


Forty Hill CE School

Educational Visits Policy

Accepted by the Governing Body: April 2025

Review Date: April 2027

Our Vision




Jesus said "As I have loved you, so you must love one another.
By this everyone will know that you are my disciples." John 13:34-35

Following Jesus's example, we treat each other, our community, and God's amazing world with love, respect and compassion. We aspire to ignite curious minds, nurture a passion for learning and enable everyone to experience and share **faith**, **hope** and **service**.

Learning and living in Faith, Hope and Service

Our Values



To develop **confidence** and **respect** ,
to show **compassion** ,
to learn to be **reflective** and **responsible** ,
to grow **resilience** .

Learning and living in Faith, Hope and Service

In alignment with our school's vision, rooted in the teachings of Jesus as stated in John 13:34-35, "As I have loved you, so you must love one another. By this everyone will know that you are my disciples," our approach to educational visits embodies love, respect, and compassion for one another, our community, and God's creation. Educational visits provide unique opportunities to ignite curiosity, deepen understanding, and nurture a passion for learning. These experiences allow our pupils to live out the values of faith, hope, and service, offering them moments to connect their learning with the world beyond the classroom.

Through every educational visit, we aim to:

- Demonstrate and instil a love for one another and for God's world.
- Promote respect for diverse environments and cultures.
- Inspire hope through new experiences and perspectives.
- Foster a spirit of service by engaging with the wider community.

Our policy ensures that all visits are thoughtfully planned, inclusive, and provide safe and meaningful learning experiences, aligning with our mission to follow Jesus's example of love and compassion.

Intent

At Forty Hill, we believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Forty Hill a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust.
- Improved achievement and attainment across a range of curricular subjects.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.

- Physical skill acquisition and the development of a fit and healthy lifestyle.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

Implementation and Application

In addition to this Educational Visits Policy, Forty Hill CE School:

1. Adopts the Local Authority's (LA) document: 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE'.
2. Adopts National Guidance www.oeapng.info (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for all residential and some off-site activities <https://evolve.edufocus.co.uk/evco10/index.asp>

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance and agree to adhere to them.

Types of Visits and Approval

There are three 'types' of visit:

- 1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**

These visits must be risk assessed but do not have to be logged on EVOLVE.

- 2. Other non-residential visits within the UK that do not involve an adventurous activity. E.g. visits to museums, farms, theme parks, theatres, etc.**

These are checked and entered on to EVOLVE by the EVC. The EVC then submits to the Head for approval.

- 3. Visits that are residential, overseas and/or involve an adventurous activity.**

As above, but the Headteacher authorises and submits to the LA for approval.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits. They should obtain outline permission for a visit from the Head Teacher and EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

The visit leader is responsible for ensuring a risk assessment is carried out and that a risk assessment signed by the Headteacher at least 7 days in advance of the visit. The risk assessment will include the ratio of adult to children supervision and the number of first aiders or appointed person needed. The visit leader will share information with all staff involved in the visit. The visit leader is responsible for ensuring the Emergency Card, mobile phone, first aid kit and pupil medication are taken on the visit. (The Risk Assessment forms can be found on the Staff Shared Drive.)

It is the leader's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the school must be informed in order to inform the Headteacher and parents.

After the visit, leaders must ensure they inform the EVC and Headteacher of how the trip went.

The Educational Visits Coordinator (EVC) will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans/risk assessments before submitting them to the Head.

The Head Teacher has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to the LA for approval.

The Governing Body will approve the Educational Visits Policy and will ensure it is reviewed every three years or sooner if there is a change of guidance. They will also approve residential visits.

The Local Authority is responsible for the final approval of all visits that are residential, and/or involve an adventurous activity.

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Emergency Procedures

- A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.
- The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 1). All staff on visits are familiar with this plan.
- When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Supervision

It is important to have a sufficient ratio of adult supervisors to pupils. Although there is no legal requirement, the following ratio of adults to children is suggested by Forty Hill for trips:

Reception	1:6 (5 adults for 30 children)
Key Stage One	1:8 (4 adults for 30 children)
Key Stage Two	1:10 (3 adults for 30 children)
Children who need specific support	1:1 (i.e. children with Special Educational Needs)

Whatever the length and nature of the visit, regular head counting of pupils should take place. The visit leader should establish rendezvous points and tell adults, groups and pupils what to do if they become separated from the party. Parent helpers are welcome on educational visits and will attend a briefing with the teacher before the visit. Helpers who are not DBS checked will not be alone with children and must be guided by school staff at all times. All parent volunteers to be given an 'Educational Visits' information leaflet to ensure what their roles and responsibilities are during any visit. They will sign this before the visit to show they have read and understood the contents. (See Appendix 2)

Educational Visits Checklist and Parental Consent

- Forty Hill's Trip Planner forms part of the risk management process for visits and off-site activities
- Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time. However, parents will be informed by email if children will be taking part in an activity within this area.
- Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis.

Transport

- Transport is always considered before booking a trip.
- Where possible, we will use public transport in order to minimise costs and to enhance the opportunities children have to use public transport. If a coach is needed, this cost will be passed on to the parents. Staff will not drive their own car for trips unless in an emergency, with consent from the parent
- Parents may be asked to drive children to venues. This will be through consent from parents and facilitated by the parents themselves
- For short trips in small groups, taxis may be used (i.e. for sport tournaments) where a member of staff will accompany the children in the taxi

Mobile Phones and Social Network

- Under no circumstances should any adult use their mobile phone to take photographs or make phone calls (unless in an emergency) while on the visit.
- No photos should be posted on social media such as 'Facebook' and 'Twitter' and instant messaging services such as 'WhatsApp'.
- Any information about a child should only be passed onto the child's parent or guardian through the class teacher or Head teacher.

First Aid

- First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit.
- Every first aid kit will include basic resources to deal with minor injuries and a bottle of Piriton in case of an allergic reaction.
- Children with inhalers, epi-pens and specific medications will have their personal medication in the first aid kit and these children will be identified to all adults accompanying the trip prior to leaving the school.
- Trips for the Early Years must have at least one qualified Paediatric First Aider.

Swimming Lessons

- Swimming lessons for Year 5 are carefully regulated to ensure safety at all times. **At least 2** members of staff accompany children to and from the pool. Girls and boys have separate changing rooms.

Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. The School is required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage.

However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

At Forty Hill CE School, we will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. We will work with families to find ways so that all children can attend educational visits where possible and if appropriate.

General

- Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.
- These visits/activities do not require parental consent and do not normally need additional risk assessments / notes.

Operating Procedure for School Learning Area (including Jesus Church and Forty Hall)

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic.
- Other people / members of the public / animals.

- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- Play equipment.
- Water.

These are managed by a combination of the following:

- The Head must give verbal approval before a group leaves.
- There will normally be a minimum of two adults. Staff are familiar with the area, including any 'no go areas', and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group. Where appropriate, pupils are fully briefed on what to do if they become separated from the group. All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return. A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles).
- Staff to check area on arrival.

Charging for Visits

Parents will be asked for a voluntary contribution to help with the cost of trips that are related to a specific curriculum area. If not enough money is donated to cover costs, the school reserve the right to cancel the trip. For residential activities that are not solely for National Curriculum purposes, a charge will be made for board and lodgings. Parents reserve the right to withdraw their child from these residential trips.

Insurance

The school will hold insurance for trips. For adventurous trips or trips abroad or residential, the school will ensure that sufficient insurance is in place.

The school’s emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment’s emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry this LA Emergency ‘Card’

Emergency Card (Visit Leader)

This ‘card’ must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

London Borough of Enfield Emergency Contact 020 8379 2222 or if abroad: +44 208 379 2222

Be prepared to give:

Your name and Establishment/Group

Phone number & back up phone numbers

Exact Location

Nature of Incident

Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.



Forty Hill CE School

Protocol for Parents Helping on School Trips

At Forty Hill CE School we believe that the children’s learning is enhanced by ‘real life’ experiences, so we try to include a trip outside school in many of our topics. There is no firm rule about the ratios of adults to children on these trips, but we aim to work by the ‘rule of thumb’ that we need at least one adult to (the age of the children) e.g. 1:6 for Year 1, 1:10 for year 5 etc. Of course, some children have particular needs and may need 1:1 supervision. Looking after other people’s children is not a responsibility to be taken lightly and we do understand that some parents may not wish to sign up to this protocol. Where possible, we will ask parents who have had DBS checks for the school to join us on trips.

The following list, although not exhaustive, is our protocol for parents helping on school trips:

1. Parents invited to join us on trips are asked to support and care for **all children**, not just their own. Offers of help from parents are always appreciated, but the final decision on who will accompany the trip, and the number of parents needed, will be made by the school. We do try to encourage the children’s independence on trips and so we aim to strike the right balance when deciding the number of adults
2. Parents will be given a list of those children for whom they are responsible and the lists will also be available for all the parents in the class. Organisation of the groups will be undertaken by the school
3. Preschool children will not be included in trips unless they are specifically ‘family outings’
4. The class teacher will brief parent helpers on the experience planned for the children including the kind of questions that can be asked of them and things to point out. Parents will be expected to follow the direction of the class teacher and other members of school staff, especially itinerary timings and being in the right place for booked workshops. Parents are also expected to interact with the children throughout the trip to make the trip as enjoyable as possible for the children.
5. The class teacher will inform parent helpers if the class is going to visit the gift shop. Parents are asked to supervise the children carefully, because some are not given very much independence with their own money and may need guidance about what they can afford. **Parents must not purchase gifts for their own child, or the whole group** as this will disadvantage the other children. This also goes for the purchase of ice-creams, drinks or snacks for the children. Parents are asked to give spending money to their own child as normal
6. Parents must remain vigilant when supervising the children in public. **Mobile telephones must not be used for phone calls or taking photographs on a school trip.** If a parent needs to make or take a call or a text in an emergency, they should arrange for someone else to supervise the group for that time
7. Parents may need to take their groups to public toilets when required. All of our children are able to manage the toilet by themselves, so there is no need to enter the cubicle. If anyone is taken ill, parent helpers should inform the class teacher or teaching assistant at once and they will take over the management of that child
8. Parents will be expected to be responsible for their group but must not discipline or sanction a child. If calm, positive reinforcement is not working, parent helpers should ask a member of school staff to intervene

Thank you for coming on the trip with us and supporting the school and our children by signing up to this protocol. Remember, the most important thing is that the children have an enjoyable, memorable day and feel safe and cared for at all times.

Trip: **Year Group:** **Date:**

We, the undersigned, have read and agree to abide by the ‘School Trip Protocol’. Please sign and print below.

Name: _____

Signed _____

Date _____

