

Educational Visits Policy

2026-2027



**‘The Love of Christ impels us’
To be
Ready, Respectful, Safe
To love one another as I have loved you’**

Reviewed:

Signed: _____

Chair of Governors

Date

Educational Visits Policy

Overview

At St Peter and St Paul Catholic Primary School Equal Opportunities plays an integral part in all aspects of teaching and learning. The school acknowledges the great value of educational visits in broadening and enhancing both the learning and social experience of young people. Children should go on a variety of school visits whilst they are pupils at St Peter and St Paul. Ideally visits will support the work in the classroom and should be as often as practically possible.

Before the Visit:

- 1) Visit leader to discuss the proposal with the Headteacher
- 2) Book Visit.
- 3) Arrange appropriate transport.
- 4) Complete all relevant documentation eg Risk Assessments
- 5) At least two weeks before let the kitchen know exactly how many packed lunches you require for children that are eligible for free school meals.
- 6) Send a letter to parents with a permission slip specific to your outing.
- 7) Arrange for parents and helpers to accompany you on the outing (if required).

Assessment of Risk

‘Risk assessment’ is a careful examination of what could cause harm to pupils/participants, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

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

- 1) Generic Risks – normal risks attached to any activity out of school.
- 2) Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1.
- 3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change.

Approval for Visits

All matters regarding each visit off site – feasibility, planning, safety, organisation etc – will require the prior approval of the Headteacher.

Approval of ‘normal’ day visits are at the discretion of the Headteacher. However, visits that are either:

- residential or
- a visit involving an adventurous activity will require the additional approval of the governing body prior to a commitment being made.

Plan 'B'

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

First Aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. The One Day Emergency First Aid Work for the appointed person is the minimum requirement for residential visits and specific Paediatric or Activity First Aid qualifications may be needed for Early Years or Adventurous Activities. First aid kits are available from the Admin Office; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

Transport

Travel arrangements should be included in the risk assessment. If travel is by coach or minibus, all pupils/participants must wear a seat belt. If a minibus is being utilised the driver must have the appropriate LA driving permit / minibus licence.

Cost

In line with the schools Charging Policy it may necessary to ask for donations towards a visit, to be conducted during the normal school day, in order to cover the cost of transport / entrance fees etc. For residential activity visits, costs will be calculated to cover any board, lodgings, transport and activities as planned.

Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child: parents/carers are to pay for visits via Arbor and permissions should be given on Arbor as below. If a parent does not have Arbor they must provide written permission to the teacher as below

The reply slip should read:-

"I give permission for my child _____ to take part in

Emergency Procedures

All staff involved in a visit should be aware of what action to take in the event of an emergency. Ensure the rest of the group are safe, decide if you need specialist help and either; contact the school, emergency services and/or

parents (liaise with onsite First Aiders). For visits that take place outside of school hours the mobile phone number of the staff nominated as “home” contact must be with the leader at all times.

Advice and guidance

The schools Health and Safety advisor can be contacted for any matter concerning off site visits and experiential learning and can also advise on all matters concerning safety.

Ratios

The staffing required to run the visit safely needs to be identified and should take the following factors into account:

- Gender, age and ability of group.
- Pupils with special education needs or medical needs.
- Nature of activities.
- Experience of adults in off-site supervision.
- Duration and nature of journey.
- Type of any accommodation (if applicable).
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils.
- First aid cover.

The following are regarded as the minimum ratio acceptable on any visit:-

- 1 adult for every 6 pupils in Years 1 – 3. (Under fives in the Early Years Foundation Stage should have a higher ratio).
- 1 adult for every 10 pupils in Years 4 – 6.

Procedure on the day:

- Collect packed lunches from the kitchen.
- Check the first aid outing bag to make sure it is adequately equipped. Make sure that individual pupils that have their own medicines, have adequate supplies etc (pumps etc).
- Share the risk assessment with all adults going on the trip.
- Discuss with children behaviour expectations.
- Take all permission slips with you on the trip.
- Organise the children into groups. Each adult should take responsibility for a small group of children but 2 adults and their groups should stay together.
- Inform everybody of possible hazards (risk assessment), e.g. deep water, major roads, etc. Make sure everyone knows the pick-up point and leaving time.
- Make sure all the children go to the toilet before leaving.
- Take money/card and mobile phone for use in emergency.

Never label children with their name. If a group of children need identification, then the name of the school and telephone number may be used.

- All children should wear high visibility vests.

On the bus/train/minibus bus/coach

- Adults must be well spread out - one should sit near the back to keep an overall view.
- Adults should sit on the outer seat.
- Children should not change seats, kneel up, eat, or be allowed to open windows.
- When getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus.

The class teacher should lead and another staff member should be at the rear. Any other adults should stay with the children in the middle.

Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Children must **NEVER** step into the road until given permission by an adult.

The School mobile phone(s) should be switched on during trip and the Home Contact advised of any delays etc. as soon as possible and updated regularly so they can update waiting parents etc