

# Vita Et Pax Preparatory School

## Educational Visits Policy

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<b>Version</b>	1.0
<b>Date Approved</b>	February 2025
<b>Review Date</b>	February 2026
<b>Responsible</b>	Head Master
<b>Head Master</b>	Darren May
<b>Chair of Proprietorial Body</b>	Pushkar Acharya
<b>DfE URN</b>	102064
<b>Charity No</b>	281566

## 1. Introduction

Vita Et Pax Preparatory School recognises the immense value of educational visits in enriching the curriculum, broadening pupils' horizons and providing memorable learning experiences beyond the classroom. This policy sets out the procedures for planning, organising and conducting educational visits safely and effectively. It complies with the Independent School Standards Regulations (ISSRs) 2014, DfE Health and Safety guidance, and the National Guidance for outdoor education, off-site visits and learning outside the classroom.

## 2. Aims

- To provide pupils with stimulating, curriculum-linked experiences outside the classroom
- To ensure the health, safety and welfare of all participants on educational visits
- To establish clear procedures for planning, risk assessment and supervision
- To ensure appropriate levels of insurance cover for all visits
- To comply with all relevant legislation and guidance

## **3. Types of Visit**

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### **3.1 Routine Local Visits**

Walks in the local area, visits to local parks, churches or community facilities within walking distance. These are covered by a generic risk assessment and require Head Master approval.

### **3.2 Day Visits**

Visits to museums, galleries, theatres, farms, historical sites and other educational venues involving coach or public transport. These require a specific risk assessment and full planning documentation.

### **3.3 Residential Visits**

Overnight trips including PGL and other residential activity centres. These require enhanced planning, a pre-visit where possible, detailed risk assessment, and approval from the Proprietorial Body.

### **3.4 Adventurous Activities**

Activities involving a higher level of risk (e.g. water sports, climbing, caving). The provider must hold an AALA (Adventure Activities Licensing Authority) licence or equivalent accreditation where required.

## **4. Roles and Responsibilities**

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### **4.1 The Proprietorial Body**

- Approves the Educational Visits Policy
- Approves all residential and adventurous activity visits
- Ensures appropriate insurance is in place

### **4.2 The Head Master (Educational Visits Coordinator)**

- Approves all educational visits
- Ensures risk assessments are completed and adequate
- Ensures adequate staff-to-pupil ratios
- Ensures all necessary parental consents are obtained
- Maintains a record of all visits
- Ensures staff leading visits are competent and briefed

### 4.3 Visit Leader (Lead Teacher)

- Plans the visit and completes the Educational Visit Proposal Form
- Conducts (or arranges) a risk assessment, including a pre-visit where appropriate
- Briefs all accompanying adults on roles, emergency procedures and pupil needs
- Ensures all pupils are accounted for at regular intervals (head counts)
- Carries a first aid kit, emergency contact information, pupil medical details and a mobile phone
- Reports any incidents to the Head Master promptly

### 4.4 Accompanying Staff and Volunteers

- Follow the instructions of the Visit Leader
- Supervise their designated group of pupils at all times
- Report any concerns or incidents to the Visit Leader immediately
- Parent volunteers must have a current enhanced DBS check where they will have unsupervised access to children

## 5. Planning and Approval Process

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1. **Proposal** — The Visit Leader completes an Educational Visit Proposal Form at least 4 weeks before the visit (8 weeks for residential trips), including educational objectives, itinerary, transport, costs and staffing
2. **Risk Assessment** — A venue-specific and activity-specific risk assessment is completed, identifying hazards, assessing likelihood and severity, and setting out control measures. Generic risk assessments (e.g. coach travel, walking in public areas) are maintained centrally
3. **Pre-visit** — Where practical, the Visit Leader should make a pre-visit to the venue to inform the risk assessment
4. **Approval** — The Head Master reviews and approves the proposal and risk assessment. Residential and adventurous visits also require Proprietorial Body approval
5. **Parental Consent** — Written parental consent is obtained for all visits. For routine local visits, an annual blanket consent form is obtained at the start of each academic year. For day trips, residential and adventurous visits, specific consent is obtained for each trip

6. **Briefing** — All accompanying adults are briefed on the itinerary, risk assessment, pupil needs (medical, SEND, behavioural), emergency procedures and their specific responsibilities

## 6. Supervision Ratios

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The following minimum adult-to-pupil ratios apply. These may be increased based on the risk assessment:

Age Group	Local Visits	Day Visits	Residential
EYFS (ages 2-5)	1:4	1:4	1:4
Years 1-3 (ages 5-8)	1:6	1:6	1:5
Years 4-6 (ages 8-11)	1:8	1:8	1:6

A minimum of two adults must accompany any visit. At least one member of staff must hold a current first aid qualification.

## 7. Transport

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- Coach companies must provide evidence of appropriate insurance, driver DBS checks and vehicle safety documentation
- All coaches must be fitted with seatbelts
- When using public transport, additional risk assessment measures apply (e.g. high-visibility jackets for younger pupils, buddy systems)
- Staff cars may not be used to transport pupils without express Head Master approval and evidence of appropriate insurance

## 8. Emergency Procedures

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In the event of an emergency during a visit:

1. The Visit Leader takes charge and ensures the safety of all pupils and adults
2. Emergency services are called immediately if required (999)
3. The Head Master is contacted as soon as possible
4. The Head Master (or designated senior leader) acts as the emergency contact at school and liaises with parents
5. An incident report is completed as soon as practicable
6. No member of staff should speak to the media — all media enquiries are directed to the Head Master

## 9. Medical and SEND Considerations

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- The Visit Leader must be aware of all relevant medical conditions, allergies and dietary requirements of participating pupils
- Prescribed medications (e.g. inhalers, EpiPens) must be carried by a designated adult
- Reasonable adjustments must be made to ensure that pupils with SEND can participate fully in the visit
- No pupil should be excluded from a visit on the grounds of SEND, medical condition, disability or financial hardship

## 10. Insurance

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The school maintains comprehensive insurance covering all educational visits, including public liability, employers' liability and personal accident cover. For residential and overseas visits, additional travel insurance is arranged. Details are available from the school office.

## 11. Evaluation

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Following each visit, the Visit Leader completes a brief evaluation noting educational outcomes, any incidents or near-misses, and recommendations for future visits. This is shared with the Head Master and informs future planning.

## 12. Related Policies

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- Health & Safety Policy
- Safeguarding & Child Protection Policy
- First Aid Policy
- Behaviour & Discipline Policy
- SEND Policy
- Risk Assessment Policy