



‘We can and we will’  
GLEBE PRIMARY SCHOOL

## EDUCATIONAL VISITS POLICY

**Reviewed: February 2026 EVC Coordinator and Curriculum and Policy Committee**

**To be Reviewed: February 2027**

### **Mission Statement**

At Glebe School, we believe in an ethos that values the whole child. We strive to enable all children to reach their full potential academically, socially and emotionally.

### **Introduction**

At Glebe School, we endorse the policy and guidance of the London Borough of Hillingdon which is based upon the national guidance published by the Outdoor Education Advisers Panel (OEAP) on the website <https://oeapng.info/>. Additional information is provided through the Educational Visits Training which the coordinator attends every 3 years.

In the event of any apparent conflict between Hillingdon's policy, Glebe's policy or national guidance, then Glebe's policy must be followed and clarification sought from the Educational Visits Coordinator (EVC).

All of this information is held by the Educational Visits co-ordinator (EVC). From February 2020, all this information is held on the online Evolve platform <https://evolve.edufocus.co.uk/> allowing access to the forms from any internet device.

Each school should have a named Educational Visits co-ordinator (EVC). At Glebe School, the co-ordinators are Jenny Griffiths (Deputy Head) and Hannah Imane (temporary Assistant Head Teacher). They work in consultation with the Head teacher Mrs Penney.

We acknowledge that an essential element of a successful educational visit is good planning.

### **The Value of Educational Visits**

We believe that outdoor education, visits and off-site activities have great potential for enhancing the education of our pupils. Educational visits support the work we do in school and enrich the curriculum. Educational visits help children to:

- Promote a positive and knowledgeable response towards personal health and well-being;
- Extend their personal horizons through greater appreciation and understanding of the world and its peoples around them;

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- Understand the need for sustainable relationships between people and their environment;
- Develop self-esteem, take personal responsibility, co-operate with and respect the needs of others;
- Enhance practical problem solving and teamwork skills.

### Curriculum Links:

The following list gives examples of the type of visit the children may make to support a particular curriculum area:

- Science – use of the school grounds, farms, environmental centres
- English – theatres
- History – museums, castles, other historic sites
- R.E. – local centres of worship
- Geography – walks round the local area
- Music – concerts and productions

### **The Roles and Responsibilities:**

#### The Governing Body

The School's Governing Body have a responsibility to ensure that, in organising visits off the school site, trips serve a purpose related to the school's aims; are well organised and are conducted with due regard to Health and Safety. The governors may do this in a variety of ways including participating in such visits and periodically reviewing the school's policy and procedures. The Governing Body must be involved in monitoring and approval process for Residential trips.

#### The Head Teacher

The ultimate responsibility for all trips off the school site lies with the Head Teacher or, in her absence, the deputy or a member of the Senior Leadership team (SLT). The Head Teacher is involved in the monitoring and approval process for all trips.

#### The Educational Visits Co-ordinator

The Educational Visits Co-ordinator's main function is to liaise with the visit leader ensuring an off-site trip is well planned and adheres to the school's policy and procedures. The Educational Visits Coordinator is the first point of contact when a visit is being considered S/he must ensure the visit leader is competent to plan and lead the visit, checking that appropriate preparations have been made and that suitable adults are selected to accompany the group making the visit. The Educational Visits Coordinator will also be responsible for checking the visit went successfully and if any changes need to be made on repeat visits. The Visits Co-ordinator should have received appropriate training and have access to and be familiar with a range of documentation relating both to the conduct of school-based off-site trips and to advice and guidance on Health and Safety relating to off-site trips with primary aged pupils. It is expected that the Educational Visits Coordinator will participate and monitor a range of trips.

#### The Visit Leader

The organisation and conduct of any trip off site is the responsibility of a single named individual who must take 'operational' responsibility - the visit leader. It is this person who should ensure a Risk Assessment is completed (where required) through the Evolve platform. This 'operational' responsibility for the planning and carrying out of the trip lies with either the Year Leader (if this is a full year group visit on the same day to the same location), the Class Teacher or another teacher (if subject specific).

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### Accompanying Adults

Nearly all visits off the school premises require the participation of other adults - school staff, parents, students, others deemed appropriate. All accompanying adults share a responsibility for the success of the visit, and it is their responsibility to have familiarised themselves the risk assessment, routines and procedures. The visit leader and the Visits Coordinator need to ensure that all accompanying adults are aware both that they are required to share in that responsibility and that the responsibility is to the whole group, not just the group to which they may have been assigned. Wherever possible, a child should not be placed under the direct supervision of their parent.

### Notification, Risk Management and Approval of Visits:

The Evolve online system is used for planning, notification, approval and monitoring of visits. EVCs, Headteachers are able to use Evolve to authorise and monitor visits within their establishments, and visits requiring Local Authority approval are automatically brought to the attention of the Council. Key information about a visit is available through Evolve in the event of an emergency. Non-residential and local visits that are not adventurous require approval from the EVC and Headteacher. Residential and adventurous activities require approval from the Governing Body and local authority in addition to the headteacher and EVC. The LA and National guidance should be followed particularly in relation to activity holidays. Companies that hold the Quality Badge, awarded by Council for Learning Outside the Classroom, should be used. The Educational Visits Coordinator will accompany party leaders on occasional trips to monitor and evaluate procedures. When giving approval, the 'STAGED' format should be used:

Staffing – How many adults are attending? What is their experience? Have they done this before?

Transport – How are the children travelling to the venue?

Activity – What will the children be doing?

Group – Which children are going? What needs to they have? Any behaviour difficulties?

Environment – Forecast? Who else will be around? Distance

– How far will these be travelling?

Risk assessments should be completed using the EV5 (Appendix 1) form and then uploaded to the Evolve platform. When completing these, the Visit Leader should consider what potential hazards there are and who is at risk. Included should be any controls measure that they have implemented to reduce the identified risks. The Visit Leader should plan and prepare the risk management with other members of staff to ensure collaboration.

Staff have access to previous risk assessments through the Evolve platform and staff shared drive. Generic risk assessments have been provided for travelling by tube or by coach, although these do need to be adapted for use.

When travelling around the local area the following routes should be used:

- When heading towards the church, the road should be crossed on the corner of Sussex road and Glebe Avenue, rather than at the crossing. This to ensure that cars can be clearly seen, and multiple crossings are avoided.
- The alleyway should be used, when walking to the Church or Ickenham pump.
- Children must walk single file across the bridge.
- If using the tube, children should walk through the car park to access the station.

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### **Communication**

The school has invested in 3 mobile phones for staff to take on school trips. This is to ensure that staff do not share their mobile number with parents and carers. Staff should sign out one of the mobile phones prior to the trip and inform the EVCs and school office which phone number is being taken. This number must be shared with all adults accompanying the trip. When making phone calls during a trip staff must use this phone, not their personal phone.

### **Tracking devices**

No child or adult is allowed to bring any tracking device with them on any trip. We believe that the use of tracking devices can lead to serious safeguarding concerns and can put the children at an increased risk. If any staff member suspects that a pupil has a tracking device on them, they are permitted to check the child's belongings. If a device is found it will immediately be turned off and parents will be informed that the device was found and confiscated.

### **Non-residential Educational Visits**

This procedure must take place within a reasonable time frame before the trip is due to take place:

1. Pre visit of the site. If staff have not visited before, these should be the people who undertake the risk assessment for that year. If everyone has previously visited the site, then the visit leader should attend.
2. Plan itinerary.
3. Collect information on meeting the needs of any particular individual pupils.
4. If a trip is taking place during the school day, is educational and not adventurous, parental consent is not required. However, our practice is to seek parental consent for all trips, except those in the extended learning area. Parents must be informed, prior to the day, or any trips taking place within the extended learning area.
5. Ensure all parent consent forms have been returned and signed. Please note that if an educational, school trip is taking place during the school day and does not involve any adventurous activities then consent is not required. However, parents will be informed if their child is due to go on a trip.
6. Prepare risk assessment to cover travel as well as activities.
7. Organise groups.
8. Ensure ratio/ experience of adult helpers has been arranged.
9. Arrange meeting with EVC where all documents are submitted.
10. Meet with helpers prior to the day of the trip regarding expectations of behaviour, share the risk assessment and go through procedures for the day.
11. Hold a briefing meeting for children to clarify expectations and procedures for the day.
12. Circulate Risk Assessments to all accompanying adults before the meeting to ensure they have opportunity to ask questions at the briefing meeting.
13. All adults should have a mobile phone and have the numbers of all other adults on the trip as well as the school's number. The school office should be given a list of telephone numbers of those accompanying.
14. Complete the online risk assessment form using the Evolve system (<https://evolve.edufocus.co.uk/>) and attach the completed EV5 form and submit to the EVC and HT.
15. During the trip, a register will be taken before the coach departs at the start and end of the day. If travelling by tube a register will be taken before embarking onto the tube at the start and end of the day. A head count will not suffice.

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16. After the trip, a review meeting takes place between the group leader and the EVC. Trips are evaluated through the Evolve system online and records are stored within this platform.
17. If travelling by Tube, then tickets (which are generally free) need to be ordered from the Finance Team in the school office two to three weeks in advance from London Transport.

### **Residential Educational Visits:**

Where possible, this procedure should take place at least 4 weeks before the trip is due to take place.

- The Headteacher and Governors are asked to give their approval for the off-site visit before it takes place
- Once approval has been obtained, the trip may go ahead. Transport should be booked through the school office along with booking tickets etc.
- If travelling by Tube, then tickets (which are generally free) need to be ordered around two to three weeks in advance from London Transport.
- A parents' meeting should be arranged prior to the journey to ensure they are fully informed of the details including the safety of the children. All members of staff attending the trip should be present at this meeting.
- Parents should be informed, in writing, of all the relevant details relating to the visit including the cost. Consent is now given through School money.
- Payment, where necessary, should be obtained. Staff should calculate the total cost of the trip and divide this amount by the number participating to give a cost per pupil. If there are concerns about issues relating to finance, then these should be referred to the HT including any decision to cancel a trip due to lack of payments.
- Additional members of staff and volunteers should be identified. Volunteers must be fully checked in order to accompany a school trip and DBS certificates must be shown prior to the trip.
- On the day of the trip all accompanying adults should be fully briefed by the party leader on their role, the purpose of the trip and be clear on which children they will be responsible for. Each adult should have a mobile phone and have the numbers of all other adults on the trip as well as the school's number. The school office should be given a list of telephone numbers of those accompanying and adults should have each other's contact details.
- Pupils are also appropriately briefed before a visit takes place e.g. about possible risks, behaviour, following instructions.
- All children must sign a behaviour contract prior to the trip. Any child who refuses to do this will be unable to partake.
- All adults and children should be familiar with the basic principles of safe practice for off-site activities.
- The party leader should be aware of the action to take in case of an emergency and this action should be clearly indicated on the risk assessment.
- If, during the trip, a parent needs to be contacted it is the role of the Emergency Base Contact to do this. No staff accompanying the trip should contact the parents.

### **Local Learning Area**

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- Must be recorded on a 'Signing-out' (sheet available in the office)

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- Do not require parental consent. However, parents must be informed, prior to the day of the trip, that it will be occurring.
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below). You must consult with the Educational Visits Coordinator as to whether a risk assessment is required.

### Boundaries

The boundaries of the Local Learning Area are shown on the attached map (optional). This area includes, but is not limited to, the following frequently used venues: e.g.

- St Giles Church.
- Ickenham water pump.
- Ickenham Library.
- Allotments
- Sussex Road
- The marshes
- Vyners (for KS2)
- Pentland Field School
- Douay Martyrs

'No-go' areas within the Boundaries e.g. Austin's lane as a travel route (up from the marshes).

### Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic.
- Other people / members of the public / animals (including dogs off lead).
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, long grass etc).
- Lack of pavement on Austin's lane.

These are managed by a combination of the following:

- The Head or EVC must have signed the 'signing out' sheet before a group departs.
- Only staff judged competent to supervise groups in this environment are approved. This decision is made by the EVC or Head Teacher.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school and permission for these trips is signed for.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no-go' areas, and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will either record the activity on the 'Signing out' sheet available in the office. (Appendix 3)

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- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g gloves,).

### IMPORTANT

#### PLUS:

- When heading towards the church, the road should be crossed on the corner of Sussex road and Glebe Avenue, rather than at the crossing. This to ensure that cars can be clearly seen and multiple crossings are avoided.
- The alleyway should be used when walking to the Church or pump.
- Children must walk single file across the bridge.

### **Supervision Levels**

There is no definitive ratio for an off-site visit. However, the ratios should represent the level of risk. This will be determined by the mode of transport, the age of the children, the level of risk at the venue. For example, the ratio would need to be higher for a journey on the tube made by younger children than you would reasonably expect for a trip made by coach by older children.

Our guidance for ratios are that most trips would have no more than a 1:10 ratio with a trip made on the tube using a starting point of 1:6. Organising staff should consult with the EVC and HT for guidance on this following an initial risk assessment.

### **Evaluation:**

All educational visits must be evaluated. A meeting should be held between the party leader and the Educational Visits Coordinator at the earliest convenience to evaluate the visits. This meeting must cover any potential adjustments that need to be made for future trips as well as any good practice that can be shared with other staff. The evaluation must be completed through the Evolve platform and within 28 days of returning.

### **First Aid**

As a minimum requirement, we always ensure that there is an appointed person in charge of first aid arrangements on educational visits who has had First Aid at Work training.

A first aid kit is always taken when children go out on day or residential visits. Only venues where staff are trained in first aid are selected. A member of staff who has completed the 2-day paediatric training must accompany all trips undertaken by Nursery or Reception.

No child can leave the school premises without their inhaler if they suffer from asthma, their epi-pen if they have anaphylactic shocks or any other relevant medication.

### **Induction, Training, Apprenticeship, Succession Planning**

The nominated Educational Visits Coordinators will attend training every 3 years. Training is available through the Evolve platform to ensure the coordinator is kept abreast of any updates to guidance. Staff are given training if there are any changes to procedures. New members of staff will be given training before they lead a trip. There are two Educational Visit Coordinators to ensure trips can be fully assessed in the absence of one of the senior leaders.

### **Disclosure and Barring Service**

## Educational Visits Policy

All adults accompanying off site visits will have been risk assessed by the adult in charge of the trip. If the children will be alone with that adult, the adult must have clearance from an enhanced DBS.

### **Transport and Travel**

At Glebe School when children go out on trips they usually travel by coach or train.

We ensure that all children travelling by coach wear seatbelts. All coach companies used carry out enhanced DBS checks on their drivers.

On long journeys, the visit leader should operate within the Passenger Carrying Vehicles drivers' hours' regulations.

If teachers' cars are used to transport children, they should contact their insurer and advise them that they wish to use their vehicle for school business.

### **Insurance**

Glebe School is provided with insurance for educational visits as part of its service level agreement with the London Borough of Hillingdon's Insurance Department.

This policy will be reviewed as part of our rolling programme of policy review and at other times if legislation or guidance changes.

Emergency procedures and incident reporting:

A critical incident is an incident where any participant in a visit:

- has suffered a life-threatening injury or fatality
- is at serious risk
- has gone missing for a significant and unacceptable period

Staff should have a copy of the Emergency Card on all school trips. In the event of a critical incident staff must follow the emergency procedures set out in Appendix 2.

During and after the incident: Staff should liaise with the school contact until the incident is resolved. The school should liaise with parents as appropriate and as promptly as possible. If appropriate, the school should contact the Local Authority initially through the main switchboard. Detailed notes should be made whilst it is still fresh in their memory. In the event of a critical incident Emma Gilbertson (01895250403) should be contacted at the Civic Centre. If this occurs out of hours then the number (01895250333) should be used. This number should be used by all schools to report a critical incident that has occurred both during the day and out of hours.

If the media becomes involved, all enquiries should be referred to the LA media contact. No direct contact with the media should be made by anyone in the group or on the staff of the school. Under no circumstances, if there is a casualty, should the casualty's name be given to the media.

**Reviewed: February 2026 EVC Coordinator and Curriculum and Policy Committee**

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Appendix 1:



**Risk Assessment**

**Form EV5**

**Establishment:**  
**Activity/ Environment:**  
**Educational Objectives:**

**Assessment Date:**  
**Completed By:**  
**Date Reviewed:**

| <b>1. Hazard</b><br><i>List significant hazards, which may result in serious harm or affect several people.</i> | <b>2. Who might be harmed?</b><br><i>List groups of people who are especially at risk from the significant hazards identified.</i> | <b>3. Is the risk adequately controlled?</b><br><i>List existing controls or note where the information may be found. (e.g. information, instruction training, systems or procedures)</i> | <b>4. What further action is needed to control the risk?</b><br><i>List the risks, which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i> |
|---|--|---|---|
|   |  |   |   |
|   |  |   |   |
|   |  |   |   |
|   |  |   |   |
|   |  |   |   |
|   |  |   |   |

**Risk Assessment Summary**

**Date of visit:**                      **Purpose of visit:**

**Timings:**      **Leave school:**                      **Return to school by:**

**Identified Group Leader::**

**Secondary Leader::**

**Number of children:**

**Number of adults:**

**Emergency Contact Details:**

Appendix 2:

## Emergency Card (Visit Leader)

**This 'card' must remain with the Visit Leader at all times on a visit**

**In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.**

**In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:**

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.  
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

Contact the local authority on the number below.

|                      |  |
|----------------------|--|
| Be prepared to give: | Your name and Establishment/Group<br>Phone number & back up phone numbers<br>Exact Location<br>Nature of Incident<br>Number in the Group |
|----------------------|--|

You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

| Name   | Home  | Mobile |
|--|---|--------|
| Establishment  | 01895 462385  |        |
| <b>Emma Gilbertson – Hillingdon Corporate Communications</b> | <b>01895250403 (Work hours)</b><br><b>01895250 333 (Out of hours)</b> |        |

If the visit will be outside normal establishment hours:

|   |  |              |
|---|--|--------------|
| Establishment 'Home' Contact (Jenny)                                |  | 07725 849926 |
| Head of Establishment /<br>Chair of Governing Body (optional) (Mel) |  | 07876016470  |
| Other (Hannah)  |  | 07917712535  |

## Educational Visits Policy

Appendix 3:

Leave this completed form in yellow folder in the office

|  |  |
|--|--|
| Date   |  |
| Visit Leader   |  |
| Accompanying Staff   |  |
| Other Adults   |  |
| Group/Class  |  |
| Activity/Destination/Venue details   |  |
| First Aid kit/medication/emergency card taken.                             |  |
| Departure time   |  |
| Estimated return time  |  |
| Visit Leader mobile number   |  |
| Any other relevant details/issues<br>(e.g.pupil medical/behavioural needs) |  |

Leave this sheet in office folder.

EVC Lead Signed:

Date:

Time: