



“Enabling life in all its fullness”
“I came that you may have life, life in all its fullness”
(John10:10)

Our **Core Christian values** for our school
are: *Perseverance, Creativity, Trust and Friendship.*

Educational Visits Policy

Policy Date: January 2026
Adopted: RPC Committee
Date of next review: January 2028

Aim

The school promotes the value of learning experiences and educational visits to enhance the quality of learning. This policy has been written with reference to 'Health and safety: advice on legal duties and powers' written by the Department for Education, February 2014.

Principles

- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.
- Employees, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

Assessing and Managing Risks

- Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity.
- School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place.
- Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. Headteachers should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned.
- Schools need not carry out a risk assessment every time they undertake an activity that usually forms part of the school day, for example, taking pupils to a local venue which it frequently visits, such as a swimming pool, park, or place of worship. Any risks of these routine activities should already have been considered when agreeing the school's general health and safety policies and procedures. A regular check to make sure the precautions remain suitable is all that is required.

Roles and Responsibilities

- Staff members – responsible for planning and putting together the details; visit leader to take ownership
- EVC – complete checks according to the school's and county's policies and be trained up to date with evolve
- Headteacher – complete checks according to the school's and county's policies and be trained with evolve
- Local Authority – review risk assessments for activities meeting the following criteria: residential, overseas, adventurous (both internally and externally led), in or around water (excluding swimming pools).

Procedures

- Usually the class teacher will be responsible for planning and organising a learning experience or educational visit.
- The EVC Miss Igoe is fully trained by Wiltshire with Evolve online visits programme as is the Headteacher.
- The EVC has trained all staff in how to use evolve to complete risk assessments for all visits.
- The visits submitted on evolve are checked by the EVC, Head and then either approved or sent to Wiltshire LA for approval (according to criteria e.g. by open water/residential). This provides clear checking of the process to ensure everything is in place, trip letters, kit lists, risk assessments for the trip and validates registered companies including residential centres and transport providers. Comments and actions are fed back from EVC, Head, or Evolve to ensure the visit is well planned and can go ahead. This includes all educational activities and visits which involve some risk e.g. forest school by the pond or walking to church past the River Thames.
- If required, the visit leader should make a preliminary visit to the venue to review the facilities - toilets, refreshments / picnic area, coach dropping-off points, emergency procedures and planning.
- When planning an activity that will involve caving, climbing, trekking, skiing or water sports, schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future. This is all assured through the evolve system.
- Visit leaders must use Evolve (<https://evolve.edufocus.co.uk/>) to record their risk assessment of the activity. Training can be arranged with the EVC. Visits and activities should not proceed until the risk assessment has been approved by the EVC, Headteacher or Wiltshire council (depending on the level of risk involved). The risk assessment must include the following considerations:
 1. What are the hazards?
 2. Whom do they affect?
 3. What safety measures need to be in place to reduce the risks to an acceptable level?
 4. Can the group leader guarantee that these measures will be in place?
 5. What steps will be taken in an emergency?
- All visits require the permission of the Headteacher.

Preliminary Costing of Visit

- If a financial cost is involved in the visit or activity, the visit leader must contact the organisation or venue to obtain a quote.
- Transport request forms are available in the school office to gain quotes for transport for off-site visits. The school office will obtain a range of quotes from reputable providers.
- No child will be prevented from taking part in an activity or visit if their parents/carers are unable to pay the requested contribution. Parents/carers are invited to discuss this, in confidence, with the Headteacher.
- If insufficient money is collected from parental contributions to fund the visit, it may have to be cancelled. Visits and activities requiring financial contributions should be limited to one per term. Advanced notice of trips and costs is best practice to help parents prepare and budget for costs.

Adequate Staffing

Wiltshire county guidelines:

- Activity and visit leaders must ensure that young people are supervised in accordance with the principles of 'effective supervision' requiring them to take account of:

- The nature of the activity (including its duration)
- The location and environment in which the activity is to take place
- The age and gender (including developmental age) of the young people to be supervised
- The ability of the young people (including behavioural, medical, emotional and educational needs)
- Staff competence.
- This means that arrangements for supervision including staff/student ratios, must take into account the nature of a group and the individuals in it. It is therefore important that when planning a repeat visit or series of activities, the previous plan (no matter how well it worked in the past) is reviewed to ensure that it meets the current group's needs.
- Ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff/ student ratios for a particular age group or activity, although as a starting point, Wiltshire Council requirements for ratios and supervision of non-hazardous activities are as follows:

Non hazardous activity	Ratio	Minimum number of adults to accompany groups
Primary day visit/activity Under 8 School year FS2, 1 – 3	1:6	2
Primary day visit/activity School year 4 – 6	1:15	2
Primary residential visit/activity Under 8 School year 1 – 3	1:6	2
Primary residential or day visits extending beyond midnight School year 4 - 6	1:10	2 (leader of each sex with mixed party)
Residential visits abroad	1:10	2 (leader of each sex with mixed party)
Residential exchanges	1:15	2 (leader of each sex with mixed party)
Camping	1:10	2 (leader of each sex with mixed party)

These ratios are the minimum and risk assessment planning should ensure that there are sufficient leaders and supervisors to cope effectively with an emergency.

Informing Parents/Carers

- When activities take place during the school day and are part of the pupil's normal education at school, written consent from parents is not required for pupils taking part in the majority of offsite activities organised by the school (with the exception of nursery-aged children). However, parents should be told where their child will be at all times and of any extra safety measures required.
- The Department for Education has prepared a 'one-off' consent form which schools can ask parents to sign when a child enrolls at school. This will cover a child's participation in any of these types of activities throughout their time at the school - **see Appendix**
- Parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular activity or school trip covered by the form.

- If parents withhold their consent, the pupil should not be taken on the visit. If the visit is an integral part of a national curriculum subject, an alternative way of providing the knowledge gained should be found for those pupils not participating.
- Activities which need a higher level of risk management or those taking place outside school hours will normally require a “visit specific” parental consent form.
- It is vital that parents are given full and complete information regarding the organisation and administration of any higher-level offsite visit, journey outside of the school day and for any residential stay. A briefing meeting may be appropriate for residential ventures and more complex undertakings such as expeditions.
- Where a Plan B (alternative activities) may be included in the planning, parents should be fully informed of this possibility and the details of the proposed alternative activity.
- **See appendix** for a checklist showing the information that parents and carers should be given.

Residential Visits

- These follow the same organisation as other trips except that permission has to be sought from the governing body.

Trips abroad

- Schools need to consider their duties under health and safety law when planning trips abroad. HSE’s ‘frequently asked questions on school trips’ (www.hse.gov.uk) provides further guidance.
- Any injury to or death of a member of staff or a child outside Great Britain may be subject to the law of the land in which the injury/death occurred.
- A school could still be liable under civil law for injuries to children that happen abroad as a result of negligence on the part of the school or its staff.

Reporting injuries and accidents

- Certain work-related injuries to a member of staff or a child must, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to prepare the report. Guidance for schools on what, how, where and when to report is explained in the HSE education information sheet: Incident reporting in schools (<http://www.hse.gov.uk/pubns/edis1.pdf>).
- Employers must report accidents which result in:
 - deaths;
 - specified injuries;
 - over-7-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days;
 - where there is an accident connected to the work activity which causes injury to pupils, members of the public or other people not at work and they are taken from the scene of an accident to hospital for treatment to that injury (examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances); and
 - specified dangerous occurrences – where something happens that does not result in an injury, but could have done.
- The requirements are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Other issues to consider prior to the trip

- Pupils must have a clear understanding of the standard of behaviour expected from children in our school, wherever they are. If the teacher has any concerns over the

behaviour of a particular child, then the issue needs to be discussed with the Headteacher.

- Visit leaders should arrange to take a first aid kit and resources to cope with travel sickness. The contents of the first aid kit should be thoroughly checked before the day of the trip and replenished as necessary.
- The teacher in charge should ensure that any children requiring specific medication are catered for and that the adult responsible for the child on the day of the visit or activity knows how and when to administer the medication.
- Where possible, all adults taking part in the visit should have mobile phones, to take with them. This will enable contact between the school and those on the visit, or contact with the coach driver in case of a change in plans.

Supervision of children during the Visit

- Consider carefully how adult/child supervision will be organised. Each supervising adult should be given a list of the pupils in his/her charge.
- Parent volunteers cannot be expected to control any pupils demonstrating challenging behaviour, or those with specific medical needs.
- Adults and children must demonstrate road safety awareness when walking along footpaths, on the edges of roadsides and when crossing roads and car parks. When walking together there needs to be one adult at the front and back of the group. Two adults should stop traffic and allow children to cross roads safely between them when crossing any road.
- Make sure parent volunteers understand exactly what is expected of them. See them before the visit and discuss the important issues before leaving. It is important to make sure that all adults have been fully briefed.

Appendix

Example Consent form for school trips and other off-site activities (July 2014)

Please sign and date the form below if you are happy for your child, *<name of the child>*:

- a) To take part in school trips and other activities that take place off school premises;
and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits (including residential trips) which take place during the holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures outside the school day,
 - all off-site activities for nursery schools.
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

.....
.....

Signed.....

Date.....

Parent/Carer Checklist

The information which parents should be given will include the following;

• The educational reasons for the trip	
• The activities being planned	
• The name of activity providers, and their “qualifications” i.e. AALA; BHAA; Quality Badge; RYA or other water based National Governing Body qualifications	
• Address and telephone/email/web address of activity provider and/or accommodation to be used	
• Mode of transport and transport arrangements which may include coach, minibus, train, the underground and flight details	
• Size and age range of group and gender mix	
• Any times when group members will not be directly supervised	
• Dates and times and location when group members will be collected and returned	
• Code of conduct expected of group members and any sanctions which may be imposed	
• Information about the centre being used, and the experience and qualifications of instructors; any special clothing or equipment required	
• School/establishment staffing details including names, experience and expertise of group leaders and other supervising adults	
• Telephone numbers and the emergency procedures for contacting parents	
• Insurance position – and whether participants need to consider taking out additional personal accident insurance cover	
• Medical information including any prevailing medical conditions which may affect the safety of the individual or the group, and medicines currently being taken; to include inhalers, epi-pens etc	
• Advice on any personal money and security arrangements for items such as cameras, i-pods, mobile phone devices and so on	
• Contingency plans in case there are delays in returning to home base or the need for an early return.	
• The educational reasons for the trip	
• The activities being planned	
• The name of activity providers, and their “qualifications” i.e. AALA; BHAA; Quality Badge; RYA or other water based National Governing Body qualifications	
• Address and telephone/email/web address of activity provider and/or accommodation to be used	
• Mode of transport and transport arrangements which may include coach, minibus, train, the underground and flight details	
• Size and age range of group and gender mix	
• Any times when group members will not be directly supervised	
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