



Educational Visits Policy

Amendments made since last review

Summer 2018 – Parental consent bullet point updated, local visits point removed as now all the same consent./ New risk assessment form added, one version for local and one for beyond the local area

Summer 2020 – No amendments made

Summer 2022 – School app added for letters to parents

Summer 2024 -

Policy agreed / reviewed 16/07/2024

Next review due Summer 2026

Signed on behalf of the Governing Body

Signed by headteacher

Rationale

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

Educational visits are an essential element of good primary practice.

Purposes

To provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work alternatively, teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. To fulfil responsibilities under the Health and Safety at work Act 1974 to ensure all visits are effectively planned, organised and delivered.

Broad Guidelines

- School has adopted St Helens 'Health and Safety of Pupils on Educational Visits – Guidelines for Schools March 2013, this covers all aspects of trip planning including ratios and safeguarding.
- For every trip / visit approval, objectives and costings must be provided on the relevant school documentation.
- A risk assessment must be completed for all trips / visits using relevant school documentation and approved by the Headteacher
- If the place to be visited is new to school an exploratory visit must be made before the risk assessment is completed.
- The headteacher will inform Governors each year of planned trips and visits.
- Admin staff and teachers will liaise closely to ensure all contributions and consents are recorded in accordance with the school Educational Visits Checklist
- A first aider will be part of the staff make up on each trip and is responsible for the First aid kit taken.
- Supervision ratios will always be at St Helens guidelines.
- For all residential visits full risk assessments must be approved by the Headteacher and if abroad the Chair of Governors.
- Children will be informed of all emergency procedures at the start of each trip / visit
- For all curriculum trips / visits parental consent is given when a child starts, parents are reminded annually if they would like to amend permissions given. Then for each individual trip parents are

informed by a short letter of all trips as they happen (this will be via the school app) and permission may be sought for travel if appropriate i.e. a sports activity involving cars for transport.