



**'BE THE BEST YOU CAN BE!'**

# **EDUCATIONAL VISITS Policy**

**Lead person responsible:**  
**Mrs L Byrne**

**Date:** **September 2025**

**Review Date:** **September 2028**

## **Philosophy**

This policy outlines the purpose, nature and management of educational visits for our School. The implementation of this policy is the responsibility of all teaching staff.

The governors and staff of Roe Green Junior School acknowledge the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils. Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school whilst providing a variety of "real-life" opportunities for our children. This enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good primary practice. Visits will also develop the child's confidence in encountering unfamiliar situations, develop the child's ability to work with a group, their ability to follow instructions and will help to develop self-reliance, autonomy and leadership.

## **Legal Responsibility**

Our school policy is underpinned by the document "There and Back Again"

The Outdoor Education Handbook. (Appendix 1) This is the document which summarises the requirements of the law and the standards set out by Education, Health and Social Care, London Borough of Brent. This document outlines current advice issued by Department for Education and the key responsibilities under the Health and Safety at Work Act 1974. Reference is made to National Guidelines as well as Local Guidelines specific to the Borough of Brent. The National Guidelines website ([www.OEAPNG.INFO](http://www.OEAPNG.INFO)) contains the most up-to date guidance for reference purposes.

## **School Principles and Procedures**

- Educational visits are planned to enhance the curriculum and learning for pupils.
- Year groups will have a minimum of one educational visit per term.
- Year group leaders will discuss and organise educational visits for each term taking into consideration travel, content and cost.
- Parental consent is obtained for all educational visits at the start of each academic year. Parents and carers will receive a letter giving the details for each educational visit.
- Ensuring equality of opportunity is paramount and arrangements for the inclusion of all children will be made.
- The total cost of any visit is shared equally between all children participating and is notified to parents as a voluntary contribution.
- Public transport should be used where possible in order to reduce costs.
- A risk assessment (Appendix 2) should be completed for each educational visit. In order for this to be completed, a preliminary visit will have been made. The risk assessment will identify potential hazards and strategies to use to overcome these.
- The minimum adult to pupil ratio for educational visits is as follows:

- **Year 3:** is 1:6 **Years 4 – 6:** is 1:10 Careful consideration will be given to the number of adults required for each class and the location of the visit. Some individual pupils will have a separate risk assessment and an individual adult allocated to address their needs.

- All pupils will carry a green emergency card which gives full school contact details.
- Each class will bring a first-aid kit (obtained from school Welfare Officer)
- Teachers will have mobile telephone contact details for other adults and teachers for the visit.
- When needed, parents and carers will be invited to volunteer to accompany class educational visits. Class teachers will select and notify participants using the school visits procedures.
- Parents and carers accompanying an educational visit will be given guidelines for the visit, and an outing schedule. All adults accompanying the trip will read a copy of the risk assessment. Parent/carer feedback will be requested to help plan amendments for future visits.
- Pupils may be allocated in groups with a parent/adult helper but will remain under the supervision of a teacher at all times.
- In the event of an emergency the group leader will take the necessary decisions for the safety of the group. An emergency red card is included in school first aid kits.

**APPENDIX 1 – The Outdoor Education Handbook – “There and Back Again”**

<https://www.johnkeble.com/attachments/download.asp?file=1601&type=pdf>

**APPENDIX 2 – Risk Assessment**

**ROE GREEN JUNIOR SCHOOL**  
**RISK ASSESSMENT TO BE FILLED OUT BEFORE TRIP TAKES PLACE**

<b>RISK ASSESSMENT FOR:</b> <b>Class / Classes:</b> Mixed Year 5 classes	<b>Place of visit:</b>	<b>Date of Visit:</b>
<b><u>POTENTIAL HAZARD</u></b>	<b><u>L/M/H</u></b> <b>RISK</b>	<b><u>CONTROL MEASURES</u></b>
<b><u>ALL ACTIVITIES</u></b>		
<b><u>THE JOURNEY</u></b>		
<b><u>THE LOCATION</u></b>		
<b><u>SUPERVISION</u></b>		

**Emergency Procedures in Place:**

1. Medical registers and medication in school must be taken on the trip.
- 2.
- 3.
- 4.

**Signature of group leader:****Date:****Please note:** Class labels are needed for this trip.**Number of adults needed per class:**School Telephone No:  
0208 204 5221**Names:**

Mobile Telephone Nos:

### **APPENDIX 3 - Guidelines for Parents on trips**

THANK YOU for volunteering to help with this trip.

#### **To ensure the trip runs smoothly, please note the following guidelines:**

- Before you leave school please make sure you have read the risk assessment and that you know the outline of the route you are taking
- Please note the group of children that you are looking after (maximum 10)
- Please avoid using your mobile telephone whilst with the children. This may distract your attention whilst in the street or when using London Underground Services.

#### **Walking along public footpaths:**

- There should always be a minimum of two adults escorting the group, (preferably 2 school staff) one at the front, and one at the back of the line of children - parents to supervise the middle of the line
- Children should walk in single file along narrow paths.

#### **Crossing Roads:**

- When a road needs to be crossed, children should be re grouped so they can cross the road more quickly and not straggle out
- Escorting parents should stand at either side of this block until they are ready to cross. Once crossed, get the children back into their pairs
- Pay particular attention when the group is crossing the road. The children need to be aware of what is happening and cross the road in front of the teacher
- Photographs. We understand you may want to take photographs of your own child with their friends. Please be aware that some children will not want to be photographed. Also remember any photographs are for your personal use only and must not be shared on social media sites
- Please talk and interact with the children. They may need your help with completing different tasks
- **Most importantly – enjoy the trip.** We would welcome your suggestions on how we can improve the trip if it is to be repeated. Please complete a feedback form to help us with this.