# WIMBLEDON CHASE PRIMARY SCHOOL

**Empowering individuals to thrive and contribute positively in a diverse and ever-changing world**

## Educational Visits Policy

**September 2026**

WIMBLEDON CHASE PRIMARY SCHOOL
EDUCATIONAL VISITS POLICY

## 1. Intent

At Wimbledon Chase Primary School, we believe that educational visits are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend all pupils' learning, including enriching their understanding of themselves, others, and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

Wimbledon Chase Primary School recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils, and volunteers for visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

## 2. Roles and responsibilities

### 2.1 Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours

**2.2 The educational visits co-ordinator (EVC):** The school appoints an EVC. Their role is to:

- Guide other staff where necessary to arrange and organise educational visits
- Assess outside activity providers
- Access the necessary training, advice and guidance
- Assist trip leaders in completing thorough risk assessments

### 2.3 Trip lead

Every educational visit will have 1 staff member designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers

- Assign staff and volunteer roles, as needed; parents or volunteers should be issued with the school's Class Trip Guidance or Parents Helping with Swimming at Wimbledon Chase guidance
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

### 2.4 Staff

Staff are responsible for ensuring all pupils and staff who take part in visits are kept safe and understand how to prepare for trips and how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

### 2.5 Parents

By agreeing that pupils can take part in educational visits, parents agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms/ google forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

### 2.6 Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly as directed in the school's Class Trip Guidance or Parents Helping with swimming at Wimbledon Chase guidance
- Do not take any photos of the children
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

- Hold a valid DBS

### 2.7 Pupils

Our school's Positive Relationships and Behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's Positive Relationships and Behaviour policy at all times.

## 3. Planning and preparation

The final decision on whether or not a visit will take place will be made by the Headteacher, and based on factors including:

- Cost (including any potential cost to parents)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio

As part of the planning stage, information will be gathered by staff proposing the visit, including

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance details, where needed
- Risk assessment plans and first aid provision (including from the place of visit)
- What safety measures can be put in place in order to reduce any risks
- Consideration of the pupils' specific needs who are attending the trip e.g. wheelchair access

We will evaluate each visit after it concludes, from planning through to the visit itself, to continually improve the planning and experience of future visits.

## 4. Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability, specific special educational need (SEND), an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

## 5. Risk assessment

We will carry out a full risk assessment before the start of all trips.

We will complete this using the school's risk assessment template.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, the activities to be carried out, and risks associated with transport to and from the destination. The risk assessment will also identify any pupils, staff or parent volunteers that do not have photo consent. As stated in our Mobile Phone policy, no photos should be taken using mobile phones or personal devices.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third-party vendors.

The Headteacher will approve every risk assessment, and a copy will be taken on the visit, with another copy kept in the school filing system. A digital copy of the risk assessment will be placed on the school server.

### 5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will aim for:

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups, particularly where changing is required, e.g. swimming)
- An adult who is trained as a Paediatric First Aider must attend all Early Years' trips
- A supervising adult able to administer first aid is present on all trips if possible. If this is not possible, then a risk assessment must be undertaken with the Headteacher
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- All adults attending the trip will hold a valid enhanced DBS.
- The trip lead will take regular headcounts and/or roll calls

### 5.2 Transport

The school will organise transportation for trips in line with our safety procedures. We will ensure 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.

### 5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards, hold a valid enhanced DBS and liability insurance. We will ask the external organisation to provide the school with its own risk assessment for the activities undertaken.

We will have a written agreement with each external organisation outlining everyone's responsibilities during the activity.

## 6. Volunteers

Where appropriate, parents may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Volunteers will receive information from staff members prior to departure, including their responsibilities. The school will remind volunteers that they may not take photographs of children on the trip.

## 7. Residential Trips

Residential school trips support pupils in many ways; many are away from home for the first time. School residential trips build confidence, offer opportunities to try activities they have not tried before, encourage team-building skills, and create a valuable learning experience they will not forget. Residential visits require verification of site security, fire drill procedures, emergency contact gathering, and insurance coverage. For residential trips, we will clearly communicate costs, non-refundable deposits, payment schedules, and any available funding exemptions to parents in advance.

When organising residential trips, the following things will also be considered:

- Cost of the trip
- Adequate insurance cover
- Travel arrangements
- Security of the site, arrangements for fire drill etc.
- What risk assessments the residential site has in place
- If travelling abroad, legal requirements for travel to the country, passports, visa, residency cards
- Adaptations for staff and pupil needs, dietary, medical and SEND
- Consent from parents to provide any medical treatment or medication. Check instructions for medication, storage and administration
- First aid arrangements and equipment, including local emergency provision
- Collect emergency contact details for parents while pupil is away on the trip

- Make staff, parents and pupils aware that children are not allowed mobile phones or any internet-enabled devices.

## 8. Emergency Procedures and Incident Reporting

Emergency planning covers procedures for managing serious and unexpected risk, serious and life-threatening injury, missing individuals, or a serious breach of safeguarding expectations. The trip lead must be familiar with these emergency procedures before departing on any educational visit.

### 8.1 Communication Protocol

- In the event of an emergency or unexpected situation, the trip lead or another supervising adult will immediately contact the Wimbledon Chase Primary School office.
- The school office will initiate the school's SEMT policy and contact parents to inform them of any changes to plans, trip cancellations, or alternative travel arrangements.
- If a pupil requires urgent medical treatment, at least 1 member of staff will always accompany the pupil seeking medical care.
- Emergency contact details and necessary first aid equipment gathered during the planning stage will be available to staff at all times during the visit.

### 8.2 Protocol for a Missing Pupil

- If a pupil is unaccounted for during a visit, the trip lead will immediately conduct a search of the immediate area while another staff member remains in charge of the rest of the group.
- If the pupil cannot be found within **30 minutes**, the trip lead will contact the school office, which will notify the pupil's parents.
- The trip lead will then contact the police, provide them with all relevant information so they can take over the search, and remain with the police to comfort the pupil when located.
- The remaining staff and supervising adults will safely escort the rest of the pupils back to the school.

### 8.3 Incident Reporting and Safeguarding

- Staff, volunteers, and pupils must report any health, safety, or safeguarding concerns to the trip lead or Headteacher as soon as possible.
- As outlined in the school's mobile phone rules, personal devices and mobile phones must never be used to take photographs of pupils during an emergency or at any other time during a visit.

## 9. Insurance

### Insurance Cover

The school will ensure adequate insurance coverage is in place for all educational visits before departure.

Insurance policies will cover, where appropriate:

- Cancellation or curtailment of contracts with external activity providers.
- Travel and transport insurance.
- Accident, personal injury, and emergency medical cover.
- Loss, theft, or damage of personal items and luggage.
- As part of the risk assessment process, the trip lead will verify that external activity providers hold valid public liability insurance

## 8. Review

This policy will be reviewed every 2 years. At every review, the policy will be shared with the full governing board.

**Name/Signature of Chair of Governors**:

**Date:** September 2026

**Name/Signature of Headteacher:**

**Date:** September 2026

**Review date: September 2028**