



Educational Visits and Activities Policy

Implementation Date: January 2016
Date / Term of last review: Michaelmas Term 2025

This policy applies to the whole school including those in the EYFS.

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| Next Review Date: | Michaelmas Term 2026 |

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| Website | Required | ✓ |
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1. Aims and objectives

- 1.1. We recognise that all schools must offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.
- 1.2. At Oakwood, we believe that learning outside the classroom is an essential component to our curriculum and place great value on educational visits and activities for all pupils, including EYFS. We believe all our children should be inspired and love learning with the opportunity for the development of knowledge, understanding, skills and attitudes through a broad experience both at school and in the wider community. Our wide programme of trips, visits and activities gives our pupils unique opportunities to develop their resourcefulness, initiative and to spend time together in an informal environment. Every trip, activity and visit is different with the common factor being that they all make an essential contribution to a pupil's development and education in the broadest sense of the word.
- 1.3. We have a large number of trips, out-of-school activities and visits at Oakwood School which are an important part of our educational ethos. We expect that every member of staff endorses the educational value of activities outside the classroom. We encourage all staff to promote the importance of trips and visits, to participate actively in these activities and to help with the arrangements as required. We always welcome suggestions from staff for new trips and actively look for exciting and inspiring opportunities to extend the children's learning beyond the classroom.
- 1.4. Examples of possible educational visits, trips and events include:
 - **English:** Theatre visits, visits by authors, poets and theatre groups
 - **Maths:** Maths challenges at Oakwood and other local schools
 - **Science:** Environmental activities in the local area, Chichester Planetarium, EYFS Mobile Planetarium, Staunton Country Park, Winchester Science Centre
 - **Art & DT:** Pallant House Gallery, use of the school grounds, Goodwood Sculpture Park, visits by local artists
 - **Geography:** Fieldwork studies, Village trails, The Witterings, Chichester Harbour Conservancy, river studies, Forest School
 - **History:** Arundel Castle, Novium Museum, Fishbourne Roman Palace, Hampton Court Palace, Weald & Downland Museum, Butser Ancient Farm
 - **Languages:** Immersion trip to France to observe culture, link in with places of historical interest and practise language skills, Primary Schools Language Challenge, 'Around the World' day
 - **Music:** Range of specialist music teaching, extra-curricular activities, carol singing in Chichester, attending concerts, School Carol Service, Chichester Festival
 - **PE & Swimming:** Extensive range of sporting fixtures, extra-curricular activities, visits by specialist coaches, swimming galas, participation in sailing events
- 1.5. We also have regular visits from our community police officers and health workers to support the personal, social and health education of our children of all ages. A local clergy member takes assembly at appropriate times throughout the year to link with the Christian calendar - Harvest, Advent, Christmas and Easter. Other people, from a variety of community groups and religious backgrounds are occasionally invited to lead assemblies, as appropriate, during the course of the school year.
- 1.6. The risk management of all sporting fixtures falls outside this policy as sporting activities come under the remit of the PE/Games department. Teachers leading or supervising sporting fixtures outside the school grounds need to follow the guidance information contained within the *Sport, PE and Match Policy*.

- 1.7. The risk management of the travel to and from sporting fixtures comes under both the sports and vehicles policy or procedure for each fixture. Any other, non-sports fixture trips undertaken by the Sports department are educational visits and should be approved as such.
- 1.8. Every educational visit must have clear aims and objectives designed to support and enhance curriculum delivery. Clear curriculum links should be set out in the Trip Request form.

2. Responsibilities and Organisation

- 2.1. This policy is informed by DCSF Guidance "The Health & Safety of Pupils on Educational Visits: A Good Practice Guide" (2004), in addition to DfE guidance - ['Health and Safety: on Educational Visits November 2018'](#) and will be reviewed annually or after any changes of legislation or approved codes of practice. This policy is also informed by the Outdoor Advisers' Panel [National Guidance](#), to which Educational Visit Coordinators (EVCs), Visit Leaders and others should refer.
- 2.2. In line with the above guidance we have an appointed Educational Visits Coordinator (EVC) to approve and oversee the organisation of all educational visits/trips. Miss Beth West is the Oakwood EVC. The EVC ensures that the trips are appropriate to the age and abilities of the children and planned, in accordance with this policy and the staff handbook, at least one term in advance. The Governors have oversight of all trips and activities through the Curriculum and Standards termly committee meeting.
- 2.3. Within each year group's programme of work the Heads of Departments and subject/class teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents at the beginning of each term in our School Calendar and on our school website. We plan other activities as the school year progresses and as opportunities present themselves; we inform parents of these via letters home, newsletters and in the 'Friday Flyer'.
- 2.4. The majority of educational visits and activities take place within the school day and are planned carefully for each year group, initially with local and shorter visits for younger pupils. The EVC approves all such visits in advance, in liaison with members of SMT or the SLT if required. We follow the guidelines laid down in our staff handbook, ensuring that arrangements comply with health and safety requirements, carrying out a risk assessment when required.
- 2.5. Every trip or visit, no matter how short, must be planned in advance by the member of staff who is in charge of organising and running it. All trips must be approved by the EVC. The member of staff will always have had experience of accompanying school visits before taking on the role of Group Leader and a Deputy Group Leader will also be nominated. Group Leaders are responsible for completing all pre-trip preparation and documentation, including appropriate risk assessments.
- 2.6. We expect at least one member of staff on any trip to have a relevant and valid First Aid certificate and all EYFS trips will have a designated member of staff with Paediatric First Aid certification.

3. Communication with Parents

- 3.1. Prior to every trip, a letter is sent to the parent(s) of each child who is attending. This letter details clothing and equipment that will be needed on the trip, travel arrangements and the itinerary. For residential trips, the letter also gives parents the information about who to contact should they wish to reach their son or daughter whilst on the trip, and attached to the letter will be a medical form which the parents are asked to complete and return to the School. This allows parents to list any special needs or medical conditions that their child suffers from, with details of any medication needed and how to administer it. The form also asks for all emergency contact details for the

parents/guardians. These forms will be taken on the residential trip by the Trip Leader. This information is also available via our School Online Communication System (SOCS).

- 3.2. If a visit is delayed, the group leader will inform the school office who will in turn email/telephone all the parents with the revised time of arrival.

4. Residential activities including visits abroad

- 4.1. Where a visit takes place in the UK and involves an overnight stay, additional measures should be put in place to protect and safeguard pupils. These should be in line with Oakwood's Safeguarding and Child Protection Policy. Overnight visits are approved by the Headteacher.
- 4.2. All children from Year 3 through to Year 6 have the opportunity to take part in a residential trip every academic year extending from 1 night away locally for Year 3 to 4 nights in France for Year 6. Pupils in Years 4, 5 and 6 have the opportunity to participate in the annual Oakwood Ski Trip in the Easter holidays. The school travels with 'Inter Ski', a well-known School Tour Operator ensuring all appropriate safety standards and liabilities are met.
- 4.3. The School will make sure that any organisation providing activities holds the LOTC (Learning Outside the Classroom) Quality Badge or similar local accreditation. The Adventuremark and LOTC quality badge, are non-statutory so if a centre is offering non-AALA-licensable activities and does not hold an Adventuremark or LOTC badge, it does not mean they cannot be used, only that more checks and measures should be carried out on the provider by the Trip Leader in consultation with the EVC.
- 4.4. Where practicable, any activities of an adventurous kind should be arranged through a specialist provider. However, qualified and experienced staff may organise and run visits with the approval of the EVC and Headteacher.
- 4.5. The School will consult the Foreign and Commonwealth Office's detailed guidance on foreign travel when organising a visit abroad.

5. Consent

- 5.1. We require specific, individual written consent if we are to take pupils on trips or visits that extend beyond the normal school day, involve an overnight stay (Residential trips in Y3-Y6), collection from a different venue, an overseas visit or extra cost. Pupils without a completed and signed consent form, which includes details of where parents may be contacted in an emergency, will not be able to take part in such activities.
- 5.2. The pupils may be offered to remain at school outside their year group.
- 5.3. These specific consent forms will be sent to parents well in advance and must reach the school at least 3 working days before the start of a trip.
- 5.4. Parents from Nursery to Year 2 will always be asked to give written consent for their child to take part in each specific activity or trip that takes their children off the school site. It is our policy to not accept 'one off' blanket consent forms for EYFS pupils and parents are advised that we are unable to take a child off site without the completed and signed consent form.

6. Supervision & Staff / Pupil Ratios

- 6.1. Appropriate staffing levels, close supervision and detailed planning are essential for even the shortest of excursions. Staff accompanying a trip must be DBS checked and appropriately qualified. We do not use parent volunteers and only use Oakwood staff and occasionally Governors as additional supervising adults on trips. Staff are always equipped with either a mobile phone, or school walkie-talkie if on site, and a first aid kit as well as pupil information.
- 6.2. Supervision ratios are determined as part of the planning and approval process. The appropriate ratio for any activity will be informed by the risk assessment where there are no specific external or school guidelines, such as the National Governing Bodies, that dictate instructor-pupil ratios. The decision should consider:
- Pupil gender, age, ability, competence and behaviour
 - Generic and specific supervision competencies
 - Special educational needs and disabilities (which may determine a higher ratio or individual care plans)
 - Duration and nature of the activity, including any journey required to get there/back
 - Location and environment of where the activity will take place, including accommodation and requirements of the venue
- 6.3. Oakwood complies with recommended staff to pupil ratios for visits and off-site activities as detailed below and for all EYFS visits an appropriate number of staff will hold a minimum of Level 3 statutory qualification in line with regulations:

| Ratio | Pupils' Year Group |
|--------------|--|
| 1:5 | Nursery and Kindergarten (with a higher ratio for under 3s) |
| 1:8 | Reception and Years 1-2 (with a higher ratio for the Under 5s) |
| 1:10 | Years 3-6 |
| 1:10 | All visits abroad |

7. Transport

- 7.1. The majority of curriculum trips are supported by the use of Oakwood vehicles although occasionally we will use an external coach company for larger numbers of pupils or public transport if appropriate.
- 7.2. Where coaches are being hired to provide the transport for an Educational Visit, due diligence must be carried out on the coach company prior to the visit. The EVC should make sure that the coach has well maintained vehicles, with seatbelts that work and the coaches are in a clean presentable condition. The EVC should have sight of the following documents:
- A copy of the current (PSV) operator's licence
 - Check of insurances including motor, fleet and public liability insurance
 - Due diligence on the company's reputation
- 7.3. We currently have two 17-seater minibuses and two 9-seater people carriers allowing capability to take whole year groups on trips at any one time. Staff should not drive a school minibus unless qualified as a minibus driver or has a D1 licence. Where possible, there should always be a second adult in every vehicle to support the health and safety of passengers. For any minibus journey that

lasts for longer than 1 hour, there should be a second member of staff who is also a qualified minibus driver. This will help cover emergency situations and prevent tiredness on long journeys.

- 7.4. The school will arrange minibus training for any staff who are involved in visits who need additional training and are not covered on their own driving license. At Oakwood School we expect every member of staff to complete a Drivers' Declaration Form before driving pupils in a school minibus or privately-owned vehicle. The completed forms are held by the Operations Manager.
- 7.5. Each seat in our vehicles has a belt. For some school visits, we hire a coach, but we only hire from those companies whose coaches have individual seat belts. We instruct all children travelling by coach or school vehicle to wear a seat belt. We follow the government guidelines that children of a certain height, weight or size sit on booster seats when travelling in school vehicles. Details of drivers and passengers on each vehicle are submitted to the School Office prior to departure. All pupils 135cm or below in height are seated on a school booster seat. Each minibus has this measured on the door.
- 7.6. Each Group Leader is asked to report to the Operations Manager any concerns or valuable observations relating to the school vehicles on their return to school.
- 7.7. Transporting pupils in staff cars will only be considered in exceptional circumstances with permission from the Operations Manager or Headteacher. Pupils will not be transported in parent helper cars unless specific parental permission has been obtained. Where a member of staff is required to transport a pupil in their personal car, this would never be on a one to one basis and parental permission will be sought as well as MOT certificates for the staff vehicle checked. Insurance cover is automatically provided through the school's "occasional business use" motor policy.

8. Safety, Risk Assessments and First Aid

- 8.1. Safety is of the utmost importance for all trips and educational visits. Prior to every educational visit, the lead staff member visits the site to undertake a pre-visit to enable a comprehensive risk assessment to be completed. If a site has their own risk assessment, it is attached to the School's risk assessment to supplement it. Please refer to the school's Risk Assessment Policy for further details.
- 8.2. All adults attending the visit have a copy of the risk assessment and itinerary prior to departure and these are updated with any amendments prior to departure. A copy of each is also given to the office. Risk Assessments are reviewed before each trip and updated as appropriate.
- 8.3. The Group Leader ensures a first aid kit, emergency contact numbers with medical details, a mobile phone and adequate drinking water is carried (or readily available) on every trip. All accompanying teachers are also made aware of any individual special medical needs. On all trips with EYFS pupils there will be at least one PFA qualified member of staff.
- 8.4. The Trip Leader and their deputy (or another designated member of staff), should carry an emergency pack at all times. Emergency packs should contain, as a minimum, a list of pupil/staff emergency contact details plus ages and a sufficient medical history of all pupils, including any medication requirements and any individual care plans or risk assessments. Care must be taken by staff to put measures in place to secure this data as it will be sensitive. Any loss of data must be reported to the EVC and Headteacher as soon as possible and definitely within 24hrs.

9. **Medical and Emergency Procedures**

- 9.1. If a pupil has a minor accident or becomes ill while on the trip, the Group Leader, or another supervising member of staff will take them to the local hospital or appropriate medical facility. If the trip is outside the UK, they will notify the insurers on their helpline to arrange (where possible) for the medical bill to be sent directly to the insurance company for settlement. If the accident is more serious (such as a broken leg when skiing), the school's medical insurers may arrange for the pupil, accompanied by a member of staff, to be repatriated to the UK. At Oakwood School we expect the Group Leader to telephone the school office who will inform the pupil's parents if their child has suffered an accident or injury that is serious enough to require medical treatment - as opposed to minor cuts and bruises.
- 9.2. In the event of a serious incident while on a trip the Group Leader and accompanying staff should refer to the guidance and procedures outlined in the following school policies:
 - Emergency Procedures for Dealing with Accidents and Incidents Off Site Policy
 - Missing Child Policy
 - Crisis Management Policy
- 9.3. All visits and trips should be evaluated after completion and records kept of incidents, accidents and near misses.

10. **Pupil Behaviour and Safety**

- 10.1. Safety is our priority. Staff are expected to prioritise the safety of all pupils on trips with appropriate staff: pupil ratios, instilling road safety awareness, conducting regular 'head counts' / registers throughout the day and expecting appropriate standards of behaviour and conduct from all pupils at all times.
- 10.2. We expect all pupils to behave in a respectful, polite manner reflecting the school's ethos and behaviour codes as stated in the Behaviour Management Policy and reinforced in 'The Oakwood Way'. All pupils are expected to follow the instructions given by both Oakwood staff or an external instructor when on school trips. We reserve the right to remove a pupil from an activity or send a pupil home early, at their parent's expense, if they decline to follow reasonable instructions given for their own safety or do not follow the School's behaviour code.
- 10.3. Sun protection for all pupils is of high priority and therefore we comply with the guidance given by www.sunsmart@cancer.org.uk and ensure pupils are equipped with appropriate clothing for every trip.

11. **Staff Behaviour and Conduct**

- 11.1. Oakwood expects that all adults acting in *loco parentis* on any school trip will be mindful of responsible and proper behaviour, so that they are able to exercise their professional judgement at all times.
- 11.2. Oakwood has a Staff Behaviour and Code of Conduct policy which is expected to be followed at all times whilst on an educational visit.

12. Safeguarding

- 12.1. Child safeguarding measures must be considered at an early stage of the planning and, ideally through pre-visits, appropriate venues should be chosen that allow staff to effectively manage the safeguarding of the students. In line with Oakwood's Safeguarding Policy, every member of staff or volunteer accompanying an Educational Visit is advised to adopt the attitude of 'it could happen here' where safeguarding is concerned.
- 12.2. The Safeguarding Policy underpins all operational practice at Oakwood School, including that outlined in this policy, and it should always be adhered to. If the Safeguarding Policy is updated, its contents override the contents of this policy, in relation to Safeguarding.
- 12.3. A key summary of safeguarding measures for staff to adhere to on educational visits can be found below. All supervisory staff or adults who are employed to instruct students must be Enhanced DBS checked before being allowed to supervise a group.
- 12.4. Staff should give careful consideration to sleeping arrangements on educational visits. The Trip Leader should consider staff and student rooms with child protection as the main focus, considering any additional needs. The relationship between staff and students on educational visits, particularly on residential visits, is often less formal than in the classroom, which can be of enormous benefit, but can also introduce higher risks.
- 12.5. Staff should be acutely aware of the professional boundaries within which they need to operate, and be at pains to maintain professional standards at all times, including in how they speak, how they act, the conversations they allow to take place between students in their presence etc. If students need first aid treatment or emotional support during a visit, particularly overnight, particular care should be taken by staff to provide this in a way in which professional boundaries are maintained, through visible, transparent and appropriate actions.
- 12.6. If staff become aware of a safeguarding incident, disclosure or concern whilst on an Educational Visit, they must follow the Safeguarding Policy and report it to the school's DSL.
- 12.7. If the disclosure/incident occurs out of hours, there should be adequate cover in place for this role – e.g. a member of the SLT who can manage or escalate the incident/disclosure or, for higher risk visits, a member of the Safeguarding team on call.
- 12.8. If the student in question is at immediate risk of harm, a referral should be made to social services or the police immediately. If this is done by someone other than the DSL, e.g. for reasons of urgency, the DSL must be notified, as soon as possible, that a referral has been made.
- 12.9. Oakwood's Safeguarding Policy must be referred to and followed, and incidents, concerns or disclosures must be recorded, maintaining confidentiality whilst prioritising the safety of the pupil(s) concerned.
- 12.10. When using external providers, clear handovers between provider and Oakwood staff should take place so it is evident to all who is responsible for the students at any point. Where reasonably practicable, visit staff should not leave students in the care of provider staff unobserved and monitored by Oakwood staff (unless in an emergency when that is necessary to preserve life or prevent an injured student's condition from worsening).
- 12.11. A Provider's safeguarding arrangements should be reviewed prior to the visit and questions raised, if necessary, by the Trip Leader. In the event of a potential safeguarding breach by provider staff (and after the immediate safeguarding of students has been secured), this should be raised immediately

by the Oakwood staff on site with the provider's management. Thereafter the liaison should be made between Oakwood's DSL and the Provider's own DSL. Further guidance can be found in Oakwood's Safeguarding Policy and the Keeping Children safe in Education (KCSiE 2025) statutory guidance from the Department for Education.

13. Use of school and personal devices for staff on trips

- 13.1. Staff are permitted to take their personal devices while out of school on trips including residential.
- 13.2. Staff must adhere to the *Mobile Devices (including Mobile Cameras) Policy for Staff, Governors, Volunteers and Visitors policy*. Staff wishing to use their own mobile device must sign a Bring Your Own Device (BYOD) statement (– See Appendix A within *Mobile Devices (including Mobile Cameras) Policy for Staff, Governors, Volunteers and Visitors*). Further information and guidance on non-school owned electronic devices can be found in the Staff Policy Handbook

14. Use of school and personal devices for pupils on trips

- 14.1. Pupils are not permitted to take their personal devices on school trips including residential and staff must ensure pupils are adhering to the *Online Safety Policy* and the *Mobile Devices (including Mobile Cameras) Policy for Staff, Governors, Volunteers and Visitors policy*.

15. Risk Assessments

- 15.1. In order for an educational visit to be approved to go ahead, a written, suitable and sufficient risk assessment must be submitted by the Visit Leader to the EVC up to two weeks prior to the trip.
- 15.2. Blank risk assessments can be downloaded from the Educational Trip & Visits folder on the shared drive. The risk assessment should be completed by the trip leader and should contain evidence of the knowledge of possible risks the children may be exposed to and controls to manage, avoid or mitigate them.
- 15.3. It is requested that these documents are updated on an annual basis, even if the trip has run before.
- 15.4. Dynamic risk assessments should be carried out by trip staff continuously. These will not usually be written at the time, but any significant changes made to the risk assessment as a whole or the control measures, or any additional hazards seen or anticipated should be recorded, e.g. they can be handwritten onto the risk assessment and documented in the evaluation form. This should then be made available by the EVC for the benefit of future visit staff.
- 15.5. Every effort should be made to include pupils with particular additional needs where possible, in accordance with Oakwood's SEND Policy.
- 15.6. Risk assessments should consider:
 - any additional aids or equipment that are needed;
 - any additional staff requirements – e.g. higher staff : pupil ratios
 - parking/access requirements for pupils with blue badge mobility issues (letting venues know in advance, which may allow parking closer to the entrance);
 - PEEPS (Personal Emergency Evacuation Plans) and evacuation arrangements.

16. **Finance & Insurance**

- 16.1. With the exception of residential Trips for Years 3-6, the school absorbs the charge for all educational trips and visits, as well as providing all necessary snacks, lunches and/or tea. Residential trips are subsidised by the school with parents having an additional charge added to their school bill in the appropriate term of the trip (typically the summer term bill).
- 16.2. The Group Leader is responsible for returning any unused 'petty cash' to the school, together with all related receipts.
- 16.3. The school follows the DCSF Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," (www.teachernet.gov.uk) and has all appropriate and necessary Employers' Liability Insurance and Public Liability Insurance, as well as a group travel policy that covers most visits inside the UK and overseas.
- 16.4. It is our policy to check that external activity providers have appropriate safety standards and liability insurance. When planning an activity involving caving, climbing, trekking, skiing and water sports we will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations (2004).

17. **Reporting to Governors**

- 17.1. The Education and Safeguarding committee maintain oversight of all school trips and visits reported on in the termly Headteacher's Report. The Headteacher may occasionally invite a Group Leader(s) or the Educational Visits Coordinator to present a report to Governors as appropriate.