



Falconbrook Primary School

Educational Visit Policy

EFFECTIVE SEPTEMBER 2025

Aims

We believe that educational visits are an integral part to an effective and balanced curriculum. The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Visit leaders must adhere to the following policy when organising visits. Failure to do so can lead to the cancellation of the visit.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Falconbrook School:

1. Adopts Wandsworth Local Authority's 'Outdoor Educational Visits Guidance'
2. Adopts National Guidance www.oeapng.info (as recommended by Wandsworth Local Authority)

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

Types of Visit and Approval

There are three 'types' of visit:

1. **Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**
These follow the 'School Learning Area' Operating Procedure (Appendix 1)
2. **Other non-residential visits within the UK that do not involve an adventurous activity. E.g. visits to museums, farms, theatres, etc.**
These are submitted by the visit leader using the Falconbrook School Visit Request Form and approved by the Head teacher (Appendix 2). These follow the Standard Operating Procedure (Appendix 3) and a Specific Risk Assessment (Appendix 4).
3. **Visits that are overseas, residential, or involve an adventurous activity (Category A trip)**
These follow 2. above, but the Head teacher then submits the visit to Wandsworth Health and Safety team for approval.

Roles and Responsibilities

Visit leaders are responsible for the planning of their visits, including a pre visit if the trip is to a venue the visit leader has not used before, and for ensuring the Falconbrook School Visit Timeline (Appendix 5) is adhered to. Visit leaders have responsibility for writing/ensuring that their visits comply with all relevant guidance and requirements including Falconbrook School's; 'School Learning Area' Operating Procedure, the Standard Operating Procedure and the Specific Risk Assessment and should seek advice from the EVC where necessary. Visit leaders are responsible for the appropriate use of their personal mobile phone whilst on a visit.

The Educational Visits Coordinator (EVC) is Rachel Steer, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters.

The Head teacher has responsibility for authorising all visits and for submitting those that are overseas, residential or adventurous to Wandsworth Local Authority for approval.

Staff Competence

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

- Staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.

- Support for staff to attend training courses relevant to their role, where necessary.

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.

Emergency procedures

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 (see Appendix 6). All staff on visits are familiar with this plan.

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 then assistance will be sought from Wandsworth local authority.

Parental Consent

Consent is not required for activities that fall within Category B that are part of the normal curriculum during normal school hours.

The school obtains blanket consent, when a child begins at Falconbrook Primary School, for educational visits which are offsite but are within the school day. For these visits parents are informed of the visit in advance via an email.

Parental consent must be obtained for any Category A visit or visit that is outside of school hours.

Charging

We strive to ensure that all visits are either free or receive funding. On occasions visits may be booked at a cost. Parents/carers may be asked for a contribution towards the cost of this visit. If sufficient contributions are not collected the visit may be cancelled. Money will be collected by the school office only.

Inclusion

Reasonable adjustments will be made to all visits to ensure all children are included. If sufficient changes are not available an alternative visit will be organised. Children who have displayed dangerous behaviours either in school or on previous visits will remain in school, all decisions made by the Head teacher will be in consultation with parents/carers.

Appendix 1

'School Learning Area' Operating Procedure

General

Visits/activities within the 'School 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:

- Do not require parental consent or for parents to be informed
- Do not normally need additional risk assessments / notes (other than the Standard Operating Procedure)
- Do not normally need a visit request form
- Can be authorised by the Head teacher verbally

Boundaries

The boundaries of the School Learning Area include, but are not limited to, the following frequently used venues:

- Latchmere Leisure Centre
- Emanuel School
- York Gardens Library
- York Gardens Community Centre
- Falcon Park
- Shillington Gardens



Falconbrook Primary School

Trip Request Form

Name:

Venue of trip:

Date of trip:

Timings:

There are timetabled interventions on this day: yes / no

If **yes** what arrangements have been made?

Curriculum link:

Year Group/Class attending:

Number of children: boys: girls:

Number of adults: male: female:

First aider:

Mode of transport:

Minimum cancellation date:

This trip is accessible to all pupils: yes / no

If **no** what reasonable adjustments will be made?

Any other additional details:

Confirmation from Head Teacher:



Standard Operating Procedure

Trip Leader responsible for ensuring all control measures have been actioned/are in place.

Hazard <i>List significant hazards which may result in serious harm or affect several people.</i>	Who may be affected	Control Measures <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>
Trip or fall whilst walking	Children Adults	<ul style="list-style-type: none"> - Trip leader will ensure that all supervising staff are competent and understand their roles - Safety brief for the children before leaving including the procedures for walking on the road. - Children to walk in pairs - Staffing ratios will be appropriate and sufficient - Adult at front, back and throughout the line. - Ensure first aid box is taken - Mobile phone to be taken by trip leader to ensure contact with school/emergency contact
Loss of a child	Children	<ul style="list-style-type: none"> - Trip leader will ensure that all supervising staff are competent and understand their roles - Safety brief for the children before leaving including what to do if they get separated from a group - Children to walk in pairs - Staffing ratios will be appropriate and sufficient - Trip leader will ensure that all supervising staff are competent and understand their roles - Adult at front, back and throughout the line. - Regular head count, particularly at arrival/departure points, and when separating and reforming groups - Mobile phone to be taken by trip leader to ensure contact with school/emergency contact
Crossing roads	Children Adults	<ul style="list-style-type: none"> - Trip leader will ensure that all supervising staff are competent and understand their roles - Safety brief for the children before leaving including the procedures for crossing the road. - Adults briefed on roles when crossing the road - Staffing ratios will be appropriate and sufficient - Adults to stand on either side of road and stop traffic - Use pedestrian crossings where possible, if not possible only cross when safe to do so. - Crossing opportunities pre-planned

		<ul style="list-style-type: none"> - Mobile phone to be taken by trip leader to ensure contact with school/emergency contact
Child(ren) become ill	Children	<ul style="list-style-type: none"> - Trip leader will ensure that all supervising staff are competent and understand their roles - Ensure first aid box is taken - Adequate number of staff to ensure that child(ren) can be accompanied back to school if they need to and remaining children are still adequately supervised - Mobile phone to be taken by trip leader to ensure contact with school/emergency contact
Dangerous behaviour from child(ren)	Children Adults	<ul style="list-style-type: none"> - Trip leader will ensure that all supervising staff are competent and understand their roles - Safety brief for the children before leaving including a reminder of behaviour expectations on trips - Behaviour expectation reminded to all children throughout the trip - Mobile phone to be taken by trip leader to ensure contact with school/emergency contact
Exposure to adverse weather conditions	Children	<ul style="list-style-type: none"> - Check the weather forecast before trip - Children to be advised on what appropriate clothing to wear - Ensure undercover contingency plan is in place - Include measures in place on specific risk assessment if extreme heat is forecast
Interaction with members of the public	Children	<ul style="list-style-type: none"> - Safety brief for the children before leaving including a reminder that children do not interact or speak with members of the public - Trip leader will ensure that all supervising staff are competent and understand their roles - Ensure all children are supervised by an adult when there are members of the public present - Ensure all adults are aware and able to stop members of the public if they approach children
Embarking/ disembarking from vehicle	Children	<ul style="list-style-type: none"> - Safety brief for the children before leaving including a reminder of how to embark and disembark vehicles - Trip leader will ensure that all supervising staff are competent and understand their roles - Safe locations are pre-planned and chosen to get on/off transport - Ensure one staff member is the first on-board and last off board - One staff member is allocated to stand by and check doorway as pupils enter/leave

Injury whilst travelling on bus/train/coach	Children Adults	<p>- Safety brief for the children before leaving including a reminder of how to behave on public transport/coaches</p> <ul style="list-style-type: none"> - Trip leader will ensure that all supervising staff are competent and understand their roles - Ensure all children are sitting correctly in seats - Ensure children are wearing seatbelts if the vehicle is equipped with them - If children need to stand ensure they hold onto the bars at all times - Adults are spaced adequately across the children
Vehicle breaks down	Children	<ul style="list-style-type: none"> - Trip leader will ensure all children can disembark vehicle safely - Trip leader will find an alternative way to travel (if using a coach this will be done in conjunction with the driver and coach company) - Trip leader to notify DHT/HT via the school office of breakdown and any impact alternative travel arrangements will have on arrival times to venue or school
Vehicle is involved in an accident	Children Adults	<p>- Safety brief for the children before leaving including a reminder of how to behave on public transport/coaches</p> <ul style="list-style-type: none"> - Trip leader will ensure that all supervising staff are competent and understand their roles - Ensure all children are sitting correctly in seats - Ensure children are wearing seatbelts if the vehicle is equipped with them - If children need to stand ensure they hold onto the bars at all times - Adults are spaced adequately across the children - Trip leader will evaluate the impact of the accident on the children and adults - Trip leader will ensure all children can disembark vehicle safely
Specific risk from an onsite activity provided by an external company	Children Adults	<ul style="list-style-type: none"> - Trip leader to find, be familiar with and have a copy of the individual company's risk assessment for the activity - Ensure all adults are aware of specific risks identified on additional risk assessment - Make any reasonable adjustments to reduce risk

Appendix 4

Specific Risk Assessment

Establishment/Activity:

Date of Trip:

Trip leader:

Accompanying adults:

Hazard <i>List significant hazards which may result in serious harm or affect several people including medical needs.</i>	Who may be affected	Control Measures List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)	Head Teacher Comments

Agreed by Head Teacher:



Trips Procedures and Timetable

Please note – trips may be cancelled if any action is not undertaken within the stated timescale.

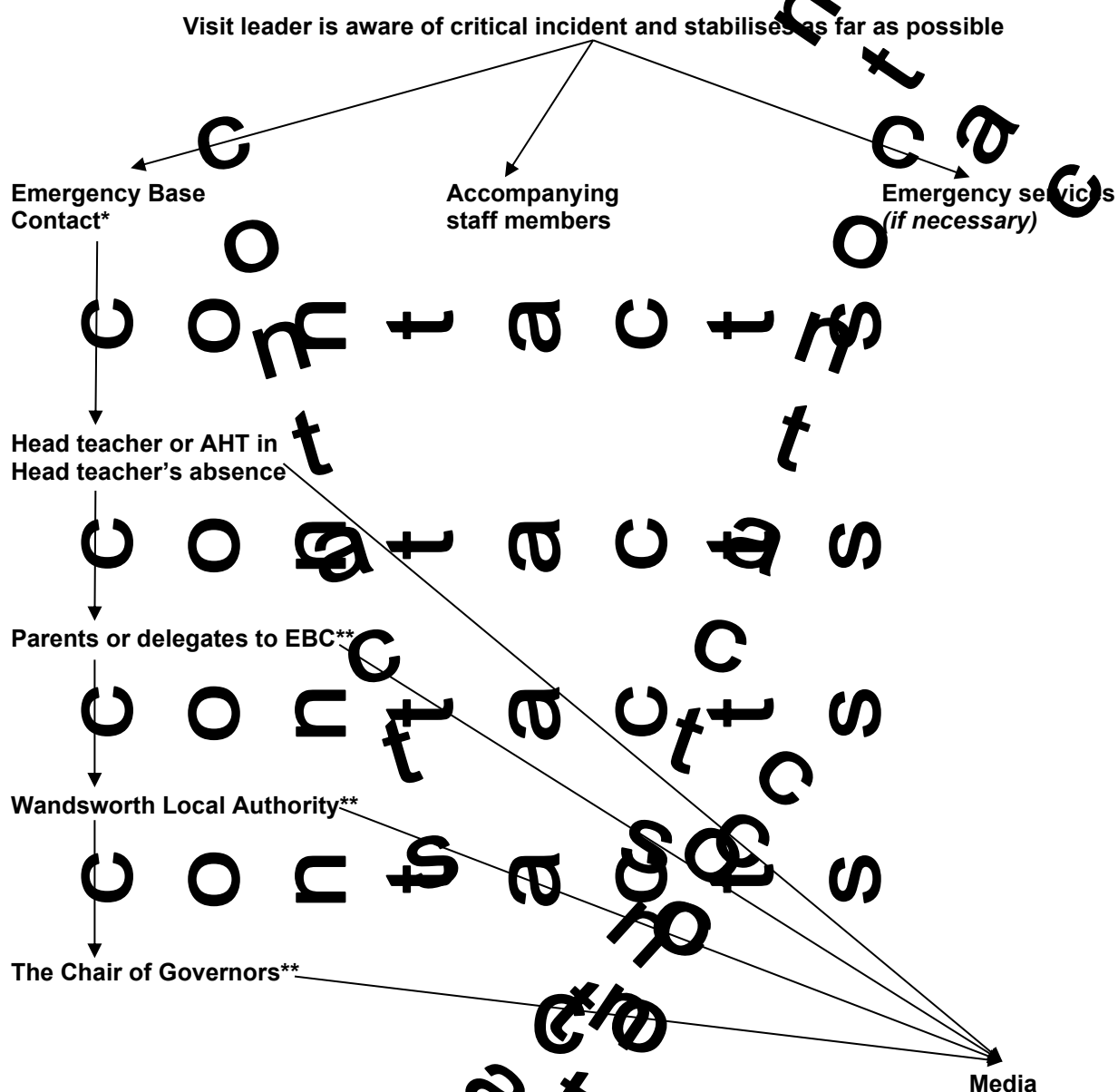
Additional actions for trips with a cost

Timescale All timings are a minimum requirement	Action	Person responsible
6 weeks	Trip request form completed and given to the Head Teacher	Visit Leader
6 weeks	Trip is authorised by the Headteacher and a copy of the signed trip request form is given to the AHT.	Visit Leader
<i>6 weeks</i>	<i>Trip request form given to SBM.</i>	<i>Visit Leader</i>
6 weeks	Trip is booked and details added to online calendar	Visit Leader
<i>6 weeks</i>	<i>Confirmation/invoice emails forwarded to admin@falconbrook.net</i>	<i>Visit Leader</i>
3 weeks	Packed lunches ordered	AHT
3 weeks	Travel booked	AHT
<i>2 weeks before cancellation date</i>	<i>Letter sent to parents asking for voluntary contributions</i>	<i>AHT</i>
<i>2 weeks before cancellation date</i>	<i>Follow up contributions with parents</i>	<i>Admin Team</i>
<i>2 days before cancellation date</i>	<i>SBM to inform Headteacher and Assistant Headteacher of the amount of money collected</i>	<i>SLT</i>
<i>1 day before cancellation date</i>	<i>Head Teacher to inform Visit Leader if the trip is able to go ahead</i>	<i>Head Teacher</i>
2 weeks	Letter sent to parents	AHT
2 weeks	Specific Risk Assessment completed and given to Head Teacher to be signed	Visit Leader
2 weeks	Copy of the Specific Risk Assessment given to the AHT	Visit Leader
1 day	Staff briefed on their role on the trip	Visit Leader
1 day	Children briefed on their role on the trip	Visit Leader

Appendix 6

Emergency Plan

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. If this occurs the visit leader will carry out the following procedures.



**Between 7.30am and 5.00pm the Emergency Base Contact is the school office. For trips beyond these hours the Emergency Base Contact is the Head teacher or Assistant Head teacher if the Head teacher is on the trip.*

***Contact only if the Head teacher has decided this is the level of response needed for the critical incident.*

Refer also to the Wandsworth Outdoor Education Visits Guidance, Annex B Emergency procedure group leader and Annex C Emergency procedures base contact (shared in all staff – trips)

Appendix 7

Application for approval for Category A activities (i.e. all educational visits, residential visits, sporting and hazardous pursuits)
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From			
Establishment			
Address (For Correspondence)			
Post code			
Tel no		e-mail	

Date of outward journey		Date of return journey	
Mode of travel			
Destination or places to be visited (postal address)			
Country(ies)			
Type of accommodation		Has it been used by you before	Yes / No

Purpose of journey / visit and specific educational objectives			
Details of the programme of activities Please give full details of your plans for each day or attach a copy (including itineraries, routes and special safety measures / equipment, campsite grid references...)			
Previous experience of this venture			
Have you pre-visited the site(s)?	Yes / No	Has a written risk assessment been completed?	Yes / No
If no pre-visit, how will preparatory information be sought?			

Emergency contact person(s) telephone number(s) at home (out of office hours) – (only one required if just one overnight involved.)	
Contact Person 1	
Contact Person 2	
Emergency contact number at destination	

Name of tour operator or company used			
Tel no			
Type of financial bonding (e.g. ABTA, ATOL, IPT)			
Travel arrangements (e.g. coach), name and Tel no of company			
Name of driver if self-drive transport is to be used		Is the instructing or leading to be undertaken by Centre or Tour Company staff	Yes / No
Name of Insurance Company providing cover			

Name of party organiser		Gender: M / F
Name of party leader		Gender: M / F
Name of deputy party leader		Gender: M / F

Name(s) of your professionally qualified staff, e.g. teacher, youth worker			
Name (group leader first)	Gender M / F	Any activity qualification held relevant to the venture, e.g. Open Country, DoE	Date obtained / updated
<i>Please indicate if any staff will not be present throughout the venture</i>			
Number of support adults (volunteers or other responsible adults)			
Male		Female	

Names of First Aiders	
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Pupil numbers						
Males		Age range		Including		Over 18 years
Females		Age range		Including		Over 18 years
Names of group members with specific disabilities						
Have any special arrangements been made?						

Proposed hazardous pursuits (if any)	
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Adult / pupil ratio		Teacher / pupil ratio	
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Recommendations for approval

This approval confirms that we consider the event to have 'significant educational value' and that the arrangements are in accordance with the appropriate Council regulations. We confirm that the party leader and other appropriate staff have read the relevant sections of Outdoor Education Regulations and Guidance and the safety regulations for the appropriate activities as defined in Safety in Hazardous Pursuits: Regulations and Guidance.

School			
Trip to		Date of trip	

1. Head of establishment

Signature		Date	
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2. Governing body representative

Signature		Date	
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Please email the completed and signed form and to: safety@richmondandwandsworth.gov.uk

Note: Please ensure that you have the two approval signatures required in 1 and 2 above.