St Paul's CE Primary School

Educational Visits policy 2025-26

Agreed by Governing Body on:	10/12/2025
Policy Review Date:	December 2026

Rationale and Overview

The Governors and staff of **St Paul's CE Primary School** acknowledge the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils.

School visits are a vital part of children's experience. Children learn best by getting out into the world around them and experiencing it at first hand. They also help children to develop their risk awareness and helps to prepare them for their future working life. We aim to include a visit out of school, or visitors into school, to enhance topics covered at **St Paul's**.

Health and safety is paramount, but we don't allow this to deter us from providing children with a rich and exciting range of experiences from which they can learn. We aim to include some experience of the outside world.

Education Visits usually involve a whole year group, or each individual class within that year group, going on an educational visit over the course of a school day. Every visit has clear learning objectives and is closely linked to the curriculum and learning surrounding that particular topic. Children gain a great deal from these visits, including collaborative skills, independence and, especially for the younger ones, the confidence to venture out into the world without parents/carers.

Children in **Year 6** may also get the chance to take part in a residential visit, which for many is their first experience of being away from home.

Under statutory guidance which came into effect on 1st March 2004, all schools are required to have a named Educational Visits Co-coordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet DfE requirements and LEA guidelines.

Our current EVCs are **Simon Harper (Class teacher/PE Lead)** and **Michelle Lord (Headteacher).**

When offsite the class teacher/s have overall responsibility for leading and supervising the trip with teaching assistants being assigned specific supervisory roles.

All staff at St Paul's are DBS checked and their records stored centrally.

To enable children and staff to gain a full and enjoyable educational visit, it is essential that the following guidelines and policies are adhered to. These guidelines are to be read in conjunction with the regularly updated information provided by Brighton and Hove City Council. Our school visits are planned within Brighton and Hove Outdoor visits guidelines.

School visits benefit young people in many ways, including:

- Being able to apply a different range of skills than those used in the classroom.
- Enabling, supporting and complementing the work of the National Curriculum, experimental (first hand) and memorable learning.
- Assessing and managing risks (safety).
- Developing talents, abilities and interests which can be motivational and have lifelong relevance.

EVOLVE system

EVOLVE is an online educational visits notification approval and database system. A number of local authorities use this system. The main drive for change is so that all residential educational visit information is in one place and everyone has access to it instantly. Prior to a residential trip taking place the Trip Leader must complete all relevant on-line documentation located on EVOLE and submit this to the EVC for authorisation. The Headteacher, EVC'S, Trip Leaders and school Governors are advised to refer to the National Guidance for off-site educational visits when arranging or authorising off-site visits. National Guidance is available at www.oeapng.info. No trip can go ahead without the head's permission.

Approval for Visits

Trips falls under two different categories.

1) Offsite Visits

Most visits will be called 'Offsite Visits' such as theatre trips, museums, beach visits (not in the water), local parks visits etc. Approval of day visits will at the discretion of the Head once the lead teacher has risk assessed the activity (including travel) and this written risk assessment has been authorised by the EVC.

2) Hazardous/Adventurous Activities

Hazardous Activities cover a wide variety of trips that include:

- Residential
- Farm visits
- Adventurous activities (climbing wall, rock pooling, cycling)
- Water e.g. river investigations

These trips must be submitted on Evolve to the EVC, Head teacher and finally the Local Authority (LA). Residential and overseas trip must also have approval from the governing body.

Planning a Visit

There will need to be a lead teacher who is the designated **Trip Leader (TL).** There will also need to be an **Assistant Leader (AL)** who should participate in the planning process and will take over as TL if the trip leader is unable to fulfill their duties.

Teachers will need to start by looking at their curriculum overview to decide where an offsite visit might enhance learning. They need to identify the learning outcomes so that all visits have clearly defined, stated and valuable purposes. Requirements are discussed and assessed with all new venues being pre-visited prior to the actual visit date and carried out by the TL. If the school has been to the venue within the previous two years, a pre-visit is not required. However, if any child within the group has specific needs (i.e. they require use of a wheelchair) a pre-visit must take place, regardless of whether the venue has been visited recently. If the trip leader is unsure they must consult the EVC.

The TL and AL will then need to write a risk assessment for the venue/activity and for transportation, consulting and using an establishments own risk assessments where appropriate. They will need to gain approximate costings and staffing needed.

All of this information then needs to be added to Evolve using their step-by-step process.

This in turn will then be submitted to the EVC for authorisation. If initial checks are acceptable, the EVOLE document will then be passed to the head teacher for approval.

If approved: (TL responsibility)

1. Confirm booking and insert into School Calendar.
2. Write an itinerary for the visit and letters to parents including asking for volunteers if needed (they will need to be DBS checked). Letters need to be emailed to office to be sent to parents.
3. Arrange transport with the office (Ensure a School Booking Form is completed in relation to coach travel).
4. Send letter home **(this should be done at least four weeks before the planned date of the visit. More time will be required for residential trips).**
5. Print risk assessments and ensure that all staff/volunteers going on the trip have read copies of the risk assessments.
6. You will need to ensure you have a first-aider on all trips (the one-day course is sufficient). Children who are 5 and under need a pediatric first aider.
7. It is the TLs responsibility to ensure that all permission slips have been collected before the day of the trip.

On the Day of the Visit

- Collect First Aid Kit(s) and Accident Forms (Designated First Aider on the trip will have checked the First Aid Kits to ensure they contain suitable resources).
- Collect any money needed for the venue.
- Collect or send pupils for asthma inhalers (with necessary medical forms if required).
- Remind children about the rules and expectations.
- Check you have the emergency contact details for all children on the trip.
- Give supervising adults their group list (if not previously done) and a copy of all relevant risk assessments.
- Give signed risk assessments to Michelle Lord, who will keep this for reference.
- Ensure that at least one supervising adult has the school mobile phone. If members of staff are taking their own phones, they need to ensure their contact numbers are on Evolve.

- Ensure that the TL and AL have emergency contact numbers for the school liaison at any time during the visit. During residential you should have the head and deputy heads mobile numbers.
- Count pupils before you leave school and at regular intervals during the day.
- If any first aid has been administered the school will need to be notified immediately (Please refer to the school First Aid policy for further guidance on what constitutes first aid).
- If there is an accident whilst on a trip, the TL will contact the school at the earliest opportunity and the parents if deemed appropriate by the head teacher.

After the Visit

All parental slips and trip information needs to be passed to Mrs Bish as this is kept for a number of years after the trip. It is important that after each visit an evaluation takes place. This document is kept in the school EVC file on the shared drive. The purpose of the evaluation is to identify what went well and what could be improved or changed in order to inform future planning. The evaluation sheets need to be passed on to the EVC.

Governing Body

The Governing body needs:

- To ensure that the Head Teacher and the EVCs have adhered to the LA guidelines.
- To agree to all residential visits. In these instances, to ensure that bookings are not confirmed until external providers have met all the necessary assurances. i.e. DBS checks and appropriate levels of public liability insurance. Evolve has this information for most providers on their system.
- To ensure that that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure for residential trips. It is not expected that Governors should become directly involved in risk assessments and related matters.
- Ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the pupil group? Why is a particular venue being used? Is the visit inclusive for all students? Is the visit value for money?
- To review annually the Educational Visits Policy, risk assessments and procedures including incident and emergency management systems.

The Headteacher should ensure that:

- The Educational Visit Co-ordinator (EVC) is competent to oversee the coordination of all off-site education, and support the EVC in attending relevant training courses.
- Visits comply with regulations and guidelines provided by the LA, school's governing body and the school's own health and safety policy.
- The Trip Leaders are competent to monitor risks and supervise the trip throughout the visit.
- Adequate child protection procedures are in place.
- All necessary actions have been completed before the visit takes place.
- The risk assessment has been completed and appropriate safety measures are in place.
- Trip leaders are allowed sufficient time to organise visits properly.
- Non-teacher helpers on the visit are appropriate to supervise children.
- Ratios of staff to pupils are appropriate.
- The LA or governing body has approved the visit if necessary.
- Parents have signed consent forms.
- Arrangements have been made for the medical and special educational needs of the pupils.

- Adequate first aid provision will be in place (A full/paediatric first aider is preferable; however, legally an emergency first aider who has completed the 1 day course can go on the trip/visit as the designated first aider).
- The mode of transport is appropriate.
- Travel times out and back are known in school.
- There is adequate and relevant insurance cover.
- They have the address and phone number of the visits venue and have a contact name.
- The trip leader, Assistant leader, helpers and nominated contact have a copy of the risk assessment form.
- The trip leaders have the names of all the adults and pupils travelling in the group.
- There is a contingency plan for any delays including a late return home.

Risk Assessment

Risk Assessments (RA) are legal requirements. They involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken, or whether more should have been done. The aim is to ensure no-one gets hurt or becomes ill.

RAs should explicitly cover how SEN and medical needs are addressed. The programme of the visit, as set out in the Risk Assessment and Consent Form should not be deviated from and should, if necessary, include details of contingency measures.

Trip Leaders are responsible for conducting Risk Assessments on the elements of the visit over which they have control. Risk Assessments that have been written by organisations can be used and the trip leader should ask and obtain a copy of RAs drawn up by those providing services to the school. The written Risk Assessment, which is the responsibility of the Trip Leader, should be attached in the Evolve application to ensure effective planning has taken place. The TL should continually re-assess risks throughout the visit.

Supervision ratios

Staffing must be determined by the Risk Assessments. Adequate consideration must be given for the maintenance and welfare of the whole party in the event of one or more adults having to leave the group for any length of time.

For **day visits and local activities**, the following ratios are considered **the minimum by Brighton and Hove**:

Reception – 1 adult for every 5 or 6 pupils (There are no recommended ratios for Early Years)

Years 1, 2 and 3 – 1 adult for every 6 pupils

Years 4, 5 and 6 – 1 adult for every 10 – 15 pupils. However, where possible we aim to increase the number of adults.

For **residential visits:**

1 teacher for every 10 pupils with a member of staff of each sex for mixed groups. One adult must hold a valid first aid certificate.

Adult Volunteers

Additional adults on the visit should be clear about their roles and responsibilities during the visit. They must:

- Do their best to ensure the health and safety of everyone in the group.
- Have an up to date valid DBS check, if supervising a group on their own.
- Not be left in sole charge of pupils except where it has been previously agreed as part of the Risk Assessment.
- Follow the instructions of the Trip Leader and teacher supervisor and help with the control and discipline.

- Speak to the Trip Leader or teachers if concerned about the health and safety of the pupils at any time.

Signed:……(Chair of Governors). Date:……

Signed:……(Headteacher). Date:……