Misterton Primary and Nursery School

Educational Visits

(Risk Assessment)

Policy

2026-27

Policy updated: September 2026
To be reviewed: September 2027

Misterton Primary and Nursery School has the core value of Taking Care and Bee Exceptional. Our school community, through Taking Care of themselves, Each Other, their Learning and the School have created a safe space for everyone. Personnel development and wellbeing have been the schools focus for over eight years and the school is part of the LA Virtual School team developing relational practice across Nottinghamshire. This grew from our Growth Mindset approach, developing resilience and learning stamina, where we learn from our mistakes. Our children gain a sense of self achievement through high efficacy where learning is their reward. The visits that our children are part of, build on these opportunities.

Educational visits are activities arranged by or on behalf of the school, which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible and they provide valuable opportunities for learning through first-hand experience and are an integral part of the curriculum. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences but the safety of children is always our first priority.

The safety of all children and adults participating in any planned educational visit or journey is of paramount importance.

It is the duty of all staff leading all educational visits to risk assess any planned visit thoroughly and to consult with the Education Visit Co-ordinator (EVC).

If in any doubt about the safety of any member of the party the visit should not go ahead.

All risk assessments must be given to the EVC and retained for future reference.

A Risk Assessment document is a legal requirement and subject to audit.

All staff planning visits should read and follow the detailed guidance in the Nottinghamshire LA file "Regulations and Guidelines for Educational Visits and Journeys".

The opportunities our children gain through the visits, have been developed with the joint working with our parents, who wanted the children to have opportunities, different to experiences that parents can access.

Planning a Visit:
The following questions must be addressed:

- **What are the educational benefits likely to arise from the visit?**
- **What does the place to be visited have to offer?**
- **Is there sufficient time for planning?**
- **Is the travelling distance suitable?**
- **Is enough known about the location?**

Types of Visits

There are **4 types** which each have different requirements which must be met by visit organiser:

1. **Regular local visits:** Those activities which are considered an integral part of the school routine. Permission for these is obtained when the child starts school.
2. **Sporting Activities:** These visits require a GRA2 form for travel and a RA from the organisation.
3. **Educational Day Visits**: The school proforma including a risk assessment must be completed for each of these. Including a RA from the organisation visiting.
4. **Residential Visits**: These visits require careful planning, the process of risk assessment should be undertaken by the Visit Organiser according to the "Regulations and Guidelines for Educational Visits and Journeys" using the school proformas.

The Organiser of the Visit will:

- Liaise with the EVC throughout the process
- Discuss trip is viable with the Office Manager who will make a decision as to whether the visit can go ahead
- Ensure the Checklist for Planning an Educational Visit is followed
- Fill in a detailed Risk Assessment
- Fill in a GRA1, GRA2 and GRA3 (for residential visits)
- Discuss the risk assessment with the EVC, and fill in all required forms including any external RA forms
- Ensure all Risk Assessments are completed on time (minimum 4 weeks for Educational Visits, 8 weeks for Residential Visits) if they are completed late the trips could be cancelled
- Send a letter to parents outlining the event.
- Ensure EV4 forms are sent to parents (for Residential Visits)
- Choose adult supervision with care - The capabilities, experience, talents and qualifications of all accompanying adults should be given appropriate consideration
- Every person accompanying children on a school visit must have an enhanced DBS from Nottinghamshire
- A qualified First Aider must accompany every visit.
- Carry an Emergency Contact List
- Collate the children's emergency numbers and medical records
- Brief all adults, before the visits about their roles and responsibilities and what to do in case of a critical incident

Levels of Supervision

Teachers and other adult supervisors need to undertake greater care than that expected of the most careful parent. Levels of supervision are decided upon for each visit, taking into consideration the relevant variables (e.g. age, experience, children, nature of activity, location, physical hazards).

As a guide:

- EYFS children should have a minimum adult to pupil ratio of 1:5
- KS1 (Y1 & 2) adult to pupil ratio – a minimum of 1:6
- Year 3 adult to pupil ratio - a minimum of 1:10
- Years 4, 5 & 6 adult to pupil ratio - a minimum of 1:15

Visit organisers should take individual children's circumstances into account and adjust the supervision as necessary to ensure the safety of children at all times. Where needed individual Risk Assessments and Health Care Plans will be completed in addition to GRA's.

A qualified teacher must accompany children on all visits. It is not appropriate for AOTTs (Adults Other than Teachers) to be responsible for leading visits in school time. For sporting fixtures out of school a qualified teacher or Teaching Partner will accompany the group whenever possible.

Sports Fixtures

The arrangements of all sports fixtures must be planned and organised accordingly. There may be instances where they may be organised at short notice. There will be a generic sporting risk assessment in place to cater for this. If teachers', parents' or other vehicles are used for transporting the pupils the school is responsible for ensuring tax, MOT, Class 1 insurance are all in place. Appropriate child restraints must be used in line with Government legislation. All parents transporting children, on behalf of the school, must have an enhanced DBS check.

Residential Visits

Overnight stays of any kind involve additional levels of care and the minimum ratio of teachers/adult supervisors is 1:8, which may include qualified centre staff where appropriate. At least one teacher and one adult supervisor are assigned to each group, with both sexes represented in the case of mixed parties if at all possible. A summary sheet of information about children and adults participating in a residential visit is completed along with emergency contact information and a copy given to the office manager/head teacher.
A programme of events is included and copies left with office manager in school based file.
Visit organisers need to be fully aware of procedures in case of serious incidents and ensure that LA emergency contact numbers are taken with the paper work and consent forms (EV4 Forms) on the visit.
The visit organiser will ensure that parents have the school phone number for emergency contact should the need arise during or after the visit.
Lead teachers will contact school to give regular updates and to inform parents of safe arrivals and intended times of departure on the day of return.

Farm/Zoo Visits

Farms and zoos can be dangerous places so taking children to a farm/zoo should be carefully planned. The risks to be assessed should include those arising from misuse of farm machinery and the hazards associated with E Coli 0157 and other infections. Those who are pregnant are at particular risk.
Check that the farm/zoo maintains good washing facilities, clean grounds and public areas.
Never let children:

- Place their faces against the animals or put their hands in their own mouths after feeding the animals
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from taps
- Ride on tractors or other machines
- Play in the farm area

Inclusion

The visit organiser will make every effort to ensure that all children are included on visits, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions.
The visit organiser will take all reasonable steps to ensure inclusion for all.

Equipment

The following items should be taken on all visits:

- First Aid Equipment
- Children who need inhalers should carry their own inhaler unless too young to do so
- Prescribed medication (member of staff to witness and record any administration of medication given by the first aider, to include inhalers).
- Sick bucket
- Mobile phones
- Emergency Contact List

Transport

Local, reputable coach companies will be used to transport pupils to and from off-site events and activities. All pupils are required to wear seat belts throughout the journey and must remain seated at all times. Staff will ensure that these safety requirements are followed.

In liaison with our feeder secondary school, Retford Oaks Academy, and subject to availability, the school's minibuses may also be used to transport pupils when attending sporting events and other activities organised or supported by the academy.

All transport arrangements will be made with pupil safety and appropriate supervision as the priority.

In the event of an accident:

1. Attempt to park in a safe place
2. Keep the passengers in the vehicle unless they are at risk by doing so.
3. On a motorway children should be taken away from the road.
4. Note the precise location.
5. Assess the situation and report the details to school as soon as possible.
6. An adult must stay with the children at all times.

Delays

If delayed contact the school at the earliest possible opportunity and proceed at a safe speed.

Injuries

- Assess the injured without injury to yourself
- Only attempt First Aid if qualified
- Reassure and protect the casualty from further harm
- Send for help: dial 999 and give the following information: The location, details of casualties – age / condition, phone number

Critical Incident Plan

- Trip organiser to inform the Headteacher
- Headteacher to inform Chair of Governors
- Headteacher to inform parents of child/ren involved in the accident
- Trip organiser to know that no parents are to be contacted from the accident scene
- Headteacher/EVC to keep in contact with trip organiser

What Insurance Cover is provided by the LA - Third Party Policy?

Nottinghamshire County Council insures against its own legal liability for injury, damage or loss that might arise as a result of negligence. The policy carried is known as a "third party liability policy".
The policy covers teachers, teaching partners and children.
Voluntary helpers are covered by the third party policy for activities both in and out of school as long as they work under the supervision of or within limits set by the Party Leader and full time qualified staff. Therefore all staff and any other adults must follow the regulations and guidelines given from N.C.C.

Policy Review date: September 2027