



MARTIN PRIMARY SCHOOL

Educational Visits Policy

Reviewed and updated: autumn 2025

Date of next review: autumn 2027

1. Key principles

At Martin Primary School we believe that visits are an integral part of an innovative and exciting curriculum.

Visits are used:

- to support, enrich and extend the curriculum in chosen subject areas
- to encourage the development of co-operation, team work and problem solving
- to help develop independence and self-confidence.

The policy covers all off site visits and activities organised through the school and for which the headteacher and governing body carry responsibility. All visits must be logged in EVOLVE for authorisation from the EVC (Educational Visits Coordinator) and Headteacher and, in the case of residential or overseas visit, the LA. The EVC at Martin Primary School is currently the Deputy Headteacher. Every visit must have a designated leader who is responsible for ensuring that all arrangements are complete, EVOLVE and all associated checklists are complete and is the designated point of contact with the school for the duration of the visit.

2. Aims of educational visits

- Educational visits are planned to support activities being undertaken in school.
- Children are prepared in advance to make the most of the opportunities provided by the visit.
- Follow up activities are completed in school when necessary.
- All children are included in school visits unless there are issues relating to the safety of themselves or others in the group.
- Children will make visits in line with the school's curriculum plan.
- A variety of visits are offered supplementing work in history, geography, science and other curriculum areas.
- All children are given the opportunity to visit a place of worship as well as galleries, museums and other places of interest.
- Children in year 6 are offered the opportunity to take part in a residential school journey.
- Full use will be made of the local area including the school grounds (see outdoor learning policy)

3. Links to the UN Convention on the Rights of the Child

Article 29: children's education should help them develop their talents and abilities.

4. Health and Safety

Health and safety issues are of paramount importance in the planning of educational visits and procedures for ensuring the safety of all members of the group will be addressed in the planning procedures that follow. Due regard will be taken by teachers organising educational visits to the school's policy and Local authority and National guidance on Planning of school visits and Health and Safety on School Visits.

5. Meeting the needs of all children

The children's safety and wellbeing is our priority when organising educational visits. It may be necessary to provide alternative arrangements for some of our children. This decision will be made with careful consideration in consultation with members of the Senior Leadership Team and a risk assessment may be carried out.

6. Transport

In line with the aims of the travel plan it is expected that sustainable methods of travel will be used. It is expected that EYFS and KS1 visits will be organised using coaches to travel to the

venue. Once children are in KS2 it is expected that, where possible, visits will be arranged to make use of public transport; either the underground to Central London venues or buses for local visits. However, the needs of a particular cohort and the relevant teaching staff will always be taken into account when deciding the most appropriate mode of transport.

Although primary school children travel free on London Transport any school group travelling needs to be booked via the Free Travel for Schools Scheme. This is done by a member of the school's administrative staff at the request of the lead teacher for the educational visit. Details and conditions of this service can be found in the main school office or from the EVC

If the venue is within walking distance (i.e. within a mile of the school) then it is expected that the group will walk.

7. Safety due to unforeseen transport problems or threat

Due to the raised concerns about safety it is necessary to have contingency plans in case of travel, or mobile phone connectivity, being disrupted due to a terrorist or other security alert.

In such situations Group leader(s) are responsible for making dynamic risk assessments and responding to the immediate situation. Group leaders will follow the advice of professionals, for example, police, at the site of the visit.

Children will have the school address and phone number on them in the form of a sticker or wrist band.

There must be an alternative route planned in case the journey on public transport is disrupted.

If no journey is possible then the party should seek refuge at a nearby safe place (a museum, gallery or nearby hotel for example). The school should then be contacted to inform of the situation.

8. Voluntary contributions

As and when required throughout the school year, parents/carers are requested to make a voluntary contribution towards the costs of the educational visits and workshops that have been planned for their child's particular year group.

Martin Primary School ensures that parents/carers on low incomes are informed of the support available to them when being asked for contributions towards the cost of school visits and workshops.

If insufficient funds are raised for an educational visit or workshop it may have to be cancelled, if the school is unable to fund it from another source.

The residential educational visit for Year 6 pupils is charged for separately. The charge made covers the cost of the board, lodgings, activities and transport. However, the charge made does not exceed the actual costs.

Any request for voluntary contributions or charges made is done so in line with the relevant guidance: ***Charging for school activities (Departmental advice for governing bodies, school leaders, school staff and local authorities) May 2018***

(For further details please refer to the school's Charging and Remissions Policy)

9. Planning and organisation

Visits are planned in year groups to support the learning of the children. The staff will select appropriate places to visit in line with the curriculum being delivered and with school procedures for planning school visits.

As far ahead as possible (minimum 3 months, for some visits the period will need to be even longer)

- Discuss visit with EVC to check appropriateness of visit and possible dates.
- Provisionally book the visit and organise transport (coaches should be booked as far in advance as possible).
- Inform office of dates chosen so meals can be cancelled at school.
- Record on EVOLVE software to secure approval.

One month before the visit

- Draft a letter with a permission slip to parents outlining dates, methods of transport, equipment needed and whether parents/carers are required to support. If the visit takes place over lunch, the letter should also ask whether the child will need a packed lunch provided by the school. (see below for further information).
- Have letter checked by EVC and headteacher, attach to EVOLVE.
- Organise preliminary visit to the location. Check toilet facilities, places to eat and safe routes for crossing roads.
- Identify staff to go on visit and then discuss with EVC to confirm, ensuring that staff pupil ratios are adequate for the type of visit being planned (see below).
- Complete Day Visit Approval form and attach to EVOLVE for EVC approval
- Meet with other staff/adults and inform them of the plans.
- Book tube/ bus tickets.

One week before the visit

- Ensure all permission slips have been received.
- Prepare an information sheet so that school is aware of the whereabouts of the party at all times.
- Ensure the party will be equipped with a mobile phone and that this number is held in school.
- Compile a list of medical information about the pupils attending the visit.
- Advise the school office about the number of packed lunches required for the trip.
- Confirm all arrangements with the place being visited and ensure transport is booked.
- Finalise details with other staff/adults attending the trip.

The day before the visit

- Photocopy itineraries and other relevant details for group leaders. Include mobile phone number(s).
- Compile a folder containing all the documentation for the trip, including emergency contact numbers, medical information and the names of pupils attending.
- Ensure all group leaders have a list of all children and know who they are responsible for.
- Make sure you have a first aid kit appropriate to the nature and duration of the visit. Ensure all medication required is taken. A first aider will attend all residential visits. It is advised that a first aider is an attender at all day visits.

9.2 Procedures for planning residential/overseas visits

As far ahead as possible (recommend 10-12 months)

- Discuss visit with EVC and secure approval.
- Select possible dates.
- Provisionally book the centre and organise transport.
- Book any other excursions that are planned.
- Inform office of dates chosen so meals can be cancelled at school.
- Compile a budget and calculate the contribution being requested.
- Write letter to parents with details of the visit and proposed cost. Include date of parents' meeting.
- Organise meeting for parents to outline the rationale for the visit and the proposed itinerary.
- Organise payment cards. Ask parents on Income support, as well as lower income parents/carers to contact the school to discuss financial support.
- Pay deposit.
- Begin logging details on EVOLVE
- Make preliminary visit to the centre and planned places of interest.
- If a preliminary visit is not possible, in the case of an overseas visit, then close liaison must be made with the accommodation centre regarding arrangements and the host school.
If such liaison is not possible then the visit must not proceed.
- Residential/overseas visits must be approved by the LA at least 28 days before departure.
- For overseas visits be aware of the timescales for booking flights and ensuring all participant details are submitted in time.
- Check all participants have valid passports for the visit.
- Attach all documents to EVOLVE and submit for approval.
- Residential visits must involve an experienced member of staff (must have been on similar visits previously) and a first aider as part of staff team.
- **Particular attention to be paid for Residential/Overseas visits.**
- Provisionally book the centre and organise transport. Ensure deadlines are clear for booking flights and submitting travel details where these are required.
- Ensure transfers are organised to and from airport.
- Risk assessments must cover all aspects of the visit – airports (if necessary) historical sites/museums, hotels/residential centres.
- Overseas and residential visits must be approved by the LA. Be aware of deadlines
- Ensure all members of the party have valid passports and details are collected for submission to airline.
- Ensure travel insurance is organised.
- Regular contact must be made with any overseas hotels or schools being visited as part of the visit.
- Overseas visits must involve a member of SLT and a first aider as part of staff team.

At least one month before the visit

- Draft a final letter to parents outlining dates, cost, equipment needed and the school's liability. Include health information and dietary needs.
- Have letter checked by EVC and headteacher.
- Organise any payments required in advance.
- Organise further preliminary visit to the location (if possible). Check toilet facilities, places to eat and safe routes for crossing roads.
- Ensure staff pupil ratios are adequate for the type of visit being planned.
- Complete Residential/overseas Visit Approval form on EVOLVE and submit to EVC.
- Meet with other staff/adults and inform them of the plans.
- Ensure all permission slips have been received.

- Prepare an information sheet so that school is aware of the whereabouts of the party at all times.
- Ensure the party will be equipped with a mobile phone and that this number is held in school.
- Compile a list of medical information about the pupils attending the visit.
- Confirm all arrangements with the centre and ensure transport is booked.
- Finalise details with other staff/adults attending the trip.

The week before the trip

- Photocopy itineraries and other relevant details for group leaders. Include mobile phone number.
- Compile a folder containing all the documentation for the trip, including emergency contact numbers, medical information and the names of pupils attending.
- Ensure all group leaders have a list of children they are responsible for.
- Make sure you have a first aid appropriate to the nature and duration of the visit. Ensure all medication required is taken. A first aider will attend all residential visits. It is advised that first aider is an attender at all day visits.

9.3 Visits to the East Finchley allotments

A letter has to be sent to all parents/carers of children informing them about the visit to the allotments. All visits need a risk assessment to be completed. This must be done at least two weeks before the intended visit. The risk assessment should also indicate clearly the adult child ratio and the names of the adults accompanying the visit.

9.4 Informing parents and carers

Letters providing information or asking for consent for all educational visits should always go via the head or other senior staff member. The letter should include details of the visit including places to be visited and methods of transport. A statement needs to be made to the effect that without sufficient voluntary contributions the visit may be cancelled. It is school policy that children do not take fizzy drinks or glass bottles with them as part of a packed lunch. Spending money is not usually allowed for visits.

This information is usually sent to parents in paper form. Consent slips are necessary for all educational visits. Parents/ carers must give written consent to the school, including via email, no later than the day before a trip. Any child without a consent form cannot leave the school premises. Permission given over the phone is not acceptable and cannot be taken as consent.

If parents/ carers do not wish their child to go on a visit then they must inform the school and give their reasons. Visits are planned as part of the curriculum and children may not simply be opted out of them. If the proposed visit is residential, overseas, or will involve unusual or high-risk activities, it is advisable to invite parents/ carers to a meeting where an outline of the activities can be given, and questions can be asked and answered.

When writing to acquire consent, it is also advisable to ask to be made aware of any allergies, medication and relevant medical history. You might also need to ask about the level of a pupil's swimming ability or the location, dosage and administration of a pupil's medication.

9.5 Staffing

Visits will be led by a teacher from school or a designated group leader from within the staff if this is appropriate. A level 3 or 4 TA may be asked to lead a group off site but the

organisation of the visit and the completion of all paperwork will still be the responsibility of the teacher planning the visit.

Adult to child ratios are not statutory but guidance states

1:4/5 Reception and Nursery

1: 6 Years 1-3

1:10/15 Years 4-6

For further guidance see [Health and Safety of Pupils on Educational Visits](#). A copy of this document is in the folder on the server.

9.6 Use of non-staff helpers

Parents/ carers, Governors and friends of the school may be asked to accompany trips to support safe supervision levels. If helpers do not have the appropriate checks, they must not be left alone with children at any time. Groups should be divided so that there is a member of staff responsible for children at all times. Staff will ensure any information parents are given to support them on the trip e.g. groupings does NOT include sensitive and personal information for example medical conditions of children.

If staff decide as a team that parent/ carer support is needed the following procedures will be followed.

- In the year group's letter about the visit it will be indicated that there will be the need for parent/ carer support.
- Parents/ carers who are offering to attend the visit will give their names to the office by the date indicated in the visit letter.
- Once the date has passed, staff will collect the names from the office.
- If more people volunteer than needed of the children names will be drawn out.
- Parents/ carers will be informed as soon as possible if / if not their support is needed. Staff will keep a list of parents/carers that have been taken on the visit.
- Parent/ carers will only be taken on one visit a year unless there is a need for them to attend more.
- All parent/ carers attending a visit must read the parent agreement form.

10. Managing the unexpected

All staff on a visit must have contact numbers for the school, the headteacher and deputy head in case contact needs to be made during the visit.

All adults should take their mobile phone with them on the educational visit. During the day, these will not be taken out and used for personal reasons. They may be used by staff to communicate about the visit and there are a range of reasons which may necessitate this. For example: to contact school, to receive calls from school, to speak to relevant providers (e.g. the coach company) or in an emergency.

If the visit is after the end of the normal school day or there is the likelihood of a late return then contact numbers for the children on the visit should be taken. This will especially apply to sports fixtures or small groups such as dance groups or choir and, of course, school journey and other residential or overseas visits. If a visit planned for the school day is in danger of overrunning then the school must be informed so that parents can be contacted and arrangements made.

Staff will follow the following procedures for unforeseen occurrences: For school read office/head/deputy depending on the time that the incident happens.

- A child is ill or injured – contact school to inform of action being taken. If after school inform parents.
- A member of staff is ill or injured – contact school to inform of revised plans for the arrangements to the visit.
- A child is lost – contact staff at the venue, inform the school, contact police. The group would then be gathered together until the child is found.
- A group becomes split on public transport – the main group carries on to the end of the journey where they await the splinter group.
- A child is separated on public transport – a member of staff gets off at the next available station to contact LT staff and retrieve the missing child.

11. Documentation

All relevant forms are kept in the main school office and copies in the *information for teachers'* area in the shared area of the server. From January 2010 all school visit planning has been logged on the EVOLVE software package.

12. Evaluation of school visits

A form should be completed and returned to the EVC within 3 days of the visit taking place. Any serious issues need to be brought to the attention of the EVC and Headteacher as soon as possible, during the visit if possible and immediately on return if not.

Appendix 1

Educational visits Martin Primary School Parent/ Carer agreement

Dear Parents/ carer

Thank you for taking the time out of your busy day to accompany your child's class on an educational visit. We know your time is valuable and we really appreciate your help. As you will be aware, keeping everyone safe on a visit is our priority. Below are a set of guidelines, which we require you to understand and follow in order to help us ensure the safety of all. Please read through the guidance carefully and sign to acknowledge your understanding and agreement.

Travelling:

- All parents and carers accompanying educational visits must travel with the class to and from school.

Food:

- Please be aware no foods containing nuts may be brought on the visit as some of our children have severe allergies.
- You will not be able to buy yourself or any child, including your own, a treat or snack from any vendor while accompanying the visit. This includes hot drinks.

Mobile phones:

- Mobile phones must not be used in the presence of any children. This includes receiving or making calls and messages.
- Mobile phones are only allowed in an emergency for example to contact school or the emergency services.

Smoking/ Vaping

- No smoking or vaping is permitted during the educational visit including travelling times.

Photography:

- Photography **is strictly forbidden**. Please do not use your phone or any other camera device to take photos of any adults or children including your own.

Safeguarding and confidentiality

- In order to preserve the privacy of all children and families we request that you maintain confidentiality with any information you see or hear while on your visit. This includes any medical or other information about individual children's needs.
- No volunteer can be alone with children; this includes taking children to the toilet.
- We politely request that all volunteers use appropriate language around the children.

I understand and agree to follow these guidelines when accompanying children on educational visits at Martin Primary School.

Name: _____

Signed _____

Date: _____