



CLARENDON PRIMARY SCHOOL

Together we shine



Educational Visits & Risk Assessment Policy

Reviewed:	Curriculum Subcommittee
Agreed (FGB):	Autumn 2025
Next Review Due:	Autumn 2028

Headteacher:
Mrs V. Chatterjee

RATIONALE

Safely managed educational visits with a clear purpose are a central part of a broad and balanced curriculum, and play a vibrant part of Clarendon Primary. They are an opportunity to extend children's learning and enrich their appreciation and understanding of themselves, others and the world around them. They are to be encouraged for all our children from entry into school.

PURPOSE

- To ensure that every child has the opportunity to benefit from educational visits to further their understanding of the curriculum and life experiences.
- To ensure that educational visits are fully inclusive.
- To ensure all visits are safe, purposeful and appropriate to meet educational needs of children taking part.
- To meet DfES guidelines (1998) entitled 'Health & Safety of Pupils on Education Visits' (HASPEV), Health & Safety – Responsibilities and Powers DfES 0803/2001; Management of Health & safety at Work regulations 1999 and DfES 3 part supplement any guidance published July 2002; Health & Safety at Work Act (1974); Adventure Activities (Young Person's Safety) Act 1995; Disability Discrimination Act 1995;
- To ensure where appropriate further advice is sought from the Local Authority and other technically competent personnel.

APPROVAL

All visits are linked to the school aims and where possible planned and approved well in advance in accordance with visits planning procedures. (See attached appendices)

- Before organising a visit every teacher needs read the procedures document and work through the criteria listed and shared. (Appendix 1)
- The teacher needs to ask the office team to collect 3 quotes for transport on the given day for the visit.
- The Educational Visits Proposal form needs to be completed and submitted to the Headteacher for approval against curriculum aims and objectives. (Appendix 2)
- Once the 'proposal' form has been completed the office team can then confirm the booking for the visit.
- Risk assessments for the school and the EV co-ordinator need to be submitted for review and approval.
- All paperwork is to be filed in the risk assessment folder which is stored centrally inside the office.

Governors will be informed of all visits via the School Newsletter but delegate approval of low risk and routine visits to the Headteacher. After Headteacher's approval all higher risk visits including adventurous activities and residential experience will be submitted for Governors' approval. Where appropriate, Local Authority approval and further technical advice will be sought by our named Educational Visits Coordinator (EVC). The EVC will approve group leadership, staffing requirements, risk assessments, management and evaluation of all visits.

- There will be a named Group Leader on all visits. The Group Leader will ensure sufficient staff and helpers of the right experience are checked (DBS if appropriate) and briefed throughout the visit.
- The Group Leader will complete a risk assessment using the school template as well as completing an EVOLVE risk assessment including generic, site specific restrictions. The site specific risk assessment will be attached to the EVOLVE risk assessment.
- The Group Leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance procedures are followed and logged within EVOLVE.
- Group Leaders will follow school procedure to ensure a named person, emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing children and parents.
- Group Leaders will, where possible, undertake exploratory visits or seek references from other schools if using new venues.

PARENTS

Parents will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details.

Where appropriate for high risk, residential and foreign visits meetings with parents will be arranged.

Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances.

Teachers are expected to communicate well in advance with parents to ensure that voluntary donations are in school in order to pay for the visit. Letters can be written by the office or a template has been provided that teachers could use. (Appendix 3)

A copy of this policy is available on request and on the school website.

CHILDREN

Children should be briefed about aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.

Wherever possible the children should be involved with planning the visits and discussing with the teacher all contributing factors for example: developing codes of conduct; assessing/managing risk and evaluating their own attitude; behaviour, and learning objectives.

CONCLUSION

Although part of health and safety policy, educational visits are an integral part of the curriculum plan and strategies for learning. It should be closely linked to equal opportunities, special needs, policies for inclusion and staff development.

Appendix 1:

Clarendon Educational Visits – Procedures



When thinking about a visit, first make initial enquiries with the venue and get quotes. At this stage you should notify the Headteacher of your basic plans. (This should be using the educational visit proposal form.) Always give a minimum of 3 weeks' notice; otherwise there is not enough time to complete the following steps.

- Please complete the coach booking pro forma and pass to Janine or Alison in the office so that coach quotes can be obtained.
- If the coach quotes and venue price are a reasonable amount for the children to pay, you must fill in an Educational Visit Pro Forma. This form must be agreed and signed by the Headteacher before confirming the venue, the coach and sending letters home.
- Once the above has been done you should access the Evolve Website and input the details you have so far. This needs to be done at least 3 weeks prior to the trip to ensure that the LA have enough time to authorise the visit (instructions are on a separate sheet for this.)
- Do not forget to confirm with Janine or Alison that you want the coach to be booked and PLEASE MAKE SURE THAT THE VISIT IS ENTERED INTO the school diary.
- Once all information has been put into Evolve and the risk assessment completed, you will then submit it to the Evolve Co-ordinator, Claire Coldwell, and the Headteacher for approval.
- Janine or Alison will compile a standard visit letter for you. They will bring to the class teacher for distribution.
- If there is a charge for the visit then please send all monies via Pay360.
- Permission slips should be returned to the class.

Lunchtime arrangements

- If your visit will mean that the children are out of school during the lunch hour, or will require an early lunch, it is the teacher's responsibility to let the office know. The office will then inform the kitchen of numbers and organise Natasha's Law documents to be sent to individual classes, etc. This will give the kitchen enough notice that there will be a class out of school so she doesn't order the food and cook them a dinner!
- Children who are entitled to a FSM or pay for their school meals will have a lunch provided. All correspondence being sent home should indicate this. If the child wishes to bring their own packed lunch the parent must inform the teacher when sending the reply slip back to school. If a child usually brings a packed lunch to school then they should do so for the visit. Children should be

encouraged to bring their lunch in plastic bags that can be disposed of and not to bring glass bottles.

Check List:

- ✓ Venue quote
- ✓ Coach quote
- ✓ Authorisation from Headteacher
- ✓ Evolve Website
- ✓ Risk Assessments
- ✓ Submit Evolve form
- ✓ Await approval from LA/ Headteacher
- ✓ Finalise bookings
- ✓ Send parent letter
- ✓ Monies to the office via Pay360 if applicable
- ✓ Keep reply slips safe
- ✓ Ensure kitchen have Natasha's Law packed lunch order or are notified of children being absent on the Monday of the week before the trip is to take place
- ✓ Chase any non-payers.

Appendix 2:

Clarendon Educational Visits Proposal Form



This must be completed at least 3 weeks before departure.

- Place/s to be visited and educational purpose of visit.

- Date of visit _____

Time of Departure _____

Time of Return _____

- Travel arrangements – include the name and telephone number of transport company if used

- Proposed financial arrangements:

Number of children _____ Number of staff _____

Cost of transport £ _____ divided by number of children and staff £ _____

Admission charges £ _____

Other costs £ _____

Total cost £ _____ Charge per child £ _____

- Have you completed Evolve Risk assessment? Yes/ No

The date risk assessment completed _____

- Is a preliminary visit to be undertaken? Yes/ No

If No, give a reason why not.

- Group details:
Age range _____ Boys _____ Girls _____ Adult/Child ratio _____

- Party Leader _____

- Names of other adults accompanying the visit.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Number of packed lunches required (Office to communicate with the kitchen) _____
- Date of initial letter to parents (attach a copy) _____
- Date of Pre Visit staff briefing _____
- Checklist on the day of visit:

Natasha's Law list

First aid bag

Plastic bags/ bucket

Mobile phone

Risk assessment completed

All parental consents received

Full list of children attending the visit attached to this form before leaving school

- Please ensure this form is signed before the initial letter is sent to parents.

I confirm that I am completely satisfied with all aspects of the planning, organisation and staffing for this visit.

I confirm that all appropriate parental consent will be obtained for this educational activity.

Signed _____ (Headteacher)

Date _____

Appendix 3:

Example letter to send to parents

Date:

Dear Parents / Carers,

As part of our topic this term, the children in year 4 will be visiting Croxteth Hall on Wednesday 2nd June. The children will leave School at 9.00 a.m. and return by the end of the day, 3.15 p.m. Should there be any change to these arrangements, we will telephone the School to inform them.

The children will travel in a coach, fully fitted with seat belts, and we are asking for £15.00 towards the cost of the trip. This cost is voluntary, **but the viability of the trip does depend on sufficient monies to cover the cost.** You may pay in instalments if you wish to do so, please speak to your child's class teacher.

The children should wear their School uniform. If your child usually has School dinners, then they will receive a packed lunch from the kitchen and should only bring a drink in a carton to supplement their 'picnic'. Children who normally bring a packed lunch to School should also bring a drink.

In cases of genuine financial difficulty, please make an appointment to speak with Mrs Chatterjee.

✂ ...Please cut, complete and return to your child's class teacher

I would like / not like my child to go to Croxteth Hall on Wednesday 2nd June 2022.

I wish my child, ?, to take part in the activities described on this information sheet. I understand that the school staff in charge of the party will take all reasonable care of the children.

Name of child.....Class.....

Signature.....

I enclose £15.00 towards the cost of the trip.