

Ratified July 202

Review July 2027

Version 4

St. Mary and St. John Catholic Primary School

POLICY for Educational Visits



'In the Light of Jesus we Learn to Shine'

Reviewed and Ratified on: July 2025

Signed (Chair of Governors): *A Whitney*

1. Introduction

- 1.1** All schools are required to offer children a broad and balanced curriculum that promote their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.
- 1.2** At St Mary and St John Catholic Primary School we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to and complement what they learn in school.

2 Organisation

- 2.1** We follow the guidelines contained within the L.A. Off-Site Visits Guidance. This guidance is kept in the Staff Safeguarding Policy File.
The school uses Evolve, the LA planning tool which allows staff to plan, submit and evaluate visits for approval, for offsite residential / adventurous trips. Evolve forms must be submitted to the LA 4 weeks prior to the school visit for approval.
- 2.2** The Deputy Headteacher is the Educational Visits Coordinator, their role is to support the head teacher and liaise with the group leader/visit organiser with regard to planned trips.
- 2.3** The school governors are informed about school procedures for educational visits of the school trips that take place and they support the headteacher. An overview of the experiences gained by the children is shared with the school governors and evident in minutes.
- 2.4** Within each class's annual programme of work, the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents as required. We plan other activities as the school year progresses, and inform parents of these in due course.
- 2.5** Visits and activities usually take place within the school day. We follow the Local Authority's guidelines, parents are asked to give their consent for local trips and visits once annually at the start of the academic year. (See Appendix 1) Permission for additional trips is requested during the year when relevant. (If we do not receive permission the child will be unable to participate.)
- 2.6** High standards of behaviour are expected and parents share the Off Site Code of Conduct with their child/children, and are asked to agree to these standards. (See Appendix 2)

3 Curriculum Links

- 3.1** All learning outside the classroom, educational visits and activities support and enrich the work that we do inside the school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual cases, whilst others relate to our children.

4 Residential activities

- 4.1** Children in Y5 and Y6 have the opportunity to take part in a residential visit e.g.
Y5: Anderton Centre, Y6: Lowbank Ground

This activity takes place during term-time and is linked to the National Curriculum. The residential visits enable children to take part in outdoor activities and to deliver social, emotional and independent skills. We undertake this visit only with the permission of the Local authority and following the LA Guidance in the organisation of the visit. All specialist activities are undertaken with a qualified instructor.

5 Risk Assessment

- 5.1** The school follows the guidelines on Risk Management in the LA Guidance. See Appendix 4 for Risk Assessment Details.
- 5.2** A risk assessment must be undertaken prior to all educational visits and off-site activities. The Head teacher delegates this responsibility to the member of staff organising the visit. The risk assessment must include the SEN/medical needs of the specific group of children participating. The Head teacher will verify the final details e.g. suitability of staff and adult/ pupil ratios.
- 5.3** The school has a standard format for risk assessment. Risk assessments should be completed on the computer and saved on the hard drive in the appropriate folder. A copy should be given to the EVC for authorisation. These can then be amended when further visits are organised. All adults accompanying the visit should be given a copy of the risk assessment and made fully aware of their responsibilities. (See Appendix 5A and 5B)

6 Pre-visits

- 6.1** In order to undertake a full and comprehensive assessment of risks, a pre-visit is useful but not compulsory. Even where the visit is made regularly, risks should be re-assessed in light of current plans. It is usually the responsibility of the visit organiser to carry out a pre-visit.

7 Ratio of adults to pupils

- 7.1** We follow the LA Guidance on minimum staff/pupil ratios for visits, as taken from National Guidance:
Reception – 1:5 (Announced September 2023)
Y1 – Y3 1:6
Y4 – Y6 1:15
Residential out of country 1:10
It must be stressed that these are the minimum ratios and that visit organizers must consider the following factors when deciding on the final adult/child ratio: SEN and medical needs; types of activities to be undertaken; experience and competence of all adults accompanying the visit; duration of the visit; competence and behavioural history of the group of children.

8 Voluntary Help

- 8.1** We are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either a parent or governor.
- 8.2** Volunteers will be told that they have responsibility to follow the instructions of the visit organiser and that the visit organiser retains overall responsibility.
- 8.3** The school will appoint volunteer helpers as far in advance of the visit as is practical.
- 8.4** The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent.
- 8.5** The visit organiser is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role.
- 8.6** Parents who regularly help in school must have been DBS checked.

9 Transport

- 9.1** Parents will always be informed as to the type of transport being provided for an educational visit.
- 9.2** Coaches. Seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a coach. The visit organiser is responsible for the conduct and behaviour of the children whilst travelling. The school must ensure that there is sufficient supervisory staff, to ensure the health, safety and welfare of the children whilst travelling. (See Appendix 3 –Coach Risk Assessment)
- 9.3** Public transport can also be used including buses for local journeys, either as private hire or public use. An increase adult/pupil ratio must be considered and close supervision of the children must be ensured.

- 9.4** Private Cars. Any times when a private car is to be used to transport young people, it must be approved by the HT and all documentation made available. (MOT, relevant Insurance, Driving Licence.)
- 9.5** On some occasions parents may be asked if they are able to transport their own child to meet staff at a venue.

This policy will be reviewed every 2 years.



St. Mary & St. John Catholic Primary School

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Website: www.stmaryandjohncatholicprimary.co.uk

Headteacher: Mrs L Vose BA QTS

Dear parents

To enable us to organise local area visits efficiently we ask parents to give annual consent for pupils to attend local off-site visits. This enables us to avoid unnecessary paperwork and having to contact parents on the day of visits when pupils haven't returned consent slips.

Examples of such visits would be:

Walks/outdoor learning in Haigh Hall or Mesnes Park or around the local school area
Visits to Wigan library/ History Life Centre/Wigan Life centre
Road Safety training

Any visits that are further afield or are out of the ordinary will have their own separate permission slip.

We would appreciate it if you could complete the consent form and return to school and this will be kept during the year for staff reference and provide permission for your child to take part in school trips and other activities that take place off school premises.

Could you also please complete the Pupil Code of Conduct for Offsite Visits on the reverse of this letter, this will be kept in school for the academic year. Key Stage 2 pupils are required to sign this agreement, to show that they understand the behaviour required at all times when involved in offsite visits.

Yours sincerely,

Mrs Vose
Headteacher

-
- ☐ I give permission for my child to take part in educational visits within the Local Authority area during the 2023-2024 school year.
- ☐ I have completed the Pupil Code of Conduct for Offsite Visits on the reverse of this letter.
- ☐ I give permission for my child to be given first aid/medical treatment during any school trip or activity.

Name of child _____ Class _____

Name of parent/carer _____

Date _____





St. Mary & St. John Catholic Primary School

Off Site Visits – Code of Conduct for Pupils

When on any visit you will be seen as an ambassador for your school. Your behaviour will influence what other people think of you, your friends and the school. Therefore, you are required to agree to and follow this guidance.

Remember

- Behave on out of school activities as you are expected to behave in school, be polite, be sensible, be helpful, and be pleasant.
- Listen carefully to instruction; if you do not understand ask.
- Look after your own belongings.
- Stay with your partner / group/ adult you have been assigned to.
- Don't talk with strangers.
- Be careful near roads

Behaviour in a coach / mini bus

- Queue on the footpath in a sensible manner, away from the road.
- Sit as directed by my teacher.
- Wear seatbelts at all times.
- Remember to respect the driver and his coach/mini bus.
- Behave safely and sensibly at all times.

I understand and agree to the code of conduct above.

Name of Pupil:.....

Year Group:.....

Pupils Signature Key Stage 2 only:.....

Parents Signature:.....



Risk Assessment - Transport Contract Bus or Coach						
Hazard	People Harmed	Risk Control - What are you already doing?	Further Action Necessary	Action by whom	Action by when	Done
COVID Transmission (if necessary)	Direct Contacts	<ul style="list-style-type: none"> Adults to wear face masks for the duration of the journey. Primary aged children are not required to wear face masks. Ensure restrictions and guidance are closely followed. 	Ensure restrictions and guidance are closely followed.	Lead	During the journey time	
Hazard: Safety Risk: Road Accident	All	<ul style="list-style-type: none"> If the condition of either the bus or the driver are considered to be dangerous the venture is not allowed to proceed. Buses will have the appropriate documentation. Drivers have relevant qualification prior to booking. 	Ensure that buses used have appropriate documentation and drivers hold relevant qualifications prior to booking	All Staff	Meeting driver	
Hazard: Road Accident Risk: Injuries to passengers	All	<ul style="list-style-type: none"> Young people sitting in seats with seat belts fastened at all times when the bus is in motion. Staff to check that this has been adhered to. Staff supervision required to ensure that this is complied with throughout the journey. Reminders to be given to the children prior to the trip and all children to have completed the school code of conduct prior to the trip. Young people must not be allowed to move around the vehicle when it is in motion. Where there is a toilet on board it is used only in an emergency. 	Staff supervision to ensure that this is complied with throughout the journey.	All staff	Before setting off	

		<ul style="list-style-type: none"> • Toilet stops arranged for the journey at appropriate intervals. • Young people must not distract the driver when the vehicle is in motion. • Appropriate insurance is arranged for young people during the journey, 				
<p>Hazard: Road Accident</p> <p>Risk: Children in a vulnerable position</p>	All	<ul style="list-style-type: none"> • <i>If the accident is not serious.</i> • On normal road keep pupils safe by remaining on the transport if it is safe to do so. • If not the move the young people to a safe location protected from oncoming traffic. • When moving follow the Highway Code and use staff to supervise the young people to avoid danger. • <i>If the accident is serious</i> • Move those able to walk away from the scene of the accident keeping them safe throughout. This will have to be assessed at the time. • Deal with casualties as best as you can until emergency help arrives. • Control communications with parents, • Contact school and crisis line as soon as possible. • Co-operate with the emergency services • At least one member of staff to accompany an injured person to hospital - remain there until parents or guardians arrive. • Co-operate with emergency services 	<p>Control communications with parents. Contact school as soon as possible.</p> <p>Control communications with parents. Contact school and Crisis Line as soon as possible. Co-operate with the emergency services and at least one member of staff accompanies an injured young person to hospital. They remain there until parents or guardians arrive.</p>	Lead/staff	<p>As the accident has been identified</p> <p>As the accident has been identified</p> <p>As identified</p>	

<p>Hazard: Mechanical breakdown - motorway</p> <p>Risk: Children in a vulnerable position.</p>	All	<ul style="list-style-type: none"> • Get the party behind the side crash barrier as soon as possible. • Keep the young people in a safe position until either the problem is fixed or replacement transport arrives. • Ensure transport firm has procedures in place regarding mechanical issues. 	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives. Check transport that firms have procedures in place to cover such circumstances.	All staff	As soon as possible after the breakdown	
<p>Hazard: Breakdown of transport - normal roads</p> <p>Risk: Children in a vulnerable position</p>	All	<ul style="list-style-type: none"> • On normal road keep pupils safe by remaining on the transport if it is safe to do so. • If not then move the young people to a safe location protected from oncoming traffic. • When moving follow the Highway Code and use staff to supervise the young people to avoid danger. • Keep the young people in a safe position until either the problem is fixed or replacement transport arrives. • Check transport firms have procedures in place to cover such circumstances. 	Keep the young people in a safe position until either the problem is fixed or replacement transport arrives. Check transport that firms have procedures in place to cover such circumstances.	All staff	As soon as possible after the breakdown	
<p>Hazard: Injury or illness</p> <p>Risk: Young person needs supervision - safeguarding</p>	Young People	<ul style="list-style-type: none"> • Young people informed what to do in the case of emergency. • Member of staff identified to accompany the injured or ill young person to hospital if necessary. • Staff will remain there until parents/guardians arrive or the patient is released. • Supervision will be reorganised to take into account the member of staff now off-site. • Arrangements to be made to return the member of staff and young person to either school or the intended venue. 	<p>Supervision reorganised to take into account the member of staff now off-site.</p> <p>Arrangements to return the member of staff and young person</p>	Lead liaise with school and staff	As illness is identified and supervision has need to be amended	

			if necessary either to school or the intended venue.			
Hazard: Injury Illness Risk: Member of staff becomes ill or is injured	Staff	<ul style="list-style-type: none"> Supervision reorganised to take into account the member of staff now missing. Contact made with establishment so that next of kin can be informed as soon as possible. Plan B (additional back up staff) brought into play if supervision levels now prevent the original activities from taking place. Education advisor to be contacted. Additional / replacement member of staff to join the venture to maintain supervision levels. Group return home early if supervision levels fall below the required standard for safety to be maintained. 	Plan B prepared and fully risk assessed. Contact Outdoor Education Adviser for advice.	Lead to liaise with Low Bank staff and school staff	Need to arrange for a replace ment member of staff before the original member of staff leaves.	
Hazard: Young Person gets lost Risk: Entrapment	Young People	<ul style="list-style-type: none"> Head count taken on a regular basis especially when young people leave and re-board transport. 	School to regularly check numbers	Lead/sta ff to co- ordinate	When leaving and entering coach	
Hazard: Safeguarding Risk: Child abuse assault.	Young People	<ul style="list-style-type: none"> Staff supervision to ensure that there is no time where the driver is alone with either individual or small groups, of young people. Supervision of young people at public toilets if used during the visit. The age and maturity of the young people will have to be taken onto account. If there is not same sex supervision for this use the unisex disabled toilet for the sex without direct supervision. 	If there is not same sex supervision for this use the unisex disabled toilet for the sex	All staff to supervise	At all times during journey	

			without direct supervision.			
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This Risk assessment seen and agreed by:

Name	Signature	Date
V Hitchen (DHT- Educational Visits Coordinator)	<i>V Hitchen</i>	5.2.25
L Vose (HT)	<i>L Vose</i>	5.2.25

Risk Assessment Details

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1. Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees

Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment

Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)

Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff

Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed

Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations

[The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely

[DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed

[DfE guidance on the prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
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Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and responsibilities

4.1 The local authority and governing board

Wigan LEA has ultimate responsibility for health and safety matters in the school, but delegate's responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to Mrs L Vose and staff members.

Wigan LEA, as the employer, has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4.2 The headteacher

The headteacher, or in the headteacher's absence the deputy headteacher is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School staff and volunteers

School staff are responsible for:

Assisting with, and participating in, risk assessment processes, as required

Familiarising themselves with risk assessments

Implementing control measures identified in risk assessments

Alerting the headteacher to any risks they find which need assessing

4.4 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring arrangements

Risk assessments for classwork/trips/visits are written and uploaded to the server by staff and reviewed by Mrs. Hitchen (Deputy headteacher) as Educational Visits Coordinator. The Evolve system is used for logging 'offsite' trips and trips which need LA authorisation such as outdoor pursuits visits. Mrs Hitchen is responsible for logging all trips, checking risk assessments have been completed by staff, monitoring risk assessment use and updating the policy. The school governors monitor school procedures through the committee meetings. This policy will be reviewed every 2 years and approved by the chair of governors.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions
- Managing Medicines in school

Appendix 5A

1. School/Establishment:		DfES Number:3326	
Contact name, address, telephone number & email address. Mrs Louise Vose – Headteacher, Mrs Hitchen – Educational Visits Coordinator St. Mary and St. John Catholic Primary School Standishgate Wigan WN1 1XL 01942 206733			
2. Educational Purpose of visit:			
3. Places to be visited/ Itinerary details with times where able: Does the Group Leader or other responsible adults in the party have sound knowledge of the places to be visited? Please give a brief outline of existing knowledge.			
Name and address of Venue:			
4. Date of departure		Time:	
5. Date of return		Time:	
6. Means of transport: Coach Firm:			
7. Details of young people: SEN			
Male	Female	Total Number	Year/Age Range
8. Staff and others: Please provide numbers, relevant details of experience, qualifications (include first aid) and specific responsibilities.			
Group Leader:			
Other teaching staff:			
Non-teaching staff/Volunteers:			
Do the staff ratios reflect the ability of pupils and activities undertaken?			
9. Emergency contact: (e.g. centre)			
Name:		Position:	
Telephone number:			
Name:		Position:	
Telephone number:			
Does the home base contact/s have all relevant information about the visit and have they been adequately briefed to deal with an emergency?			

Appendix 5B

Potential risks (list/amend):

Sickness
Inappropriate behaviour
Losing belongings
Falling when boarding and departing from coach
Crossing the roads
Other pedestrians

Actions to limit the effect of the above:

Group leaders make pupils aware of behaviour expectations prior to journey, including the following:
Pupils remain seated
Adult-pupil ratio correct
High expectations of behaviour which have been shared with pupils and adults prior to the visit and are adhered to
All children have permission from parents to take part in the trip
The area to visit is known by staff and checked for hazards
Adult assigned to small groups
Regular headcounts
Mobile phone with school contact details in case of any emergencies
Any necessary medication taken e.g. inhalers
Any specific child needs –risk assessed. (See Health Care Plans/PHP plans where necessary)
Basic first aid pack taken

Reviewed by EVC (Mrs Hitchen) _____

Authorised by Headteacher _____

Evaluation Date _____



Appendix 6

[illegible]