



'Loving to Learn, Learning to Love'



Educational Visits Policy

Last Approved: February 2025

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Educational Visits Policy

Introduction

1.1 Safely managed educational visits with a clear purpose and learning intentions are an indispensable part of a broad and balanced curriculum and are a vibrant aspect of the school. They are an opportunity to hook the children into and extend their learning, including an enrichment of their understanding of themselves, others and the world around them.

1.2 At St Marks CE Primary School, we 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, visitors and other activities that enhance and complement what they learn in the classroom.

All forms are available on www.app.e-visit.co.uk or from the Educational Visits co-ordinator (EVC).

2. Aims and Purposes

2.1 The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. Through the year, each class is expected to take part in a visit out of school. These trips are used to enhance the children's learning and are used to support children's understanding.

2.2 Within each class's 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 at the beginning of each half term in a class overview.

2.3 Visits and activities usually take place within the school day. The EVC and Headteacher approves all such visits in advance. We follow the Orchard Community Trust's guidelines relating to health and safety.

3 Curriculum links

3.1 All educational visits and activities support and enrich the work we do inside school. We also have visitors to school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all children.

3.2 All activities are in line with guidance published and may include:

- English/Literacy – theatre visits, visits by authors, poets and theatre groups
- Science – use of the school grounds, park and locality, visits by speakers, visit to the Sixth Form College and Staffordshire University
- Mathematics – use of shape and number trails in the local environment
- History – castle visits, study of local housing, visits to local museums
- Geography – use of the locality for fieldwork

- Art – art gallery or museum visits, use of the locality
- PE – Football matches, sports and athletics tournaments, extra-curricular activities, visits by specialist coaches
- Music – specialist music teaching, extra-curricular activities, visits by theatre groups or music ensembles, concerts for parents
- Design and Technology – visits to local factories/design centres, museums
- Computing – its use in local shops/libraries/secondary schools etc.
- RE – visits to local centres of worship, visits by local clergy.
- EYFS – trips to farms, wildlife parks, seaside, local shops and parks

3.3 We also have regular visits from our neighbourhood police officer and fire fighters from the local fire station. These visits support the personal, social and health education of our children.

4 Residential visits

4.1 At St Mark's CE Primary School, children in Year 6 have the opportunity to take part in a residential visit. This activity takes place during term-time and the activities are linked to the National Curriculum.

4.2 The residential visit enables children to take part in outdoor and adventurous activities. All specialist activities are undertaken with qualified instructors.

4.3 The risk assessment for any residential visit must be approved by the EVC and Headteacher at least 3 weeks prior to the residential visit-taking place.

5. Responsibilities

5.1 Under the statutory guidance, which came into effect on 1st March 2003, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DFE requirements and LA guidelines.

This school's EVC is Mrs Louise Bradbury.

Local Authority/Orchard Community Trust (OCT)

- ☐ Overall Health & Safety responsibility
- ☐ Health, safety and welfare of teachers and other education staff
- ☐ Health and safety of pupils in-school and on off-site visits
- ☐ Health and safety of visitors to LA establishments - and volunteers involved in any LA activity
- ☐ Manage response to, and aftermath of, any significant incidents

Outdoor Education Adviser (OEA – Adam Geens)

- ☐ Provide support for Educational Visits Co-ordinators
- ☐ Approve or decline visits based on safety issues (not quality)
- ☐ Enable a clear audit trail and database
- ☐ Provide expert advice, training and monitoring

Headteacher

- ☐ Be aware of Best Value in the planning of visits
- ☐ Ensure contingency planning
- ☐ Advise Educational Visit Co-ordinator
- ☐ Approve or decline visits on grounds of safety and quality prior to OEA approval.

Educational Visits Co-ordinator (EVC)

- ☐ Ensure all visits meet Local Authority requirements
- ☐ Assess the competence of leaders
- ☐ Ensure emergency plans are in place and understood
- ☐ Ensure risk assessments are fit for purpose and adhere to the policy
- ☐ Ensure all risk assessments have been uploaded onto the eVisit website within the agreed time limits.
- ☐ Submit risk assessments to the Headteacher for approval
- ☐ Record, review and monitor visits
- ☐ Ensure there is a named emergency contact at school for the duration of the trip.

Visit Leader

- ☐ Plan and risk assess the visit
- ☐ Upload the visit and risk assessment onto eVisit within the correct time limits
- ☐ Ensure all staff and volunteers are fully briefed before the visit and are given a copy of the risk assessment
- ☐ Ensure that all volunteers have signed the parent helper risk assessment acknowledgment form
- ☐ Monitor the risks throughout the actual visit as circumstances change
- ☐ Immediately contact the LA Director-on-Call (**01782 235186**) in the event of a significant incident during a visit. Even though we are an academy, the LA Director on call can still support.
- ☐ Review and evaluate the visit on eVisit on return to school

6. Parental Consent

6.1 Parents are made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis.

6.2 The letter or information post on Dojo to parents gives full details of the visit, the reason for the visit (educational aims), supervision arrangements, transport arrangements and ensures that the detail of other incidental activities is included, together with a 'Plan B' if appropriate. The information also informs the parent/carer of the cost of the visit per child. The school subsidises half the cost of all educational visits for all children.

6.3 Parents sign consent on Parent Pay for their child to take part in any activity that takes children off the school site. If the school do not receive this signed consent, the child will be unable to participate. At the beginning of each academic year, parents/carers are asked to sign a document giving permission for their child to take part in activities within the local area during school time. **Verbal consent cannot be accepted.**

7. Risk Assessment

7.1 A risk assessment must be undertaken prior to all educational visits and off-site activities. 'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

7.2 In considering risk, there are 3 levels which visit leaders should be mindful:

- **Generic Risks** - normal risks attached to any activity out of school.
- **Event Specific Risk** - any significant hazard or risk relating to the specific activity
- **Ongoing Risk** – the monitoring of risks throughout the actual visit as circumstances change

A separate risk assessment needs to be completed for all statemented children or children receiving 1-1 support; identifying the risks, which are specific to them.

7.3 The school uses a standard format for risk assessments (see Trips TEAM folder). Once the visit leader has completed the risk assessment, this is uploaded onto eVisit where it is checked and submitted by the EVC and approved by the Headteacher. The Headteacher approves the risk assessment through eVisit before the visit/activity is allowed to go ahead. The planning and risk management for the visit is checked and approved in accordance with the LA document "Guidance and Management of Outdoor Learning". All risk assessments need to be submitted to the school EVC at least 2 weeks prior to visit taking place.

7.4 Before the visit

- Best practice would suggest that a pre-visit is completed where necessary/possible
- Refer to the checklist (appendix 1)
- Complete the visit planning proforma (available from the office) and obtain approval for the visit to go ahead from the EVC and Headteacher
- Identify which first aiders will be going on the visit
- Order lunches from the kitchen
- Complete a risk assessment and upload onto eVisit. Day trips are uploaded at least two weeks before the visit; residential visits are uploaded at least four weeks before the visit; overseas visits are uploaded at least two months before the visit, in accordance with the guidance in "Guidance and Management of Outdoor Learning"
- Inform parents/carers through a letter, including a written permission slip or consent through parent pay or Arbor (to be approved by the Headteacher before being sent out). This is completed at least 3 weeks in advance of the visit/visitor in order to give the parents/carers plenty of advance notice.
- Brief supervising adults, including volunteers, give them a copy of the risk assessment; the medical details of any children in their group with medical needs and the visit itinerary, volunteers will then need to sign a letter stating that they have *understood the risk assessment*.
- *Assign a visit leader and assistant leader.*

7.5 On the day of the Visit

- Collect first aid kit(s)
- Collect lunches
- Take asthma inhalers and spacers, EpiPens, care plans and prescribed medication as necessary
- If a child does not have their inhaler, then take the emergency inhaler and spacers
- Visit leader must take a copy of the relevant pupil information (Inc. medical information) with them on the trip. If two coaches are being used on a trip then both coaches must have copies of relevant pupil information.
- Brief supervising adults, including parents/carers and volunteers
- Ensure visit leader and other members of staff on the trip have a mobile phone that is charged and working
- Ensure that the office has the numbers of other staff who are taking mobile phones and that they are switched on during the whole visit
- Staff to share contact numbers prior to the visit taking place so that communication can easily take place
- Ensure there is an emergency contact person in school for the duration of the visit
- Take a register before leaving school and count the number of pupils regularly, and always when changing locations
- Ensure the school office have all consent for the visit/visitor.
- Have a contingency plan in case of unforeseen circumstances (appendix 3)
- Re-evaluate the risks prior to the visit. If the weather has changed and there is a risk to the children and staff, the visit will be cancelled and rearranged
- During the visit, the visit leader and staff will conduct on-going risk management assessments. In the event that it is deemed to not be safe to conduct the visit then it will be cancelled and the class, staff and parent helpers will return to school.

7.6 Post visit

- Evaluate the visit- was it value for money; did it deliver the planned outcomes; does the risk assessment need adjusting?
- Build on the learning
- Ensure that any first aid given is recorded into the school medical log and parents are informed.
- Complete any accident forms

7.7 First Aid

The level of first aid provision should be based on risk assessment. On all visits, there will be a responsible adult who has an up to date first aid qualification.

First aid kits are checked and taken from the classroom. If the visit involves the party splitting up, a kit is taken for each group.

If an accident occurs and first aid is given, then it should be recorded into the school medical log and parents then informed.

If a serious accident occurs, then an accident form should be completed and sent to the school's operation manager who will forward it onto the Trust and Local Authority (if requested)

7.8 Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit.

8 Ratios

8.1 As a general guide and in normal circumstances, we recommend that where possible the adult /child ratio is:

Foundation Stage – 1:6

Years 1, 2 and 3 – 1:8

Years 4, 5 and 6 – 1:10

8.2 However, a professional judgement must be made for **each visit**, by the visit leader, EVC and Headteacher, as a range of characteristics relevant to the particular visit may determine the ratio. These are:

- Type, duration and level of activity
- Needs of individuals within the group – medical, SEN, behaviour
- Experience and competence of staff and accompanying adults
- Nature of the venue
- Weather conditions at that time of year
- Nature of transport involved

9 Volunteers

9.1 At St Mark's CE Primary School, 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 parents/carers or governors.

9.2 Volunteers are made aware that they have the responsibility to follow the instructions of the visit leader and that the visit leader retains overall responsibility for visit

9.3 The school appoints volunteer helpers as far in advance of the visit as practical

9.4 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.

9.5 The visit leader 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.

9.6 The visit leader is responsible for providing the volunteers with a printed copy of the risk assessment which they will need to read and sign to state that they have a full understanding of the potential risks whilst on the visit.

9.7 All volunteers must sign the parent helper risk assessment acknowledgment form.

10 Transport

10.1 Parents/carers are always informed as to the type of transport being provided for an educational visit.

10.2 Coaches. Seat belts must be provided on all seats. Each child must wear a seatbelt whilst travelling on a coach. The visit leader is responsible for the conduct and behaviour of the children whilst they are travelling.

10.3 Only members of staff who have received training may drive the minibus. Before using the vehicle, the driver completes a checklist and reports any defects to the Headteacher, Deputy Head or School Operations Manager. The minibus is checked regularly by the School Operations Manager and the Site Supervisor.

10.4 A photocopy of the driver's licence of all staff driving the minibus is kept on file in the school's main office.

10.5 If a member of staff is taking children out of school in their own car they complete the 'Volunteer Driver's Declaration' (appendix 2). A copy of their driving licence and insurance is taken and kept in the school office.

11 Money

11.1 If children are allowed to take pocket money on a school trip, the parents/carers are informed in the information letter. The decision whether to allow pocket money or not and how much to allow, is the visit leader's.

11.2 If pocket money is to be taken, it is held centrally by the visit leader and assistant leader until the time arrives for it to be spent

11.3 Parents/carers are advised how much a visit/visitor costs in the initial information letter. Parents/carers are asked for a voluntary contribution of half of the cost of the visit/visitor. The remainder of the cost is met by the school.

12 Evaluation

Within a week of a visit, the visit leader evaluates the visit with the other supervising adults and informs the EVC of any aspects to be considered in future planning.

Signed: Educational Visits Coordinator
Signed: Headteacher
Signed: Co-Chair of Local Governing Board

Date: February 2025

Review date: February 2026

Volunteer Driver's Declaration

Business Travel Declaration Form

(To be signed and returned to the School Business Manager)

Employee name:	
Position:	
Date:	

I confirm that:

- I have, and will maintain, business travel insurance cover on any vehicle that I intend to use for driving at work.
- My business travel insurance policy covers business passengers.
- I have a valid driving licence with no points or other endorsements – **if you have points on your licence, please complete the box below.**
- I will inform the headteacher as soon as possible of any changes to my licence status.
- I will ensure that I follow the Highway Code and relevant laws while driving at work.
- I understand that I am responsible for the roadworthiness of my vehicle.
- I understand that I am responsible for all passengers in my vehicle and will ensure that their behaviour does not give rise to any possible claim from another traveller or a third party.
- I will only drive when I am fit and well to do so.
- I have read and understand the school's Driving at Work Policy.
- I hereby declare that the information I have provided in relation to business travel is accurate.

If you have points on your licence, please explain in this box how many, the dates of the offences and what they related to:

Date:	Date:
Employee signature:	Headteacher signature:

Contingency plan in case of unforeseen circumstances

In the case of an emergency, the following procedures should be followed:

- Call emergency services (if appropriate)
- Phone the designated named contact in school -

Headteacher: Mrs Deb Sadler

Educational Visits Coordinator (EVC): Mrs Louise Bradbury

- Contact SeanThomson – Orchard Community Trust CEO 07948 075593.
- Contact the duty desk at the Local Authority and ask for the Director-on-Call – **01782 235186**
- Manage the situation to the best of your ability until advice has been sought from the headteacher, EVC, Trust and the Director-on-Call
- Establishment designated named contact in school will contact parents or guardians if appropriate.
- Adults on the trip must not message or call anyone to protect the scale of the situation from media coverage.
- **Do not** under any circumstance speak to any member of the media. All media should be referred to the Trust or Local Authority.



St Mark's CE Primary School
Member of Orchard Community Trust
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 Shelton
 Stoke-on-Trent
 ST1 4LR
 Tel: (01782) 234411
www.saintmarksprimary.org.uk
office@stmarks.orchardct.org.uk
 Headteacher – Mrs D Sadler

Committed to improving the life
 chances of all children, wherever
 they may be

School Visit – Parent Helper Risk Assessment Acknowledgment

At St Mark's Primary School, we are committed to safeguarding and the safety and well-being of children whilst on the school grounds as well as when children are out on educational visits. Please ensure that you have read and understood the risk assessment provided by the visit leader. If you have any questions, please ensure you ask before leaving school.

I have read and understood the risk assessment.

Visit to _____ Year group _____

Name _____ (Block Capitals)

Signed _____ Date _____

Directorate & Team: St. Mark's C.E. Primary School		Completed By:	Date:
Activity Workplace:	Manager:		Review Date:
Overriding Control Measures:			
Details of hazard	Who is affected and how?	What controls are in place	Risk L/M/H

Copy of a Risk Assessment