

We expect children to be well behaved at all time, be aware of the needs of other visitors, and to be respectful of their surroundings.

We need to follow basic safety procedures when travelling. These include:

Walking along the road. Children should keep to their group and walk in pairs. They need to keep away from the pavement edge. The Party Leader will decide where to cross and will brief you beforehand on how this is done as well as give instructions at the time.

Coach journeys. The children must always wear seat belts. On coaches you should sit near your group and check they have put on their seat belt. Children should not sit in the front seats of the coach. They need to sit down for the whole journey. They should not get out of their seat until told to by the Party Leader. Teachers count the children on and off and are the last to get on and first to get off a coach. They will supervise the children climbing up into and down from the coach. Please help check the children have all their belongings. Children should not eat or have drinks but may need to sip water on occasion.

Car/ taxi journeys. The children must always wear seat belts and the same general rules apply as for coaches. The adult is the last in and first to get out of the car. It is important that the children slide across to get out on the pavement side. Children do not sit in the front seat.

Bus journeys. Same rules for coaches but there are no seat belts and there may not be enough seats for the children. The Party Leader will decide if buses are crowded whether to split the party into pre-arranged groups and/or wait for another bus. There will a set point to meet up again if the party splits. Children are seated wherever possible. If there are some seats short and the Party Leader decides it is reasonable for some children to stand, this has to be adjacent to a party adult who can check they are holding on. This would usually only be with our Key Stage 2 children. Particular care needs to be taken at bus stops to keep the children in their groups and away from the pavement edge, especially as the bus approaches. The children also need to be supervised getting onto and off the bus.

Trains and the Underground Same rules as for bus journeys. If the party is split between carriages there should always be at least two groups per carriage and an adult will be first on and last off, the other being last on and first off. Children need to keep away from the platform edge and not move towards the carriages until the train has stopped. Adults need to supervise children stepping into and out off the carriages.

If there is an emergency, we have procedures to help us. Make sure the other children are safe, seek help from school staff, stay calm and reassure the child involved.

THANK YOU FOR YOUR SUPPORT!

APPENDIX D Timeline for Educational Visits – Wimbledon Park Primary School

	Non Residential Visit	Residential Visit
Initial Approval	Must be sought at least 3 weeks prior to visit	Must be sought at least 6 months prior to visit
Informing parents	Letter sent to parents	Letter sent to parents Meeting organised for parents
Detailed Planning	Staff and volunteers Risk assessments Travel arrangements Collecting money Medical needs First Aid Emergency planning Code of conduct: children Written guidelines sent to volunteers	Staff and volunteers Risk assessments Travel arrangements Collecting money Medical needs First Aid Emergency planning Code of conduct: children
Final Approval	At least 3 days prior to visit	At least 1 month prior to departure Briefing for staff/ volunteers
Day of visit	Briefing for staff/ volunteers Paperwork to Educational Visits file	Paperwork to Educational Visits file
Reporting back	Group leader: verbal feedback to EVC Health and Safety issues noted Medication/first aid recorded Accidents reported	Group leader: verbal feedback to EVC EVC to make written record Health and Safety issues noted, including near misses Medication/first aid recorded Accidents reported
Administration	All written records to be kept for 5 years	All written records to be kept for 5 years

Appendix E – Critical Incident Task Sheet

Wimbledon Park Primary School

Responsible Person – Leader on every education visit

The educational visit leader should take a laminated copy of this task sheet on every educational visit, as well as a copy of the contact details sheets.

Ref	Educational visit leader - initial response	Tick / sign / time
E1	Ascertain the whereabouts of all pupils and staff. Ensure the emergency services are aware of anyone who is unaccounted for.	
E2	Contact the Headteacher (or nominated emergency contact) to ask for support. Remember to clarify international dialling codes if abroad.	
E3	Establish a basic overview of the incident. Ensure that accurate, factual information is available for those arriving on-scene.	
E4	Establish arrangements to meet the immediate welfare needs of pupils and staff.	
E5	Identify pupils with Special Educational Needs (SEN) and anyone who may be particularly vulnerable. Inform the emergency services of any pupils or staff with known medical conditions or requirements.	
E6	Ensure that a member of staff accompanies any pupils to hospital but remember the safety of everyone else, even if unharmed. Do not leave anybody on their own and try to maintain an adequate adult / pupil ratio.	
E7	Ensure other staff are briefed (and given tasks) on a regular basis. Ask staff to maintain a log of actions taken and decisions made.	
E8	Keep a log of important information, actions taken and decisions made.	
E9	Remember to retain any important items / documents. E.g.: <ul style="list-style-type: none"> ▪ Contact details ▪ Consent forms (including medical and next-of-kin details) ▪ Maps ▪ Tickets ▪ Insurance policies ▪ Proof of identity ▪ Passports (if abroad) 	
E10	Avoid making comments to the media until parents / carers have been informed.	
E11	Do not discuss legal liability with others.	

Ref	Educational visit leader - ongoing response	Tick / sign / time
E12	Continue to assess any risks to pupils and staff. Take action to prevent further harm if necessary.	
E13	Act as the main contact for co-ordination of the response and work closely with the Headteacher / nominated emergency contact. Continue to liaise with the emergency services and other organisations.	
E14	Continue to brief staff and allocate tasks on a regular basis.	
E15	Monitor and reassure pupils. Make arrangements for the longer-term welfare needs of pupils and staff.	
E16	Consult the Headteacher (or nominated emergency contact) about arrangements for notifying parents / carers and reuniting them with their children.	
E17	Liaise with the tour operator / provider, if appropriate.	
E18	Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.	
E19	If abroad, contact the Foreign & Commonwealth Office for support.	
E20	If abroad, check your insurance policy and seek insurance / legal advice before incurring any substantial expense (e.g. medical treatment).	
E21	Retain any receipts / documentation for insurance purposes. E.g.: <ul style="list-style-type: none"> ▪ Records of expenditure ▪ Medical certificates / hospital admission forms ▪ Police incident number 	
E22	Check that everyone who should have been notified of the incident has been informed. Remember that information given must be limited until the facts are clear and all parents / carers have been notified.	
E23	Ask the Headteacher (or nominated emergency contact) to assist with developing a media statement, with support from other organisations as appropriate. Devise an ongoing strategy for dealing with media requests.	
E24	Ask pupils and staff to avoid speculation when talking to the media. Try to prevent the spread of misinformation (especially through the use of mobile phones).	
E25	Please refer to appendix for providing welfare arrangements and post incident support after the initial emergency response.	
E26	Complete any necessary forms / paperwork.	