

Educational Visit Policy



September 2025

This policy covers many of the articles from the UN Convention on the Rights of the Child. Some key ones are listed below.

Article 6 – Every child has the right to life. Governments must do all they can to make sure children survive and develop to their full potential.

Article 19 – Children have the right to be protected from being hurt or mistreated by anyone.

Article 24 – Every child has the right to the best possible health. This includes clean water, nutritious food, a clean environment and health care.

Article 31-Every child has the right to play, relax and take part in a wide range of cultural and artistic activities.

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Introduction

Educational visits are activities arranged by or on behalf of the school, and 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. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible, to make them accessible to those with disabilities. The visits usually take place within the school day, but on occasions, take place after school. Our school adopts the LA guidance and uses their online tool EVOLVE when planning Educational Visits.

Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Curriculum links

For each subject in the curriculum there is a corresponding programme of suggested activities (which includes visits to the school by specialists):

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – visits to botanical gardens, science museum, country parks, petting farm, zoo, sea life centre;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, local museums;
- Geography – use of the locality for fieldwork, village trails;
- Art and design – art gallery visits, use of the locality;
- PE – a range of sporting fixtures, swimming lessons, extra-curricular activities, visits by specialist coaches;
- Music – a variety of specialist music teaching, extra-curricular activities, young voices, concerts for parents to hear;
- RE – visits to local centres of worship, visits by local clergy.
- PSHE and citizenship – visit to the fire station or an old people's residential home, visits by local police officers and health workers.

Residential activities

Children in Year 6 have the opportunity to take part in a residential visit. The residential visit enables children to take part in outdoor and adventure activities as part of their PE work, as well as having links with PSHE, Science and Geography. We undertake this visit only with the written agreement of the LA. Qualified instructors are used for all specialist activities that we undertake. Alternative arrangements can be made for children with Education and Health Care Plans for residential trips. (EHCP)

How visits may be authorised

The school's Educational Visits Coordinator (EVC - Hamdia Arif), will be involved in the planning and management of off-site visits. S/he will:

- ensure that risk assessments are completed;
- support the headteacher and governing body in their decisions on approval;
- assign competent staff to lead and help with trips;
- organise related staff training;
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from our coach company assures us their drivers too have had police checks;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of SLT before any commitment is made on behalf of the school. A comprehensive visit google form should be provided by the member of staff to allow for an informed decision to be made. (See appendix 2 for the procedure for booking educational visits)

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the headteacher will seek the approval of the governing body and the Local Education Authority before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?

- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, whenever practicably possible, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and staff should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for staff to experience the activity beforehand, or if they lack the skills required to make informed judgements about the risks it may involve. The LA will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the correct ratios (see Appendix 1). Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

The risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:

- the provision and required use of seat belts and booster seats (if required);
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

A copy of the completed risk assessment will be given to the Health and Safety lead and all adults supervising the trip.

Transport

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit. We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts. Wherever possible, children should be seated behind another seat for additional safety.

When travelling on public transport (buses/ trains), it may not always be possible for children to be seated. Adults will endeavour to have as many children seated as possible, without separating their groups too much. This will ensure that adult

supervision can be maintained. An adult will always be first on and last off of the bus/train to ensure that all children have safely got on and off. Head counts will be done frequently.

Communication with parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission before a child can be involved in any off-site activities, with the exception of local visits as an agreement is signed for this when children enrol. Parents will still be informed of a local visit, but we do not require consent for this.

Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the Arbor messages sent home about intended visits.

The timetable for the payment of contributions should allow for SLT to make a decision about the financial viability of the activity in reasonable time.

The Education Reform Act does not allow the School to levy a charge towards the cost of your child attending this event. However, the Act does permit the School to ask for voluntary contribution, which it is necessary to do. There is no obligation to contribute and no pupil will be excluded if it is decided to proceed with the event.

We must emphasise however that the School has no funds otherwise available for this event, so if there is insufficient response or parents feel unable to contribute, it may be that the event will not take place.

Further health and safety considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided. A list of all adults attending should be sent to Miss Thomas to arrange class cover if necessary.

The safety of the party, and especially the children, is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that safety. The party leader must carry a mobile phone to contact the school.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with SLT the possibility of making additional arrangements for that child.

Group Leaders' planning

Group Leaders must read thoroughly the **Procedures for booking educational visits** A **minimum of 4 weeks before the trip** document and complete the educational visit plan google form.

Monitoring and review

Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the visit leader(s) and members of SLT regarding the outcome of the visit.

This policy is monitored by the governing body and will be reviewed every two years, or before if necessary.

Appendix 1:

STAFFING AND STAFF RATIOS

Current guidelines for appropriate minimum ratios are as follows, but you also need to consider individual needs within the class/ year group and ensure additional adults are organised if needed;

Nursery	1:4
Reception	1:5
Years 1-3	1:6
Years 4-6	1:10

Appendix 2:

Procedures for booking educational visits (updated September 2024)

1. Check the school calendar/Alice Carroll for available dates.
2. Contact the venue to book dates and discuss arrangements for the day. Ensure you are aware of any cancellations fees etc
3. **A minimum of 3 months before the trip, inform the office about the trip (if travelling by coach).** For more expensive trips (£15 or above), ensure that the office are informed in enough time to get a Google form/<https://forms.gle/AsDDdcbggpxKMLkT9> Arbor message out and allow the parents to pay off in instalments via parent pay. For local visits parents need to be informed (via an Arbor message) but we do not need permission. The following information is required;
 - ☒ *Date*
 - ☒ *Address of venue*
 - ☒ *Number of children and adults (ensure that you have considered children who may need 1:1 adult support)*
 - ☒ *Purpose of trip/ area of study*
 - ☒ *Any special requirements (e.g. wheelchairs, 1:1 children, dress code etc)*
 - ☒ *Times to leave school and the venue, with an estimated time to return to school.*
 - ☒ *The cost of the workshops/ entry fee*
 - ☒ *If school packed lunches will be needed for FSM children.*
4. Complete the purchase order for the venue and pass it to the finance team.
5. If using public transport, speak to Hamdia Arif. She will need **4 weeks' notice to book any train/public bus tickets**. She will need the information required above as well as details of exact bus/ train stops. (Travel on public transport can only take place after 9.30am). If using a coach, speak to Ms Atif. She will need the information required above.
6. Organise a pre-visit to the venue, if one has not been completed previously. It is advisable that if you have not visited a venue for at least a year, that a pre-visit is completed. If a visit has taken place previously, a telephone call to the venue to check if there have been any changes is ok.

7. Complete risk assessment and email to Alice Carroll to be signed. Ensure that you include the address of the nearest safe place/ school in case there is a significant event whilst you are there. Most venues will have their own risk assessments and emergency procedures which you will need to be aware of. A blank risk assessment format is saved on the staff shared area under Educational Visits, along with this checklist.
8. The office will update teachers regularly about who has completed their permission slips/Google form and will provide a completed list to teachers the day before the trip.
9. For any trips that only include a few children (e.g. Choir events, PE activities, Specific clubs etc), please provide the office with a list of children who will be going so that this is logged in case of a fire.
10. Ensure that you have adequate adult ratios. Adults do not all have to be staff members and can include parents. There must be at least one paediatric first aider present (if going on more than one coach, a first aider should be allocated for each coach in case of emergency). Any parent helpers must complete a medical form prior to going on any trips. These can be collected from the office. Please meet with parent helpers prior to the visit to go over expectations for the day (e.g. responsibilities for their group, no smoking, no mobile phone, appropriate language and behaviour etc)
11. Current guidelines for appropriate minimum ratios are as follows, but you also need to consider individual needs within the class/ year group and ensure additional adults are organised if needed;

Nursery	1:4
Reception	1:5
Years 1-3	1:6
Years 4-6	1:10

Booking workshops

1. Check the school calendar/Alice Carroll for available dates.
2. Contact the workshop company to book dates and discuss arrangements for the day (if car parking space is needed, rooms etc). Ensure you are aware of any cancellations fees etc .(Covid related) Ensure adults leading the workshop bring their DBS checks with them on the day or forward in advance to the office. Inform adults that they may need to take a lateral flow test on arrival or in advance of the visit.
3. Complete the purchase order for the workshop (if a cost is involved) and pass it to the finance team.
4. If a parent contribution is required ensure that the office are informed in enough time to get a Google form/Arbor message out and allow the parents to pay via Arbor pay.

Parent helpers/ volunteers

We may have parent helpers/ volunteers support on school trips. Prior to the visit, the volunteers must be spoken to about the purpose and expectations for the day. This will include a talk through of the risk assessment, reminders about not smoking, not

using their phones, staying with, supervising and being responsible for their group, wearing appropriate clothing for the activity and the need to bring their own lunch.

On the day of the visit

Procedures before leaving school

- Register children and check that they have a lunch if required. Speak to the kitchen if they do not so that one can be made for them
- Check children are in appropriate clothing for the visit
- Remind children and any volunteers about the purpose and expectations for the day and also talk through the risk assessment
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Procedures during an educational visit

- A lead teacher will be identified prior to the visit, the lead teacher will be the point of contact on the day and will be responsible for making any decisions required. Upon arrival at the venue, the lead teacher (or member of staff nominated by the lead teacher) should telephone the school to inform them that you have arrived safely. A telephone call to school should also be made as you are leaving the venue and if there are any delays in the return journey so that parents can be kept informed.
- If travelling by coach, ensure children are all wearing their seatbelt correctly. If travelling on public transport, ensure that an adult is first on and last off the bus/ train. Ensure that a head count has been done on and off any vehicle.
- Staff must adhere to the risk assessment which must be read prior to the visit taking place.
- Head counts must be done at regular intervals throughout the day.
- Staff must have their mobile phone with them in case of an emergency. If any issues arise during the visit, staff must telephone school and seek advice. Phones should only be used for this purpose, or to call an ambulance if needed, during a trip. Staff should follow the same procedures as set out in the schools acceptable use policy with regard to mobile devices.
- Staff must be vigilant and be aware of any potential risks that may be in the environment. Adult/ child ratios must be sustained throughout the course of the visit. Staff will remain with the children at all times, including lunch and breaks
- If the visit goes across a lunchtime, staff should have a prepared lunch with them. We do understand that in exceptional circumstances, staff may be required to attend a trip at very short notice and that this may not be possible. In these circumstances, the staff member must ensure that the group that they are responsible for are supervised by another adult/ other adults, before going to buy their lunch.
- Apart from exceptional circumstances (e.g. residential trips, outdoor pursuits activities etc), children should be in uniform so that they can be identified more easily.