COWORTH FLEXLANDS
Prep School & Nursery
Inspiring Minds, Nurturing Spirit

Educational Visits Management Plan

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1. Policy Statement

Coworth Flexlands believes that educational visits and off-site experiences form an integral part of our educational offering. These include residential experiences, environmental studies, sports, physical and cultural experiences, environmental studies, sports, physical and cultural activities, business visits, conferences, and adventurous activities. Such activities enrich pupils' learning by providing experiences beyond the classroom that build confidence and independence, while offering opportunities to apply knowledge and skills in real-world contexts. The school recognizes the importance of ensuring that educational visits and off-site activities are carefully planned and managed.

Coworth Flexlands is committed to ensuring that all educational visits and off-site activities are safe and inclusive, such that pupils with SEND, medical needs, or other vulnerabilities, have opportunities to participate with appropriate adjustments and risk control measures.

Young people derive considerable benefit from taking part in educational visits. In particular they have opportunities to participate in activities and gain from experiences not available in the normal classroom. Such visits help young people to develop a wide range of valuable personal and social skills.

The school seeks to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils and will choose them so as to be accessible to those with educational difficulties and/or disabilities.

Coworth Flexlands School believes that school visits are an essential resource for the teaching of a broad and balanced curriculum. All year groups will go on visits each year linked to an aspect of their class work or as an extension to the creative and performing arts and/or sports programs that run throughout the school.

The aims of our off-site visits are to:

- Enhance curricular and extension opportunities for all our pupils;
- Provide a wider range of experiences for our pupils other than could be provided on the school site alone;
- Promote the independence of our children as learners; enable them to grow and develop in new learning environments, and to learn about risks in these environments.

These visits begin with day or half-day trips and progress to residential experiences in years 3 - 6.

The Educational Visits Policy is informed by:

- Health and Safety on Educational Visits (DfE, 2018)
- Health and safety: responsibilities and duties for schools (DfE, 2022) — general H&S duties underpinning educational visits
- Outdoor Education Advisers' Panel (OEAP) National Guidance
- School trips and outdoor learning activities – tackling the myths (HSE)
- United Learning Group Educational Visits Code of Practice [Hub-Health and Safety-Documents]
- The Early Years Foundation Stage Statutory Framework for group and school based providers, Sept 2026 (DfE)

This policy applies to all members of our school community, including those in our EYFS setting.

Coworth Flexlands School is fully committed to ensuring that the application of this policy is nondiscriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity policy document. Coworth Flexlands School seeks to implement this policy through adherence to the procedures set out in the rest of this document. In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the main school office.

This policy should be read alongside:

- Administration of Medicines Policy
- Allergy Management Policy
- Behaviour and Discipline Policy
- Child Protection and Safeguarding Policy
- First Aid Policy
- Health and Safety Policy
- Risk Assessment Policy
- Mobile Phones and Personal Devices Policy
- SEND Policy
- Teaching and Learning Policy

This document is reviewed annually by the EVC or as events or legislation change requires. The next scheduled date for review is October 2027**.**

2. Key Personnel

Each visit or activity is planned by the Visit Leader and is then approved by the EVC, Catherine Stopp, of Coworth Flexlands School. She is responsible for overseeing the management of all Educational Visits and Activities off site. The Director of Sports, Lisa Phillips, oversees all sports fixtures and activities. All educational activities are overseen by The Director of Studies, Claire Glover and finally the Head, Nicola Cowell.

3. Safeguarding

Educational visits form part of the School's safeguarding responsibilities and will be planned in accordance with the Child Protection and Safeguarding Policy.
Risk assessments will consider:

- vulnerable pupils;
- pupils with SEND;
- medical needs;
- supervision arrangements;
- transport arrangements;
- communication systems;
- overnight accommodation;
- use of mobile phones and digital devices;
- child-on-child abuse risks.

Any safeguarding concern arising during a visit will be managed in accordance with the Child Protection and Safeguarding Policy and recorded appropriately.

4. Educational Value

It is important that all educational visits have a clear educational value to the pupils taking part and this must be stated on the proposal forms (see appendices 1 and 2). Alongside the aims and reasons stated above in section 1, it is important to ensure that there is a purpose to the intended visit. If the teacher planning the visit is not sure of the educational value, then they should first discuss this with the EVC. If it is still unclear as to if the visit has enough merit, then The Director of Studies and/or Head may be consulted.

5. Parents and information

Parents sign a form at the start of each academic year to give permission for day visits and workshops happening at school during the year. A note/letter goes out a few weeks before the visit in the weekly notes to explain the visit and what is needed in terms of lunches, clothing etc. Parents can then contact the teacher leading the trip if they have any questions. All parents contact details are held at the school office and that will be the main point of contact for the parents during the visit.

Residential trips involve a meeting for parents to explain the reasons for the trip and what will happen whilst they are away from home. Letters are sent detailing activities, clothing and equipment needed and separate permission is required. Parents have the office as the main point of contact during school hours and a member of the Senior Leadership Team (SLT) has the school mobile for out of school hours for the duration of the residential trip. The lead member of staff on the residential will also hold all contact details for the parents so that they can contact parents as necessary. Regular updates and photos are posted on the school's Seesaw accounts which are linked to parents in that class so that parents can see what is happening. The Clarion Call system for sending updates will also be used.

6. Risk Assessment and First Aid

Risk assessment and risk management are legal requirements. For educational visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill.

- **Generic activity risk assessments**, which are likely to apply to the activity wherever and whenever it takes place. Examples of generic risk assessment include travel by coach or Parents and visits to coastal venues. These will be drawn up by the EVC for use in conjunction with other specific risk assessments.
- **Visit/site specific risk assessments** which will differ from place to place and group to group. These are usually undertaken by the school for each venue and are amended as necessary for different groups. They should be prepared or agreed by someone trained and competent to assess risks, such as the Visit leader or EVC and then signed by all supervising adults as read and understood (see appendix 3 for template).
- Site specific risk assessments where the same venue is used each week e.g. swimming will be reviewed by the DoS and, barring any changes to the nature of the venue, the prime concern on a weekly basis is the risk presented by the group of pupils undertaking the visit.
- For visits which are 'one off's' a specific risk assessment from the venue/provider is required to be viewed and then our own school risk assessment is completed in light of the group of children attending. Examples of this would be visits to farms, galleries, museums, public parks, garden centres etc. as part of a specific curriculum module for a specific class group.
- For both of these the EVC will direct the visit leader to the relevant sections of the School guidelines covering the type of visit.
- **Ongoing risk assessments** are those that take account of unplanned and unexpected changes, for example, illness of staff or pupils, changes of weather, availability of preferred activity. The visit leader is responsible for making decisions on an ongoing basis during the visit as to the appropriateness of continuing the visit in the light of prevailing conditions.
- **All staff and pupils should be aware of a 'PLAN B' in the event of the planned agenda needing to change.** Visit leaders are always in charge. They should trust their own knowledge of the young people and use their own professional judgement. This may include challenging an activity leader where the visit leader's knowledge of the group is superior or intervening to prompt a change of plan, including stopping an activity if they feel uncomfortable or believe that that it has become too hazardous. The visit leader can contact the EVC or Headteacher at any point during the trip for a second opinion on a change to the agreed activities.
- Where it is considered unsafe to include a particular pupil because there are serious doubts concerning their behaviour, or it is felt that they may represent a significant risk to themselves or others within the group, suitable alternative experiences that will meet the educational needs of the class will be explored. No pupil may be excluded from an educational visit unless it is impossible to teach the curriculum without the said visit and no alternative way of meeting the educational objectives may be found.
- Reasonable adjustments are to be made to accommodate the needs of disabled pupils on all visits and details are to be covered in the risk assessment.
- Staff should all have completed the relevant First Aid at work course and where possible Paediatric First Aiders course. There should be at least one Paediatric First Aider on every visit. All first aid given should be recorded on the forms provided (see appendix 4).
- The use of mobile phones and personal devices during educational visits is governed by the Mobile Phones and Personal Devices Policy.

7. Procedures for organising an Educational Visit

The detailed procedures for planning and organising an educational visit are below. The Visit Leader has the responsibility to follow these steps before a visit/activity will be approved by the EVC and Head.
Planning for educational visits will take account of Individual Healthcare Plans, Allergy Action Plans, emergency medication requirements and any SEND-related adjustments required to ensure all pupils can participate safely.

- The Visit Leader has an idea for a trip/workshop and completes the relevant proposal form ensuring the educational outcomes and a rough costing (excluding travel) are included.
- Half a term or longer before the proposed trip – the form is handed to the EVC.
- The EVC will check dates with the school diary for clashes and discuss the proposal with the Head and other members of SLT as appropriate. The form will be signed by the EVC and then go to the office so that they can ring for quotes for coaches if needed. If the minibus is being used the EVC will indicate that on the form.
- The EVC will let the Visit Leader know that the trip has been approved and they can then confirm the booking, (the office can help with this). The EVC will inform the member of staff who organises cover to look at who is best placed to go and if any cover is needed.
- The Visit Leader can start writing the Risk Assessment, the EVC can help with this. There are previous versions on the shared drive to help too.
- At least 2 weeks before the visit, the completed risk assessment, including adults supervising and groupings of children, must be handed to the EVC by email or a paper copy. This is so there is time to amend the RA if needed. The RA must be signed off by the EVC and a member of SLT in order for the visit to go ahead.
- 2 weeks before the visit, a letter should go to parents informing them of the visit and any equipment or clothing including lunches needed, the office can again help with this.
- The final arrangements for the visit can then be made and at least 1 week before the visit, the Visit Leader should brief all staff attending to ensure they know what is happening, who they are supervising and any medical, behavioural or educational needs of those pupils. They then should sign the copy either electronically or on the paper copy signed by the Head and EVC. This should be stored with the Visit leader and in the RA folder on the staff shared drive.
- After the visit, accident forms and medicine/incident forms should be stored securely and uploaded to CPOMS. If there is a serious incident or problem on the visit, the EVC or Head should be informed as soon as possible.
- Within 1 week of returning from the trip, the Visit Leader should get feedback from the staff who attended the trip and complete the evaluation part of the RA, if it is a residential trip then a meeting to review the trip will be held.

8. Pupil behavior and supervision

Supervision of pupils on educational visits requires that there are enough staff present to enable the pupils to be supervised effectively. OEAP (Nov 2018) state that the following should be considered:

- The nature and duration of the visit and planned activities.
- The location and environment in which it is due to take place.
- The nature of the group of pupils including their age, number, level of development, ability and behavioural, medical, emotional and educational needs.
- Staff levels of competence and experience.
- The consequences of a member of staff being indisposed or having to accompany a sick child to hospital, especially if they will be in sole charge of a group of children for any significant time.

To help decide what staff:pupil ratio is needed, a risk assessment should be completed and reviewed before every visit or activity. The below are minimum guidelines and should be used as a guide alongside the considerations above.

Years 4 – 6	1:10
Years 2 – 3	1:8
Year 1	1:6
EYFS	1:4

For EYFS, it is important to ensure that there are at least as many adults as you would have normally in the classroom setting and to take as many as the risk assessment identifies are needed for that group of pupils and planned activity.

On a day visit, the staff will follow the schools Behaviour and Discipline policy and parents would only be contacted if there was an immediate problem that required them to collect their child early. This would be discussed with a member of the SLT first.

For residential trips, parents sign the consent form for their children to attend the residential and at the same time agree to collect their child if their behaviour is unacceptable. The behaviour expected on the trip follows the schools Behaviour and Discipline policy. Serious issues where the child has behaved in a way which undermines the safety of themselves or other pupils on the trip or has been repeatedly unable to follow instructions may require parents to collect their child. This would be logged and discussed with a member of SLT first before asking any parent to come and collect their child. Any behavioural issues should be logged on CPOMS as soon as possible and parents contacted as per our Behaviour and Discipline policy.

9. Emergencies

The Visit Leader should ensure that they hold the EVC, school office and SLT's contact details whilst on the visit so that they can contact them for information, support and to give information as necessary. Parents will be contacted by the office if necessary, except for on a residential when the Visit Leader may call parents directly.

If any accidents occur, normal school guidelines apply, and first aid should be administered in the normal way and recorded. For day trips, on return to school is fine whilst on a residential the EVC will have a folder of medical/incident record forms which will be completed by the end of each day. Parents will be informed following our usual school guidelines. All staff on the trip should have at least completed the First Aid at work course and most will have also done the Paediatric First Aid course. Each member of staff should have access to a First Aid kit.

For residential trips, the EVC or a member of SLT, will be on duty 24 hours a day so that if needed they can be contacted. The visit leader will ensure that accident forms are completed each day and a record of any medicine given is kept. Pastoral incidents will also be recorded and uploaded to CPOMS on return to school. The visit leader will also have a copy of all the medical forms completed by the parents and contact details for the parents, these will be destroyed after the visit. It is good practice for the staff to meet informally each night to share any accidents, incidents or concerns so that the rest of the staff are aware. The visit leader will ensure staff are kept informed of any information relevant to the health and wellbeing of the pupils and to contact SLT/parents as necessary.

A fire drill is always held once the pupils are in their rooms at the residential center or hotel to ensure that pupils know the procedures if the alarm sounds or they need to evacuate. Staff stay in bedrooms within the same corridors as the pupils so that they can easily help if the need to evacuate arises.

10. Preliminary Visit

When possible, if the visit is one where the school have never been before then it is advisable for the visit leader or EVC to do a preliminary visit to look at factors which will affect the writing of the risk assessment. Most venues/providers will allow a free visit for teachers in order to help them plan the trip. It is also possible to use recommendations and talk to staff from another United Learning group school for advice.

11. After the visit

All journeys and visits off-site must be reviewed and evaluated in relation to the visit aims and purpose in order to aid future planning. It is the responsibility of the Visit Leader to inform the EVC of any specific issues effecting future visits concerning the venue, the transport, administrative support issues and staffing. Visit Leaders will need to evaluate the success of each trip with the EVC who can oversee the need for changes in arrangements for subsequent visits to the venue or with the particular group. In the case of a residential trip this will take the form of a formal meeting with the EVC, staff who attended the visit and the Head in the week following the trip unless already done so prior to leaving the site

12. Licensed Activities

Most Providers who offer adventurous activities currently require an Adventurous Activity Licence (Adventure Activities Licensing Regulations 2004). The adventurous activities that fall within the scope of the Licensing Authority are Caving, Climbing, Trekking, skiing and Water sports. The status of a Provider in terms of licensing will be confirmed during the Pre-Check process. Where a licensable activity is provided by an external commercial provider, the School will always ensure that the provider holds a valid Adventure Activities Licence.

External providers will also be vetted in accordance with OEAP National Guidance, including checks on competence, insurance, safeguarding arrangements, and, where applicable, the LOtC Quality Badge.

13. Voluntary help - safeguarding

Approval for the use of voluntary helpers is to be decided by the Head. This permission will be based upon knowledge of the qualifications of the volunteers. The fact that help is voluntary does not negate the legal responsibility of those involved. The school will meet the regulatory guidelines for assessing the suitability of volunteers and appropriate checks and verifications will be undertaken prior to the trip/visit. Volunteer helpers must not be left in sole charge of children. All volunteer helpers have the same responsibility to follow the instructions of the visit leader. All voluntary helpers will have read this policy, the Staff Code of Conduct and safeguarding advice and signed to say they will abide by these. Volunteers who stay overnight on a trip with the children will be subject to an enhanced DBS check and their suitability checked as advised in the government's Prevent strategy

14. Insurance

When a trip is undertaken as part of the normal school curriculum, even though it is conducted off school premises, the insurance arrangements for the school will prevail. The visit leader must check the need for additional travel insurance depending upon the nature of the activity to be undertaken. When a tour operator is used the type and extent of the insurance cover being used should be ascertained. All Providers must hold £5 million Public Liability Insurance. As part of the vetting process the School will check that this level of Insurance is in place

15. Financial Arrangements

Day off-site activities and onsite workshops are funded by monies collected via school fees. Fees are set and reviewed annually by the Local Governing Body. All residential trips are funded by the parents concerned via their termly bill.

Information regarding deposits, payment schedules, cancelation arrangements, refunds and insurance arrangements will be communicated clearly to parents in advance of residential and chargeable visits.

16. Calculating Costs

The cost of day visits and onsite workshops is included in the fees collected each term. For residential trips, the EVC will collate and present all the costs associated with the residential including transport with the Bursar. The cost to parents will be decided based on this.

17. Monitoring and Governance

The Educational Visits Co-ordinator reviews educational visit arrangements regularly.
The Local Governing Body receives periodic assurance regarding:

- educational visit procedures;
- significant incidents;
- residential visits;
- safeguarding arrangements;
- compliance with health and safety requirements.

18. Training

The EVC should receive regular training and refreshers every 3 years from an OEAP qualified provider. Visit leaders can be trained by the EVC or have training from an approved OEAP provider. All staff should be familiar with this policy and have time to discuss it with the EVC once a year. Staff will also receive regular update training as needed.

19. Data Protection

The information collected on the medical forms for residential trips is securely shredded once the trip has returned. Pastoral incidents will be uploaded to CPOMS and then paper copies will be destroyed. Accident forms will be kept along with the usual school accident book on return from the visits and will be uploaded on ARMS in line with usual school accidents. Pupils first names are only used on any Tweets and no names on photos posted.

Document Log

Reviewed by	Joe Yates
Role	Deputy Head Wellbeing
Review schedule	Annually
Date Authorised	October 2026
Reason for review	Annual check
Review Date	October 2027

Appendix 1 – Outing Proposal Form and Checklist

OUTING
PROPOSAL FORM AND CHECKLIST

Section 1 (to be completed by Outing Leader)

	Please could Section 1 be completed and passed to EVC by ½ Term of the previous Term where possible.		Checked, signed & dated
Venue Name & address			
Proposed Outing Date/s			
Class/es		No: of pupils:	
Timings			
Learning Outcomes: (Educational value for pupils involved)			
Class Teacher / Leader			
Accompanying Staff (Min 2 C-F staff)			
Other Accompanying Adults DBS checked			
	Cost per child:	Cost per adult:	
Additional Costs:			
Date Risk Assessment received from Venue			
Date C-F Risk Assessment completed (at least 2 weeks before trip)			

Section 2 (to be completed by Secretary/EVC)

Coach Company	Name:	Date Booked:	
	Cost:	Booked by (sec)	
	Pick Up time (from C-F):	Collection time (return):	
	TOTAL OUTING COST:		
EVC	**HEAD**		

Appendix 2 – Innings/Event Proposal Form and Checklist

INNINGS/EVENT PROPOSAL FORM AND CHECKLIST

Section 1 (to be completed by Leader/Organiser)

	Please could Section 1 be completed and passed to EVC by ½Term of the previous Term where possible.		Checked, signed & dated
Event Name			
Proposed Event Date/s			
Timings			
Learning outcomes (educational value to pupils)			
Class/es		No: of pupils:	
Class Teacher / Leader			
Other Staff involved			
Other Adults involved DBS checked			
Venue Name/Rooms reqd	Classrooms		
	Cost per child:	Cost per adult:	
Additional Costs:			
Date Risk Assessment received from Organisation			
Date C-F Risk Assessment completed			

Section 2 (to be completed by Secretary/EVC)

	TOTAL INNING/Event COST:	
EVC	**HEAD**	

Appendix 3 – Risk Assessment including groups of pupils and supervision and evaluation of visit

Venue Date/Times	
Purpose of visit	
School Group	
School Staff Supporting Staff/Adults	**Leader:** **Deputy:** **Staff/Adults**:
Staff Contact Numbers including Emergency contacts	
School Emergency contact out of hours holding paperwork	N/A
Parent Contact Numbers	In school office. Phone school for school to phone parents.
Venue contact numbers and location details	
Venue's own RA provided?	**Yes** **Attached** (if no, state where it may be read)
Transport to Venue School departure & return arrival times	
Nearest A&E, including postcode	
Collection from venue	
Medical/Support provision	First Aid Qualifications held: First Aid Training Up to Date First aid kit to be taken. Staff are trained.
Dietary Allergies/requirements	

HAZARD	WHO IS AT RISK?	Existing Controls (Action taken to reduce risk)
Notes from Venue's own RA		• Please attach RA's from venues/companies.
Medical - Pupils **Asthma:** **Allergies:** **Other/specific additional pupil issues:**	P	• Paediatric First Aiders present • Medical Kit checked • All staff briefed; venue briefed as appropriate • Pupil emergency medical supplies checked • Ambulance calling - location details on top of RA
Medical – Staff/Other Adults **Epilepsy:** **Asthma:** **Allergies:** **Other/specific additional adult issues:**	S	

Threat of Terrorism (delete if N/A) **(London based trips/areas of particular risk)**	All	• Check threat level before completing this RA and advice from venue
Mode of transport	All	•
Collection/drop off at school – accident in car park	P	• Staff to alight before children • Use pathway to walk from gate to bus
Transport accident when moving or alighting	All	• Staff to check all on and seat belts on properly • No standing or movement when travelling • **In the event of a traffic accident** call the emergency services if a child or member of staff is injured then call the school for back-up help. • **One member of staff to stay with the uninjured children and one to go to the hospital** unless incapacitated. The advice of the medical staff must be adhered to. • Children must be removed from danger and await help in a safe place supervised by a member of staff • **In the event of a breakdown,** call the school and remain with the children outside the vehicle in a safe place until help arrives. ***BUS*** • *Staff/no pupils to sit at emergency exits* • *Reputable coach company used* ***CAR*** • *Child locks activated on cars* • *No children in front seat if the car has air bags/cannot be child locked* • *All children in diagonal shoulder seat belts* • *Booster seats where appropriate (135cm)* • *Driver MOT & Insurance checked* • *In the event of an accident/breakdown adult to stay with pupils until additional staff arrive from school; call emergency services if anyone is injured; medics to accompany injured pupils to hospital & staff to remain with uninjured pupils* • *School telephone number on display in car & pupils briefed on how to call for emergency help*
Disembarkation at Venue	All	• Member of staff to leave vehicle ahead of the children
Toilets –clean, safety	all	• Children must be accompanied by a member of staff.
Catering	All	•

Communications in emergency/delays	All	• Staff to communicate, by mobile phone, to the school office/SLT
Venue/Activity	P	•
Safeguarding (Including missing children and photo permissions)	P	• Head counts regularly by lead and when arriving/departing somewhere • Children in named group with teacher/adult so they constantly check on their group (list on last page of RA) • No 3rd party permission:

Name of Organiser:	Date/Sign:	
Approved by EVC:	Date/Sign:	
Approved by Head:	Date/Sign:	

Attendance List

Groups + adults

Review (within 1 week of outing/inning)

Appendix 4 – Residential Trip Incident/Medical Record Form

RESIDENTIAL TRIP INCIDENT/MEDICAL RECORD

Child's Name: _____ Year _____

A phone call with the child's parent must take place if you have administered more than 2 doses of Calpol or if the child appears to be unwell or unhappy. It is then the parent's decision for their child to remain on the trip.

Date / time	Nature of concern raised or noted	Details of any medication/treatment given