



L A L E H A M L E A

A Catholic Independent Primary School for boys and girls aged 3 to 11

Headteacher: Mrs. M Reece

LALEHAM LEA SCHOOL & NURSERY

EDUCATIONAL VISITS POLICY

This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.

	Date	Signed
Date reviewed	June 2026	<i>M Reece</i> Headteacher
Ratified by the Board of Governors	June 2026	<i>Y Epale</i> Chair of Governors
Date of next review	June 2028	



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Policy Statement on Educational Visits

Educational visits are those activities arranged by or under the auspices of the school which take place outside the boundaries of the school.

Off-site visits are a valuable and integral part of children's education at Laleham Lea School. They are organised to support the curriculum that is taught, as well as to broaden children's experiences, skills and knowledge through activities and events they might not have otherwise been involved in. They offer pupils new learning opportunities and the chance to develop personal and social skills in an alternative environment. All pupils from Reception classes to Year 6 inclusive have the opportunity to take part in educational visits. For younger pupils activities to enhance their educational experience take place within the school grounds. (Paragraph 3.22)

The purpose and Value of Educational Visits

- To raise achievement by boosting self-esteem and motivation
- To develop key skills
- To develop social education and citizenship
- To promote education for sustainable development
- To promote health and fitness
- To provide memorable and enjoyable experiences
- To widen educational experience in offering new and exciting challenges
- To gain skills in leadership and working as a team
- To enhance the curriculum
- To provide opportunities to experience and learn from real-life situations
- To provide opportunities to apply class room theory to practical situations

It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to "statutory procedures". Off-site educational visits must be well managed, information communicated and responsibilities recognised.

This policy and the procedures detailed within it follows the advice and guidance found on the Outdoor Education Advisers' Panel (OEAP) National Guidance website, alongside the DfE's "Health and safety on educational visits".

Equal Opportunities

Laleham Lea is committed to value-driven inclusion. Every effort is made to ensure that all educational visits are fully accessible to all pupils, regardless of special educational needs and disabilities (SEND), medical conditions, ethnic origin, sex, or religion. In accordance with the Equality Act 2010, the School recognizes its statutory duty to make proactive reasonable adjustments to ensure that pupils with SEND or complex medical requirements are not placed at a substantial disadvantage or excluded from trips.

To facilitate this, the Visit Leader, Educational Visits Coordinator (EVC), and Special Educational Needs Coordinator (SENCO) will collaborate closely with parents/carers during the preliminary planning stages. This collaborative approach ensures that individual risk assessments, personalized care plans, and necessary



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adjustments (such as auxiliary aids, adapted transport, or enhanced staffing ratios) are implemented effectively to support full and safe participation wherever possible.

2. Roles and Responsibilities

2.1 The Governing Body satisfies itself that the appropriate procedures, risk assessments and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad or hazardous should be approved by the Governing Body. Such visits involve a period of time of more than 24 hours, an overnight stay or journey by sea or air. Such approval should be recorded in the minutes of the Governing Body. The Headteacher will include details of these activities in the report to Governors at the meeting of the Governing Body.

If the school uses an outside organization to provide an activity, the Educational Visits Coordinator will check the organization have appropriate safety standards (e.g. Learning Outside the Classroom Quality Badge) and liability insurance. These checks along with associated Risk Assessments would be submitted to the Governing Body when seeking approval for overnight or adventurous activities away from school.

The Governing Body retains overall responsibility for the health, safety and welfare of pupils.

2.2 The Headteacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local daily or regular nature. The Headteacher is responsible for ensuring that the visit is worthwhile and that the Party Leader is competent, and has paid, and will pay, due regard to the health and safety of all participants, the risks involved, the adequacy of adult supervision, and the need to communicate clearly with parents, pupils and staff about the implications of the visit, including contingency plans for unforeseen circumstances.

The Headteacher should:

- ensure that visits comply with the school's Health and Safety Policy
- ensure that the visits comply with the school's educational visits policy document
- ensure full compliance with any regulations and guidelines and will ensure that the Visit Leader is competent to undertake the activity.
- ensure that adequate child protection procedures are in place
- ensure that non-school staff accompanying the visit are appropriate people to supervise children
- ensure accreditation of external providers
- ensure that there is a contingency plan in place
- ensure emergency procedures are in place
- ensure that party leaders are allowed sufficient time to organise visits properly
- ensure all appropriate Risk Assessments have been reviewed and are in place prior to the visit
- allocate time and resources for staff training
- ensure that seek the Governing Body is aware of planned trips that are residential, abroad or hazardous



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2.3 The Educational Visits Co-ordinator (EVC – the Operations Manager) will ensure that all off-site educational activities follow the correct procedures and meet the employer’s and school’s requirements. The person with these responsibilities will assess the competence of the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that DBS and other relevant checks are in place where necessary
- Arrange Emergency Contact Duty officer and draw up proper procedures to be followed in such an event.
- Keep records and make reports of accidents and “near accidents”
- Review and regularly monitor procedures
- Ensure parents are informed and give consent

2.4 Visit/Group Leader - Teachers, volunteers, pupils and parents all have responsibilities during the course of any off-site activity in which they are participating, however, it is the Visit Leader who will have full responsibility for the safe running of the activity. The Visit Leader must have the skills, status and competence for the role, understand the risks and be familiar with the activity. The Group Leader is responsible for following the school’s policies and procedures. A risk assessment is necessary for all off-site visits and it is the group leader’s responsibility to ensure that this is completed, read and signed by accompanying staff and a signed copy given to the EVC. Significant risks and their control measures will need to be recorded and filed with the EVC.

This will take account of:

- Generic risks
- Event specific risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and risk assessment control measures.

The group leader is responsible for the conduct and supervision of the visit including direct responsibility for the pupils’ health, safety and welfare. They have overall responsibility for the control and leadership of staff.

2.5 Accompanying teachers and school staff have a duty of care for the pupils under their supervision, to act as any reasonably prudent parent would do in the same circumstances.

- They must take reasonable care of their own and others’ health and safety
- They must cooperate with their employers
- They should be aware of the school’s educational visits policy and follow procedures described within it
- Carry out duties and activities in accordance with training and instructions
- Inform the EVC and Headteacher of any serious risks



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2.6 All adults in charge of pupils during a visit have a duty of care to make sure they remain safe and healthy.

Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

2.7 Pupils

The party leader should make it clear to pupils that they must

- Follow the instructions of the party leader, other teachers and other supervisors including those at the venue of the visit
- Not take unnecessary risks
- Dress and behave appropriately and responsibly
- Look out for anything that may hurt or threaten themselves or other members of the group and tell the party leader or other supervising member of school staff about it

3. **Procedures Involved in Planning an Educational Visit**

All off-site activities must serve an educational purpose which is clearly related to the curriculum. They must be suitable for the age of the pupils having regard to their ages, abilities, needs and aptitudes.

Visits may only be arranged after approval has been granted by the Headteacher. Permission should be sought by the member of staff responsible for the proposed visit (Group Leader) using Educational Visit form accompanied by a full risk assessment using form. The group leader should consult the school calendar to make sure there is no conflict between events.

3.1. Preliminary Preparations

Before arranging an off-site visit, the Group leader must:

- Have experience in the supervision of a comparable educational visit.
- Seek advice as necessary from experienced colleagues such as the EVC and other experienced group leaders.
- Consult filed risk assessments and evaluations from the EVC.
- Complete a full risk assessment as in 3.2 below. Wherever possible make a preliminary visit to the site in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age of the pupils, the size of the group, the time of year and probable weather conditions, and the suitability of the facilities. (The costs of such a visit should be included in overall cost of visit.)
- If a visit includes activities at a water site such as swimming pool or beach, at a farm or involve travel abroad the group leader should consult the EVC and DfE guidelines for more specific advice. More



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information is available from <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

3.2 Risk Assessments

A full risk assessment should be completed by the group leader for every visit following procedures explained in the guidelines for completing risk assessments.

The group leader should consult risk assessment documents of external providers and if applicable quote their Adventurous Activity Licence number.

The risk assessment should remain on file for every visit. Group leaders must be able to prove that they have considered all the risks before undertaking the visit. All risks identified must be reduced to an acceptable level if the visit is to take place. Risk assessments should be completed in consultation with other staff involved in the trip and signed by all staff accompanying the pupils.

For programmes including adventurous/potentially hazardous activities it is the responsibility of the group leader to ascertain whether the provider has completed the appropriate risk assessments and that these are available to the group leader, the appropriate licenses required, that instructors are fully qualified and that equipment is correctly provided and maintained.

A school retains responsibility for their pupils even if a qualified coach is responsible for the conducting of the activity. Thus a teacher should always be present at the activity or in the vicinity.

3.3 First Aid and Medical Issues

First aid should form part of the risk assessment. Before the visit the group leader should assess what level of first aid might be needed and what medicines and hospital packs are required for individual pupils taking part in the visit. Request for a first aid check and first aid kits should be made to the secretary at least two weeks before the visit commences.

A Paediatric First Aider must accompany all visits with EYFS children and a qualified first aider must accompany all other visits. A first aid bag will always accompany any group off-site and basic first aid provision will be applied if required. The school minibus is equipped with a first aid kit.

If any first aid or medicines are administered, the party leader should ensure that parents are informed on return to school and this is recorded on the child's medication form. Should a child's condition be more serious, then emergency services must be called. If a child requires such a service, an adult must accompany them and the parent must be contacted by either the School Office or the Visit Leader (if it is an out of school hour's visit). After school hours the school emergency contact must be informed. The party leader must ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together. Details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries. On return to school the party leader should complete an accident report and submit this to the EVC. Any major injuries will be recorded and reported in full compliance with RIDDOR guidelines.



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3.4 Supervision

All staff accompanying the visit should be made aware of their role and responsibilities and arrangements for the trip in advance, either in writing or at a meeting. A deputy leader should be appointed and fully briefed on the arrangements for the visit. It may be appropriate for all adults to be given a copy of the risk assessment. Each adult should be given a register of all pupils participating and those in their immediate care/ focus group. Details of medical conditions should be given to teaching staff and to a parent helper supervising that child if appropriate.

Parents should not be directly supervising their own child as a member of their group. This will be outlined in the 'parent/carer helper procedures.'

3.5 Supervision – DBS checks

It is desirable that non-school staff, parents should have DBS clearance. At the Headteacher's discretion, unvetted parents may accompany a visit but (in accordance with Keeping Children Safe in Education – KCSIE) must strictly remain within sight and hearing of a DBS-cleared member of school staff at all times. Parents accompanying a trip should be listed on trip Risk Assessments with relevant supervision in place in accordance with KCSIE.

- Staff make the decision as to which voluntary helpers accompany a visit and ensure their suitability.
- Every volunteer accompanying the visit is given the 'School Trip Parent/Carer Helper Procedures' (see Appendix 1). This is because they must know precisely what their role is and understand the responsibility that they have to ensure that they carry out their role.
- Each helper must be made aware of their responsibilities in advance of the visit.
- Each helper must be given relevant contact numbers for the school, activity leader via (school mobile number) etc. which must be confidentially disposed of at the end of the visit.
- Volunteers must understand that they have a responsibility to follow the instructions of the Visit Leader who must be a member of staff.

3.6 Supervision – Ratios and Pupil Supervision

In line with Department for Education (DfE) and OEAP National Guidance, the School does not apply rigid, blanket supervisory ratios. Instead, final staffing ratios for all educational visits are determined by a robust, activity-specific risk assessment. This assessment takes into account the age and vulnerability of the pupils (including those with SEND or medical needs), the nature of the venue, the weather, the transport methods, and the competence of the staff.

As a baseline benchmark for planning standard, low-risk day visits, the School utilizes the following target ratios:

Early Years Foundation Stage (Nursery & Reception): High-level supervision is maintained in strict compliance with statutory EYFS frameworks. Staffing is significantly enhanced from standard classroom ratios based on the specific venue with a minimum of 1:4 for where close physical supervision is required.



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Key Stage 1 (Years 1 to 2): A minimum of 1:6, with a strict minimum of two accompanying adults.

Lower Key Stage 2 (Year 3): A minimum of 1:8, with a minimum of two accompanying adults.

Upper Key Stage 2 (Years 4 to 6): A minimum of 1:15 for day trips, tightening to a minimum of 1:10 for residential visits and travel abroad.

If potentially hazardous activities are involved there must be sufficient supervision to ensure the safety of all participants and include qualified instructors as appropriate.

See <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits> for further information. These are minimum recommended ratios and ratios should be determined by a sound risk assessment. The quality and nature of the supervision must be planned and active, this is more important than merely having the correct supervisory ratio. Group leaders should assess the risks and consider an appropriate supervision level for their particular group. Minibus drivers who are not participating and coach drivers should not be included in the ratio.

3.7 Insurance

For all day trips both pupils and staff are covered by the school's liability insurance. If a visit involves potentially hazardous activities or travelling abroad the group leader should arrange for suitable insurance cover to be taken out as necessary, either through the Operations Manager or the Visit Provider. A copy of this should be available to parents.

For residential visits and visits abroad the group leader should carry the school's insurance card. This can be obtained from the Operations Manager.

3.8 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision. Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

Parents must be informed and give consent to all modes of transport by which their children will be journeying.

Coaches should only be booked from reputable coach companies. Coaches can be booked through the school Secretary. Only coaches with seat/lap belts can be used. Each child must have their own seat and seat belt. It is the responsibility of staff to check that pupils are wearing a good fitting properly fastened seat belt before the journey commences. Pupils should be made aware of the importance of keeping the seat belt fastened during the journey.

Use of school minibus

All drivers that wish to drive our minibus must be over the age of 25 years, in possession of a full, valid driving licence for a minimum of 2 years, hold both a D1 licence and have passed MIDAS training. (See minibus policy for further details.)



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Public Transport

Effective supervision of the pupils must be ensured. The adult: pupil ratio must be increased dependent on age of the children involved. This must be discussed with the EVC and authorised accordingly by the Headteacher.

3.9 Funding

The cost of all visits should be met by parental contribution and or budget allocation. Any costs met by the school budget must be agreed with relevant budget holder in advance of the trip being booked. This income must meet the complete cost of the visit.

Accurate records should be kept of all income and expenditure associated with a visit. These should be submitted to the EVC for approval.

3.10 Seeking Permission

The permission of the Headteacher is sufficient to begin research and risk assessments.

3.11 Making Bookings

Once permission has been granted, bookings can be made with outside venues or providers and for transport. It may be necessary (mainly for residential visits) to make provisional bookings initially until numbers have been confirmed by parental consent.

3.12 Internal Communications/internal approval

Once the agreement of the Headteacher has been obtained the visit must be entered on the School Calendar. The group leader should ensure that details of the visit are entered correctly in the school diary and school calendar.

Details must also be passed to the EVC, the School Secretary and the lunch supervisor needs to be informed.

It is also courteous at this stage to inform all staff who may be affected. Peripatetic teachers can be informed via the Music Teacher. The group leader must ensure that the implications of the visit are understood by teachers whose lessons will be affected, those who have practices or events with which the visit might clash, including the SENCO.

3.13 Communication with Parents

Parents must be provided with sufficient information to enable them to make informed decisions regarding their child's participation. This should include:

- Brief details of the activities to be undertaken and their educational/social value
- Any outside agency involved (e.g. museum, PGL etc)
- Transport arrangements
- Accommodation arrangements if applicable
- Catering arrangements



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- Dates and timings, including any arrangements parents may have to make to deliver/collect their child to or from specified locations.
- Supervision arrangements including details of any personnel other than school staff who will be instructing or leading activities
- Contact name for further enquiries
- Cost and method of payment
- Dress and equipment required
- Emergency contacts if different from normal
- Expectations regarding behaviour on the visit

All letters should be checked by the EVC and submitted to the Headteacher for approval.

3.14 Obtaining Parental Consent

Formal parental consent must be obtained electronically for all off-site educational visits via the creation of a **Compass Event**. Visit Leaders must ensure the digital notification provides parents with comprehensive details to allow for informed consent, explicitly stating:

- The educational purpose, date, and full itinerary of the visit.
- Exact departure and arrival times.
- Specific modes of transport (e.g., school minibus, hired coach, public transport).
- Required dress code, necessary equipment, and budgetary/pocket money allocations.

The submission of the digital Compass consent form constitutes a legally binding acknowledgment from parents/carers. It explicitly grants authorisation for school staff to seek emergency medical treatment or administer first aid if required. Furthermore, the electronic process mandates that parents review, verify, and update their child's current medical profile, dietary requirements, and emergency contact details prior to final event submission.

3.15 Information Meetings for Parents

If appropriate a briefing meeting for parents should be organised.

For residential visits a meeting should be held for all new trips in the preliminary stages.

For established trips parents should be given the opportunity to meet with the group leader before information is sent out.

In the final few weeks before the trip takes place an information meeting should be held to acquaint parents with final arrangements.

3.16 Communication with pupils



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As the time for the visit approaches students will need information regarding their involvement and responsibilities.

Two to three days before the visit the students will need reminders of times, transport arrangements, clothing, equipment and food required. If appropriate they will need advice on how much pocket money to bring and how to look after it. For juniors this should be written in their homework diary. For infants this can be displayed prominently on the classroom door or windows. Reminders about standards of behaviour and safety considerations should be made clear.

On the day of the visit the students should be given clear instructions about behaviour, times and rendezvous points. Each pupil should carry a card with the school name and telephone number, the Group Leader's name and the Laleham Lea mobile phone number. They should be given clear instructions of what to do if they become isolated. In the event that a pupil becomes separated from the group and cannot be immediately located, staff will instantly implement the school's Missing Child Policy / Procedures for a Child Missing on an Educational Visit. (See Missing Child Policy)

3.17 Emergency procedures

All adults accompanying a party are made aware, by the party leader, of the emergency procedures which will apply. Each adult is provided with an emergency telephone number. This will usually be the school number, but where an activity extends beyond the normal school day (include times with aftercare) the mobile/ home number of a designated emergency contact should be provided. In the event of an accident or other emergency the school's emergency procedures should be followed. These can be found in the staff handbook. Any serious injury, fatality, or dangerous occurrence on a trip will be reported immediately under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and that the ISI / DfE will be notified of any major safeguarding or critical incidents. Staff must only use school-sanctioned communication devices to contact parents.

3.18 Information required on the visit

The following information must be carried by the group leader throughout the visit.

Day Visits (i.e. taking place during normal school hours)

- Emergency contact numbers for school
- Contact numbers for staff on trip
- Details of medical conditions affecting all participants and details of any medication to be brought on the visit and its administration
- First aid kits
- Mobile phone- arrangements for the use of this should be made with the school secretary for the use of the school mobile phone.

Residential Visits U.K.



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- Details of medical conditions affecting all participants (including staff) and details of any medication to be brought on the visit and its administration.
- Copy of emergency procedures including 24 hour contact numbers of member of SLT who is emergency contact
- School insurance details and contact numbers

Residential Visits Abroad

As well the above,

- photocopies of each child's passport
- Global Health Insurance Card (GHIC), for visits to countries within the EU for every participant with an EU Passport (For pupils with a passport outside of the EU parents may wish to provide a copy of their family travel insurance.)
- A qualified first aider should be included on all residential visits.

3.19 Contact with school

All relevant information should be lodged with the Headteacher. This must include:

Visits within school hours

- Full details of the itinerary
- Address and telephone number of destination
- Transport arrangements
- Contact number for party leader (mobile phone number)
- List of all participants including adult helpers
- Emergency contact numbers for all participants

Visits outside school hours

- All of the above

A senior member of staff must act as the school contact and be given the above information and the name of provider, accommodation details and travel company.

3.20 ICT Equipment

Check the availability and condition of equipment to be used.

3.21 Dress code

Correct school uniform is always the preferred dress code. This includes a school blazer. Visits which involve outdoor, practical activities or physical activities may be the exception. Approval for this should be sought from the Headteacher. Students should wear high-vis vests when on school trips.



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3.22 Early Years Foundation Stage

Pupils younger than Reception classes do not take part in external/off-site visits. Activities to enhance the wider educational experience of these younger pupils take place within the school grounds. A full risk assessment is completed for each activity. A paediatric first aider will always attend every trip.

Conclusion - The purpose of all educational visits is to enhance children's learning experiences, to give opportunities for sensitive and purposeful interaction with peers and other adults in a safe and supportive framework. When carefully prepared and sufficiently supervised, they provide long lasting memories for all who took part.



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Appendix 1



Laleham Lea Educational Visit proposal form

Trip Leader:	
Visit to:	
Date:	
Year group/s & total number of students:	
Staff Ratios required:	
First Aider/s:	
Additional staff required	
Parent help requirements	
Curriculum Links:	
Packed Lunch needed?	
Departure time:	
Estimated return time:	
Method of Travel: Include Coach Company details if relevant Attach train/tube/walking routes if relevant	
Proposed itinerary:	
Cost Breakdown: Travel Entry Other Total proposed cost & cost per child	
Medical needs:	
Approved by:	



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Laleham Lea - School Trip Parent/Carer Helper Procedures

The staff of Laleham Lea thank you for volunteering to help on school visits as we appreciate we cannot offer such opportunities to the pupils without your help.

We would greatly appreciate it if you would follow these guidelines in order to ensure the safe and smooth running of our offsite visits:

1. Once it has been confirmed that you are able to help on the school trip, please inform the class teacher if you are no longer able to help. There are ratios for adults to children that to be adhered to and in the event of you cancelling then a replacement parent helper will be needed or the trip will have to be cancelled.
2. It is the Visit Leader's responsibility to make sure that you are made aware of the purpose and itinerary of the visit (including timings of workshops, toilets etc, and lunch arrangement details), any relevant maps, our expectations of pupils' behaviour and that you are provided with all relevant contact details.
3. All parent helpers must be given by the teacher before the group sets off: a list of the children in their group and any maps as needed, any details regarding times, workshops, toilets etc, and lunch arrangement details.
4. Parents are not allowed to have their own child in their group (SEN children can be 1:1 with their parents in special circumstances).
5. Your role is to accompany an allocated 'group' at all times. Please do not leave them unsupervised for any reason e.g. to talk on mobile phone, comfort stop etc. If you do need to leave the pupils for any reason, please arrange this with the Visit Leader.
6. You need to be aware of the well-being and safety of the pupils in your group at all times. Please listen out for any specific instructions given by the Visit Leader (e.g. crossing a road, walking along a busy pavement etc.)
7. Parents are asked to bring their mobile phones on school trips for emergency use only. Parents are kindly asked not to use their mobile phones for social / work calls for the duration of the trip. The parents need to be always focussed on their responsibility for the children in their group.
8. It is important that whatever happens on a school trip should remain confidential. Even positive comments can be misinterpreted. Please do not discuss children to other.
9. Please do not accompany children to the toilet – members of the school staff will do this.
10. Parents are not permitted to take photos of the children on their own personal devices. The visit Leader may request that you take photos for school use on the school device.
11. Parents are asked to support children to follow the school expectations of behaviour. In the event of any concerns about a child's behaviour in their group, the parent must refer to the Visit Leader.

Thank you again for offering your time and following these guidelines.

We hope you have an enjoyable visit!

Laleham Lea Primary School, 29 Peaks Hill, Purley, Surrey, CR8 3JJ