



Moordown St John's CE Primary School

Policy for Educational Visits

***"A Christian community where commitment to
educational excellence changes lives"***

The Board of Directors of Moordown St. Johns CE Primary School ratified this policy on 27th February 2025.

Review Date: December 2027

A copy of this policy in an alternative format, such as large print or different language, may be provided on request from the school office.

Moordown St John's CE Primary School

Educational Visits Policy

Our Ethos and Vision

'A Christian Community where commitment to educational excellence changes lives'

This policy supports these important aims.

Contents

1. Introduction
2. Aims and scope
3. Guidance
4. Roles and responsibilities
5. Types of visit and approval procedures
6. Risk management
7. Emergency procedures and incident reporting
8. Parental consent
9. Special educational and medical needs
10. Charging and insurance

1. Introduction

Educational visits are activities arranged by, or on behalf of, the school, and which take place outside the school grounds. Directors, the senior leadership team and teaching staff believe that off-site opportunities can enhance and enrich the curriculum by providing experiences which would not otherwise be possible. All learning outside the classroom (LOtC) must serve a specific educational purpose, linked to current or future areas of study.

In this policy we seek to establish a clear and coherent structure for the planning, implementation and evaluation of educational visits, and to ensure that potential risks are managed and kept to a minimum, to protect the health and safety of all pupils and staff. Within these parameters, wherever possible, we aim to make activities and experiences accessible to all pupils.

2. Aims and scope

Any visit which requires pupils to leave the school grounds is covered by this policy, whether it takes place during school time or outside usual working hours. It includes off-site sporting events, trips and residential.

It is our belief that educational visits should be an integral part of the entitlement of every pupil to a balanced and inspirational curriculum. Appropriate, well-planned trips have been proven to enhance learning and improve pupil progress and attainment, and consequently contribute to the effective and supportive learning environment at Moordown St John's. Our aim is for the children who participate in learning outside the classroom to benefit in the following ways:

- Increased confidence, resilience and the ability to cope with change.

- Greater critical curiosity, strategic awareness and creativity.
- Enhanced opportunities for 'real world', 'learning in context' and the development of social and emotional aspects of intelligence.
- Improved achievement and attainment across a range of curricular subjects due to active participation and experiencing a wider range of learning styles.
- Stronger ability to work collaboratively, including effective communication skills.
- Increased understanding of risk management through involvement in decision making in variety of contexts, encouraging risk awareness rather than risk aversity.
- Greater sense of personal responsibility & independence.
- Improved physical skills, leading to the development of a healthy lifestyle.

3. Guidance

In addition to this policy, our school adopts the National Guidance from the Outdoor Education Advisers' Panel (OEAP – www.oeapng.info) and follows guidance from the Department of Education (<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>). These documents must therefore be used, alongside this policy, for the planning of all educational visits. In addition to this, endorsement is obtained from Evolve Advice for the planning and risk management of residential trips.

4. Roles and Responsibilities

Summary of responsibilities

Visit leaders are responsible for the planning of their visits, and for completing relevant paper work (including the LOTC form, risk assessment and emergency plan). Permission for all visits should be obtained from the Headteacher prior to confirmation with the provider and further trip planning. Visit leaders also have responsibility for ensuring that their visits comply with all relevant guidance and requirements, and that any accompanying staff/volunteers are fully briefed on their roles and responsibilities before the trip takes place.

The Educational Visits Coordinator (EVC) will support and challenge colleagues regarding visits and LOTC activities. The EVC is the first point of contact for advice on all visit-related matters, and will monitor risk assessments and other relevant documents.

The Headteacher has responsibility for authorising all trips and visits and for submitting all overseas, residential or adventurous activity documents for approval, via EVOLVE.

The Directors' role is that of a 'critical friend'. Individual directors may request 'read-only' access to EV documentation.

Staff Competence

It is recognised that staff competence is the most important factor in ensuring the safe management of visits. Therefore, staff are supported in developing that competence in the following ways:

- The designated EVC completes full training and induction for the role via EVOLVE.
- Teaching staff receive regular training relating to all aspects of educational visits and are informed of any updates by the EVC.
- New staff will work alongside experienced visit leaders before taking on this role themselves.

- Senior staff will attend specific educational visits where required (including residentials).

When evaluating competence to act as visit leader, the Headteacher will consider the following factors:

- Previous experience
- Relevant training
- Ability to make dynamic risk management judgements and act appropriately in the event of an emergency
- Knowledge of the pupils, the venue and the activities to be undertaken.

5. Types of visit and approval procedures

Moordown St John's acknowledges three types of educational visit:

1. Day visits, within the UK, that do not involve an adventurous activity.
2. Off-site sporting competitions and activities.
3. Visits that are either overseas, residential, and/or involve an adventurous activity. *An adventurous activity at Moordown St John's is defined as an activity which is exciting and challenging and which involves significant inherent risk of harm, without which the activity would lose much of its value, or which takes place in a remote or hazardous location e.g. water sports, climbing, mountain trekking, 30 minutes from a road without a phone signal.*

The approval process for each type of visit is as follows:

For all types of visit, the Headteacher must have provided authorisation (upon receipt of the LOtC form) before any further action is taken.

1. For day visits, within the UK, that do not involve an adventurous activity, staff must follow the Educational Visit procedures during planning and preparation. Risk assessments for these visits (and any accompanying documentation) must be submitted to the EVC for monitoring and approval at least 5 days in advance.
2. For off-site sporting competitions and activities, letters of consent are required. These should be sent at least 5 school days before a competition, where possible. The visit leader is responsible for following guidance and for ensuring a first aid kit (which they are competent to use) is taken. Generic risk assessments are provided by the visit leader.
3. Visits that are overseas, residential, and/or involve an adventurous activity are entered on EVOLVE and then submitted by the Head Teacher for approval.

6. Risk management

All risk assessments will be completed by the visit leader, in line with national guidelines, and will be signed off by the EVC. The school uses the acronym STAGED to assist visit leaders with the risk management process:

- setting

- transport
- activity
- group
- environment
- distance

The risk assessment will include any specific medical issues and allergies (for staff and pupils). Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Staff ratios and first aid

The staff to pupil ratio will be determined, via risk assessment, for each visit. The table below outlines minimum recommended ratios for different age groups, however, in some cases a much higher adult ratio may be required.

Recommended Ratios	
Year Group	Recommended Ratio
Day Visits	
Reception to Year Three	1 adult to 6 children
Year Four to Year Six	1 adult to 10 children
Residential Visits	
Under 16 years	1 adult to 10 children
Please note: There must be a minimum of two adults with any group to ensure that there is still adequate supervision in the case of a medical emergency.	

On all educational visits there will be at least one qualified first aider (for EYFS, this must be a paediatric first aider) and appropriate first aid equipment will be taken.

External providers

As part of the risk assessment process, we will check that any external providers, controlling an activity, have appropriate safety standards and liability insurance.

This includes checking that providers hold the Learning Outside the Classroom (LOtC) Quality Badge. If this is not the case, additional checks will be undertaken to ensure that it is safe and appropriate to use that provider.

Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend a visit and supervise pupils, alongside staff members.

Volunteers will receive a full induction from the visit leader on the day of the visit, prior to departure, detailing their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (*for example, if a volunteer needed to be left with children without a staff member being present*), the volunteer would be required to undergo safeguarding checks, including DBS.

At no point will volunteers who have not undergone safeguarding checks, be left alone with pupils or given sole responsibility for the care of a pupil.

7. Emergency procedures and incident reporting

A critical incident is any incident where events go beyond the normal experience and capability of the visit leader and their team.

The school has an emergency plan in place to deal with any critical incident that may arise during a visit. The visit leader is responsible for ensuring that all staff are familiar with this plan and that a copy is accessible.

When an incident overwhelms the establishment's emergency response capacity, involves serious injury or fatality, or where it is likely to attract media attention, assistance will be sought from EVOLVE.

8. Parental consent

Parents will be informed of all trips or activities, either by letter or via email, with all relevant details being provided. Where voluntary contributions have been made via Wisepay, this will be taken as parental consent for the trip.

Specific permission will be requested in the following situations:

- Residential trips
- Adventurous activities
- Visits that take place outside school hours
- Where payment has not been received

9. Special educational and medical needs

The Headteacher will not exclude pupils with special educational or medical needs from participating in school visits. Instead, every effort will be made to accommodate every child, whilst ensuring the safety and wellbeing of all those attending. Additional consideration will be given to staff to pupil supervision ratios and specific safety measures will be implemented at the planning stage.

In certain situations, as a safety precaution, parents may be required to accompany their child in order for them to attend the visit.

10. Charging and insurance

Our charging and remissions policy will be adhered to at all times.

Parents/carers will not be asked to pay for any educational visit that takes place during school hours. Neither will they be asked to pay for any educational visit that takes place outside of school hours if

it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, the school will ask for a voluntary contribution towards the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect the pupils' ability to fully participate in the trip. If insufficient monies are received, the trip may need be cancelled.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

Policy Review

This policy has been carefully considered and ratified by the Board of Directors at its meeting on 27th Feb 2025.

It is customary at this school to formally review the health and safety policy annually. In the case of this policy, this would take place during December 2027. However, this will be brought forward, should changes in protocol be recommended by either the Department for Education or the Diocese.

Signed: 

Date: 27.02.25

Chair of Directors

Policy Version History

Date	Comments / Reviewed:
December 2024	Policy rewritten by Mandie Craven (EVC coordinator), based on previous school policy, EVOLVE guidance, the Key and discussions with SLT. Separation of procedures into separate appendices