BUCKINGHAM PREPARATORY SCHOOL

'Together we nurture, we inspire, we achieve'

Educational Visits and Activities Policy

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Educational Visits and Activities Policy

Revised: June 2026 (to be reviewed in September 2027)
This policy applies to EYFS, Infants and Juniors

Buckingham Preparatory School policies

This policy should be read and adhered to in conjunction with the following Buckingham Preparatory School policies:

- Health and Safety Policy
- Risk Assessment Policy
- Minibus Policy

Introduction

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development and prepares them for the opportunities and experiences of adult life.

At Buckingham Preparatory School we seek to ensure that the curriculum is delivered to all children regardless of protected characteristics ie social background, race, gender, differences in ability, religion and belief, cultural background, linguistic background, sexual orientation, gender reassignment, SEND and disability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for all our children, we also offer a range of educational visits and other activities which enrich and build on the learning that has taken place.

Organisation

The curriculum defines what we teach the children in the Prep. This is the basis for each class' programme of learning for each school year. In addition the Head agrees a corresponding programme of visits and activities in consultation with the staff.

Within each class's programme of work the teachers plan educational visits and activities that support the child's learning. We give details of these visits and activities to parents as the school year progresses, and inform parents of these in due course.

Visits and activities usually take place within the school day, and the Head/Management Team approves such visits in advance once the guidelines have been approved. We follow guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes the children off the school site. If we do not receive

this written permission the child will be unable to participate. A detailed risk assessment has to be completed by the member of staff in charge of the trip.

Charging for School Activities

For most educational visit the charge is included within the schools fees. Upon occasion additional charges will be put in place for trips and these will be communicated with parents accordingly.

Curriculum Links

All educational visits and activities support and enrich the work we do in the Prep School. There are a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

Visits

English	Visits from authors, dramatic performances
Science	Use of school grounds, visits to gardens or farms, workshops given by visiting scientists
History	Study of local buildings and museums
Art and Design	Art gallery visits, use of locality, visits from artists and sculptures
Local Area	Shops, libraries, parks, secondary schools
Geography	River Studies
PSHEE	Heart Start, Houses of Parliament
All Areas	Residential Visits

Visits

We also have visits from our neighbourhood police officer and fire officers. These visits support the personal, social, health and citizenship education of our children. Other local religious leaders also visit in the course of the school year. All visitors are vetted following our Safeguarding and the Welfare of Children Policy.

School Mini Bus and Coaches

Our minibus meets guidelines and each seat has a belt. We only hire those companies whose coaches have individual seat belts. We instruct all children travelling by coach or minibus to wear a seat belt at all times and until told to remove them by a member of staff. In the EYFS adequate checks are taken to ensure full insurance and clean driving licence are available.

Procedures

Follow the school procedures including gaining permission from the Head/Deputy Head to run the trip (See Risk Assessment Policy)

Before a visit can take place, the organiser should approach the Head (or, in their absence, the Deputy Head) to put forward a verbal proposal. The Head, at this early stage, will either endorse the proposal or reject it on the basis of criteria such as cost, timing, lack of resources, appropriateness, etc.

If the proposal has been viewed favourably, then the party organiser will complete the Initial Proposal Form (IP1), and hand it to the Head/Deputy Head who will add their signatures if they feel that the details are accurate.

The teacher responsible for the trip will complete the Risk Assessment Forms (RA2 - Trips) and, if necessary add in any other risk assessments, which can be obtained from the Staff Share, duly signed and dated. These forms will then be countersigned and dated by the Head (or Deputy Head). The trip has now been sanctioned so the party leader will be able to inform the relevant parents, providing the Head with copies of letters, notes, etc.

While on a pre-visit, the party leader is responsible for carrying out a risk assessment.
For overnight stays ensure that the establishment has the required security checks and refer to DfE policy for further information. Separate Risk Assessment and Trip proposals need to completed for residential trips.

For adventurous or hazardous activities, the journey must be approved by the Head Teacher six weeks in advance.
Ensure in advance that enough parents are willing to financially support an expensive school visit

When writing to inform parents of a visit the letter should include:

- purpose
- dates and times
- food arrangements
- travel
- additional clothing needed, uniform or casuals
- request for parental permission – Via *Google Forms (if not already collected at the beginning of the school year)*
- request for any medical information of which we should be aware
- request for emergency number of parent/guardian to leave in the office on trip day
- cost and final date for collection
- explanation of inclusion of spending money in collected cost or not

Groupings

Split children carefully to make groups manageable and safe. If you have children with behavioural difficulties that you would not expect another supervisor to look after, then affiliate yourself to a group rather than having a whole group to yourself (provided you have a high enough pupil/supervisor ratio).

Health & Safety

The school has full comprehensive insurance for all trips taken.

In advance:
It is vital that a risk assessment is carried out in each case in line with the DfE policy on school journey and visit guidelines (Appendix 3). This should be done on the pre-visit.

Check you are happy with car park areas, safety of toilets and safety along the way.

Before lunch children should be taken to wash their hands, especially if they have been touching animals or visiting a farm.

Getting There

When taking a coach (Add Coach Risk Assessment)

Make sure that the coach door always opens to the pavement away from the traffic.
Always ensure that one teacher/supervisor is first off and last on and is always supervising outside the coach
Establish clear procedures at stopping points
Make sure that head counts take place before the coach moves away
Make sure that seatbelts are fastened before pulling away

When taking a train/Tube (Add Tube Risk Assessment)

Phone ahead to reserve a carriage if possible
Ensure that all children and helpers get on to the same carriage and that children are seated
Do not get on a train if it is too crowded for all children and carers to be in the same compartment
Staff should stand in the doorway preventing the doors from closing until all the children are in or off the train
When waiting at a platform, ensure children are surrounded by supervisors and not obstructing other passengers
Try to plan the outing so that you are not using public transport at peak times in the day, where seating and over-crowding may be an issue

Private cars

If parents or teachers are driving children in privately owned cars they must:
Ensure that they are covered in their insurance
All children wear seat belts
Parents must also give specific permission for their child to be taken in a private car

Walking

Ensure children are sensible and walk well away from the edge of the pavement
Talk to supervisors about crossing procedures before leaving school
Ensure a supervisor stands in the middle of the road as children cross

Always have an adult at the beginning and end of the line
If walking by a river make sure children are aware of the dangers and that you have the appropriate ratio of adults (or more)
In Pre School children must hold hands with an adult

Pupil/Supervisor Ratio (See Appendix 4)

When going on a trip it is essential to have the appropriate ratio of adults to children. All adults should be responsible to the trip leader, inform him/her of any incidents and obtain permission before leaving the main group.
Helpers must be responsible and stay with their group throughout the trip
The supervisors may not bring other children with them, as we are not insured for their care.
If possible take more adults than are recommended in order that you do not have to supervise a group yourself.
Ensure that you have a first aid kit and any medicines that the children may need throughout the day. Make sure you know how to administer them and have the appropriate permission to do so. Also ensure you have emergency medicines e.g. epipen etc.
You should have a list of children with allergies so that you can be aware of any contact.

Equal Opportunities

When organising a trip it is important to ensure that access is appropriate for all children i.e. disabled toilets, lifts or ramps if necessary.

One should also consider the multi-cultural and gender aspects of exhibitions and ensure that messages are in line with school values or accepted as areas to discuss.

Above all, the trip leader is in charge and responsible for the safety of all the children on the visit.

Appendix 1

BUCKINGHAM PREPARATORY SCHOOL

Trip Checklist for Staff

Prior to Trip		Date	✓
1	Plan and cost the trip, including visiting the site if possible.	6 weeks prior to trip	
2	Check date in school diary	6 weeks prior	
3	Complete initial proposal form and email to MD, including costs and staff ratio. (IP1)	4 weeks prior	
4	Book necessary transport (train, tube, coach or minibus and drivers if necessary)	4 weeks prior	
5	Confirm date in the school diary	4 weeks prior	
6	Send trip letter to parents, including consent form and payment details.	4 weeks prior	
7	Check all consent forms and payments have been returned.	3 weeks prior	
8	Complete trip risk assessment (RA2) and email to EA/MD	3 weeks prior	
9	Liaise with the kitchen re packed lunches if required.	2 weeks prior	
10	Staff to arrange cover for lessons and duties where necessary	1 week prior	
On Day of Trip The following should go with staff attending the trip			
11	Consent forms		
12	Emergency contact details (pupil and staff)		
13	Medical information (pupil and staff)		
14	Booking details		
15	Travel confirmation details		
16	First Aid bag/s		
17	Pupil medical bags, where necessary		
18	Mobile phone (in case of emergencies)		
Trip Safety Measures When walking			
19	Pupils to walk in pairs in line		
20	Staff to be at front and back of pupil lines. If more than two staff disperse accordingly		
21	Staff to complete regular head counts of pupils.		
22	Pupils to stop before crossing a road		
23	Staff to supervise pupil crossing of road/s		
24	Pupils to be aware of public & surroundings		
25	Pupils to be made aware of Stranger Danger		
26	Staff to ensure that pace of walking is suitable to pupils & adults		

TRIP SAFETY MEASURES WHEN TRAVELLING BY TUBE/TRAIN		
27	Staff to inform station of school group travelling wherever possible	
28	Choose a suitable/safe area on platform to wait and perform headcount	
29	Staff to closely supervise entry on to train/tube carriage. Staff to enter first and last	
30	Staff to make pupil headcount	
31	Pupils to find safe standing/ sitting area. Staff to closely supervise and manage	
32	Staff to closely supervise exit off train/tube carriage. Staff to exit first and last	
33	Staff to select a safe place to muster	
34	Staff to make pupil headcount	
TRIP SAFETY MEASURES WHEN TRAVELLING BY COACH/MINIBUS		
35	Staff choose a suitable/safe area to wait and perform headcount	
36	Staff to closely supervise entry on to coach/minibus. Staff to enter first and last to assist pupil seating	
37	Staff to ensure pupil seatbelts are worn throughout the journey	
38	Staff to ensure that seatbelts are worn throughout the journey	
39	On coach staff to sit appropriately to ensure safety and supervision of pupils during the journey	
40	Pupils to raise hand for attention during the journey. Pupils do not stand up unless accompanied by a member of staff	
41	Staff to closely supervise exit off coach/minibus. Staff to exit first and last.	
42	Staff choose a suitable/safe area to wait and perform headcount	
INFORMATION GIVEN TO PUPILS		
43	Objectives of trip	
44	Behaviour during trip	
45	Stranger Danger	
46	Arrangements and emergency meeting points for pupils getting lost or separated from group prior to, during and after the visit	
47	Pupils to go to the toilet in pairs or small groups and told to return together. Staff to supervise outside toilet.	
48	Pupils to stay in pairs or small groups during the visit and to stay in eye-line of staff at all times.	

BUCKINGHAM PREPARATORY SCHOOL
AN INDEPENDENT SCHOOL FOR BOYS

EDUCATIONAL VISITS: OUTINGS PLAN (IP1) – APPENDIX 1

Destination	
Date of Visit	

Name of party leader	
Names of other staff	
Cover that is needed	

Is the trip open to the public?		
Is the trip within walking distance?		
Method of Travel	Walking - School Minibus - Coach - TFL - Other	
Names of minibus drivers (If applicable)		
Have you checked the venue's risk assessments and are you confident it meet's the school's expectations? *Please save copies withing trip folder*		
Cost of transport – breakdown of fares – total cost of transport	(Minibus Costed @ £1 a mile)	
Total cost of entrance fees		
Any other expenses		
Total cost of visit Including VAT		
Cost Per Child: (Total Cost Divided by Pupils)		
Charging	Covered by fees	Additionally Charged (Please inform the Bursar)

Year Group(s)	
Number of boys	
Age range of boys	
Number of staff	
Number of adults (other than staff)	
DBS Checks for volunteers	

Estimated time of departure	
Estimated time of return	
Check on passports, visas etc.	

Does kitchen need to be informed?	
List of pupils with medical needs/disabilities	

Emergency contact number - staff	
Emergency contact number at destination	

Signature of Party Leader	Date:
Signature of Head/Deputy Head	Date:

Once confirmed please ensure details have been put on the week ahead and sent to the office for internal calendars.

Please ensure that all invoices are promptly sent to the bursar so that payment can be arranged.

EDUCATIONAL VISITS RISK ASSESSMENT (RA2)

Name of Leader /Class and Year group		Date of RA :		Type of Transport being Used	
Destination		Date of Trip		Adult to Pupil Ratio	

CHECKLIST IN ADVANCE OF THE VISIT	
If you are using an external provider or tour operator has the provider given risk assessments	Yes/No
Are transport arrangements suitable and satisfactory	Yes/No
Have appropriate measures been taken to ensure suitability of the trip	Yes/No
Have you conducted a pre visit? If not have you visited before or made appropriate and additional checks	Yes/No
Have all the relevant details been given to the parents	Yes/No
Has the kitchen been informed?	Yes/No
Are staff aware of all medical needs of people attending the trip?	Yes/No
Has a first aid kit been prepared to take on the trip?	Yes/No
Has an emergency contact list been prepared for the trip?	Yes/No
Has a staff emergency contact details been given to the office and all adult party members?	Yes/No
AFTER THE TRIP	
Have you completed the evaluation?	Yes/No

Risk Assessment Information

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk. In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score: L x S = F

Risk Assessment	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment.
Hazard	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
Harm	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
Likelihood	The chance that a hazard realises its potential to cause harm.
Severity	Extent of injury, damage etc.
Risk	The probability of a hazard actually causing harm.
Controls	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.

Likelihood and Severity Key:

Likelihood		Severity	
Rating	**Guide words**	**Rating**	**Guide words**
1	Extremely unlikely	1	No/Minor harm
2	Unlikely	2	Moderate harm
3	Likely	3	Serious harm
4	Extremely likely	4	Major harm
5	Almost certain	5	Catastrophic

Risk Factors

Score	Risk Level	Description
1-4	Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
15-20	High	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
20+	Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

No	Hazards (Please Itemise and describe How might people be harmed/put in danger) Persons at Risk	Persons at risk	Measures in place	L	S	F (L X S)	Risk Rating	Further Controls

Signature of Party Leader	Signature of Head/ Deputy Head
Date	Date

Evaluation (To be completed on return from the trip)
What would you change/adapt and why ?

Signature of Party Leader	Signature of Head/ Deputy Head
Date	Date

SUPERVISOR/PUPIL RATIO

Visits (i.e. day visits not involving an overnight stay or adventurous/hazardous activities)

1. It is always advisable to have two supervisors (including one teacher) on every visit but there may be very exceptional occasions when the Head Teacher considers it sufficient for only one teacher to be used. Such an occasion could be when a very small group of children are involved. Such arrangements will not be appropriate at Key Stage 1.

2. For EYFS the ratio is at 1:3, however this may need be amended depending on the activity.

2. The recommended minimum staffing ratio for visits not involving adventurous hazardous activities is:

No. of Pupils		Teachers	Other Supervisor	Total	Recommended Ratio
Pre School	20	1	7	8	1:3 (activity and risk dependent)
Reception	20	1	4	5	1:5
KS1 (exc. Reception)	24	1	2	3	1:8
	32	1	3	4	1:8
	40	2	3	5	1:8
KS2 up to	17	1	1	2	1:18 (plus 1)
	18-34	1	2	3	1:18 (plus 1)
	34-51	2	2	4	1:18 (plus 1)
	52-68	2	3	5	1:18
KS3/4	1-15	1	1	2	1:15
	16-30	1	1	2	1:15
	31-45	1	2	3	1:15
	46-60	2	2	4	1:15
	61-75	2	3	5	1:15

PLEASE NOTE : The Head Teacher and party leader will make recommendations on the ratio of adults to pupils taking into account the individual needs of the pupils.

* (SEND) Shadow should not be counted in the supervisor/pupil ratio