

# St. John's C.E. Primary School



## Vision statement

*Shine like stars*

*Through God's love, we will flourish and develop our gifts in our nurturing community, as we strive to be an inspiration to all.*

**Your light must shine before people, so that they will see the good things you do and praise your Father in heaven.' Matthew 5:16**

Policy: Educational Visits Policy

Reviewed: May 2025

Future Review: May 2027

## 1. Context

At St. John's Church of England Primary School, we believe that educational visits are an integral part of the curriculum and learning experience for every child. Appropriately planned visits enhance learning and improve attainment, and so form a key part of what makes St. John's Church of England Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Our priority at St John's School is to ensure that all visits are safe, educational and enjoyable!

## 2. Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy St John's School

1. Follows the Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE' (All staff have access to this via EVOLVE).
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info)
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy and National Guidelines. Staff should be familiar with the roles and responsibilities outlined within the guidance and agree to adhere by them.

### 3. Types of Visit & Approval

There are three 'types' of visit:

- Local visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day. These visits have to be risk assessed but do not have to be logged on EVOLVE.
- Other non-residential visits within the UK that do not involve an adventurous activity, e.g. visits to museums, farms, theme parks, theatres, etc. These are entered on EVOLVE by the visit leader and the Educational Visit Coordinator (EVC) . The EVC then submits to the Head for approval.
- Visits that are overseas, residential, or involve an adventurous activity. These follow point 2 above, but the Head then submits the visit to the LA for approval.

### 4. Roles and responsibilities

Visit leaders together with the Educational Visit Coordinator are responsible for the planning of these visits, and for entering these on EVOLVE at least 14 days prior to the visit. They should obtain outline permission for a visit from the Head Teacher or Deputy Headteacher prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements and should seek advice from the EVC or Head teacher where necessary. All risk assessments must be seen by the Headteacher two weeks before the visit to check all risks are actioned.

The visit leader is responsible for ensuring a risk assessment is carried out and that a risk assessment signed by the Headteacher at least 14 days in advance of the visit. The risk assessment will include the ratio of adult to children supervision and the number of first aiders or appointed person needed. The visit leader will share information with all staff involved in the visit.

The visit leader is responsible for ensuring the mobile phone, first- aid kit and pupil medication are taken on the visit.

It is the leader's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the school must be informed in order to inform the Headteacher and parents.

After the visit, leaders must ensure they inform the EVC and Headteacher of how the trip went.

**The Headteacher and EVC** will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice, on visit related matters and will check final visit plans on EVOLVE before submitting them to the Head.

**The Head Teacher** has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to the school's insurers to gain approval.

**The Governing body** will approve the Educational Visits Policy and will ensure it is reviewed annually. They will also approve residential visits.

**The Local Authority** – we adhere to the guidance issued by the LA and will use EVOLVE for all visits that are either overseas, residential, and/or involve an adventurous activity.

## 5. Emergency procedures

**A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**

Prior to visits, the school must inform the nearest safe-haven school to the location of the visit.

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

## 6. Food

All pupils are expected to provide their own packed lunches for a trip. No nuts or fizzy drinks should be included in packed lunches.

Food should not be shared with other children due to health and safety and allergies.

## 7. Supervision

It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children is a recommended guideline dependent on a number of factors:

Reception	1:4 (4 adults for 16 children)
Key Stage One	1:6 (5 adults for 30 children)
Key Stage Two	1:10 (3 adults for 30 children)

Children who need support 1:1

When travelling on public transport then the ratio of adults to pupils will be more due to the nature of the trip.

(i.e. children with Special Educational Needs)

Whatever the length and nature of the visit, regular head counting of pupils should take place. The visit leader should establish rendezvous points and tell adults, groups and pupils what to do if they become separated from the party.

Where required, parent helpers are welcome on educational visits and will attend a briefing with the teacher before the visit. All parent volunteers to be given an 'Educational Visits' information leaflet to ensure what they understand what their roles and responsibilities are during any visit. They will sign this before the visit to show they have read and understood the contents. See appendix 1:

## 8. Mobile phones and social network

- Under no circumstances should any adult use their mobile phone to take photographs or make phone calls (unless in an emergency) while on the visit.
- No photos should be posted on social media such as 'Facebook' and 'Twitter' and instant messaging services such as 'WhatsApp'.
- Any information about a child should only be passed onto the child's parent or guardian through the class teacher or Head teacher.

## 9. First Aid

First Aid provision should be considered when assessing the risks of the visit. For all trips, a member of staff who has completed a basic First-Aid course will attend. A decision based on the risks and children involved should be made for each visit.

Trips for the Early Years must have at least one qualified Paediatric First- Aider.

For adventurous activities, there should be at least one trained first-aider in the group.

## 10. Parental Consent

Parents should be given information about the purpose and details of the visit at least two weeks in advance. Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

Specific, (i.e. one-off), parental consent must be obtained for all other visits. The visits must include sufficient information, which must be made available to parents- via letters, meetings, etc. so that consent is given on a 'fully informed' basis.

## 11. Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

At St John's Primary School we will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. We will work with families to find ways so that all children can attend educational visits.

## 12. Farm/Animal Visits

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to EVOLVE National Library: 'Preventing or controlling ill health from animal contact at visitor attractions- Advice to Teachers' and associated documents. Refer to: Farming & Countryside Education: [www.face-online.org.uk](http://www.face-online.org.uk)

'Farm Visits' in National Guidance [www.oeapng.info](http://www.oeapng.info)

## 13. General/ Local visits

These visits/activities:

- Parents informed of visit, permission covered from generic forms that are completed on entry to school
- Require a risk assessment
- Should be recorded on EVOLVE if regular, e.g. swimming lessons.
- Do not need to be recorded on EVOLVE if these are ad-hoc activities

### Charging for visits

Parents will also be asked for a voluntary contribution to help with the cost of trips that are related to a specific curriculum area. If not, enough money is donated to cover costs, the school reserve the right to cancel the trip.

### Residential Trips- Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging. For trips where the activities are not directly linked to the National Curriculum a charge will be levied for the activities. If a parent does not pay for the board and lodging or activities, then their child will not be able to attend that trip.

#### 14. Transport

##### Travelling on public transport

When travelling on via public transport the leader must contact a member of staff at the station to inform them that they are on a school trip and ask to escort them to the correct platform and to inform them of their destination. Leaders must ensure all children and staff are on the public transport and board once it is safe.

Once the children have boarded the transport they must be seated wherever possible, all staff and volunteers to give priority to the children.

If at any point whilst using the transport that a group of children are left behind with an adult- the rest of the staff and children on board must get off at the next station and wait until the leader arrives. The leader must inform the school immediately or whenever possible.

Free Transport for London tickets must be booked 21 days in advance.

Use of staff cars to transport pupils – Staff at St. John's Primary School do not use private cars to transport pupils.

#### 15. Insurance

The school will hold insurance for trips. For adventurous trips or trips abroad or residential, the school will ensure that sufficient insurance is in place.

#### 16. Safe Haven Schools

Prior to visits, the school must inform the nearest safe-haven school to the location of the visit.

**Appendix 1**

St. John's C.E. Primary School Parent Helper/ Volunteer Agreement Form

School visit to:.....

Date of visit:.....

Class:.....

Teacher in charge:.....

Please read the following notes very carefully. By signing the form you are confirming that you have read the notes and agree to comply with any stipulations concerning your conduct.

1. I agree to act as an adult voluntary escort for the purposes of this visit. I have been acquainted with the arrangements for the visit and with the nature of my duties.
2. I understand that use of a mobile telephone is only permitted in emergency situations. I also acknowledge that I may NOT use any device to record or take pictures of any children; to do so will represent an unequivocal breach of this agreement.
3. If I have any concerns regarding any matters of child welfare or child protection, these must be communicated at the earliest possible opportunity to the teacher in charge, the Head Teacher or Child Protection Officer.
4. I understand that the teacher in charge will be responsible for the conduct of the visit and that I am willing to undertake any reasonable duties as a voluntary escort that the teacher may ask me to perform.
5. I accept that the teaching staff are responsible to the Governing Body for the safety of the children and I agree that, for that purpose, I will be under the supervision of the teaching staff and will obey any instructions, including any instructions in respect of a child of whom I am a parent.
6. I also accept that the Governing Body will be under no liability for any injury, illness or loss which I may sustain as a result of this visit or in the performance of my duties as an adult voluntary escort.
7. I acknowledge that any information of a sensitive or personal nature of which I become aware as a result of my participation in the trip will remain confidential.

Name:.....

Signed:.....Date:.....