

**Barford St. Peter's C.E. (V.A.) Primary School**

**Together we love; together we learn**



## **Educational Visits Policy**

Date adopted: 22<sup>nd</sup> April 2026

Review date: 26<sup>th</sup> April 2028

## **INTRODUCTION**

Trips, visits and learning off-site comprise an essential part of the school curriculum at Barford St Peter's C.E. Primary School. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

Within school, responsibility for educational visits rests with the Governing Body, Headteacher and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy has been produced to offer school staff advice and support in the planning and organising of all off-site activities in order to ensure the health and safety of pupils.

## **DEFINITION**

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Sporting activities including swimming sessions
- Outdoors and adventurous activities
- Visits abroad

## **PLANNING AND PREPARATION FOR A TRIP**

### **THE EDUCATIONAL VISITS COORDINATOR**

The school has appointed an Educational Visits Coordinator (EVC). All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to a significant event or rearranged sporting fixture.

## **PROCEDURE**

The best practice to be adhered to in the arranging of school trips is as follows:

- In consultation with phase leaders, the class teacher and the office staff will book the trip on the agreed date(s).
- Staff will calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered into the school diary. Details should also be entered onto EVOLVE and any risk assessments should be uploaded.
- In cases where school lunches are affected, kitchen staff must be informed. Children in KS1 and EYFS are entitled to their universal free school meal as a packed lunch option when off site.
- The EVC must be informed at least two weeks prior to departure.
- Class teachers will inform parents in advance of dates for school trips in class half-termly newsletters, with further specific details in a separate letter, giving at least two weeks' notice (unless there are exceptional circumstances).
- Where applicable, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.
- Payments will be made via ParentPay.

## **RISK ASSESSMENTS**

A full risk assessment, using the STAGED approach, must be completed two weeks prior to a trip, which must be approved by the school's EVC. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the school shared drive.

The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip, and a signed copy left with the EVC.

## **PARENTAL CONSENT**

Permission must be requested from parents for individual school trips or sporting activities via a letter or ParentPay. Parents will always be informed about the trip or activity by email or letter. All the necessary details will be included in the letter, as well as any payments required.

## RATIOS

All trips are individually risk assessed to ascertain the safe level of adult supervision required. Below is a guide to suggested adult-to-pupil ratios. These ratios will, in accordance with the STAGED risk assessment approach, be used or amended as befits the needs of the children and the demands of the trip.

School Year	Category A Lower risk activities	Category B Medium risk activities	Category C Higher risk activities
Pre-school (3-4 years)	Minimum 1:6	Not applicable	Not applicable
Reception, Year 1 & Year 2 (4-7 years)	1:8	Day 1:6	Not applicable
Year 3 & Year 4 (7-9 years)	1:10	Day 1:8 Residential 1:8	Day 1:6 Residential 1:6
Year 5 & Year 6 (9-11 years)	1:15	Day 1:10 Residential 1:10	Day 1:8 Residential 1:8

If a child with an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

## RESIDENTIAL TRIPS

Governor approval must be sought before booking a residential visit. A parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary.

Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information. The school will ensure, where possible, that adults of each gender accompany the children on residential visits.

## **PAYMENTS FOR TRIPS**

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payments by parents for educational visits that are part of the national curriculum are made in the form of a voluntary contribution. If the school does not receive sufficient voluntary contributions, a trip may be cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is experiencing financial difficulties in covering the cost, they are invited to contact the school in confidence to request support at [admin3587@welearn365.com](mailto:admin3587@welearn365.com). All requests for support must be submitted two weeks prior to the date of the trip.

All payments are made online via ParentPay. For residential off-site visits where the costs are likely to be higher, payment plans should be made available, to spread the cost.

Families experiencing financial difficulties are also able to apply to the Barford School Trust to fund the costs of a residential trip.

## **BEHAVIOUR ON SCHOOL TRIPS**

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip, as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

## **TRIP SAFETY**

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils, if possible.
- Early Career Teachers should be accompanied by an experienced member of the staff on their first visit, if possible.
- Supervising adults must include a member of staff with up to date first aid training.
- Supervising adults must be familiar with any special medical details relevant to any pupil, including allergies.
- First aid kits and any individual medicines, e.g. inhalers, must be taken on the trip.
- Children must be briefed about the importance of staying with their partner/group/adult helper.
- All adults accompanying children must have up-to-date DBS clearance.
- Adults must never travel alone with a child in their own vehicle.

- All adult helpers must be fully briefed prior to leaving, in writing, with names of the children in their group, expectations and responsibilities, and a copy of the risk assessment. All school staff must have their mobile phones on them and ensure that they have the numbers of the other supporting staff.
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside.
- Regular headcounts must be taken.
- Children must always be accompanied by an adult when using public toilets.

## **EMERGENCY PROCEDURES**

In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents. In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child.
- Speak only to adults in uniform, e.g. staff, police etc. but under no circumstances go with them.
- The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children. If the child is not found after approximately 5 minutes, the trip leader will phone the school office to notify them. The school will remain on the phone and will notify the parents if the child has not been found after 10 minutes. The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children. When the situation has been resolved, the Headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

## **OTHER RELEVANT POLICIES AND DOCUMENTS**

This policy complements and supports a range of other policies:

- Teaching and Learning Policy
- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy
- Charging and Remissions

## **CONTACTS**

Headteacher: Mary Baker

Educational Visits Coordinator: Rebecca Stock

This policy is reviewed every two years by the Governors' Health and Safety Committee.