Newham Pupil Referral Units

Educational Visits Policy

Version	Author	Last updated	Review Date
1.0	R.Kutereba:	**Spring Term 2025**	**Autumn Term 2027**
2.0	K. Cuskelly & L. Henry:	**Autumn Term 2026**	**Autumn Term 2027**

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Reviewed policy agreed by Head Teacher: **Autumn Term 2026**

Reviewed policy shared with staff: **Autumn Term 2026**

Policy to be reviewed next: **Autumn Term 2027**

Introduction

The Management Committee of Newham PRUs believes that young people benefit enormously from taking part in educational visits. In particular, they have opportunities to undergo a wide range of experiences to enhance their learning outside the classroom as well as to help them develop skills and confidence. Longer visits in particular, encourage greater independence.

Newham PRUs acknowledges the immense value of off-site visits and related activities to young people, and fully supports and encourages those that are well planned and managed.
As such, Newham PRUs adopts the Outdoor Education Advisers' Panel (OEAP) 'National Guidance' as can be found at www.oeapng.info

Health and safety measures help young people to take part in visits safely and are not designed to stop them. The Health and Safety at Work Act 1974 places overall responsibility for health and safety on educational visits with the employer. All persons involved in a visit have a specific responsibility which they should be clear about prior to the visit taking place. This is discussed in detail below.

This policy works in conjunction with the Educational Visits Procedure for Newham PRUs. The procedure states that all visit requests are to be submitted using the online platform, Evolve, and uploading approved school templates saved on the staff Google Drive. A paper based form is required for sign off for LAV (Local Area Visit) or emergency LAV (eLAV). Educational visits are split into 2 categories: Ed Visits and Local Area Visits (LAVs). LAVs are defined in this policy and are referred to specifically as LAVs or eLAVs. See **Appendix 2 and the supporting LAV form**

The Management Committee delegates to the Headteacher the responsibility for establishing detailed procedures, consistent with Local Authority guidance.

These detailed procedures encompass the following:

- Approval of an educational visit
- Arranging and obtaining consent
- Charging and remissions policy
- Acceptable supervision and ratios
- Insurance arrangements
- Competence of the visit leader
- Planning procedures including risk assessment
- Conduct and safety
- Information to parents/carers and young people
- Emergency procedures including first aid arrangements and contingency plans.
- Specific arrangements including those for young people with special educational needs (SEN) or disability, residential visits, visits abroad and any visit involving particular risk e.g. outdoor and adventurous activities (OAA)
- Evaluation and monitoring
- Travel arrangements including use of public transport, hire of minibuses and coaches, use of own minibus and use of private cars
- Young people travelling unaccompanied.

The Headteacher together with the Educational Visits Coordinator (EVC) and senior leaders will maintain, monitor and review the educational visits procedures when necessary, amend them and refer back to the management committee as appropriate.

The Management Committee delegates the approval of educational visits as follows:

i. Local Area Visits (LAV) *previously known as 'Extension of the classroom'* must be approved by the EVC or the Head of school/appropriate member of SLT and must be risk assessed accordingly. (LAV - a visit that can be accomplished locally, can be reached by foot and can be completed within a morning and/or afternoon session, that is appropriately supervised and local to the school). LAVs are to be uploaded on the school's Google Drive in the "Ed Visit" folder left on the day with the school office. Repeat visits, e.*g. use of PowerLeague football for PE*, once assessed and agreed can proceed as normal as long as risks are continually assessed by the Visit Leader, whose responsibility it is that risk assessments are modified and are fit for purpose. Details and dates are recorded in The Ed Visit form on the school intranet as LAVs and lists of students provided to admin for Bromcom attendance purposes. See **Appendix 2**

ii. A half or whole day Ed visit that requires the use of transport, extended travel, lunch arrangements and/or an external provider, must be approved by the EVC and the Headteacher/Head of School and be logged using the Ed Visit form on the school intranet. It requires a detailed risk assessment.

iii. A visit that requires one or more night's residential accommodation must be approved by the EVC and the Headteacher. The management committee is to be informed of any residentials within the regular meetings scheduled by the headteacher.

iv. A day visit abroad must be approved by the EVC, Headteacher and Management Committee.

v. A visit abroad requiring one or more nights' residence must be approved by the EVC, Headteacher and Management Committee.

vi. An extra-curricular activity (e.g. a sports fixture at another school) must be approved by the EVC/Head of School/Headteacher and be logged via Evolve.

vii. Activities that are hazardous, within the UK or abroad as defined within The Ed Visit form on the school intranet (e.g. skiing, water sports, mountaineering, adventure programmes, etc.) must be approved by the EVC and Headteacher and NPW – Education Space.

See **Appendix 2**

Responsibilities of the Management Committee

The Management Committee are responsible for the health, safety and welfare of the staff and students, and in so far as is reasonably practicable, for ensuring the safety of anyone else on the premises or anyone who may be affected by the activities. This responsibility extends to participants in off-site visits. The Management Committee may delegate this responsibility to the Head teacher.

The Management Committee of the school should:

• Ensure that the visit has a specific and stated objective whether it is educational, social skill or a reward.

• Ensure that the plans for the visit comply with the regulations and guidelines provided by the LA and set out in the school's Educational Visits Policy and procedures.

VISIT Responsibilities of the Headteacher and SLT

The Headteacher/SLT must agree in principle to any **Visit** (*not LAV*) 28 days before any visit takes place. This is discussed at weekly X-PRU meetings before any firm arrangements and/or payments are made. In addition, SLT should ensure that:

- The visit takes into account the operational requirements of the organisation
- Visits are regularly discussed at operational SLT meetings at Tunmarsh and New Directions
- Staffing of visits is taken into consideration
- Individual student risk assessments are taken into consideration
- Budget and finances of the visit are taken into consideration and agreed
- There is additional support for trip organisers by EVC should it be required
- Travel requirements are considered and agreed
- School diaries are consulted with regard to other planned activities
- Visit leader enters outline details of visit in The Ed Visit form on the school intranet
- Visit Leaders are given feedback regarding their request to organise a visit

LAV Responsibilities of Head of School (Tunmarsh/New Directions) and EVC

The Head of School (Lead SLT) or EVC, must grant permission before any LAV takes place. This is done in writing on the LAV form. Prior to submission of the form the visit lead must complete the Ed Visit Request on the intranet and ensure that there is a current risk assessment. In addition, they should ensure that:

- The visit takes into account the operational requirements of the organisation.
- Staffing takes into consideration the needs of the students.
- Travel requirements are arranged and meet safety requirements.
- The visit is entered as a Local Area Visit in The Ed Visit form on the school intranet.
- The visit meets the criteria of a LAV as per the Educational Visits policy.
- The costs for any LAV are designated to the appropriate budget/cost centre.

VISIT Responsibilities of the Headteacher and the designated Educational Visits Coordinator (EVC)

The Headteacher and the designated EVC must provide final authorisation for a visit at least 7 days before any visit takes place. In addition, the Headteacher/EVC should ensure that:

- The visit complies with the regulations and guidelines provided by the LA and/or the Newham PRUs Visits Policy Document and National Guidance.
- A school Educational Visits Coordinator (EVC) is appointed by the head to oversee the policy and processes of planning and organising trips and visits.
- Ensure that the visit has a specific and stated objective whether it is educational, social skill or a reward.
- The group leader is competent to monitor the risks throughout the visit (the EVC can observe the planning and running of any visit at any time).
- The Headteacher/EVC are clear about their role if taking part in the visit, as a group member or supervisor they must follow the instructions of the group leader who has sole charge of the visit.
- Adequate child protection procedures are in place.

- Training needs have been assessed by a competent person and that the needs of the staff and students have been considered.
- The accreditation or verification of service providers has been checked.
- Consideration is given to financial management, choice of contractors and contractual relationships in order to obtain best value.
- The group leader has experience in supervising the age groups going on the visit and will organise the group effectively.
- The group leader or another teacher is suitably competent to instruct the activity and is familiar with the location or centre where the activity will take place.
- Non-teaching supervisors on the visits are vetted and appropriate people supervise students.
- The ratio of supervisors to students is appropriate and complies with the school policy.
- The risk assessment has been completed and appropriate safety measures are in place.
- The provision of adequate first aid is available.
- The mode of transport is suitable.
- Travel times out and back are known, including pick-up and drop-off points.
- There is adequate and relevant insurance cover.
- The address and telephone number of a named contact at the visit's venue is available.
- A school contact is nominated and the details of this contact are passed to the group leader.
- The school contact, group leader and all group supervisors have the names of all the participants travelling in the group, including contact details of the designated next of kin.
- All necessary actions have been completed before the visits begin.
- Details of the visit are entered onto Evolve and all relevant templates are completed in the Ed Visit folder on Google Drive.
- Any amendments required are completed via Evolve and all relevant documents are updated by the visit leader.

VISIT Responsibilities of the Visit Leader

Only one visit leader should have overall responsibility for the organisation, supervision and conduct of the visit. The visit leader should:

- Complete the basic details of the visit on Evolve and complete relevant paperwork for SLT to agree in principle **at least 28 days** before the visit.
- Ensure that the visit has agreement in principle from SLT **at least 21 days** before the visit.
- Ensure that the visit is accurately logged on Evolve and all relevant paperwork is submitted for consideration/consultation **14** days prior to the visit.
- Make any amendments to the visit paperwork in a timely manner should it be returned by the Head/EVC.
- Ensure that all paperwork is finalised (including signed parent/carer consent forms) and the visit signed off by the EVC and Headteacher **at least 7 days** prior to the visit.
- Obtain the prior agreement from Senior Management and approval from the school's EVC (for day visits), before any off-site visit and prior to entering into any financial arrangements.
- Follow LA and school regulations, guidelines and policies – a copy of which is held at each site. (Refer to Newham PRUs Guidance and Procedures).
- Ensure that funding for the visit has been agreed and that the budget holder has been informed prior to making any logistical arrangements.
- Make arrangements for payment in conjunction with the finance and admin teams.

- Ensure that the visit has a specific and stated objective whether it is educational, social skills or a reward.
- Appoint a deputy leader if appropriate.
- Keep Parents informed of any educational, social or reward visits by way of letter and/or phone call home.
- Clearly define each group supervisor's role and ensure all tasks have been assigned.
- Be able to manage behaviour and lead students of the relevant age range.
- Be suitably competent to instruct students in an activity and be familiar with the location or centre where the activity will take place. If using external instructors ensure that they are suitably qualified.
- Be aware of child protection issues.
- Ensure adequate first aid provision.
- Undertake and complete a comprehensive risk assessment, incorporating advice and guidance provided in **Appendix 1,** where appropriate, relating to school visits and the risk of terrorist attack.
- Regularly review undertaken visits or activities and advise the EVC where adjustment may be necessary in existing guidelines.
- Ensure that all participating teachers, supervisors and students are fully aware of what the proposed visit involves.
- Obtain sufficient information about participating students to assess their suitability and be confident that all students participating will behave in an appropriate manner.
- Ensure that the ratio of supervisors to students is appropriate for the needs of the group.
- Inform the Head teacher of any plans to use supervisors not employed by the school so that they can be appropriately vetted and approved.
- Consider stopping the visit if the risk to health or safety of the students is unacceptable, and have in place procedures for such an eventuality.
- Ensure that group supervisors have details of the school contact.
- Ensure that group supervisors and the school contact have a copy of the emergency procedures and a copy of a contingency plan for any delays, including a late return home.
- Ensure that group supervisors have the details of students' special educational or medical needs and are familiar with any specific intervention that they may need to make.
- Ensure that parents/carers have signed the consent forms and arrangements have been made to meet the medical needs of all participants.
- Observe the guidance set out for teachers and other adults involved in school visits.
- Make clear the responsibility of teachers, non-teaching supervisors and students as outlined below.
- Ensure that all supervisors observe the guidance set out for teachers and other adults involved in the school visit.
- On return to school, ensure students are safely collected or arrangements are in place for them to get home safely.
- Submit an Ed Visit evaluation via the Evolve platform.

LAV Responsibilities of the Visit Leader

One visit leader has overall responsibility for the organisation, supervision and conduct of the LAV. The visit leader should:

- Get signed permission from the Head of School / Lead SLT or EVC (on the LAV form), before any visit takes place.
- Ensure that the visit is accurately logged on the Local Area Visit paper form and provided to the school admin team to be scanned and stored on the school's Google Drive.
- Please refer to individual student risk management plans when completing the local area visit form and include all necessary behaviours.
- Leave a copy of the details of the LAV and the attendees with the school office prior to departure.
- Ensure that there is agreement with SLT/Business Manager/Finance the cost centre for the LAV.
- Follow LA and school regulations, guidelines and policies.
- Follow the same responsibilities as outlined in the above section for **visits** where appropriate.

Responsibility of Participating Teachers and Support Staff

- Assist the group leader with the organisation and planning of the visit.
- Enter data onto Evolve and add details to the relevant paperwork where directed to do so.
- Ensure the health and safety of everyone in the group and to act as a responsible parent/carer would do in the same circumstances.
- Follow the instructions of the group leader and help with behaviour management and discipline.
- Notify the group leader and consider stopping the visit or the activity if they think the risk to health and safety of those in their charge is unacceptable.
- To be familiar with the risk assessments in place and also advice and guidance relating to managing risks from possible terrorist attack before and during a visit.
- Attend organisational meetings re: Visit when arranged.

Responsibility of Other Adult Supervisors

Adults should be clear about their role and responsibility during the visit and must:

- Ensure the health and safety of group members.
- Not be left in sole charge of students, except where it has been previously agreed as part of the risk assessment.
- Follow the instructions of the group leader and teacher supervisors.
- Help with control and behaviour management, speak to the group leader or teacher supervisors if concerned about the health and safety of students at any time during the visit.

Responsibility of Parents/Carers

Parents/carers should be able to make an informed decision about whether their child should go on the visit. The group leader should ensure that parents/carers are given sufficient information in writing and/or phone calls home. They are invited to any briefing sessions (if applicable). Where appropriate, the group leader should tell the parents/carers how they can help prepare their child for the visit. Special arrangements may be necessary for parents for whom English is a second language. In addition, parents/carers have a responsibility to:

- Support the visit's code of conduct.
- Agree the arrangements for sending students home early and agree who will meet the costs.
- Provide the group leader with emergency contact number(s).
- Sign the consent form if applicable.
- Understand that consent is granted at admissions other than for adventurous or residential visits.
- Understand that where a visit takes place outside of school hours they have a right to be informed.
- Read and respond to any trip information provided by phone/post as appropriate.
- Where appropriate, provide additional information about their child's emotional, psychological and physical health.
- Understand that consent is granted for LAVs at admissions and that consent is not required for LAVs that happen during the school day as they are part of the curriculum.
- Understand that visits and LAVs are fully risk assessed.

Educational visits and insurance

The purpose of this note is to set out clearly for the headteacher (or equivalent) the position regarding the insurance in relation to activities within the school and during an educational visit, whilst young people are under the care of school or LBN staff.

LBN arranges insurance with an appropriate insurance provider (Zurich) to cover Public liability, school trips and employers liability for Newham PRUs staff. Visit leaders are still expected to review visit locations for their own insurance as part of the due diligence process.

a) Public liability

LBN arranges public liability insurance with an appropriate insurance provider and offers this to schools as part of a service level agreement (SLA). This means that LBN is covered for any action(s) of negligence by its staff which result(s) in injury to a young person, or loss of, or damage to, their property. In such circumstances of negligence by the council, the parents/carers of young people may claim compensation for the injury that has been suffered.

This insurance covers all activities on and off site whilst young people are in the care of LBN employees or volunteers authorised for the activity.

LBN schools are required to pay for this public liability insurance through the SLA. If schools make arrangements with another insurer, they must be to a comparable standard to that offered by the council. This must be approved by LBN's Insurance Manager. (See IB167 for a copy of the current policy)

b) School journey insurance

LBN has also arranged comprehensive insurance that will include cancellation and medical repatriation and will compensate for injuries or other loss which may generally occur in the course of an educational visit in the UK or abroad where there is no negligence by the council's staff. If parents/carers wish to have additional insurance cover, they must make their own arrangements.

LBN LA maintained schools are required to pay for school journey insurance through their SLA.

c) Information for parents/carers

Parents/carers are advised of the general position on LBN insurance in the school admission pack of the parent/referring school and these details should be provided on the school website.

d) For further advice contact:
London Borough of Newham
Insurance Manager
1st Floor West Side
Newham Dockside
1000 Dockside Road
London, E16 2QU
TEL: 020 3373 4505
Email: insurance@newham.gov.uk

e) Vehicle insurance and standard checks

The headteacher must ensure that appropriate insurance is in place when transport such as minibuses, private vehicles, etc. is either hired or driven by teachers or other adults.

Newham PRUs has responsibility for the maintenance and standard checks of the school minibus unless responsibility is specifically delegated elsewhere. The appointed person responsible for maintaining the minibus should:

- Ensure that all drivers understand that they should carry out appropriate checks at the start of any journey, and provide a written procedure for recording such checks and for reporting defects
- Check the vehicle's general condition regularly (weekly for minibuses with high usage).
- Ensure proper servicing by a reputable garage.
- Maintain a record-of-use book if this is required.
- Ensure that the service history, insurance and other relevant documents are kept up-to-date.
- Ensure that any staff or volunteer adult helpers driving the minibus are competent and have undertaken suitable training/assessment to do so.

Supervision of groups in minibuses

The driver of any vehicle cannot safely drive and supervise passengers at the same time. Therefore, a key judgement should be made about the likely behaviour and individual needs of the passengers. If any of the passengers require close supervision, then one or more responsible adults should travel in the vehicle as escort(s), so that the driver is not distracted.

In determining the staffing ratio necessary to ensure effective supervision, schools, settings or services should consider the factors that might influence the safety of the driver and passengers.

These factors include:

- The length of the journey and time of day when it takes place.
- The route and the familiarity of the driver with this route.
- The nature of the group (e.g. age/maturity/special needs/behavioural issues) and the level of behaviour management or support they are likely to require during the journey.

- Seating arrangements, consideration should be given to where it is best to place supervising adults, ensuring that the arrangements will support the management of discipline and adult proximity to emergency exits.
- The nature of supervising adults (staff: agency/permanent, non-staff adults, etc)
- The overall workload of the driver during the day (other responsibilities and duties undertaken or planned by drivers).

Based on an assessment of these factors, establishments should decide whether:

A visit leader (who is also the driver) plus one additional supervising adult is sufficient (e.g. short journey, small groups of young people who are unlikely to present any supervision issues); otherwise additional staffing is required to supervise young people and/or share driving duties during any journey.

Use of school minibus

Newham PRUs keeps the following records (*maintained on behalf of the school, by the Business Manager)*:

For each driver:

- Driver name
- Driving licence number
- Date of passing driving test
- Date approved by headteacher
- A record that the headteacher is satisfied with any endorsements on the licence
- Date of passing minibus driver awareness scheme (MiDAS) test where appropriate and if this has been completed, but only required to drive an LBN minibus or similar.

For each vehicle, as maintained on behalf of the school, by the Business Manager and Site Manager

- Vehicle registration document
- Vehicle details sheet (see 5.4 National Guidance)
- Purchase receipt
- Insurance details
- Duplicates of all relevant accident reports
- Records of minibus safety checks
- Completed maintenance checklists for vehicle
- Summary list of permitted drivers

Using private cars to transport young people

To protect their own and their passengers' safety, teachers and other adults who drive young people in their own car must ensure that the vehicle is roadworthy and that they have appropriate licence and business insurance cover for carrying the young people. Volunteers should be carefully vetted by the school, setting or service before they are permitted to drive young people in their car.

The driver is responsible for ensuring passengers have seat belts and use them at all times. Vehicles without seat belts must not be used. Staff using their own vehicle to transport students must ensure that:

- They have business insurance and details have been shared with the business manager.
- The vehicle is in a legally roadworthy condition.

- Details of the driving licence and any convictions are shared with the business manager.
- Every journey is authorised by SLT and its purpose recorded.
- All journeys are completed with at least 2 staff in the vehicle.
- Prior to any journey they log details of it by completing a Google form.

Young people travelling unaccompanied

Parent/carer permission must always be sought before young people are allowed to travel unaccompanied either to or from visits or extra-curricular activities. This is in addition to the risk assessment stating that the young person can undertake such an activity. Young people should be given clear information and instructions before they commence their journey (s). Key points to be included are:

- Go straight to the venue/home.
- As far as possible, travel in pairs or small groups.
- Carry a mobile phone.
- In an emergency, dial 999 – the police will help.
- Have access to the visit leader's mobile phone and/or SLT and/or supervising staff.

Funding and charging for school visits

How the costs of an educational visit will be met will vary according to the type of visit and when it takes place. Decisions regarding meeting these costs must be informed by both national guidance and as explained in the Newham PRUs charging and remissions policy.

Newham PRUs endeavours to ensure that all students have unrestricted access to educational visits, thus removing any financial barriers. The costs of all visits are met through budget allocations via educational visits or departmental cost centres. Jack Petchey funding is also available to meet the cost of visits. Budget holders are responsible for the allocation of any funding for visits and ensuring that Newham PRUs financial policies and procedures are followed in this respect.

It is the responsibility of the Visit Leader to ensure that the costs of an educational visit can be met before any commitment is made for payment with external agencies/providers. Before an agreement in principle can be made by SLT for any educational visit, the cost centre must be approved at the regular SLT weekly meeting.

Appendix 1: Security, Terrorism & Incident Management

1. Risk Management Before & During Visits

When planning visits during periods of heightened threat or to high-density areas (e.g., London, stadiums, travel hubs):

- Threat Levels & Guidance: Visit leaders must consult current threat levels on GOV.UK/MI5 and review Metropolitan Police or local force advice.
- Pre-Visit Planning: Consider increasing adult supervision ratios, adjusting itineraries to avoid peak crowds or political demonstrations, providing participants with emergency contact cards, using private transport instead of public networks where appropriate, or altering dates/locations if risk increases.
- Vulnerability & SEN: Explicitly assess how pupils with special educational needs or disabilities (SEND) will react to dynamic, fast-moving situations.

2. Incident Response & Safety Principles

- Immediate Response: Follow 'STAY SAFE' principles. Group leaders should move participants away from danger immediately, using solid cover (e.g., concrete barriers or buildings) rather than parked cars. Speed of action takes priority over keeping the group tightly together.
- Transport Post-Incident: Avoid using public transport or travel hubs immediately after an incident due to potential secondary attacks.
- Crisis Protocols: Notify the school contact as soon as practicable with group status and locations. Activate the school's crisis response plan and establish an emergency communications focal point. Parents must collect children from the school site rather than traveling to the incident location.
- Post-Incident Care: Provide proactive trauma counseling for pupils and staff following any critical incident.

3. Testing, Emergency & Communications Plans

- Plan Coverage: The school must maintain an emergency plan and a communications plan covering critical incident procedures, scheduled routine status check-ins, and parental reassurance protocols.
- Testing: Emergency response procedures must be regularly tested across all visit leadership teams.

Appendix 2: Health and Safety Framework & Policy Requirements

1. Trip Classifications

- Local Area Visits (LAVs & eLAVs): Low-risk, routine activities (e.g., slips/trips) covered by baseline policies. Restricted to postcodes E6, E7, E12, E13, E15, E16, and E20 accessible within a morning or afternoon session. Emergency Local Area Visits (eLAVs) support immediate off-site pupil reflection/wellbeing under SLT authorization.
- Educational Visits: Trips requiring bespoke planning, detailed risk assessments, and formal approval due to location, activity type, or distance. Staff managing or leading these visits must possess proven competence, status, familiarity with the activity, and an understanding of the risks.

2. Parental Consent

- Nursery Pupils: Written parental consent is strictly mandatory for all visits involving nursery-age children.
- Pupils Over Nursery Age: Enrolment forms cover routine curriculum trips and LAVs. Written consent is required for trips requiring a higher level of risk assessment or occurring outside normal school hours. Parents must be informed of all off-site visits and offered the opportunity to withdraw their child.

3. External Provider Vetting

- Accreditation: Priority is given to providers holding the Learning Outside the Classroom (LOtC) Quality Badge or an Adventure Activities Licensing Authority (AALA) licence.
- Non-Accredited Providers: Staff must verify public liability insurance (PLI), Health & Safety policies, risk assessments, staff qualifications/DBS checks, vehicle safety, safeguarding, and accommodation.
- Written Agreements: A formal written agreement must be established with external providers to explicitly define supervisory and safety responsibilities between school staff and provider personnel.

4. Adventurous Activities, Watersports & Trips Abroad

- Adventurous Activities: Must be pre-planned and risk-assessed. Staff are strictly prohibited from adding unapproved adventurous activities during a visit.
- Watersports & Swimming: Leaders must assess the need for qualified instructors and lifeguards. Explicit risk assessments are required when using hotel swimming pools or facilities without trained lifeguards on duty. Water-margin activities must adhere to OEAP Group Safety guidelines.
- Trips Abroad: Trip leaders must review Foreign, Commonwealth & Development Office (FCDO) travel advice prior to departure. Verify that providers hold LOtC or equivalent accreditation, follow British Standard BS 8848 for adventurous overseas environments, and recognize staff civil liability and the limits of HSE jurisdiction overseas.

5. First Aid & Incident Evaluation

- First Aid: First aid provision must reflect group needs, activity risk, and isolation from emergency services. At least one leader must have practical simple first-aid knowledge and access to qualified support.
- Evaluation: All visits must be evaluated on the school intranet form, maintaining records of incidents, accidents, and near-misses to refine future planning.

6. Educational Visits Coordinator (EVC)

- Status & Training: The school must appoint a trained EVC who is an experienced visit leader with the status to guide working practices, assess staff competence, and advise SLT and governors.
- Vacancy: If the EVC role is vacant, the Headteacher directly assumes all EVC duties.

Appendix 3: Educational Visits Administrative Procedure

Key Personnel

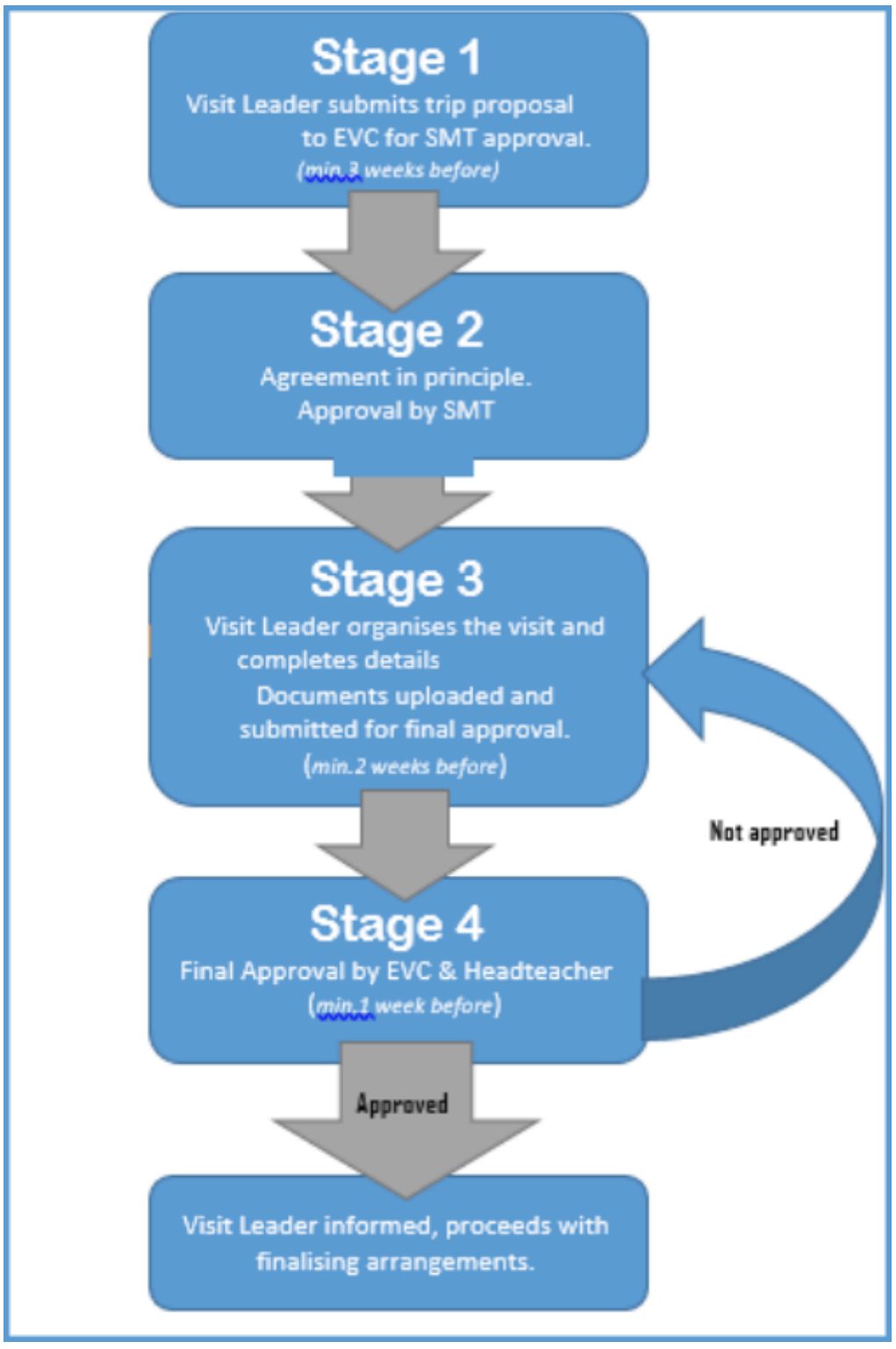
- Headteacher: Kirsten Macleod
- Heads of School: Liburd Henry, Kacey Cuskelly
- Educational Visits Coordinator: Liburd Henry, Kacey Cuskelly

4-Stage Approval Workflow

Stage	Timeline	Requirements & Actions
Stage 1: Proposal	Min. 4 weeks prior	Visit Leader submits initial proposal via Evolve covering location, dates, preliminary ratios, budget, travel, and provider accreditation.
Stage 2: SLT Approval	Min. 3 weeks prior	SLT reviews proposal during weekly meeting. Upon 'Agreement in Principle', complete Evolve with updated details i.e. staffing / students etc.
Stage 3: Detailed Planning	Min. 2 weeks prior	Leader finalises staffing, attendee lists, Bromcom medical checks, parental letters/consents, TfL travel bookings (14–21 days prior), packed lunches (3 days prior), written provider agreements, and risk assessments.
Stage 4: Final Sign-off	Min. 1 week prior	EVC and Headteacher review all uploaded documentation on the shared drive and Evolve and issue final sign-off.

Educational Visits Planning Stages and Approval Process:

- Staff must follow these steps when organising a visit.
- Visit requests must be submitted at least 3 weeks before the visit takes place.
- Once there is agreement in principle by SLT, the visit lead can make arrangements.
- All documentation must be completed and/or uploaded at least 2 weeks before
- No visit can go ahead without Head's final approval at least 1 week prior to the visit
- If initial proposal or final approval declined, visit can be amended and resubmitted.



Appendix 4: Supporting documentation

- Newham PRUs Ed Visit Risk Assessment (Sections 1-4)
    - Basic EV details
    - Purpose of visit
    - Overview/itinerary of visit
    - Risk Assessment: general and per pupil

- Sample Letter

- Permissions database - used to collect permissions from parents. These documents can be found on the staff shared Google drive in the Educational Visits Procedures and Forms Folder.

General Risk Assessment for Newham PRUs Educational Visits

6. General Risks and Hazards

What are significant hazards?

- Crossing busy roads
- Children getting on and off public transport
- Getting up and down stairs and escalators during travel
- Behaviour issues
- Losing children
- Medical issues/Illness/Injuries
- Toilets
- Hazards at destination
- Lunch/access to food&water
- First aid
- Weather

Who might be affected by them?

- Pupils
- Visit Leader, teachers and support staff
- Specialist staff: minibus/coach driver, first aider, activity facilitators
- Parent helpers
- Pedestrians/drivers/commuters
- TfL staff and/or public transport staff
- Members of the public

Safety measures put in place to reduce risk to an acceptable level:

Ongoing

- All teachers and support staff have read a copy of risk assessment
- Headcounts
- High expectations of behaviour
- Carrying first aid kits and medicines.
- First aider to accompany when children are going to a site where no first aider will be present.
- Staff have one others' mobile phone numbers.
- Tube updates. Check if there have been any disruptions.
- Ratio - children to adults – discussed with a member of SLT.

Behaviour:

- High expectations previously discussed with children
- Rewards and consequences are followed
- Time out is replicated by the pupil being instructed to remain next to the class teacher
- Positive Handling is only to be carried out if necessary by qualified members of staff (team teach certified) in an emergency situation; reasonable force may be used by any member of staff as per the Behaviour Policy.
- Alert school if bad behaviour continues and is unmanageable
- Plan in place for returning to school with individual pupil if necessary.

Medical issues/Illness

- Carry children's relevant medicine - pupils who have medical needs must always be in the group of the supervising staff member who carries their medicine. This adult should ensure that these pupils are close to them at all times, especially on trains and public venues where risk of exposure to allergens are greatest.
- If a child is sick en route (travel sickness, high temperature, etc) refer to first aider and alert school if child needs to be collected or return to school with a member of staff or if further medical attention is required.

Injuries

- Staff to carry first aid kit
- First aider to administer first aid (make sure that venue's first aider is notified immediately)
- In emergency situations 999 is to be called – member of staff to accompany child if an ambulance is needed
- Alert the school

Toilets/Hygiene

- Children to use toilets before leaving school, on arrival at the destination and upon returning to school.
- When using public toilets staff must first check the toilets and must ensure adult supervision in the toilets or use sealed cubicles where possible.
- Hand wash to be taken before children have their lunches

Travel:

Crossing Roads

- Children to walk in pairs,
- Adult (TA) to stand in road for crossing roads using traffic light/pedestrian crossings where possible. Relay system to be used.

Getting up and down stairs and escalators during travel

- Pupils to walk or stand in single file on stairs and escalators. No running on stairs. Use handrails; do not put hands on central reservation.
- Adults to stand at bottom and top of escalators to help children on and off (younger children).

Getting on and off public transportation

- Leader to carry TFL tickets which should be ordered at least two weeks in advance of visit
- Always check TFL for travel updates on the day
- Alert a member of TFL staff as to your presence and destination. Use the front carriage of the train where possible.
- Groups should use the same carriage/bus on public transport.
- Wait for transport well away from the edge of the road/platform. Complete regular head counts.
- One adult to remain on platform/transportation as children are boarding and alighting.
- Be aware of gaps between platform and train. Stations such as Bank are particularly hazardous for younger children.
- Encourage children not to swing on rails and use seats available. Children must hold onto handrails while transportation is in motion,
- If designated transport is delayed or cancelled, seek advice from TFL staff as to alternate route, inform school and, if agreed, proceed with change of route.

Losing children:

- Ensure that teachers are aware of procedures to follow if a child is lost
- Make sure that children are aware of what to do if they were to become lost
- Children must be aware of locating a 'safe' person to help
- Children not to move from location
- Make accompanying adults aware
- Alert the members of staff at the location
- Alert the school
- Alert the police

Venue specific:

- Narrow stairs – children to use single file
- Low ceilings – pupils to heed caution
- Ensure that all adults are made aware of the main fire evacuation and routes at the venue
- Weather appropriate attire especially for outdoors

Emergency Procedures:

1. Ensure all children and staff are safe from danger
2. Consult risk assessment for plan B
3. Phone emergency services and school
4. If necessary contact Education offices on 020 8430 2000
5. Allocate one adult to accompany any injured child to hospital
6. Children should return to school under adequate supervision

Example Risk Assessment:

Hazard observed (Describe the potential risk)	Who may be affected? (e.g. everyone, particular pupils)	Risk rating before controls (Low, moderate, high or extremely high)	Control measures (What actions can be taken to help minimise the risk?)	Is the residual risk acceptable? (Yes/no)
Transport Vehicle collision, breakdown, improper seatbelt usage, or driver distraction during transit.	Everyone	Moderate	Utilise approved transport providers or school minibus. Ensure designated drivers do not double as group supervisors. Perform seatbelt checks before departure and enforce vehicle safety rules.	Yes
Road Safety Collision with traffic during walking transitions or street crossings.	Everyone	High	Plan routes using formal pedestrian crossings (e.g., Zebra) wherever possible. Supervising staff establish eye contact with drivers and monitor traffic/pupils throughout. Staff must not physically stop traffic or put themselves in front of moving vehicles.	Yes

Slips, Trips, & Falls Physical injury from uneven surfaces, wet floors, steps, or cluttered walkways.	Everyone	Moderate	Ensure all participants wear suitable footwear for the environment. Pre-brief pupils on safe movement rules (no running indoors/on trails). Staff conduct ongoing dynamic monitoring of physical hazards along the route.	Yes
Medical Conditions & Allergies Acute medical episodes or severe allergic reactions (anaphylaxis) without immediate treatment.	Particular pupils	High	Maintain robust, up-to-date parent/carer medical consent and contact details. Ensure a responsible adult with appropriate first aid knowledge carries a tailored first aid kit and reliable means to contact emergency support.	Yes
Lost Student / Separation Pupil becoming separated from the group in crowded or complex public spaces.	Pupils	High	Maintain effective supervision ratios (direct, indirect, or remote) approved by the EVC. Conduct frequent headcounts, enforce buddy systems, and brief pupils on emergency procedures, rendezvous points, and identification tokens.	Yes

Student Absconding A student intentionally leaving the group or venue perimeter without authorisation.	Pupils	High	Assess individual student maturity and past behavioral history during trip planning. Assign targeted direct 1:1 or small-group staff supervision where required. Establish firm site boundary rules and conduct regular roll calls.	Yes
Weather Extremes Exposure to extreme heat, sun, severe cold, or heavy rainfall leading to discomfort, heat illness, or hypothermia.	Everyone	Moderate	Monitor recent weather forecasts prior to departure. Ensure participants wear clothing suited to predicted conditions, exposure, and altitude. Modify, curtail, or execute alternative 'Plan B' activities if severe weather occurs.	Yes
Student Behaviour Disruptive or unsafe student conduct resulting in injury, distress, or compromised group welfare.	Everyone	Moderate	Brief all participants on behavioral expectations and venue rules prior to the visit. Re-emphasise standards throughout the trip and maintain continuous ongoing risk assessment by staff to adjust supervision dynamically.	Yes

Sample Letter:

Head Teacher: Kirsten MacLeod

Date:
RE: Educational Visit to {{VISIT_DESTINATION}} on {{VISIT_DATE}}

Dear Parent/Carer,

As part of the curriculum and our commitment to learning outside the classroom, Newham PRUs are arranging the following educational visit.

Destination:	{{VISIT_DESTINATION}}	**Transport:**	{{TRANSPORT}}
Day/Date:	{{VISIT_DATE}}	**Lunch:**	{{LUNCH}}

Purpose: {{VISIT_DESCRIPTION}}

Please ensure that students are dressed appropriately for the day, taking into consideration the weather and if this is an indoor or outdoor activity. Where appropriate, pupils will be given protective clothing.

Yours sincerely,

{{VISIT_LEADER}} – *Visit Leader*

Kacey Cuskelly/Liburd Henry – Heads of School and EVCs

Kindness, Courage, Resilience

I understand the information provided and that I have to confirm attendance. I can do this by:

- Completing the information below and returning this permission slip to the school office.
- Emailing the information below to the school on info@prus.newham.sch.uk.
- Calling the school to confirm that my child can attend.

Please provide the information below:
Educational visit to {{VISIT_DESTINATION}} on {{VISIT_DATE}}.

Child's name:_____

Parent/Carer Name:_____Date:_____

Emergency contact number:_____

Appendix 5: Local Area Visits Procedure

The headteacher delegates the responsibility for establishing the school's detailed procedures, consistent with LA guidance, to the EVC, who will maintain, monitor and review the LAV procedure. The approval of local area visits is the joint responsibility of the EVC, Heads of School and SLT.

The EVC and Heads of School responsible for Local Area Visits are:
HoS and EVC: **Liburd Henry, Kacey Cuskelly**
SLT: As per staff lists and in consultation with HoS/EVC

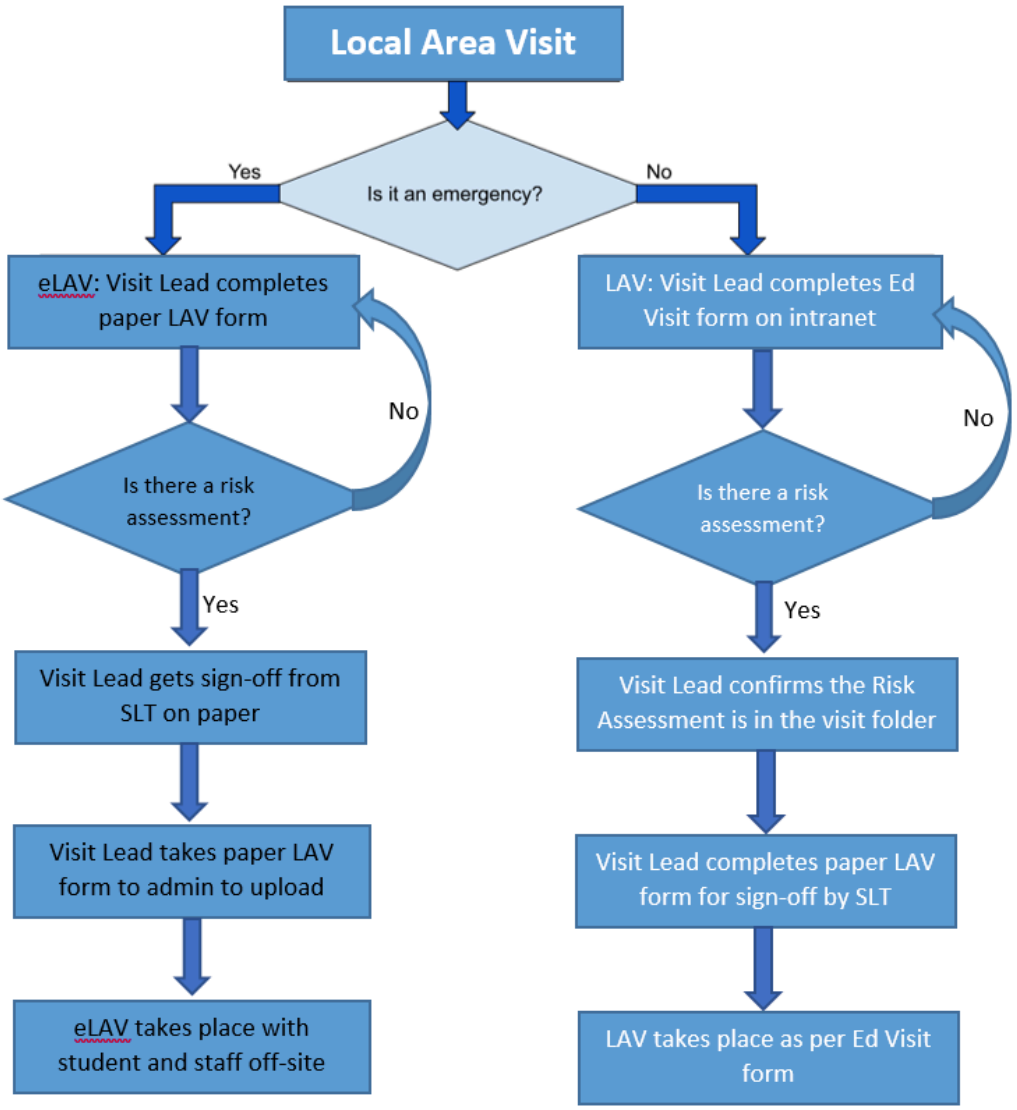
LAV is a local area visit as defined in Appendix 2-Pg16 of this policy. Previously known as an extension of the classroom, LAV's are used, where appropriate, to take a group off site to engage in an organised activity. The visit lead must complete an LAV form on the intranet and then complete a paper form for written authorisation. There must be a risk assessment included in the online submission for scrutiny by SLT. The visit and staffing are subsequently signed off by SLT with reference to the risk assessment. Once agreed, the visit lead must provide registers for admin to update in Bromcom prior to the visit taking place. All LAV's are local as defined in Appendix 2 and are to be completed in a morning or afternoon session.

eLAV is an emergency local area visit as defined in Appendix 2. This is where if it is appropriate and deemed safe, a child can be taken off site to regulate themselves or for a short period of reflection. An eLAV can be used in an emergency situation or for an immediate response to issues raised onsite. For quick response purposes, the paperwork is initially completed by the visit lead with a member of SLT and includes a risk assessment to mitigate any issues arising from being off site with that particular student. SLT are then expected to sign off the eLAV based on the risk assessment. The paper form is then returned to the office and admin complete the Ed Visit form on the school intranet on behalf of the visit lead and registers are updated in Bromcom.

LAV Permissions form
See below the Local Area Visit Form that needs to be completed prior to any local visit taking place. Student risk assessments have to be completed and shared prior to the visit taking place. The visit must be signed off by the appropriate member of SLT and the LAV form kept as a record of the visit and due process.

LAV Flow Chart
As below, the process for local area visits can be found in the flowchart below. LAVs are divided into eLAVs and standard LAVs. A similar process follows for both, but with emergency visits the office/admin team will complete The Ed Visit form on the school intranet. For regular LAVs, The Ed Visit form on the school intranet is to be completed by the visit lead, complete with risk assessment.

Flow Chart


Local Area Visit
Is it an emergency?
Yes
No
eLAV: Visit Lead completes paper LAV form
No
Is there a risk assessment?
Yes
Visit Lead gets sign-off from SLT on paper
Visit Lead takes paper LAV form to admin to upload
eLAV takes place with student and staff off-site
LAV: Visit Lead completes Ed Visit form on intranet
No
Is there a risk assessment?
Yes
Visit Lead confirms the Risk Assessment is in the visit folder
Visit Lead completes paper LAV form for sign-off by SLT
LAV takes place as per Ed Visit form

LAV Permissions Form

Local Area Visit Form

To be used when taking students off site. Must be signed by Headteacher/EVC/SLT

Staff Lead:		
Number of staff: *as agreed by SLT*		
Number of students: *or name of student if eLAV*		
Destination/reason:		
Time leaving school:	Date of Visit:	
Time returning to school:	Date of Form:	
Have you checked student profiles and risk management plans?	*please circle one*	Yes / No
Have you completed a risk assessment? *If yes, upload/If not, complete Risk Assessment on intranet or below for eLAV*	*please circle one*	Yes / No
Is this an emergency local area visit (eLAV)? *If yes, please complete Risk Assessment below*	*please circle one*	Yes / No
eLAV only		
You must add a written eLAV risk assessment for the child here: *this must be completed before going off site*		

LAV: Complete the Ed Visits request form on the intranet. Upload or complete a risk assessment. Get this form signed by SLT.
eLAV: In an emergency, complete this form and get it signed by SLT. Hand it to admin to complete the Ed Visits request form.

Requested by: *print name*	Headteacher/EVC/SLT: *print name*
Signature:	Signature:
I have completed a risk assessment for the LAV/eLAV.	*LAV only allowed with a risk assessment on intranet.*

[Link to form]