

Educational Visits Policy



This document was reviewed during the Autumn term 2025

This policy will be reviewed in the Summer term 2027

School Aims

We want our children to **believe** in themselves, **achieve** and **succeed**.

Our aims are

- To ensure all children have access to a broad, balanced and engaging national and locally relevant curriculum that fosters high expectations for all pupils.
- To provide a caring, secure and supportive environment where children can develop respect and belief in themselves, others and their surroundings and feel confident to express their individuality.
- To promote and inspire curiosity, resilience and independence within the children
- To value our community, the richness of other cultures and the world we live in
- To understand and promote the importance of being active and healthy

1. Overview

All educational visits provide a variety of opportunities to enable our pupils to achieve a fuller understanding of the world around them through direct experience and offer a valuable enhancement to the curriculum. We regard educational visits as an essential element of good teaching practice. We recognise that thorough planning and risk assessments of an educational visit are crucial to ensure their success and safeguard children, teachers and volunteers. The visit is designed to provide a rich, learning experience for pupils in a safe, managed environment. The following guidelines support planning and implementation of educational visits at Prior Park Primary School.

2. Head Teacher/ Senior Leadership Responsibilities

Mrs Currans (Head Teacher) and the teaching team will ensure that:

- A suitable Visit Leader is appointed;
- All required actions have been completed before the visit begins;
- Risk assessments (EVOLVE) are completed and authorised prior to the visit taking place;
- Any identified training requirements, pertinent to the nature of the educational visit, have been met;
- The named Visit Leader will have overall responsibility for the organisation and monitoring of the visit together with liaising with other school staff;
- The Visit Leader has experience in managing, supervising and controlling the age groups going on the visit and has the skills to organise the group effectively;
- The Visit Leader and other supporting adults are aware of school's policies and protocols for off-site emergency situations (e.g. child missing/ absconded);
- All supervisors on the visit are appropriate people to supervise pupils and have appropriate vetting clearance. All supervisors/supporting adults accompanying pupils on visits will have DBS (formerly CRB) vetting check clearance.
- Mrs Currans (Headteacher) has approved the visit;
- Signed parental consent forms are completed for all pupils;

- Agreed arrangements have been made for all known medical and special educational needs;
- The mode of travel is appropriate, safe and risk assessed;
- Expected travel times, both departure and return are known and monitored;
- There is adequate and relevant insurance cover;
- Full details of the visit venue including the address, phone number and a contact name will be retained in school;

3. The Visit Leader

A nominated qualified teacher will be appointed by Mrs Currans (Head Teacher) as Visit Leader. They will have overall responsibility for the supervision and conduct of the visit. The Visit Leader will:

- Adhere to the school's Educational Visit planning process;
- Be experienced in working with pupils of the relevant age range;
- Be conversant in the good practice for all activities;
- Undertake and complete the planning and preparation of the visit including the briefing of supporting adults and parents/guardians;
- Undertake and complete comprehensive risk assessments;
- Submit required documentation through the Evolve system for Headteacher approval at least two weeks prior to visit departure date;
- always have regard to and monitor the health and safety of the group;
- Know all the pupils proposed for the visit to assess their suitability. This may include creating individual pupil plans for pupils who present a known elevated risk e.g. a pupil who has challenging behaviour or additional needs.
- Observe the guidance set out for teachers and other adults below;
- Ensure that pupils understand their responsibilities.

4. Other teachers and adults involved in an educational visit

Teachers and support staff on school-led visits act as employees within the terms and conditions of their employment contract at all times.

Teacher and other adults on the visit must:

- Undertake to fully familiarise themselves with all aspects of the visit to include educational outcomes and risk assessments;
- Ensure the health and safety of everyone in the group;
- Care for each individual pupil as would any reasonable parent/carer;
- Ensure they follow the instructions of the Visit Leader and help with control, discipline and attainment of learning outcomes.
- Cease any activity if they think the risk to the health or safety of the children in their charge or adults is unacceptable. At such a point consideration will be given by the Visit Leader to ceasing the visit. In such cases the Visit Leader will liaise with Mrs Currans (Head Teacher).

5. Pupil Responsibilities

The Visit Leader will prepare pupils prior to the visit to ensure they understand that:

- They must follow the instructions of the Visit Leader and other supporting adults;

- They dress and behave sensibly and responsibly;
- They know who to talk to/seek help from if they are worried or concerned;
- They should not undertake any task/action that they may endanger themselves or the group.

Parents or a family member will be asked to accompany any children whose behaviour may need additional support.

6. Parents/Guardians

The Visit Leader will ensure that parents / guardians are given full information about the purpose and details of the visit

. Parents/guardians must:

- Sign the Visit Consent Forms;
- Where there are known health requirements, parents / guardians must ensure school has the appropriate medication e.g. inhalers, Epipens.

7. Risk Assessment- EVOLVE

Thorough risk assessments will always be carried out prior to the visit. These risk assessments will include the following considerations:

- Identification of known/possible risks;
- Detail safety measures needed to reduce risks to an acceptable level;
- Emergency procedures;
- Acceptable ratios of adults to children for this visit.
- Additional measures needed for activities e.g. water activities

The Visit Leader and those adults supporting on site will continually reassess the risks throughout the visit and take appropriate action where required to ensure pupil/adult safety.

When assessing the risks consideration will be given to:

- The type of activity and the level at which it is being undertaken;
- The location (and the venue's own risk assessment)
- The competence, experience and qualifications of supervisory staff;
- The group members' age, competence, fitness and temperament;
- The supporting adults' competence;
- Children with special educational or medical needs;
- The quality and suitability of available equipment;
- Seasonal conditions, weather and timing.

8. Exploratory visit

The Visit Leader or nominated person will undertake an exploratory visit to:

- Ensure that the venue is suitable to meet the aims and objectives of the school visit;
- Assess potential areas and levels of risk;
- Ensure that the venue can cater for the needs of the staff and pupils in the group;
- Ensure that the Visit Leader and/or participating adult are familiar with the area/venue. Although unlikely to arise, in exceptional circumstances where it is not feasible to carry out an exploratory visit, contact will be made with the venue to seek assurance about the venue's appropriateness for the visiting group. This will include obtaining the venue's risk assessments for review.

9. First Aid

First Aid provision should be considered as essential when assessing the risks of a visit. A minimum of one member of school staff trained in first aid will accompany the visit. The Visit Leader will ascertain the first aid provision available from the site and report to the Head Teacher for an informed decision to be made regarding additional qualified school staff attendance. All adults supporting the visit will be advised how to contact emergency services and procedures for liaising with school should an emergency occur.

The minimum first-aid provision is:

- 2 suitably stocked first-aid boxes to be taken.
- A named person will be appointed to oversee first-aid arrangements.

When signing consent to the educational visit, Mrs Currans (head teacher) will assess if the level of first-aid is adequate.

10. Supervision

It is important to have enough ratio of adult supervisors to children for any visit. The factors to take into consideration include:

- Age and ability of group;
- Special needs children;
- Nature of activities;
- Experience of adults in off-site supervision;
- Duration and nature of the journey;
- Competence of staff, general and related to specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly. As general guidelines, the following ratio of adults to children will be used:

Key Stage Two, visits off-site involving public transport: at least 1:8

Regardless of the suggested ratio above, each visit will be assessed individually through the school's risk assessment procedure for educational visits. Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents/guardians/volunteers may be used to supplement the supervision ratio. They will be carefully selected and ideally, they should be well known to the school and the pupil group.

All parents/guardians/volunteers assisting visits will always be supervised by a member of our school staff – they will not be left on their own with any children.

All adult supervisors, including school staff and parent helpers must always understand their specific roles and responsibilities. All supervisors should be aware of any children who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers always retain responsibility for the group. For the protection of both adults and children, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil.

Whatever the length and nature of the visit, regular head counting of children should take place. The Visit Leader should regularly establish rendezvous points and ensure all pupils know what to do if they become separated from the party. The Visit Leader should ensure all participating adults are aware of school's emergency protocols and their roles in implementing such protocols. These include:

- Child Missing whilst on an Educational Visit

- Child Absconding from an Educational Visit
- Accident or Injury whilst on an Educational Visit

Mobile telephone numbers of the Visit Leader and all adults supporting the visit will be exchanged **prior** to commencing the visit.

11. Photography

Prior Park Primary School does not permit the use of personal mobile phones to video or photograph pupils whilst travelling to or on-site at educational visits. All video or photographs should be taken using equipment owned and issued by the school. Please note this includes data memory cards. Adults supporting the educational visit who will be using school's equipment will be required to read and sign school's ICT Acceptable Use Agreement prior to commencement of the visit. The Visit Leader will ensure written parent / guardian consent is obtained before taking / using photographic images of pupils. This will include explicit consent for any planned use of images on school's website, the internet or release to the media.

12. Preparing Pupils

Wherever possible, pupils will be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This may include considering health and safety issues.

Pupils must understand key safety information. This includes:

- The aims and objectives of the visit/activity;
- Background information about the place to be visited;
- How to avoid specific dangers and why they should follow rules;
- Why safety precautions are in place;
- Why special safety precautions are in place for anyone with disabilities;
- What standard of behaviour is expected;
- Who is responsible for the group;
- What to do if approached by a stranger;
- What to do if separated from the group;
- Emergency procedures;
- Rendezvous procedures.

13. Transport

All pupils should be made aware of basic safety rules including:

- Arrive on time and to wait in a safe place; when crossing roads to get to the transport do so safely and listen to the adult's instructions;
- Not to rush towards the transport when it arrives;
- Seat belts must be worn, and pupils must stay seated while travelling on transport; if pupils feel unwell while travelling they must tell a teacher or the person who is otherwise responsible for the group.
- Make sure their bags do not block aisles on the transport;
- They should never attempt to get on or off the transport whilst in transit;
- They must not throw things out of the transport vehicle's windows;
- Only exit the vehicle when directed by an adult (unless in the case of an emergency where adult direction cannot be made);
- Never try to pass someone on steps or stairs;

- Never distract or disturb the driver;
- Stay clear of automatic doors/manual doors after boarding or leaving the transport;
- After leaving the vehicle, always wait for it to move off before crossing the road.

14. Pupils with special educational and medical needs

The Headteacher will not exclude children with special educational or medical needs from visits. Special attention will be given to appropriate supervision ratios and additional safety measures will be addressed at the planning stage. Mrs Wright (Special Educational Needs Coordinator) will be involved in planning.

15. Communicating with Parents/Guardians

Parents/ guardians need to be aware that the teachers on the visit will be acting in their place – ‘in loco parentis’ – and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupil’s health and safety will be included in a letter to parents/guardians.

- Dates of the visit;
- Times of departure and return;
- Mode(s) of travel
- Names of the Visit Leader (usually the class teacher)
- Details of the activities planned and of how the assessed risks will be managed;
- Clothing and equipment to be taken;
- Limit on any monies to be taken;