



FOXBOROUGH PRIMARY SCHOOL

Educational Visits Policy

Policy confirmed by the Local Committee of
Foxborough Primary School

Key Document Details

Ratified: January 2025

Approver: Chair of Governors

Signed:

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Next Review: January 2027

Policy on Educational Visits

Foxborough Primary School has formally adopted, through its Governing Body, the Policy and Guidance for Educational Visits. Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year, the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

Out of hours Clubs e.g.: music, drama, art, science, sport, homework etc.

School sporting fixtures.

Regular nearby visits (swimming pool, libraries, schools, place of worship and areas of local interest)

Day visits for particular year groups

Residential Visits

Adventure Activities

Approval Procedure and Consent

The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher.

The Headteacher is advised of all trips before they take place. All risk assessments are agreed by the Headteacher. The Safeguarding governor reviews the risk assessments of all trips during each term.

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visits will be made by the school on behalf of parents/carers.

For out of hours' clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent and or complete a online FORMs for participation in these activities. Parents will be given the timetable for the activities that pupils are involved in and will be informed [by letter/phone call/call parents text system/through their son/daughter] if an activity has to be cancelled.

For Curriculum and Enrichment Trips we will request voluntary contributions but we will not exclude anyone who cannot make the contribution. However, if sufficient contributions are not received the trip may not go ahead.

For any visit lasting a day or more, parents will be asked to give consent via ParentPay, which permits their son/daughter to take part. A letter will be sent home giving details of the activities and arrangements for the visit.

For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

Staffing

Foxborough Primary School recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Any parent attending a trip who will be supervised at all times, will require a List 99 check. Any parent who will be attending and contributing to the supervisory ratio would require a DBS which the school would pay for if the parent was needed to ensure that the ratio was met.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory-visit, briefing teachers and other staff/parents, accessing training courses, reviewing and evaluating the visit or identifying time when the leader might work in partnership to undertake planning and risk assessments. Group leaders will be provided with the Pioneer Educational Trust guidance for organising internal/external school activities.

The Expectations of Pupils and Parents

The school has a clear code of conduct based on the school's 'Behaviour Policy'. Adherence to the Behaviour Policy will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if any behaviour is unacceptable. [The school should state the implication for parents (associated costs, collection of child) as part of the signed agreements from parents.]

Emergency Procedures

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Group Leader will have access to full details of all pupils and accompanying adults on the visit with the emergency school contact. Wherever possible parents will be asked for an emergency contact number on a permission slip. Where permission slips are electronic, the information held the school's Electronic database (Bromcom) will be used.

All incidents and accidents occurring on a visit will be reported back through the school systems following the Pioneer Educational Trust guidance for organising internal/external school activities which forms part of the staff handbook.

Evaluation

All visits will be evaluated by the Group Leader, including collecting 'pupil voice' to understand the pupils' experience during the trip.

The Group Leader is responsible for presenting a financial account using the Pioneer Educational Trust guidance for organising internal/external school activities, for the visit that will be audited as part of the school's procedures.

Appendix I

Expectations of the supervision on school trips

1. All trips require the consent of the Headteacher. Once consent has been obtained the trip organiser should visit the facility to see if it is suitable and obtain information in view of writing a risk assessment.
2. The safeguarding governor reviews all school trips/risk assessments when completing their termly visits. The file of insurance and risk assessments for school trips is available online and can be viewed at any time.
3. For proposed trips of one day or less, the risk assessment needs to be completed in advance so that insurance can be obtained.
4. For residential visits, the risk assessment must be completed one term in advance.
5. If the facility has their own risk assessment, the school needs to obtain a copy.
6. Prior to departure all staff should be provided with a copy of the risk assessment for the visit and be given a register of children in their care.
7. Prior to the visit the trip organiser should meet with all personnel involved and explain policies and procedures.
8. The ratio of children to adults should be determined upon risk assessment. However, as a minimum, please refer to the table:

KEY STAGE	MINIMUM RATIO
EYFS	Determined by risk assessment
KS1	1 adult: 6 pupils
LKS2	1 adult: 8 pupils
UKS2	1 adult: 10 pupils

This ratio, especially for younger pupils (EYFS), should be increased as the level of risk dictates and should be checked with a member of core SLT. Children who cause concern should be individually supervised or if the risk of taking them out of school is too great then they should be refused the opportunity if not accompanied by parent / guardian.

9. First aiders need to accompany all visits except local swimming sessions where lifeguards are provided.
10. The group leader or first aider should carry a suitable first aid pack in case of injury.
11. Regular head counts of small groups, and of the whole group, should be undertaken throughout the trip whenever reasonable to do so.
12. The group leader/trip organiser should count the whole group at strategic times during the trip and an agreement of the party size reached.

13. Accompanying parents should not supervise their own child (unless they have specifically asked to accompany them for H & S reasons in which case it is a 1:1 responsibility). Any parent attending a trip who will be supervised at all times will require a List 99 check. Any parent who will be attending and contributing to the supervisory ratio would require a DBS which the school would pay for if the parent was needed to ensure that the ratio was met. N.B. It can take 3-4 weeks for a DBS application to be processed so this should be applied for well in advance of the trip taking place.
14. A register of children and adults on each vehicle should be left with the school office before departure.
15. A register or headcount should be taken before the coach / minibus leaves any point.
16. Children should sit in the same place on the coach / minibus for each journey throughout the trip and must wear their seatbelts. This will assist the headcount.
17. It is preferable wherever possible for all members of a group and their supervising adult(s) to travel on the same vehicle.
18. A mobile phone should be available and working on each vehicle.
19. All members of staff and school should be updated with the correct mobile phone numbers before departure.
20. All vehicles should stay within a convenient distance of each other whilst travelling to and from any venue in case of emergency. They should not take different routes.

Appendix 2

Organising internal/external school activities

For External and internal activities, it is essential that you complete the Foxborough Event Booking Forms on sharepoint found here [FPS Staff Resources - Trips - All Documents](#) On each of these forms you will have to record details of the activity, students, accompanying staff etc. You will need to obtain a number of signatures to confirm that you have made all the requisite checks, obtained the necessary permissions, informed the right people and costed the activity properly.

There are two key people from whom you must get permission. Once you have received approval for the activity you can:

- Confirm the activity with students or parents either verbally or by letter,
- Pay any money, deposit or otherwise, to any company and
- Collect any money from students or parents.

The key person is the Headteacher, (for initial approval for activity to take place) also to approve the staffing requirements and calendar. In thier absence, approval can be sought from the Assistant Head.

All staff have a responsibility to ensure that whatever visits or events are organised, the impact on staff cover is minimal and all staff are able to do their jobs in a professional manner.

Staffing the Visit

Due to the implementation of “Rarely Cover”, staff are no longer able to cover for planned absences; this includes study visits. Supervisory adults accompanying a visit do not need to be qualified teachers. For example, they could be a parent, a partner, a governor, a member of the support staff, a supernumerary School’s Direct trainee, a PGCE student, etc. Please note, that if the visit is a residential visit, then anyone accompanying that visit must have undergone an enhanced DBS check. Be creative when trying to staff your visit and please feel free to discuss staffing with the Assistant Head. Any parent attending a trip who will be supervised at all times will require a List 99 check. Any parent who will be attending and contributing to the supervisory ratio would require a DBS which the school would pay for if the parent was needed to ensure that the ratio was met. N.B. It can take 3-4 weeks for a DBS application to be processed so this should be applied for well in advance of the trip taking place.

Guidelines for successful organisation of School Activities / Trips / Visits

The following table is designed to enable anyone to organise an activity/study visit, by following the stages as indicated. However, these are only guidelines and reference to other sources, outlined in more detail, should be made.

Task	Completed (✓/X)	Notes/Details
1. Planning and Preparation		
Trip venue selected and booked	✓	Confirm date, time, and arrangements with venue.

Risk assessment completed	✓	Risk assessment of venue and activities (transport, venue, supervision, etc.).
Parental consent forms sent and returned		Ensure all parents/guardians sign and return permission slips.
Emergency contact list updated		Ensure all students' contact details and medical needs are current and accessible.
Staff to pupil ratio confirmed		Foxborough Ratios: KS1 – 1:6 LKS2 – 1:8 UKS2 – 1:10
Transportation arranged	Yes NP Coaches	Confirm bus or coach bookings, drivers, and pickup/drop-off times. Trains
Medical information reviewed		Review medical needs, allergies, and medications required by students.
First aid kit prepared		Ensure first aid kit is packed and contains all necessary items.
Lunches		All Lunches must be pre ordered
Pre trip Briefing for all staff attending Learning objectives and itinerary prepared		Ensure the trip aligns with educational goals and an itinerary is distributed to all staff.
2. Day of the Trip		
Attendance and headcount conducted		Ensure all students are accounted for before leaving the school.
Students briefed on rules and safety		Explain expectations, buddy systems, and emergency procedures to students.
Staff and volunteers briefed		Ensure all staff know their roles, supervision areas, and emergency procedures.
Transportation checked for safety		Inspect transportation for safety (seatbelts, cleanliness, etc.).
Medication bag and student medication taken		Ensure all student medication is packed and accessible throughout the trip.
Route and venue directions confirmed		Ensure the driver and staff have clear directions to the destination and return.
Emergency contact list carried		Ensure a copy of all emergency contacts is taken by the trip leader.
3. At the Venue		

Final headcount upon arrival		Check all students have arrived safely at the venue.
Supervision roles confirmed		Allocate staff to specific student groups for consistent supervision.
Site safety procedures reviewed		Familiarize students and staff with the venue's safety procedures (emergency exits).
Break and meal arrangements confirmed		Ensure all students know where and when breaks and meals will take place.
Medical and first aid support in place		Confirm access to first aid at the venue and ensure first aider is available.
4. After the Trip		
Headcount before departure		Ensure all students are accounted for before leaving the venue.
Transportation rechecked		Confirm safe re-entry to the transportation and recheck the bus or coach for safety.
Final headcount upon return to school		Ensure all students have safely returned to school and are accounted for.
Parent communication sent		Inform parents/guardians of the safe return of students and provide a summary of the trip.
Trip evaluation and feedback		Complete an evaluation of the trip and gather feedback from staff and students.

Have you made arrangements if travelling abroad?

If travelling in EU countries, you are advised to get students to obtain a European Health Insurance Card. (This replaced the E111 form in January 2006). These can be obtained through the Post Office or on-line, via the DWP (DHSS).

Use the special overseas off-site forms if travelling abroad.

Check for valid passports and whether visas are required if a student does not have a British passport.