



Bentfield Primary School

Educational Visits Policy

Introduction

The Governing Body has the responsibility to ensure that off site visits comply with all appropriate guidance and legislation. It is essential that any Staff member of Bentfield Primary School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

Aim

All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development. All activities must have a clearly defined educational purpose and be accessible to all. To enrich the curriculum for the children at Bentfield Primary School, we offer a range of educational visits and other activities that add to what they learn at school.

Gaining approval for a trip

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

The Governors:

- must approve any visit involving an overnight stay or overseas.
- delegate the Headteacher/Educational Visits Co-ordinator (EVC) the responsibility to approve all other visits.
- provide guidance on appropriate costs of visits in the school charging and remissions policy. Further guidance on this can be found at <https://oeapng.info/downloads/legal-framework-and-employer-systems/> (3.2c Charging for School Activities)

The Headteacher or Educational Visits Co-ordinator (EVC) should:

- be responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made (for additional guidance see the SEND Code of Practice 0-25- Sept 2014).
- ensure the suitability of all staff appointed to the visit.
- ensure that the visit leader fully understands his/her responsibilities.
- implement effective emergency contact arrangements.
- ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

Parental Consent

Following the guidance as set out below by the OEAP and DfE, at Bentfield, written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. When pupils join Bentfield, parents are asked to submit an online consent via Arbor to cover educational visits during their time at primary school. Additional permission for trips will not be sought unless those trips take place outside of normal school hours. However, parents will be told where their child will be at all times and of any extra safety measures required, thus giving the opportunity to withdraw their child from an education visit.

OEAP guidance: <https://oeapng.info/downloads/good-practice/> (4.3d Parental Consent and Informing Parents)

DfE guidance: [Health & Safety on Educational Visits](#) (Nov 2018 Section 2)

Choosing a provider

After considering the reasons for the visit, the visit leader will check the provider. Further guidance can be found at: <https://oeapng.info/downloads/good-practice/> (Checklist – Assessing a Provider)

On residential, adventurous or overseas visits, leaders will check to see if the provider holds the LOfC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

Visits and staffing

All staff leading a school trip are required to familiarise themselves with the visit leader checklist: <https://oeapng.info/downloads/legal-framework-and-employer-systems/> (Checklist – Visit Leader) <https://oeapng.info/downloads/good-practice/> (Emergencies and Critical Incidents – Guidance for Leaders)

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

The visit

Before the visit

- Ensure appropriate risk assessment is completed (on Evolve website) at least 48 hours before the day of the visit.
- Inform all parents for non-local visits.
- Give the school office a copy of the 'School Visits Form' and ensure all relevant parties have been informed (see appendix A).
- Consider access for all pupils in their class and arrange appropriate staffing for the trip.

On the day

- Leave in the school office an amended list of children present and going on visit.
- Leave in the school office a full list of escorts and staff and groups of children for which they are responsible.
- Leave in the school office the itinerary for the entire day.
- Leave in the school office a copy of the written briefing notes for the escorts.
- Check children out of classroom to ensure bags, lunchboxes and any other equipment required are taken.
- Take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone.
- Give copies of emergency/critical incident cards to all leaders.

During the visit

- Children must be kept in escort's group at all times, if one urgently requires the toilets, they must be accompanied by other children. If a male escort is not available for the toilets then escort must check out male toilets *BUT CHILDREN MUST NEVER BE SENT INTO PUBLIC CONVENIENCES ON THEIR OWN.*
- Courtesy to the public must be shown at all times, care taken not to block pathways, etc.
- Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.
- Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency (see Appendix B).

On return

- Check all children off the coach and a member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or neighbour.
- A teacher must remain with uncollected children until all parents have arrived and all children have departed.
- Complete visit evaluation on Evolve within a week of the trip's completion.

Contact during the visit

There are some exceptional circumstances in which parents may need to contact staff or children on a visit. It may also be necessary for visit leaders to contact parents when on an educational visit.

- Where parents need to contact staff on the trip, they will call the school office, who will inform staff on the trip and relay any further information. Staff needing to contact parents, will also call the school office who will relay the communication as necessary.
- Where this lies out of school hours, a member of staff on the visit (usually the visit leader) and a designated member of staff who is not on the trip (usually the headteacher or deputy) will use the “soft phone” system from their mobile device as a point of contact; this will be set up to receive phone calls via an anonymous number and also can call out via the same number.

Financing the visit

When stating the cost for each individual, we will explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. We will stipulate the School’s policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. We will stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. We will state when and how we would like to receive payment – this will be primarily through Arbor.

For overnight residential visits, which take place outside of school hours, parents will be asked to pay for the cost of their child to attend the visit. In cases where the child qualifies for Pupil Premium funding, the school will use this to support the cost of the child attending the visit partially or fully in agreement with the parents of the child.

Insurance

Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools (teachers, pupils and parents) need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee (Employers Liability).

In respect of pupils, schools have a legal duty to take care of the well-being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought. There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

Indemnity

Written consent from parents, in line with Health and Safety on Educational Visits Department for Education guidance, is sought for any trip taking place in school hours at the beginning of each year. Additional consent, via Arbor, is required for any trip which will cover any time outside of school hours.

Insurance Provision

Teachers should be aware of the school provision for insurance.

See: Copy schedule of School Insurance from Essex County Council for off-site visits

Bentfield Primary School Educational Visits Policy- June 2025

Transport

When using coaches the school will adhere to all relevant requirements of coach use as set out by the company, including the guidance for coach drivers.

When using private cars (either staff or parents) the school will:

- Seek evidence that the vehicle is roadworthy, e.g. MOT certificate where relevant.
- Seek evidence that the driver holds an appropriate and valid licence.
- Seek evidence that there is a valid insurance policy covering the intended use. This requires that employees have “business use” cover.
- Ensuring that there is explicit parental consent to transport pupils in private cars and by specified persons.
- Ensuring that drivers properly understand their duty of care in this situation.

For further guidance see transport section in OEAP NG -

<https://oeapng.info/downloads/good-practice/> (4.5c Transport in Private Cars and 4.5f Checklist – Assessing a Coach Hire Provider)

Emergency / Critical Incident Procedures

- All leaders must carry the school’s ‘Critical Incident form’ with emergency telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school’s normal accident reporting procedures.

These procedures are set out in the school’s ‘Critical Incident Plan’ document.

For further guidance see emergencies section in OEAP NG -

<https://oeapng.info/downloads/good-practice/> (4.1e Emergencies and Critical Incidents – Guidance for Employers)

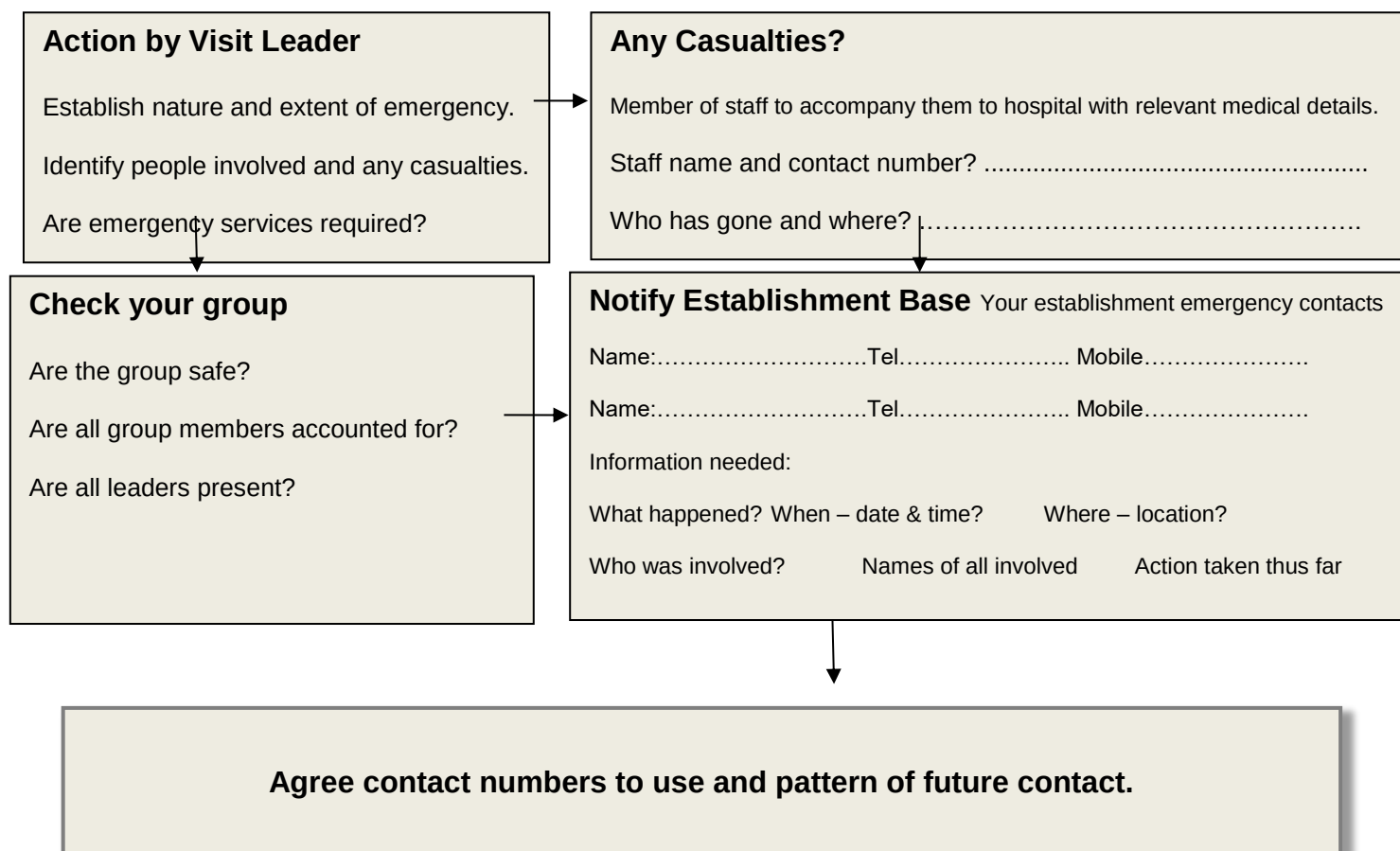
Monitoring and Evaluation

After any visit, it is a statutory requirement to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations. Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer’s advisory team.

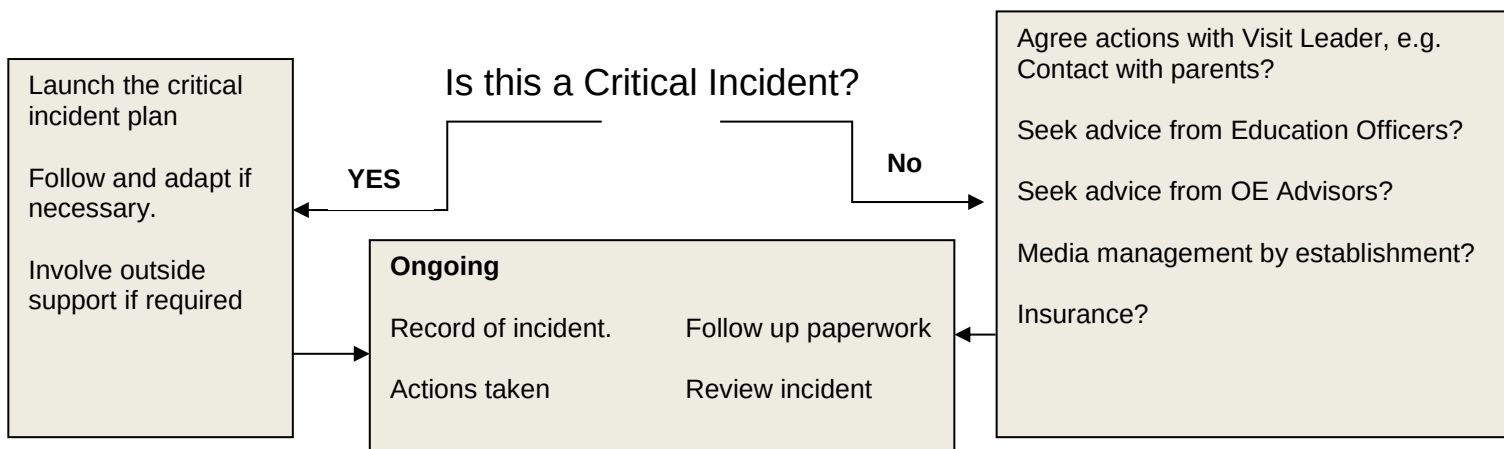
APPENDIX A

EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Action by Establishment



APPENDIX B

Consent form for school trips and other off-site activities

Please sign and date the form below if you are happy for your child, *<name of the child>*:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day,
 - all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

.....
.....

Signed.....

Date.....

APPENDIX C

Booking Procedure – Local Area Visits

Timescale	Actions
4 weeks before	• School diary checked to ensure date is convenient • Visit or visitor provisionally booked • Kitchen informed of date of trip (if not at school for lunch) • Consideration for accessibility for all children in the class • Coach booked if required and permission set-up via Arbor.
2 weeks before	• Information letter sent to parents via class email (with EYFS/KS1/FSM lunch option if appropriate). This letter must also be sent to the office, Head and Assistant Head of Learning Support • For sports events where parent lifts are used, this needs to be arranged – check with the school office that parents have sent all required details to drive other children. • Kitchen given details of required number of packed lunches • Staff arrangements put in place (correct ratio, 1:1 staff etc) • Local Area Visit form to be completed on Evolve – attached the letter sent and list of children and staff attending.
1 week before	• Driving forms completed and returned to the office
Before leaving school	• Leave in the school office an amended list of children present and going on visit. • Leave in the school office a full list of escorts and staff and groups of children for which they are responsible. • Leave in the school office the itinerary for the visit and any further relevant information • Take necessary items on trip, e.g. First Aid Kit, sick bucket, inhalers and other medication e.g. epipen, school mobile phone, critical incident cards, packed lunches from kitchen.

*A local visit is a visit where no payment is required from the parents. A visitor where the parents are not asked for payment is also covered by this process.

APPENDIX D

Booking Procedure – School Trips

Timescale	Actions
8 weeks before	• Fill in information on form to assist the office in supporting with all arrangements • School diary checked to ensure date is convenient • Visit or visitor provisionally booked • Coach travel provisionally booked • Parent lifts organised • Cost of trip calculated per pupil (including admission for staff, potential overtime costs etc) • Payment option added to Arbor • Permission letter constructed and sent via Arbor with clear deadline for payment (and packed lunch option for EYFS/KS1/FSM). • Kitchen informed of date of trip • Consideration for accessibility for all children in the class
6 weeks before	• Deadline for parent payments • Reminders sent for outstanding payments • Decision made on whether trip goes ahead or not (cancelled if sufficient payments have not been received) • Kitchen given details of required number of packed lunches
2 weeks before	• Staff arrangements put in place (correct ratio, 1:1 staff etc) • Complete Visit Form on Evolve – including Event Specific Plan – tag admin, Head and Assistant Head of Learning Support • Driving forms issued to parents who are providing lifts
1 week before	• Driving forms completed and returned to school
Morning of trip-	• Leave in the school office an amended list of children present and going on visit. • Leave in the school office a full list of escorts and staff and groups of children for which they are responsible. • Leave in the school office the itinerary for the entire day and any further relevant information • Take necessary items on trip, e.g. First Aid Kit, sick bucket, inhalers and other medication e.g. epipen, school mobile phone, critical incident cards, packed lunches from kitchen.

*This process needs to be followed for trips away from school which require coach transport and where a cost to parents is involved. It is also required for visitors to school where payment is requested from parents.

APPENDIX D

School Visit / Onsite Visitor Form



This form should be handed to the office at least 8 weeks before the visit is scheduled

You should have checked the school diary & spoken to the Headteacher or Deputy to get agreement for this visit before completing this form

Visit to/Visitor to school :	Leader(s):
------------------------------	------------

Classes / No of children involved: (please provide a list of children if not a whole class attending)	No of adults supporting: (please provide a list of staff on the visit & note if overtime is to be paid)
---	---

Visit Details:					
Start date of the visit/visitor:			End date of the visit/visitor:		
Required arrival time at venue/at school:		Departure time from venue/Finish time at school:		Expected return time to Bentfield:	
Is a coach required?	YES/NO	Wheelchair coach needed?	YES/NO	Please specify type of wheelchair coach*	Fixed / Accessible

*Coach with fixed wheelchair position OR Accessible coach – student able to travel outside of wheelchair

Is parental transport required?	YES/NO	Does this visit impact any visitors to school e.g. peripatetic music teachers, physiotherapists, speech & language therapists, specialist teachers etc. <i>The visit leader should ensure that the relevant people are informed about this</i>	YES/NO
---------------------------------	--------	---	--------

Charges?					
Is there an entry charge?	YES / NO	What will be the overall cost of this visit (not including the coach cost)	£	Is VAT chargeable on this cost of this visit?	YES/NO

Please provide booking details, including costs, payment schedule, etc. Invoices should be sent through to the admin school email.

How does the venue want to be paid?	Invoice will be provided/Card payment only		If payment is required by card there is a limit to how much can be paid in one transaction	
What is the deadline to cancel the visit/visitor without charge if there is not enough interest?		When does the venue/visitor need to be paid?		
Lunches needed?	YES / NO	Please provide details if packed lunches will be required, especially for children who have Free School Meals or if an earlier or later lunch will be needed		

- Once you have completed the top part of this form please pass it to the office with a draft of a letter for the visit.
- Please provide full details of the company who the visit is booked with if we have not used them before (company name & address)
- Bookings for coaches will be made by office staff
- It is the responsibility of the party leader to book the visit**
- The letter & payment information will be posted onto Parentpay/Arbor. The deadline for payments to be made by Parents must be before the deadline for a cancellation so there is no charge to the school (If there is not enough uptake a visit may have to be cancelled).

For completion by the school office:

Date form received by office:							
Coach Companies contacted:		Charge				Booking confirmed (date)	
1		£					
2		£					
3		£					
Coach size required:							
Letter written (date)		Posted on PP/Arbor		Deadline for replies (date)		Trip going ahead?	
						Evolve form completed	

APPENDIX E

Local Area Visit /Sports event Form



This form should be handed to the office at least 4 weeks before the visit is scheduled

You should have checked the school diary & spoken to the Headteacher or Deputy to get agreement for this visit before completing this form

Title of Visit:	
Visit to/Visitor to school :	
Leader(s):	

Classes / No of children involved: (please provide a list of children if not a whole class attending)		No of adults supporting: (please provide a list of staff on the visit & note if overtime is to be paid)	
--	--	--	--

Visit Details							
Start Date of the visit:				End date of the visit:			
Required leaving time from Bentfield:		Required arrival time at venue:		Departure time from venue:		Expected return time to Bentfield:	
Is a coach required?	YES/NO	Wheelchair coach needed?	YES/NO	Please specify type of wheelchair coach*	Fixed/Accessible		

*Coach with fixed wheelchair position OR Accessible coach – student able to travel outside of wheelchair

Is parental transport required?	YES/NO	Does this visit impact any visitors to school e.g. peripatetic music teachers, physiotherapists, speech & language therapists, specialist teachers etc. <i>The visit leader should ensure that the relevant people are informed about this</i>	YES/NO
Lunches needed?	YES / NO	Please provide details if packed lunches will be required, especially for children who have Free School Meals or if an earlier or later lunch will be needed	

- Once you have completed the top part of this form please pass it to the office with a draft of a letter for the visit.
- Please provide full details of the company who the visit is booked with if we have not used them before (company name & address)
- Bookings for coaches will be made by office staff
- It is the responsibility of the party leader to book the visit
- The letter will be posted onto Parentpay/Arbor

For completion by the school office:

Date form received by office:			
Coach Companies contacted:		Charge	Booking confirmed (date)
1		£	
2		£	
3		£	
Coach size required:			

Letter written (date)		Posted on PP/Arbor		Deadline for replies (date)		Parent lifts organised		Evolve form completed	
-----------------------	--	--------------------	--	-----------------------------	--	------------------------	--	-----------------------	--