



# Non-Statutory Policy

**Category**

**Pupil well-being and safeguarding**

## **Educational Visits and Off-site Activities Policy**

Chair signed: Mr L Bennett	Staff consulted	N/A
	Ratified by Governing Body	22.03.2021
Headteacher signed: Dr L Lawson	Review frequency	Every 3 years
	Reviewed date(s)	

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## Pre-amble: School Vision, Ethos and Values

Dr Walker's is a mixed Church of England Voluntary Controlled Primary School in Fyfield, Ongar, Essex.

Dr Walker's Church of England Primary School is a school where every child is loved, developed, and educated into becoming a successful British Citizen, through promoting the fundamental British values of:

- **Democracy**
- **The rule of law**
- **Individual liberty**
- **Mutual respect and**
- **Tolerance of those with different faiths and beliefs.**

We aspire that all pupils succeed in reaching their God given potential at Dr Walker's - An Exceptional Place to Flourish, by:

- **Believing** in God, self and others by developing confidence, respect and trust;
- **Engaging** in a love for learning by nurturing curiosity and independence; and
- **Excelling** in reaching personal potential by being resilient and showing positive behaviour.

Our **CHRISTIAN VALUES** are reflected in:

- *Standing with **COURAGE** for what is right.*
- *Using **CREATIVITY** in problem solving and making life beautiful.*
- *Treating every person and everything with **RESPECT**.*
- *Having **COMPASSION** for others.*
- *Completing every task with **PERSEVERANCE**.*
- *Taking **RESPONSIBILITY** for ourselves.*
- *Living with **HOPE** for a better future.*

## Educational Visits Coordinator (EVC)

<b>Educational Visits coordinator (EVC)</b>	Dr L Lawson (Headteacher)
<b>Trained</b>	01.02.2021

## Introduction:

- Trips, visits and learning off-site comprise an essential part of the school curriculum.
- Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom.
- At Dr Walker's CoE Primary School, we want to give children opportunities to take risks, work in a team and have experiences outside the of the classroom.
- Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC). However all school employees have a responsibility to:
  - take reasonable care of their own and others' health and safety
  - co-operate with their employer
  - carry out activities in accordance with train training and instruction
  - inform the employer of any serious risk.
- This policy been produced to offer school staff advice and support in the planning and organising of all offsite activities in order to ensure the health and safety of pupils.

## Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Forest School
- Sporting activities including swimming sessions
- Outward bound and adventurous activities
- Visits abroad

## Aims

- We aim to provide off-site visits as part of a broad and varied curriculum.
- Most classes in the school will have one educational visit each half term
- These trips are planned to support and broaden the children's understanding of the current topics they are learning about in class.
- Class teachers may arrange additional visits throughout the year following authorisation from the Headteacher.
- All activities are available to all children irrespective of needs, ethnicity, gender or religion.

## Objectives/Outcomes:

- Clear objectives for the visit will be identified to ensure children are gaining valuable experiences from them.
- These objectives may be linked to current learning in the classroom or may be linked to SMCS development.
- The following Objectives/Outcomes will be included:

<b>Outcome 1</b>	Enjoyment
<b>Outcome 2</b>	Confidence and character
<b>Outcome 3</b>	Health and well-being
<b>Outcome 4</b>	Social and emotional awareness
<b>Outcome 5</b>	Environmental awareness
<b>Outcome 6</b>	Activity skills
<b>Outcome 7</b>	Personal qualities
<b>Outcome 8</b>	Skills for life
<b>Outcome 9</b>	Increased motivation and appetite for learning
<b>Outcome 10</b>	Broadened horizons

## Legal Responsibilities (Authorisation) of the EVC

<b>The Educational Visits coordinator (EVC)</b>	<p>The school has appointed an Educational Visits Co-ordinator (EVC) whose role is to coordinate the planning and management of Educational visits.</p> <p><b>Must:</b></p> <ul style="list-style-type: none"><li>• Formally approve any educational visit or other off-site activity.</li><li>• Ensure educational visits meet the employer's and school's requirements.</li><li>• Support the Headteacher and Governors with approval and other decisions.</li><li>• Assess the competence of prospective leaders and staff.</li></ul>
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	<ul style="list-style-type: none"> <li>• Ensure risk assessments meet requirements.</li> <li>• Organise training and induction.</li> <li>• Ensure parents are informed and give consent.</li> <li>• Organise emergency arrangements.</li> <li>• Keep records of visits, accidents, or incident reports.</li> <li>• Review and monitor practice.</li> </ul>
<b>The Visit Leader</b>	<p><b>Must:</b></p> <ul style="list-style-type: none"> <li>• Be approved to carry out visit and be suitably competent and knowledgeable about the school and LA's policies and procedures.</li> </ul>

## Types of Visits

- Locally approved and Essex County Council (ECC) authorised: e.g.
  - All visits to comply with this Educational Visits Policy.
  - All local visits to be approved by the EVC.
  - Adventure activities, all residential trips, and trips abroad; requires County authorisation by the **Outdoor Education Advisory Panel (OEAP)**.
- This policy must relate to the Codes of Practice in places for such visits: i.e. COP 28, HASPEV. These and other relevant codes of practice must be viewed on the Advice, Guidance and Reference page of the educational visits website:
- <https://educationalvisits.essexcc.gov.uk>
- County approval will be made using the on-line system – **EVOLVE**.

## Planning an educational visit (see Appendix)

Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable.

<b>1</b>	<ul style="list-style-type: none"> <li>• Always first agree the visit in principle with the headteacher (Dr Lawson).</li> </ul>
<b>2</b>	<p><b>You will need to:</b></p> <ul style="list-style-type: none"> <li>• Give reasons for the visit (What is the purpose of the educational visit and does it fit in with the curriculum?);</li> <li>• How much it will cost (If there is a cost, check with parents that they will pay); and</li> <li>• How you intend to travel (discuss transport with the Admin Staff, if it is required to book a coach for the visit).</li> </ul>
	<ul style="list-style-type: none"> <li>• Check with the Bursar (Mrs Platman) to calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.</li> <li>• If appropriate, payments will be made directly to the school office via the school payment system on the school website.</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Check with the school's diary that the date(s) is/are available.</li> <li>• Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school electronic diary</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>• Draft letters to be submitted to the Headteacher for approval <b>at least a month</b> before the intended educational visit.</li> <li>• Send letters to parents/guardians.</li> <li>• Class teachers will inform parents in advance of dates for school trips in class half-termly letters, with further specific details in a separate letter, giving at least two weeks' notice (unless there are exceptional circumstances).</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>• Personally pay the venue a visit and make a risk assessment. (What do you want the group to do and what is possible? Are there any risks?)</li> </ul>
<b>6</b>	<ul style="list-style-type: none"> <li>• Complete a Risk Assessment form and submit it electronically to the EVC <b>at least two weeks minimum</b> before the intended date of the educational visit.</li> </ul>

7	<p><b>Who is needed/available?</b></p> <ul style="list-style-type: none"> <li>The plan must work within the limits of available numbers, abilities and experience.</li> <li>Make sure there are enough adults to accompany the pupils on the educational visit.</li> <li>A qualified Paediatrics First Aider has to attend any educational visit.</li> <li>Discuss any additional adult support needed for individual identified pupils and/or those presenting with SEND and medical needs with the Headteacher and SENCO.</li> <li>If staff is accompanying the educational visit, they have to arrange / swap their duties.</li> <li>Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.</li> <li>The Headteacher and SENCO need to be informed of these pre-arrangement <b>at least a week in advance</b> of the educational visit, in order make sure there is appropriate cover (where applicable).</li> </ul>
8	<ul style="list-style-type: none"> <li>Arrange <b>at least a week in advance</b> with the Admin staff wrist bands for pupils as part of emergency procedures/identification and/or high visibility jackets to be worn.</li> </ul>
9	<ul style="list-style-type: none"> <li>In cases where school lunches are affected, kitchen staff must be informed <b>at least a week in advance</b> to organise lunches for free school meal children.</li> </ul>
10	<ul style="list-style-type: none"> <li>Make sure the school mobile is charged <b>the day before</b> the educational visit, as this needs to be taken along.</li> </ul>
11	<p><b>1<sup>st</sup> Aid kit:</b></p> <ul style="list-style-type: none"> <li>Check the 1<sup>st</sup> aid kit.</li> <li>Make sure that a 1<sup>st</sup> aid kit is taken along.</li> <li>Record any first aid given, inform the office and parents on return to school.</li> </ul>
12	<ul style="list-style-type: none"> <li>Complete the evaluation briefing form <b>within a week after</b> the educational visit and pass on to EVC to be filed.</li> </ul>
13	<ul style="list-style-type: none"> <li>ESRA to be filed in the Educational Visits folder.</li> </ul>

## Risk Assessment

- All visits must be Risk Assessed.
- A full risk assessment must be completed **two weeks** prior to a trip, which must be approved by the school's EVC, using the school's risk assessment template.
- A risk assessment must be undertaken ideally on Evolve, identifying significant risks and the precautions that will be implemented to reduce these risks to an acceptable level. This will also identify the main objectives of the visit.
- All overnight and residential visits' risk assessments will be completed on Evolve.
- To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the school server.
- Where these risks are controlled by generic control measures i.e. 'codes of practice' or 'operating procedures' refer to the relevant sections of these documents.
- Use of a 'provider' for example accommodation or adventurous activities, we will contact them and obtain their risk assessments for these elements of our visit.
- One risk assessment may cover a programme of similar activities, provided it is reviewed at least annually and consideration is given to the needs of the individual pupils on each occasion.
- The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip, and another copy left with the EVC.
- All staff must be encouraged to report any safety concerns they have regarding the conduct of the visit.

## Parental Consent

- Permission will be specifically requested from parents for:
  - Residential trips
  - Adventure trips (e.g. outward bound) or a long journey
  - Trips that take place outside of school hours
- Signed parental consent must be obtained **from an adult with legal parental responsibility**.
- One parental consent may cover a programme of similar activities over a maximum of one year.
- Parents will always be informed about the trip or activity by email or letter.
- All the necessary details will be included in the letter, as well as any payments required. This must be sufficiently comprehensive for parents not to be in a position to claim after the event that they were misled or uninformed about any of the following:
  - Venue(s) and travel arrangements.
  - Dates and times of departure and return where visits exceed beyond the school day.
  - The nature of activities planned (including plan B).
  - Kit list.
  - Arrangements for supervision.
  - Code of conduct or standard of behaviour expected during the visit.
  - Financial contribution expected from parent.
  - Insurance arrangements.
  - Contact system in case of emergency.
  - Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours.

## Staffing – competence and training

- There must be a qualified teacher in charge as visit leader.
- They must oversee the selection of pupils, and the appointment and delegation of responsibilities to other staff.
- All staff should be assessed for competency and training provided for visit leaders.
- Staff may include teachers, teaching assistants, or other adult helpers.
- The visits leader must ensure that all staff understand their responsibilities and are competent to assume these.
- County policy must be followed with regard to CRB checks.
- If adults other than employees or volunteers engaged by the school take charge of pupils, assurances of competence and suitability must be obtained, following County guidelines relating to the activity.

## Staff-pupil ratio

- All trips should be individually risk assessed to ascertain the safe level of adult supervision required.
- The staff-pupil ratio must be determined as part of the risk assessment.
- Starting points (the appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise):

<p><b>EYFS</b></p>	<ul style="list-style-type: none"><li>• The EYFS Statutory Framework (updated 3rd April 2017) no longer sets out different requirements for minimum ratios during outings from those required on site e.g. for children aged three and over in early years settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools).</li><li>• It is not unusual for a ratio of 1:1 to be necessary.</li></ul>
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Reception	1:4
Years 1-3	1:6
Years 4-6	1:10 to 1:15
Adventure activities	1:10
Residential visits	1:10
Visits abroad	1:10
<b>Considerations:</b>	
<ul style="list-style-type: none"> <li>• SEN/ behavioural / medical / age / activity / location/ transport / visits lasting longer than one day / visits of one day or less.</li> <li>• If a child with an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.</li> </ul>	

## Supervision

- Responsibility for pupils extends for the full duration of the visit, including any period of 'down time' when pupils are not engaged in structured activity.
- Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group.
- The visit leader must determine when supervision must be 'direct' and when it may be 'remote.'
- **Direct supervision** – pupils remain within sight and hearing of the member of staff in charge of their group.

## Residential trips

- In the case of residential trips, a parents' meeting will be held well in advance of the trip.
- This will provide all the relevant information, including the details of payment plans, which are always available on request.
- Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary.
- Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form.
- The school will ensure that adults of each gender accompany the children on residential visits.

## Payments for trips

- When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible.
- All payment by parents for school trips is made in the form of a voluntary contribution.
- However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled.
- All payments are made online via parentpay.com
- In the case of trips within London, class teachers will always seek to use public transport (which is free for school children) unless there are good reasons not to.
- For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost. In certain cases, the school may be able to subsidise the cost of school trips. In these cases, parents need to complete a request form which is kept in the school office.

## Behaviour on school trips

- The school's Behaviour Policy applies equally to children when they are being educated off-site.



- Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school.
- We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education.
- Children will always be reminded of the behaviour expectations before going off-site on their visit.

## Trip Safety

- The school takes the safety of its pupils on off-site visits extremely seriously.
- All supervising adults must be made aware of the duty of care which is placed upon them.
- The school's Safeguarding Policy will be implemented during all off site activities.
- The school will adhere to the following to ensure the safety of children on educational visits:
  - An adult of each gender to accompany mixed groups of pupils if possible
  - Newly Qualified Teachers to be accompanied by an experienced member of the teaching staff on their first visit
  - Supervising adults to include a trained Paediatrics First Aider member of staff.
  - For EYFS trips, at least one first aider must accompany children
  - Supervising adults must know of any special medical details relevant to any pupil
  - First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip
  - Children to be briefed about the importance of staying with their partner/group/adult helper
  - Any adult who has not been DBS checked should not be left alone with children during any activity
  - Adults must never travel alone with a child in their own vehicle
  - Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff
  - When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside.
  - Pupils to be reminded of "stranger danger."
  - Regular headcounts to be taken.

## Emergency Planning

- The trip leader must always complete the Emergency Arrangements section of the Risk Assessment Form prior to any educational visit.
- Group leaders must always have a means of making emergency contact with the Visit Leader.
- Group leaders must have a means of contacting the emergency services if required.
- Group leaders must have access to first aid equipment and a nominated person with first aid knowledge.
- If the visit extends beyond school opening hours, two emergency home contacts must be identified, normally members of the school's leadership team. The emergency home contacts must have means of contacting Council officers in the event of a serious incident that requires additional support.
- A list of pupils with parental contact and medical information must be held by the visit leader.
- A copy must also be left at school. Outside school opening hours, the emergency home contacts must have access to this list.
- In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

- In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:
  - Wait so that the trip leader can re-trace their steps to locate the child.
  - If a child has been left on the tube/train, they are to get off at the next station and wait.
  - Speak only to adults in uniform, e.g., TfL staff, police etc. but under no circumstances go with them.
- The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.
- If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.
- The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.
- When the situation has been resolved, the Headteacher will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

<p><b>Ongoing Risk Assessment</b></p>	<ul style="list-style-type: none"> <li>• Consider the threat of terrorism as part of visit risk management and include it within visit emergency plans.</li> <li>• Be aware of the latest news relating to your destination</li> <li>• In the UK know the current threat level (available at: <a href="https://www.mi5.gov.uk/threat-levels.">https://www.mi5.gov.uk/threat-levels.</a>)</li> <li>• When visiting crowded places such as a major city, venue or event, where the risk of attack may be greater, consider within your planning:           <ol style="list-style-type: none"> <li>a) Possible safe areas or venues, near where you intend to be, that you could use as an emergency shelter.</li> <li>b) How to minimise <b>waiting time</b> at busy venues. Where to wait and gather for head counts.</li> <li>c) How to minimise <b>queuing times</b> (such as not carrying unnecessary items) to speed up search and entry.</li> <li>d) Are staff phones charged and numbers shared?</li> <li>e) Do all leaders have all group information? Will they be spaced apart?</li> <li>f) A contact card for all participants giving a number to call if separated from the group, and the name and telephone number of the establishment.</li> <li>g) How you would get away in an emergency, bearing in mind that the direct route and planned transport might no longer be an option. Are you aware of alternatives and can you access emergency funds to pay for them?</li> <li>h) Do you need to leave the site immediately with the crowd at the end of the visit event?</li> <li>i) The possibility of an enforced overnight stay and what this might entail – for example do you need a reserve of any critical medication?</li> <li>j) How the leadership team might manage an enforced group split.</li> </ol> </li> </ul>
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<b>During the visit</b>	<ul style="list-style-type: none"> <li>• Be vigilant and aware of your surroundings – know where the exits are and where you would run to.</li> <li>• Be aware of the possibility of suspicious items.</li> <li>• <a href="https://www.gov.uk/government/organisations/national-counter-terrorismsecurity-office">https://www.gov.uk/government/organisations/national-counter-terrorismsecurity-office</a>).</li> <li>• When staying at any place <b>for more than 30 minutes</b>, identify emergency meeting points in case the group is forced to move and becomes split.</li> <li>• Avoid congregating too long around entrances to major public sites.</li> <li>• Be aware of the ‘Stay Safe’ principles: ‘Run, Hide, Tell’ and know what to expect if you encounter armed response officers (see point 2 in ‘recognizing the terrorist threat’: <a href="http://tinyurl.com/pp4fxmu">http://tinyurl.com/pp4fxmu</a>).</li> </ul>
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## Insurance

- Essex County Council Insurance covers all pupils on Education and off-site visits.
- Non-VA, Foundation and establishments not covered by ECC insurance, must provide insurance cover for off-site visits.
- No forms of indemnity or ‘insurance waivers’ may be signed without reference to the ECC Legal Service.

## Related policy areas for the establishment

- Child protection
- Inclusion
- Emergency planning
- Accident
- Health and safety
- Staff development (training, qualification)
- Volunteer
- Finance and insurance
- Work Experience
- Extended Schools


## Appendix: ESRA – Event Risk Assessment Flow Chart

# ESRA – EVENT RISK ASSESSMENT FLOW CHART

Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable.

<ul style="list-style-type: none"> <li>Always first agree the visit in principle with the <b>Headteacher</b> (Dr Lawson).</li> </ul>
<b>You will need to:</b> <ul style="list-style-type: none"> <li>Give reasons for the visit (What is the purpose of the educational visit and does it fit in with the curriculum?).</li> <li>How much it will cost (If there is a cost, check with parents that they will pay).</li> <li>How you intend to travel (discuss transport with the Admin Staff, if it is required to book a coach for the visit).</li> </ul>
<ul style="list-style-type: none"> <li>Check with the Bursar (Mrs <b>Platman</b>) to calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.</li> <li>If appropriate, payments will be made directly to the school office via the school payment system on the school website.</li> </ul>
<ul style="list-style-type: none"> <li>Check with the school's diary that the date(s) is/are available.</li> <li>Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school electronic diary</li> </ul>
<ul style="list-style-type: none"> <li>Draft letters to be submitted to the <b>Headteacher</b> for approval <b>at least a month</b> before the intended educational visit.</li> <li>Send letters to parents/guardians.</li> <li>Class teachers will inform parents in advance of dates for school trips in class half-termly letters, with further specific details in a separate letter, giving <b>at least two weeks' notice</b> (unless there are exceptional circumstances).</li> </ul>
<ul style="list-style-type: none"> <li>Personally pay the venue a visit and make a risk assessment. (What do you want the group to do and what is possible? Are there any risks?)</li> </ul>
<ul style="list-style-type: none"> <li>Complete a Risk Assessment form and submit it electronically to the EVC <b>at least two weeks minimum</b> before the intended date of the educational visit.</li> </ul>
<b>Who is needed/available?</b> <ul style="list-style-type: none"> <li>The plan must work within the limits of available numbers, abilities and experience.</li> <li>Make sure there are enough adults to accompany the pupils on the educational visit.</li> <li>A qualified Paediatrics First Aider has to attend any educational visit.</li> <li>Discuss any additional adult support needed for individual identified pupils and/or those presenting with SEND and medical needs with the <b>Headteacher</b> and SENCO.</li> <li>If staff is accompanying the educational visit, they have to arrange / swap their duties.</li> <li>Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.</li> <li>The <b>Headteacher</b> and SENCO need to be informed of these pre-arrangement <b>at least a week in advance</b> of the educational visit, in order make sure there is appropriate cover (where applicable).</li> <li>Arrange <b>at least a week in advance</b> with the Admin staff wrist bands for pupils as part of emergency procedures/identification and/or high visibility jackets to be worn.</li> <li>In cases where school lunches are affected, kitchen staff must be informed <b>at least a week in advance</b> to organise lunches for free school meal children.</li> <li>Make sure the school mobile is charged <b>the day before</b> the educational visit, as this needs to be taken along.</li> </ul>
<b>1<sup>st</sup> Aid kit:</b> <ul style="list-style-type: none"> <li>Check the 1<sup>st</sup> aid kit.</li> <li>Make sure that a 1<sup>st</sup> aid kit is taken along.</li> <li>Record any first aid given, inform the office and parents on return to school.</li> <li>Complete the evaluation briefing form <b>within a week after</b> the educational visit and pass on to EVC to be filed.</li> <li>ESRA to be filed in the Educational Visits folder.</li> </ul>

### Staff-pupil ratio

<b>EYFS</b>	<ul style="list-style-type: none"> <li>The EYFS Statutory Framework (updated 3rd April 2017) no longer sets out different requirements for minimum ratios during outings from those required on site e.g. for children aged three and over in early years settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools).</li> <li>It is not unusual for a ratio of 1:1 to be necessary.</li> </ul>	
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<b>Years 1-3</b>	1:6	
<b>Years 4-6</b>	1:10 to 1:15	
<b>Adventure activities</b>	1:10	
<b>Residential visits</b>	1:10	
<b>Visits abroad</b>	1:10	
<b>Considerations:</b>	<ul style="list-style-type: none"> <li>SEND / behaviour / medical / age / activity / location / transport / visits lasting longer than one day / visits of one day or less.</li> <li>If a child with an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.</li> </ul>	