Gidea Park

PREPARATORY SCHOOL AND NURSERY

Educational and Off Site Visits Policy

Gidea Park Preparatory School and Nursery

January 2026

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1 Aims

1.1 This is the educational visits policy for pupils of Gidea Park Preparatory School and Nursery (**School**).

1.2 The aims of this policy are as follows:

1.2.1 to set out the School's approach to the planning and implementation of Educational Visits in order that everyone involved understands his or her responsibilities and can participate fully;

1.2.2 to establish a framework for managing risks and challenges to the health, safety and welfare of pupils on Educational Visits that is proportionate;

1.2.3 to actively promote the well-being of pupils.

2 Scope and application

2.1 This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).

2.2 This policy applies to all Educational Visits (as defined below).

2.3 This policy shall also apply to pupils at all times and places in circumstances where failing to apply this policy may:

2.3.1 affect the health, safety or well-being of a member of the School community or a member of the public; or

2.3.2 bring the School into disrepute.

3 Regulatory framework

3.1 This policy has been prepared to meet the School's responsibilities under:

3.1.1 Education (Independent School Standards) Regulations 2014;

3.1.2 Statutory framework for the Early Years Foundation Stage (DfE, September 2025);

3.1.3 Education and Skills Act 2008;

3.1.4 Childcare Act 2006;

3.1.5 Equality Act 2010;

3.1.6 Data Protection Act 2018 and UK Data Protection Regulation (UK GDPR). Last updated March 2023; and

3.1.7 Health and Safety at Work Act 1974;

3.2 This policy has regard to the following guidance and advice:

3.2.1 Health and Safety: responsibilities and duties for schools (DfE, April 2022);

3.2.2 Health and Safety on Educational visits (DfE, November 2018).

3.3 The following School policies, procedures and resource materials are relevant to this policy:

3.3.1 health and safety policy;

3.3.2 safeguarding and child protection policy and procedures; and

3.3.3 behaviour and discipline policy.

4 Publication and availability

4.1 This policy is published on the School website, and a hard copy is available from the School office on request.

4.2 This policy can be made available in large print or other accessible format if required.

5 Definitions and interpretation

5.1 Where the following words or phrases are used in this policy:

5.1.1 Reference to **Adventure Activities** include but are not restricted to activities such as winter sports, rock climbing, hill walking, mountaineering, skin or scuba diving, white-water rafting, caving, climbing, trekking, water sports or activities in or around water and Cadet and other uniformed activities. An activity may be considered to be hazardous not only due to the nature of the activity itself but also the environment in which it will take place, to include but not restricted to activities in areas subject to extremes of weather, temperature or environmental change, on or near cliffs or steep terrain, in or near water or areas considered to be politically, economically or socially unstable.

5.1.2 Reference to **Contingency Plan** means an alternative activity in the event the planned activity on an Educational Visit cannot be undertaken safely, or if there is a critical incident during the visit.

5.1.3 Reference to **Educational Visit** includes but is not restricted to the following activities which are off-site and arranged or facilitated by the School at any time:

(a) study and cultural visits;

(b) hazardous and adventure activities and expeditions; and

(c) overseas trips and residential trips.

An Educational Visit does not include a visit which has been arranged privately between the pupil and an employee of the School.

5.1.4 Reference to **Educational Visits Co-ordinator (EVC)** means the Head or a member of staff to whom the Head may delegate responsibility alongside their main role, for the arranging and the administration of an Educational Visit and the assessment and management of any risks posed by that visit.

5.1.5 Reference to **Employee** means anyone who works under a contract of employment at the School.

5.1.6 Reference to **External Provider** means any person or organisation other than the School or an Employee of the School who provides a service and or facilitates an activity under a contract during an Educational Visit.

5.1.7 References to **First Aiders** are members of staff who have completed an approved First Aid course and hold a valid certificate of competence in First Aid at Work or Paediatric First Aid.

5.1.8 Reference to **Group Leader** means an Employee who has overall responsibility for the planning, organising, supervision and conduct of the Educational Visit.

5.1.9 Reference to **HSE** means the Health and Safety Executive.

5.1.10 References to **Licensed Activities** means only those activities which are currently licensable under the Activity Centres (Young Persons' Safety) Act 1995 and Adventure Activities Licensing Regulations 2004 (SI 2004/1309) and include caving, climbing, trekking and water sports.

5.1.11 Reference to **Parent(s)** means those having parental responsibility for a child.

5.1.12 Reference to **Supervisor** means an adult who has been approved by the Head or EVC and who has responsibilities and duties assigned to them during an Educational Visit by the School (to include but not restricted to Parents and volunteers).

6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Head	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Head	As required, and at least annually
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the GDPR	Head	As required, and at least annually
Formal review	Proprietor	As required, and at least once every 2 years

7 Legal requirements and responsibilities

7.1 **Head**: The Head will ensure that Educational Visits comply with legislation, regulations and guidance issued by the HSE, the Department for Education together with that provided by the Proprietor and the School's own health and safety policy.

7.2 The Head will ensure that:

7.2.1 the Group Leader is competent to plan, undertake and supervise activities and to monitor / assess the risks throughout the Educational Visit;

7.2.2 Educational Visits do not take place unless specific approval has been given by the Head or another suitable member of the Senior Leadership Team in advance;

7.2.3 appropriate risk assessment(s) for the planned Educational Visit and a Contingency Plan (where appropriate) have been carried out and that adequate health and safety measures are in place;

7.2.4 those who are conducting the risk assessments have the necessary training, knowledge, skills and experience to do so;

7.2.5 Supervisors are properly assessed in accordance with the School's safeguarding and child protection policy and procedures;

7.2.6 adequate contact details for the Group Leader and / or Supervisors on the Educational Visit have been provided;

7.2.7 the Group Leader reports back after the visit and ensures that any appropriate follow up action is taken, lessons are learned and risk assessments and procedures are adapted where necessary;

7.2.8 adequate records are retained following the Educational visit.

7.3 The Head / EVC will:

7.3.1 consider whether the Educational Visit should take place;

7.3.2 ensure that there is adequate insurance cover for Educational Visits;

7.3.3 work with the Group Leader to provide details of Educational Visits beforehand to Parents, pupils and Supervisors (where required);

7.3.4 ensure that adequate contact details for the Group Leader and / or Supervisors and the proposed venue are retained at the School;

7.3.5 monitor risk assessments, systems and accident reports and general practice on Educational Visits on a regular basis.

7.4 The Group leader must follow legislation, regulations, guidance and this policy and other applicable School policies relevant to Educational Visits.

7.5 Where necessary, the Group Leader should obtain specialist advice to enable Educational Visits to be undertaken safely.

7.6 The Group Leader has overall responsibility for:

7.6.1 the preparation and planning of the Educational Visit (in consultation with the EVC or another appropriately senior person where necessary) including obtaining approval for the Educational Visit to take place;

7.6.2 carrying out risk assessment(s) for the main activity in accordance with the School's risk assessment procedures;

7.6.3 the supervision and conduct of the Educational Visit;

7.6.4 the health and safety of the group during the Educational Visit;

7.6.5 the behaviour and discipline of pupils during the Educational Visit.

7.7 The Group Leader will also:

7.7.1 ensure that all those attending or involved in the Educational Visit know who is in charge at any time and that all Supervisors and External Providers are aware of any identified risks and understand their respective responsibilities;

7.7.2 ensure that there is a plan for emergencies and that everyone on the Educational Visit is aware of emergency arrangements;

7.7.3 take immediate steps to terminate the Educational Visit if the health or safety of the pupils or anyone else on the Educational Visit is at risk;

7.7.4 ensure that any insurance conditions are complied with;

7.7.5 ensure that there is sufficient first aid provision for each Educational Visit from appropriately qualified First Aiders, have a good working knowledge of first aid and be aware of and adhere to the School's policies on first aid and administration of medicine and obtain relevant medical information for pupils[1];

7.7.6 obtain and carry emergency telephone numbers and details of emergency points of contact for everyone on the Educational Visits.

7.8 The Group Leader has the full authority of the Head and has the right to return any pupil home if, after consideration of all relevant matters, he / she is of the opinion that such action is warranted. Extra costs arising out of any such event will be payable by the Parent.

7.9 **Supervisor(s)** will:

7.9.1 be properly checked and assessed in accordance with the School's safeguarding and child protection policies and procedures;

7.9.2 do their best to ensure the health and safety of everyone in the group and act as any reasonably prudent Parent would do in the same circumstances;

7.9.3 follow the instructions of the Group Leader and help with control, behaviour and discipline of the group;

7.9.4 inform the Group Leader or member of staff immediately if they suspect there is a risk to the health and safety of themselves or others during the Educational Visit;

7.9.5 speak to the Group Leader or a member of staff if concerned about the health or safety of anyone attending the Educational Visit;

7.9.6 be aware of potential conflicts of interest if their own children are members of the group and discuss this beforehand with the Group Leader;

7.9.7 not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.

7.10 **Pupils** will:

7.10.1 follow the instructions of the Group Leader and Supervisor(s) during the Educational Visit and comply with the School rules / behaviour and discipline policy;

[1] If the trip includes EYFS pupils there will be at least one paediatric first aider.

7.10.2 not behave in a way which put themselves or others at risk or in breach of the School rules and the School's behaviour and discipline policy;

7.10.3 dress and behave appropriately and responsibly, using safety equipment appropriately and as instructed;

7.10.4 if abroad, be sensitive to local codes and customs.

7.11 **Parents** will:

7.11.1 provide the School with clear and accurate up to date information on their child's health and / or any special needs, including the need for medical attention or medication in advance of an Educational Visit;

7.11.2 ensure that they provide up to date contact details or other appropriate contact details in the event that they will be unavailable;

7.11.3 ensure that their child understand the standard of behaviour and conduct expected of pupils on the Educational Visit.

8 Planning and preparations

8.1 The Group Leader will:

8.1.1 undertake and complete the planning of and preparation for the Educational Visit;

8.1.2 where necessary undertake an exploratory visit to areas or in respect of activities involving significant hazard, or obtain reliable information concerning the nature of any hazards and means of avoiding or minimising risk;

8.1.3 obtain approval for the Educational Visit to take place, according to the School's procedures;

8.1.4 undertake appropriate risk assessment(s) and complete a risk assessment form (see clause 11 and **Error! Reference source not found.**);

8.1.5 ensure that appropriate parental consent has been obtained for the pupils to attend the Educational Visit (including specific written consent to the trip where required) (see clause 10);

8.1.6 brief Supervisors, group members and Parents (where appropriate) particularly in advance of an Adventure Activity, an overnight trip or visit outside the UK;

8.1.7 provide a list of attendees and emergency contact details for each attendee to the School office;

8.1.8 report back to the Head / EVC after the Educational Visit;

8.1.9 retain appropriate records following the Educational Visit.

9 Charging

9.1 The School reserves the right to charge for Educational Visits, transport, accommodation, equipment and other associated costs. Such details will be provided to Parents prior to the Educational Visit.

9.2 If payment is not received in advance (or as required) or School fees are outstanding, the School reserves the right to exclude pupils from the Educational Visit.

9.3 Parents will also be informed of the arrangements for sending a pupil home early. Parents will normally be required to meet the costs of such arrangements should this be required for reasons of health and safety or breach of this policy. The School will not be obliged to refund the cost of the remainder of the Educational Visit.

10 Consent

10.1 Specific written parental consent is generally not required for routine Educational Visits which are a normal part of the pupil's education at the School and take place during the normal School day.

10.2 The School obtains general consent from Parents for all Educational Visits which take place outside of the School day when the pupil enters the School and provides sufficient information to parents about each visit to enable them to opt out of specific visits should they wish to do so and of any extra safety measures required.

10.3 If consent is refused by one or both Parents the School reserves the right to refuse to allow the pupil to take part in the Educational Visit.

11 Event Specific Plans (Risk assessments)

11.1 An assessment of the risks involved in the activity and the appropriate steps required to counter them will be carried out for every Educational Visit. This takes the form of an Event Specific Plan which is created on the Evolve system.

11.2 The School adopts a common-sense and proportionate approach to health and safety on Educational Visits with a focus on real risks, not those which are trivial and / or fanciful.

11.3 If there is a generic risk assessment already in place for a specific type of trip or activity, the Group Leader may (where appropriate) review the generic risk assessment and check that is still suitable. The School has a Standard Opererating Procedure for walks in the local area which can be found in Appendix 1.

11.4 If the trip does not fall under this Standard Operating Procedure or if the visit involves one of the following factors (listed below) the Group Leader must carry out a specific written risk assessment for the Educational Visit:

11.4.1 activities requiring a higher level of risk management than is normal during routine activities;

11.4.2 Adventure Activities;

11.4.3 off-site activities that take place totally outside normal School hours including during School holiday period or during weekends;

11.4.4 overnight and residential stays;

11.4.5 visits outside the UK[2].

11.5 If any risk is considered to be unacceptable by the Group Leader and / or Head / Proprietor, the Educational Visit shall not go ahead or shall be terminated if already in progress.

[2] Recommended but not compulsory.

11.6 Regardless of the type of the visit, the Group Leader must be prepared to re-evaluate and / or reassess the risks and mitigate any risks where possible whilst the visit is taking place taking into account of any relevant changes in circumstances or factors such as fatigue or changes in the weather. If the risks become unacceptable the Educational Visit shall be terminated and / or a Contingency Plan if appropriate carried out instead.

12 Insurance

12.1 There shall be appropriate insurance cover in place for each Educational Visit.

12.2 The Head / EVC and Group Leader should have an awareness of any requirements set by the School's insurers when planning an Educational Visit.

12.3 Parents should be informed of the insurance arrangements made by the School in clear terms. They should be told which insurances are arranged by the School and which are arranged and payable by Parents. Parents should be told of any insurances that have not been verified, for example, host parents abroad.

12.4 The School cannot accept liability for the failure of insurance for reasons beyond the control of the School or where the School has made reasonable enquiries and exercised reasonable care.

13 Supervision

13.1 Supervision of pupils can be close or remote but must always be 24 hours a day.

13.2 There must be an adequate ratio of adults to supervise pupils throughout Educational Visits. This ratio should derive from the risk assessment(s) undertaken and the risk factors identified.

13.3 Where a Supervisor is also a Parent of a pupil on the Educational Visit, that Parent shall usually count in the ratio for the group as a whole.

13.4 Where possible, there should be provision within the ratio for a different Supervisor, in the event of an emergency or incident, to:

13.4.1 deal with any emergency or incident;

13.4.2 seek emergency and / or medical assistance;

13.4.3 supervise the remainder of the party.

13.5 For local low risk visits in normal circumstances and subject to any special considerations the following ratios *may* be appropriate:[3]

Class / Year	**Applicable ratio**
Nursery and Reception	1:4 (1:3 for under twos)
Years 1-3	1:6
Years 4-6	1:10-15

[3] Apart from in EYFS settings there are no mandatory ratios. Schools should risk assess visits in order to set their own ratios.

Years 7 and above	1:15-20

13.6 The ratio should become closer the more complex or hazardous the activity. Additional factors to take into account for the risk assessment include:

13.6.1 The nature and location of the visit

13.6.2 The age, maturity and needs of the pupils

13.6.3 Any pupils with SEND or medical needs

13.6.4 Travel arrangements

13.7 For overnight stays, residential visits or visits outside of the UK, at least two of the adults will be Employees. Where possible for mixed sex groups, at least one male and one female Supervisor should be available.

13.8 Where pupils are supervised remotely, the pupils must have the aptitude for, and be appropriately trained, briefed and experienced for the activity involved. Pupils must however be able to contact a Supervisor in the event of an emergency.

13.9 The Group Leader will ensure that each pupil who is not under visual supervision is accounted for. This means the Group Leader will know the identity, whereabouts and expected time and place of return of the pupil.

14 Child protection

14.1 The School's safeguarding and child protection policy and procedures will apply at all times during Educational Visits.

14.2 Any incident amounting to any report, allegation or suspicion of abuse or safeguarding concerns which occur whilst on the Educational Visit will be dealt with appropriately at the time and will be reported to the School's Designated Safeguarding Lead (DSL) and / or to the Head in accordance with the safeguarding and child protection policy and procedures. The member of staff will then follow the instructions of the DSL and / or Head.

15 Adventure Activities and external providers

15.1 Where the main activity is an Adventure Activity or any activity which is facilitated by an External Provider, the Group Leader will have regard to the appropriate legislation and guidance available at that time.

15.2 Anyone who leads an Adventure Activity will have attained an adequate standard of competence and experience in the activities undertaken. Where possible this will be verified by reference to accepted standards of competence such as national governing bodies or association for the sport or activity concerned. Where no such body can be identified, the School will obtain evidence of the competence of the external provider, including seeking references from other schools, where appropriate. The level of qualification required should be matched to the relevant hazards and risks associated with that activity and specific advice can be obtained from the relevant federations or associations.

15.3 The Group Leader should check if External Providers are required to have a licence to provide Licensed Activities (caving, climbing, trekking and water sports) and, if so, that they hold a current licence at www.aals.org.uk and a record maintained.

15.4 For Adventure Activities to be carried out overseas the Group Leader should do all that is reasonable to check if External Providers are required to have a licence to provide Licensed Activities in the country where the activity will take place and if so, will check that they hold any such licence with the relevant equivalent regulatory authority. Group Leaders should retain a record of their due diligence investigations and if the External Provider is not licenced (or certified with the equivalent) this should be factored into the risk assessment.

15.5 If the Group Leader assigns the technical instruction of the group to an External Provider he / she should agree with the External Provider their respective roles. Everyone must have a clear understanding of the roles and responsibilities of Supervisors and External Providers.

15.6 The Group Leader and School staff retain responsibility for the moral and emotional well-being of pupils and during the activity at all times and should not hesitate to withdraw them from an activity they judge to be unsafe or causing distress.

15.7 Pupils' views should always be taken into account. Pupils who are reluctant to undertake a particular activity should never be forced to participate in that activity.

15.8 Prior to commencement of any Adventure Activity the Group Leader should be fully satisfied with arrangements for health and safety.

15.9 In the event that he / she is not satisfied he / she will consider whether it is appropriate to abort the activity altogether or whether it is safe and / or appropriate to undertake a Contingency Plan.

16 Transport

16.1 Pupils will be properly supervised at all times whilst on school-arranged transport.

16.2 The Group Leader, as part of the planning and risk assessment of an Educational Visit shall consider the transport requirements, including contingency planning for cancellation, delay or breakdown of the transport arrangements, safety and supervision arrangements.

16.3 The Group Leader will ensure that the mode of transport is appropriate for the Educational Visit and that there is adequate insurance in place . Where required, the School will also ensure that the mode of transport is accessible for all participants e.g. wheelchair users.

17 Off-site accommodation and overseas trips

17.1 The School will ensure that all off-site accommodation provided for use by pupils on Educational Visits is satisfactory and, where possible, has been assessed by the School before use.

17.2 Where this is not possible, for example on tours and expeditions arranged through external tour operators or organisations, the School will obtain appropriate assurances that the accommodation provided is of a satisfactory standard, such as by seeking references from other schools.

18 First aid

18.1 The Group Leader will have regard to the School's first aid and administration of medicine policies and procedures and will ensure that there is adequate first aid provision on each Educational Visit.

18.2 The minimum requirements for Educational Visits are:

18.2.1 a suitably stocked first aid container;

18.2.2 at least one appointed person to take charge of first aid arrangements;

18.2.3 in Early Years settings at least one person who has a current paediatric first aid certificate must attend the Educational Visit.

19 Accidents and emergencies

19.1 All members of the Educational Visit should be aware of the action that they should take in the event of an emergency, particularly where there is a risk of death, personal injury, damage to property or involvement with the police.

19.2 In the event of an emergency all members of the group should:

19.2.1 remain calm;

19.2.2 assess the nature and extent of the emergency; and

19.2.3 take immediate action to safeguard themselves and other members of the group.

19.3 The Group Leader or Supervisor (in the event that the Group Leader is unable to carry out this role) should:

19.3.1 summon emergency assistance and / or medical assistance and / or inform the police, if appropriate;

19.3.2 seek assistance from a First Aider, if appropriate;

19.3.3 if there are casualties ensure that they are accompanied and that the remainder of the group is adequately supervised;

19.3.4 seek assistance from the Head / EVC where appropriate;

19.3.5 follow the procedures below.

19.4 The Group Leader should ensure that the incident is properly recorded and that the Head / EVC is contacted as soon as reasonably practicable.

19.5 The Group Leader / Head will make arrangements to inform parents of any accidents or injuries affecting their child as soon as practicable.

19.6 Consider whether the accident should be reported to any external agencies, including the police or the HSE pursuant to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 2013/1471) (**RIDDOR**).

19.7 Under no circumstances should anyone make a statement to the press or any admission.

19.8 Where a claim might be brought following theft or other loss, the local police must be informed.

20 Training

20.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.

20.2 The level and frequency of training depends on role of the individual member of staff.

20.3 The School maintains written records of all staff training.

21 Record keeping

21.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

21.2 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy.

22 Version control

Date of adoption of this policy	January 2026
Date of last review of this policy	January 2026
Date for next review of this policy	January 2027
Policy owner (School)	Head

Appendix 1 Standard Operating Procedure for Walks in the Local Area

Standard Operating Procedure for Walks in the Local Area

The 'Local Area' for the purposes of this Procedure is defined as any walkable location which is frequently visited by school pupils during the school day. For example

- Raphael Park
- St Michael and All Saints Church and Church Hall
- Gidea Park Station
- Gidea Park Lawn Tennis Club
- Romford Golf Club

Before leaving the site

- A trip pack must be carried by the group leader (including the Critical Incident Management Plan).
- Consider if high visibility vests are required.
- Ensure that there is sufficient staffing to effectively supervise the children. For Early Years these ratios must be in line with statutory requirements. For the Form 1-6 pupils, a good guide is 1 : the age of the children. However, staffing should be decided by the person leading the activity/class teacher to ensure that the needs of individual pupils are met. If there is any doubt this should be discussed with the Head.
- Ensure that all medication for individual pupils (eg inhalers/epipens) is carried.
- A first aid kit must be carried.
- At least one member of staff must carry a mobile phone.
- Pupils will be made aware of behaviour expectations.

While walking

- An adult must be at the back and front of the group with no pupils ahead or behind of these adults.

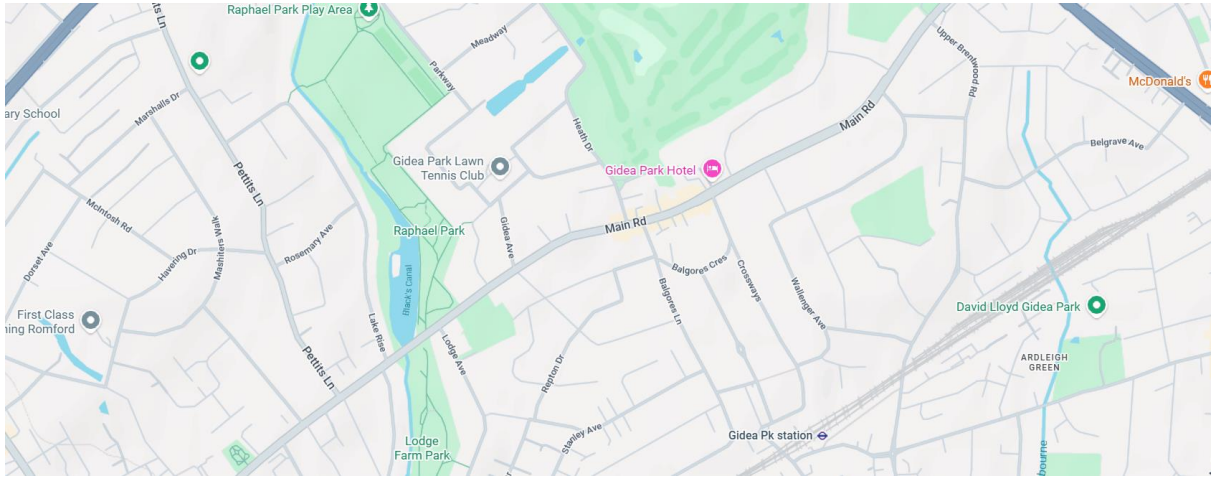
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- Regular headcounts must be taken.
- Consideration will be given to members of the public using pavements
- Roads should be crossed using crossing points unless none are available. A route should be planned to allow for crossing points to be used as far as possible.

Upon return to the School

- A final head count should be taken.

Area covered by the Standard Operating Procedure



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