



Farnborough Road Infant school Educational Visit Policy

‘Learning, Caring and Achieving Together’

Introduction

At Farnborough Road Infants School we work hard to provide a rich and engaging curriculum for all our pupils. Visits and outings are viewed by the school as a way of contributing to children’s experiences and knowledge, expanding their cultural capital. This helps make the curriculum relevant and contributes to learning being reinforced and the transfer of knowledge to their long-term memory.

All visits must be planned to fit in with the planned curriculum and must be planned well in advance at the beginning of the school year to fit in with overall school arrangements. The Headteacher must be informed of all trips prior to any booking being made. Governors will also be informed of visits that are due to take place.

Educational Visits Responsibilities

Employer / LA	Headteacher	EVC /Headteacher	Visit Leads/ Class Teachers
Ensuring competency of specific staff in their tasks	Ensure charging procedures	Ensure Visit Leads are competent	Undertake the planning and preparation of the visit – briefing all staff and parents and carers who are attending
Monitor and support the EVC – provide training	Ensure visits are inclusive	Develop Leads in writing risk assessments	Ensure the appropriate ratios is appropriate to the environment
Register of Leaders and approval of employees	Ensure emergency procedures are in place	Ensure agreement is in place as to who is responsible for activities and supervision	Write the risk assessment - Identify and record significant hazards and safety measures to reduce risk. Make the risk assessment available to parents and Head so they understand the level of risk being managed.

Local Outings

There may be times when a teacher wishes to take their class out of the immediate school grounds to enhance curriculum work. If staff wish to walk around the local area then they must check that all pupils have had the permission signed by parents giving authority for this activity. There must be at least two other adults to accompany such a walk. Staff must never under any circumstances take a whole class out by themselves.

The Headteacher must always be informed if staff are planning such a walk and the times the class will be leaving and returning to the school site. If staff wish to visit a specific place (e.g. St. John’s Church, Liverpool Road Methodist Church) within the local area the same rules apply but staff must also have made contact with the place they intend to visit beforehand to check whether it is possible. Thank you letters afterwards either from the whole class or from one or two are a courtesy that should be observed.

If staff wish to visit somewhere further afield then they must follow the procedures below:

Planning

1. The member of staff responsible for organising the visit must inform the Headteacher.
2. The place staff wish to visit must be contacted to establish the cost of entrance, times available, supervision required, any special clothing and whether or not a guide/teacher will

- be available at the place. First Aid facilities must also be checked and included into any Risk Assessment conducted by staff.
3. A visit to the place to check on its suitability for visiting pupils and to conduct a Risk Assessment for the visit.
 4. Office staff must contact a travel company (it is often best to get two or three quotes and compare prices if possible) to establish the cost of transport there and back.
 5. Confirmation of arrangements – date, times and price – must be placed in writing to the place the class are visiting and to the travel company.

Finance

The School is covered under the Personal Accident Insurance Policy for school trips so there is no need to collect money from children for insurance cover.

All correspondence must be sent to the Headteacher and to the office as soon as staff have noted the details.

If the school is asked to pay 'on the door' at a place they are visiting, the teacher in charge of the visit will need to take a pre-signed blank cheque from School Fund. A receipt must be obtained and be handed back to the school office on return.

Parental Information

The member of staff responsible for organising the outing must arrange to send home a standardised letter to parents, detailing times and dates of visit, activities it will involve and cost.

The letter asks for parental 'contributions'. Children cannot be excluded on the grounds of non-payment (this information is also included in the school's prospectus).

If insufficient money is received the visit may have to be cancelled. Be sensitive to the needs of individual pupils when asking if they are going to pay. In cases of known hardship school funds will bear the cost.

Organisation and Staffing

The teacher responsible for organising the outing must ensure that procedure has been followed and is responsible for ensuring that risk assessments are completed and checked.

In the event of the person organising the outing not going a group leader for the day must be appointed and made known to all adults helping on the outing. They are responsible for ensuring that the risk assessment is shared and that all items for the trip are prepared for the outing.

Staff must ensure that they have appropriate adult to child ratios on their visit meeting statutory requirements for their age range. A member of the school staff must be nominated as the First Aider and will, if necessary accompany a child to hospital to await parents as the school representative if required. If the trip includes children who are under 5 years old a Paediatric First Aider must accompany the children on the trip and be present with the class when the children are eating.

Any medication required for a child must accompany the child on the trip and must be included in the Risk Assessment. The medical box including a spare inhaler and epi-pen must also accompany a class/year group on a trip/visit.

NO Child must ever go on a visit without having brought a signed consent slip from home. The consent slip is part of the original standardised letter and, regardless of payment, MUST be returned before that child is allowed to go. All consent slips must be kept until after the trip is over.

Risk assessments need to be completed for any outing off the school premises. Staff need to ensure that these are done well in advance of the day (see risk assessment template).

Completed risk assessments need to be given to the Office Manager, all staff and any volunteers. Staff and volunteers must sign to say they have read the Risk Assessment for the trip.

Volunteer expectations must be shared before the trip leaves the school building by the Senior Leader on the trip or the Head/Deputy Headteacher.

Outings and risk assessments will be evaluated by staff at the next year group meeting following their return from the outing. The outcomes/evaluations must be shared with the Headteacher at the Leadership meeting following the trip.

See Appendix 1 – Important Trip Information for all staff

Expectations of Pupils

Prior to pupils leaving the site the teacher must remind pupils about safe conduct/ behaviour and any rules that may need to be applied e.g. walking with partner holding hands, ensuring all seat belts are fastened, staying with class teacher etc.

It is the expectation of the school that all children will travel together on the transport organised by the school so that the children share the same experience.

Emergency Procedures

The school has agreed generic emergency procedures that cover all outings which must be followed in case of emergency. Key Stage Leaders are responsible for ensuring that all staff and volunteers are familiar with these before any outing from school.

Conclusion

Taking children out of school is often taken for granted as a normal school activity. Pupils must be supervised at all times on a visit and must never be let out of their supervisor's sight. Teachers and support staff forfeit the right to a break or lunch break on day long visits. You are in 'Loco Parentis' the entire time.

This policy will be reviewed regularly.
Updated October 2025

Signed _____ **Date** _____ **Headteacher.**

Signed _____ **Date** _____ **Chair of Governors.**

Farnborough Road Infant School

Important Trip Information for All Staff

“Learning, Caring and Achieving Together”

- Ratios will depend on your year group risk assessment for the trip and the needs of the children.
We would recommend at least 1:5 for Nursery children and 1:10 Reception to Year 2
A member of Paediatric first aid staff should accompany all Nursery and Reception trips.
- Allocate groups of children to the adults accompanying you on the trip considering the medical and learning needs of the children as you whether they should be allocated to a volunteer helper or a member of school staff.
- When leaving the school building a member of the school staff should be allocated to the beginning and end of any class line of the class and should walk on the road side of the line. Children should walk in 2s, holding hands. Both members of staff should conduct regular counts of the whole class throughout the trip.
- Please ensure the children look carefully at who is in their group. Volunteer helpers should be encouraged to count their group as an additional check. This is particularly relevant when eg the children are coming out of public toilets or any different buildings.
- Children should go to the toilet before they leave school and before they leave the trip destination. A member of school staff should always supervise the toilets. The coach should not stop on the way to the destination or on the way back to school.
- Staff should be sat strategically on the coach. One member of staff should sit at the front to communicate with the coach driver, one at the fire exit and the other adults throughout the coach. Staff are responsible for checking children’s seat belt are secure.
- Whilst you may have your mobiles phone with you, you must use the same discretion as you would in school –photos should only be taken from the class I-Pad.
- No products containing nuts should be taken on the trip. Volunteers should not share any food / drinks with the children.
- First Aid / Medication should be administered by a member of teaching staff / qualified first aider and should be recorded appropriately. Emergency medication should be taken by the trip leader and should be aware that they may be contacted if this is needed.
- Volunteers should stay with the whole class group at all times. If a child needs to go to the toilet a member of school staff should take the child, unless the child’s parent is in attendance, while another member of staff will be with the rest of the class.
- Please share a copy of the class risk assessment with all adults who should read it carefully and sign it before leaving the school premises within this all adults should be made aware of any medical needs of children in the class and their group.
- If you have any concerns regarding conduct of children, parents or staff on the trip please see the Head/Deputy Head on your return to school.
- Don’t forget a sick bucket, changes of clothes, first aid and emergency medications, and the class iPad!

In the unlikely event that a member of your group is missing

1. Ensure the rest of the class / group are sat down and are with a member of school staff. Do not continue with any activities.
2. Class Teacher to search the immediate vicinity but should not search beyond that.
3. Class teacher to alert the trip venue staff that a child is missing.
4. Class Teacher to alert other staff on the trip that is a child is missing.
5. Class Teacher to search the venue thoroughly, supported by the trip venue staff
6. Trip leader to inform Head/ Deputy or SLT member at school.
7. The Headteacher will contact the police and the parent and provide further advice on procedure



Farnborough Road Infant School

Trip Information for Parents/Carers

"Learning, Caring and Achieving Together"

Thank you for volunteering to help us on the trip today. These are a few messages we need to share with you before joining the class.

- **Safeguarding is our most important role in school. If a child shares any concerning information with you today – please listen to the child, do not ask questions or promise to keep a secret, share the information with the class teacher as soon as possible - do not share this information with anyone else.**

- **You will be allocated a small group of children by the class teacher.**

Please ensure the children look carefully at who is in their group. Please continue to count them and encourage them to count each other throughout the day. This is particularly relevant when eg the children are coming out of toilets. Please alert a member of school staff immediately if a member of your group is not present.

A member of the school staff will be at the beginning and end of any line of the class and conduct regular counts of the whole class throughout the day.

- **Mobiles phones are not to be used on trips – Messages to school, individual parents and photos should only be delivered/taken from the class iPad.**

- **No products containing nuts should be taken on the trip. Please do not share any food / drinks with the children.**

- **First Aid should be administered by a member of school staff and will be recorded appropriately.**

- **Parents should stay with the whole class group at all times. If a child needs to go to the toilet a member of school staff should take the child to the toilet while another member of staff will be with the rest of the class.**

- **Please ask to see a copy of the class risk assessment, read it carefully and sign it before leaving school this morning. You will be made aware of any medical needs of children in the class / your group.**

- **If you have any concerns regarding conduct of children and staff on the trip please see the Head/Deputy Head on your return to school.**

We appreciate your support today and hope you have a lovely day with the children.