

EDUCATIONAL VISITS POLICY

HATFIELD PEVEREL INFANT AND NURSERY SCHOOL



Inspiring a Love of Learning

APPROVED BY GOVERNORS: APRIL 2026

POLICY TO BE REVIEWED: APRIL 2027

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CONTEXT

We believe educational visits are essential to every child's right to a broad, balanced and effective curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Hatfield Peverel Infant and Nursery School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

APPLICATION

Any visit that leaves the school grounds is covered by this policy.

In addition to this Educational Visits Policy, Hatfield Peverel Infant and Nursery School

1. Adopts the Local Authority's (LA) document: **'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE'** (Staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (ie this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

TYPES OF VISIT

There are two types of visit:

1. Local visits
2. Day visits within the UK that do not involve an adventurous activity.

ROLES AND RESPONSIBILITIES

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is Claire Springall, Deputy Headteacher, Hatfield Peverel Infant and Nursery School, who will support and challenge colleagues over visits. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Headteacher. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher has responsibility for authorising all visits via EVOLVE.

The Governing Body's role is that of a 'critical friend'. Individual governors may request 'read-only' access to EVOLVE. Governors often act as volunteers to accompany school trips throughout the year.

STAFF COMPETENCE

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary, including First Aid training.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

APPROVAL

The approval process is as follows for each type of visit:

1. Local visits. These are entered on EVOLVE, and must be submitted to the EVC for checking at least 7 days in advance.
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE and must be submitted to the EVC for checking at least 14 days in advance and then forwarded to the Head for approval.

INCIDENTS OCCURRING DURING THE TRIP

However well planned a trip is, incidents can occur which require action. Most of these will be minor e.g. a child falls over, travel sickness, nettle stings. Staff follow the usual protocol for dealing with such occurrences. First aid equipment, spare clothing, cleaning resources, water and prescribed medication will always be taken. Staff complete an incident/accident form from our 'School Accident Report Duplicate Book', with a copy of the entry given to a child's parent/carer after the trip. If a child has sustained an injury that although does not require further professional medical treatment, but would normally warrant a phone call home, the school office will be contacted and that call made during the trip to parents/carers. This includes head bumps. Any child who has sustained a bump to the head (however minor) will be closely monitored throughout the day, as they would be in school. The visit leader needs to ensure that there are adequate numbers of qualified First Aiders accompanying the trip and all staff are aware of who these are. This is particularly important if and when the main group separates into smaller groups.

EMERGENCY PROCEDURES AND CRITICAL INCIDENTS

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit 'Critical Incident Action Plan' (see Appendix 2). All staff on visits are familiar with this plan. Copies of this plan are taken on each trip for all key staff to share with adults. The trip leader (or staff assisting) keeps the school informed of events.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention, the step-by-step guidance on the plan is followed and contact is made with emergency services by the trip leader.

The school establishment will contact other outside professionals, if necessary e.g. legal teams, insurance, LEA.

EDUCATIONAL VISITS CHECKLIST

Hatfield Peverel Infant and Nursery School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities (see Appendix 3). This has been adapted from the Local Authority generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. Hatfield Peverel Infant and Nursery School's Educational Visits Checklist may be downloaded from EVOLVE Resources.

A visit booking form is completed before each trip (Appendix 4).

PARENTAL CONSENT

The school obtains blanket consent at the start of Reception Year for activities that fall within the local area. This is included in the School Admissions Form, which is completed by parents when a child joins the school.

Specific parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents via a letter, so that consent is given on a 'fully informed' basis. A pupil can only take part in a school visit/trip if consent is received.

INCLUSION

The Equality Act 2010 requires schools to ensure they look at ways to ensure pupils with SEND and medical needs are given the same opportunities to participate in school trips as other pupils. Hatfield Peverel Infant and Nursery School work closely with the parents of those children with SEND or specific medical needs to ensure any necessary adaptations are made to ensure they can take part in trips and visits. If appropriate, an individual risk assessment will be made. On occasion, it may be agreed that a child's parent will accompany the child on the trip or collect their child part way through the visit.

LOCAL AREA VISITS

Visits taking place within the agreed local area and recorded as such on EVOLVE. Specific information and guidance regarding local area visits for Hatfield Peverel Infant and Nursery School is provided in the 'Local Learning Area Policy' EVOLVE document.

CHARGING/FUNDING FOR VISITS

Parent/Carers are informed of the cost of the trip/visit well in advance of the date it takes place. Hatfield Peverel Infant and Nursery School ask for a voluntary contribution from Parents/Carers to be received before the date of the trip. At this point, the school can ensure enough contributions have been

received to cover the cost of the trip. If this is not the case, the Headteacher will consider if the trip can go ahead. Financial support can be offered to children in receipt of PPG.

TRANSPORT

A separate coach risk assessment is included in all trip plans (see Appendix 6).

C. Springall April 26

APPENDIX 1 – EMERGENCY PROCEDURE

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit, this will be the Headteacher's mobile phone number and the main school office number.
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. The visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. The visit leader/s and the base contact/s know to request support from the Local Authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
5. For visits, staff will carry a 'Critical Incident Action Plan' and follow its step-by-step guidance (Appendix 2)

APPENDIX 2

Educational Visits Support
 Critical Incident Action Plan

Please follow the steps below to help manage critical incidents and emergencies effectively

Action By **Visit Leader**

➔ **Start Here**

- Safeguard yourself
- Remain calm and assess the situation
- Establish nature and extent of emergency
- Identify people involved and any casualties
- Are emergency services required?

↓

➔ **Check Your Group**

- Are the group safe?
- Are all group members accounted for?
- Are all leaders present?
- Have you briefed the group to ensure they know what to do to remain safe?
- Delegate assistant leaders if possible

Any Casualties?

- Ensure injured group members are safe
- Call emergency services (999 or 112) as appropriate
- Carry out First Aid to the best of your abilities
 - A - Preserve life
 - B - Prevent condition worsening
 - C - Promote recovery
- Member of staff to accompany casualty to hospital with relevant medical details
- Staff name and contact number: _____
- Who has gone and where: _____

↓

Notify Establishment Base

Your essential emergency contacts: ESTABLISHMENT MAIN PHONE: 01246 388228 SCHOOL OFFICE: _____

NAME: Headteacher Zoe Fairbairn 07626 14804 Deputy Headteacher/EVC Claire Springall 07963 843 140

Information needed (Please use notes section overleaf):

What happened?	When - date and time?	Where - location?
Who was involved / injured?	Names of all involved	Actions taken so far

↓

Agree contact numbers to use and pattern of future contact

Action By **Establishment**

Is this a Critical Incident?

YES ➔

NO ➔

- Launch the Critical Incident Plan
- Follow & adapt if necessary
- Involve outside support if necessary

- Agree actions with Visit Leader
- Contact parents?
- Seek advice from Education Officers?
- Seek advice from Outdoor Education Advisors?
- Media management by establishment?
- Insurance?

Ongoing

- Record of incident
- Follow-up paperwork
- Actions taken
- Review incident

Leaders

- Stay calm
- Delegate appropriate tasks to other leaders
- Watch your group and keep them safe
- Do not admit liability
- Witness information
- Photograph the scene
- Do not alter any equipment
- Do not allow anyone to see a group member without an adult being present
- Once group is safe arrange contact with home

Incident Notes And Recording Sheet

WHEN	WHO	WHAT	WHERE
11.30pm	Joe Bloggs	Fell out of bunk bed, staff took him downstairs	Bedroom 12

Useful Numbers

ECC Schools Comms Team
+44 (0)333 013 9880
(Office hours 9am - 4pm)

ECC Press Office
Urgent media enquiries only
+44 (0)7717 867525
(Out of hours)

Educational Visits Team
+44 (0)345 646 0397
essexvisits.org.uk

My Useful Numbers:



APPENDIX 3

CHECKLIST FOR OFF-SITE VISIT

- | | |
|--|--------------------------|
| 1. HPINS Visit organisation form completed and held at the Office | ☐ |
| 2. Pre visit to the venue completed (or previously visited) | ☐ |
| 3. HPINS Visit Consent slip for each child checked and held at the Office | ☐ |
| 4. On Line Risk Assessment completed 2 weeks prior to the visit (ECC website) | ☐ |
| 5. On Line Risk Assessment signed off by the EVC | ☐ |
| 6. Minimum adult supervision ratio confirmed | ☐ |
| 7. Educational Visits Register completed of all supervisor names and pupil groupings | ☐ |
| 8. Educational Visits Register passed to Headteacher | ☐ |

APPENDIX 4

Local Learning Area Policy Hatfield Peverel Infant and Nursery School



General	Local area trips involve no more than an everyday level of risk, such as slips and trips and are covered by the school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom. 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 EVOLVE via the 'Local Area Visit' module. • do not require parental consent. • do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
Boundaries	The boundaries of the Local Learning Area are within the village of Hatfield Peverel. This area includes, but is not limited to, the following frequently used venues: • <i>The village of Hatfield Peverel</i> • <i>Hatfield Peverel Library</i> • <i>St Andrew's Church, Hatfield Peverel</i> • <i>Hatfield Peverel Village Hall</i> • <i>The Recreational Ground, Hatfield Peverel</i> • <i>Church Road and roads close to the school</i>
'No-go' areas within the Boundaries	• Staff should plan their trip to minimise road crossing by using alternative routes e.g. across the recreational ground. • If road crossing is unavoidable, staff should use minor, residential roads where possible.
Operating Procedure for Local Learning Area	<i>Provided below is a risk assessment for these routine activities within Hatfield Peverel</i>
The following are potentially significant issues/hazards within our Local Learning Area: • Road traffic and crossing roads • Other people ○ members of the public ○ animals. ○ staff at venues • Losing a pupil. • Uneven surfaces and slips, trips, and falls. • Weather conditions e.g. slippery ground after rain. • Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc). • Potentially dangerous discarded items e.g. broken bottles, animal faeces	

These are managed by a combination of the following:

- The Head or Deputy/EVC must be informed and give approval before a local visit is proposed.
- Office staff to be informed of details of the visit and an entry is made in the visits signing out book on departure and return.
- Staff attending the visit are contactable by mobile phone and have access to a mobile phone to contact school and emergency services. School staff to be informed of which mobile phones will be taken on the trip.
- Only staff judged competent to supervise groups in this environment are approved.
- Staff and volunteers attending to be listed on 'Staff Accounts' on EVOLVE.
- Parents consent to children undertaking local area visits when joining the school.
- Students are briefed prior to the trip regarding visit safety e.g. keeping their distance from members of the public, walking calmly either single file or with an agreed partner, keeping to the agreed walking area (pavement) at all times, following instructions from adults when crossing roads, not touching items found/seen outdoors unless instructed to do so, remaining with the group at all times.
- The selected route takes the least busy option, avoiding road crossing where possible.
- Agreed school adult-pupil ratios are adhered to, with legal requirements for EYFS pupils covered.
- Handwashing by pupils if deemed necessary.
- Staff are familiar with the area, including any 'no-go' areas, and have practised appropriate group management techniques.
- 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 and, if necessary, appropriately medically trained are in attendance .
- Staff record the activity on EVOLVE (Local Area Visit module).
- Appropriate personal items/equipment is taken e.g. spare clothing, rubbish bags.
- Pupils must be informed of specific rules for each visit e.g to stay in a certain area of the library,
- Hi-Visibility coverings to be worn by some or all pupils when outdoors. Adults assisting with road crossing (traffic stopping) must wear a Hi-Vis covering.

Notes

Time is spent with our youngest children (EYFS) practising expected safety skills e.g. walking in a line, road crossing prior to visits.

APPENDIX 5

HPINS Visit Booking Form				
1. VISIT LEADER: Please confirm availability dates and make a provisional booking.				
Visit Location & Contact Details				
Visit Leader				
2. VISIT LEADER: Please complete numbers and dates before passing to the School Office				
Preferred Date/s:	1 st choice	2 nd choice	3 rd choice	
Year Group:	No of Pupils:	No of Adults:	Total:	
3. OFFICE: Please seek 3 quotes for coach transport and confirm transport cost per pupil.				
	Company	Coaches/Seats	Date available	Total cost
Quote 1				
Quote 2				
Quote 3				
Chosen Company:				
Times:	Depart:	Return:	Coach cost/No. pupils:	(A) Cost per pupil transport
4. VISIT LEADER: Please work out cost per head				
Entrance fee per child x no. of children	Entrance fee per adult x no. of adults	Total entry cost for adults & children	Total entry cost/ no. of children	(B) Cost per pupil entry fee
£	£	£	£	£
=	=			
Any other comments/discounts for parties/fee adults:			(A) + (B) = TOTALCOST PER CHILD	
5. VISIT LEADER: Please confirm the booking as soon as the coach is booked by the school office.				
6. Complete your risk assessment online on Evolve.				
7. Print and copy risk assessment when approved on day of trip.				
8. Hand office a list of the groupings before you leave for the trip.				
9. VISIT LEADER CHECKLIST Provisional venue booking Cost agreed Coach booked Venue booking confirmed Risk assessment completed online via Evolve				

APPENDIX 6

- Event Specific Note RISK ASSESSMENT 2026-27

  EVOLVE	Event Specific Note General Travel Risk Assessment RISK ASSESSMENT (Focus on the things over which you have control)	Please review and edit the Risk Assessment as required. Then 'Save' the document so you can attach to EVOLVE and for future use. For Specific Guidance see: www.evapng.info e.g. 4-5a Transport – general considerations
Risk assessment carried out by: Name(s): Position(s): Date reviewed: Staff agreement: "I believe this risk assessment to be suitable and sufficient, and consider the overall risk level to be acceptable. I agree to adopt the control measures/precautions below, but will remain alert and ready to implement additional measures if circumstances change unexpectedly".		
Issue Consider SAGE: Staff – Activity – Group – Environment	How to Manage it	
Travel issues - Briefing students and leaders	All students are briefed regarding use of transport for this visit. Staff will have effective supervision processes in place to manage this based on group profile. All leaders briefed on roles and responsibilities during travel	
Defective vehicles, or unsafe drivers or operating procedures	Students have access to staff and are briefed to access staff with any concerns. Only bona fide, reputable companies will be hired. Suitable due diligence checks made on travel provider. Where appropriate, prior written assurance will be obtained from the company that it has suitable and sufficient safety management systems in place.	
Whilst on transport: Misbehaviour injury to self, others inside transport, or passers-by	Effective Staffing supervision is sufficient to meet pastoral needs and maintain good behaviour Leaders will sit at various separate locations to ensure well-being and good behaviour Young people will be briefed not to: leave seat or undo seat belt unless instructed to throw anything either inside vehicle or out of windows distract or disturb vehicle driver's concentration whilst travelling lean against or touch the emergency exits (except in emergency) open or close vehicle windows without permission Individual risk assessments will be carried out if required	
Major incident e.g. collision / breakdown	Leaders will ensure that group members read and/or listen to transport officials' safety instructions and will help explain emergency procedures to the group if required. In the event of an emergency or health concern, a leader will notify a member of the transport staff immediately	
Additional hazards	Chdn not to sit on front seats behind steps or driver or behind toilet steps if there are any. Chdn not to sit on front seats unless necessary on top floor of coach or middle aisle seat at the back. Pupils to remain seated throughout journey. All seatbelts to be double checked before leaving. Register to be taken before departure and return boarding. Regular head counts to be taken throughout the trip. Adults to be spaced throughout the coach. Adults to perform a 'sweep' of the coach on arrival at the venue and on return to school.	