

**KETTLESHULME ST JAMES  
CE (VA) PRIMARY SCHOOL**

**EDUCATIONAL  
VISITS POLICY**

**Autumn 2024**

**Review Date: Autumn 2027**

**Non Statutory Policy – Teaching and  
Learning Committee**

## **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. We believe as a school that this hands-on experience is part of the 'Cultural Capital' that we can offer children. Educational visits are an essential element of good primary practice. As a school we promote the Social, Moral, Spiritual & Cultural (SMSC) and we believe school visits embed all of these qualities.

## **Purposes**

Educational visits can provide stimulus and support to work 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.

Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised and is not simply a day out of school.

## **Guidelines**

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

All teaching staff have attended training sessions showing them how to use the Cheshire East Evolve system. This system ensures that all visits are planned effectively considering all aspects of a visit. Before taking children on an educational visit, a Risk Based Assessment (RBA) must be completed and attached with the Evolve file. The Educational Visits Co-Ordinator (EVC) must then give their approval before passing it on to the Headteacher who is able to give their consent. Should a visit require Local Authority approval, it must be submitted four weeks in advance of the visit. Visits that require this extra consent are those that will incur dangerous activities, including being near water and overnight stays. When planning a residential visit, the Headteacher should be consulted before booking to ensure that the price and location are acceptable. Most trips will require a voluntary contribution from parents in order to cover the cost of transport/entrance fee etc. The School work hard to ensure that the costs of trips is always kept to a minimum and that parents are given enough notice so that they can pay in installments if needed. School will always offer financial support to those parents who may need help funding the cost of a visit, and where applicable Pupil Premium funding may be used.

## **Headteacher**

The Headteacher will ensure that:

- A suitable group leader has been allocated
- The EVC is fully trained
- The risk assessment is complete and has been submitted on EVOLVE and that it is safe to make the visit
- The Group Leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively
- All staff members and regular volunteers on the visit have appropriate Cheshire East DBS checks
- The mode of travel is appropriate
- Travel times out and back are known
- There is adequate and relevant insurance cover
- They have the address, phone number of the visit's venue, and have a contact name
- They have the names of all the adults and pupils in the travelling group
- If it is an overnight stay, they have contact with the members of staff to maintain contact and

- ensure there are no problems
- They provide their own emergency contact details for overnight stays
- They have given their approval for the visit using the Evolve system

### **Administration Officer**

The Administration Officer must:

- Put together a 'visit pack' for the Group Leader
- Ensure that consent has been given for all children and relevant paperwork has been completed (medical forms etc)
- Ensure that all adults who are involved with the trip have a DBS or/and have completed the relevant paperwork from the Volunteer Policy

### **Group Leader**

One teacher, the Group Leader, is responsible overall for the supervision and conduct of the visit. This may be a shared responsibility if two classes are going on a visit. The Group Leader should:

- Carry out a pre-visit so that the risk assessment is accurate and up-to-date. This is necessary even when a teacher has been on the visit in previous years as changes may have occurred at a venue since the previous visit
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- Ensure the ratios suggested by Cheshire East are adhered to
- Ensure that Cheshire East's Form C or Form D has been completed for each child prior to the visit
- Know all the pupils proposed for the visit to assess the suitability of the visit
- Ensure that pupils understand their responsibilities whilst on the visit
- Ensure that there is a named if not qualified first aider on the visit
- Ensure that all medication required by children on the visit is taken in case of an emergency
- Submit the visit on Evolve for approval by the Headteacher, EVC and County if necessary

### **Other adults involved in a visit**

Other adults on the visit must:

- Have a current DBS check, unless they are a 'one-off volunteer' (please see our Volunteer Policy for more information). DBS checks should be checked before each visit, as legislation is liable to regular changes
- Receive a copy of the itinerary for the day and list of the children in their group
- Follow instructions from the Leader and help with control and discipline
- Complete a 'Next of Kin' form before leaving for the visit

### **Responsibilities of pupils**

The Group Leader should make it clear to pupils that they must:

- Follow the instructions of the Leader and other adults
- Behave sensibly and responsibly

Any pupils whose behaviour may be considered a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways.

## **Parents**

The Group Leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits. For each residential visit, a Parents' meeting will be held to give detailed information of what the children will need and what they will be doing. Teachers will take full responsibility for pupils at all times.

Parents must:

- Provide the Group Leader with emergency contact numbers
- Sign the consent form
- Give the Group Leader relevant information about their child's health, which might be relevant to the visit
- Ensure that their child has the appropriate clothing and any other items requested, or featured on the issued kit list if a residential

## **Risk Based Assessment**

A risk based assessment should always be carried out before setting off on a visit, using Cheshire East's Risk Assessment Form. The risk assessment should include the following considerations:

- What are the risks?
- Who is affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the Group Leader endeavour to ensure that these safety measures will be provided?
- What steps will be taken in an emergency?
- What is the acceptable ratio of adults to children for this visit? (See section on Ratios.)

The Group Leader should take the following factors into consideration when assessing the risks:

- The type of activity and the level at which it is being undertaken
- The location
- The competence, experience and qualifications of supervisory staff
- Pupils with special educational or medical needs
- The quality and suitability of available equipment
- Seasonal conditions, weather and timing

## **First Aid**

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad it is necessary to have at least one trained First Aider in the group. For visits where the venue has its own First Aider, a member of school staff should be allocated as the First Aider so the children know who to go to first if they have a problem but they do not require a qualification.

Each teacher should take with them a small first aid kit in case of emergency, although most venues will have a more comprehensive one, which can be accessed. The contents of a first aid kit will depend on what activities are planned. First aid should be available and accessible at all times. If a First Aider is attending to one member of the group, there should be adequate first aid cover for the other pupils.

## **Ratios**

As general guidelines, the following ratio of adults to children should be used:

Reception: At least 1:6 although it will depend on the location and nature of the visit.

Years One to Three: 1:6

Years Four to Six: 1:15

Regardless of these suggested ratios, each visit will be assessed individually through the school's risk assessment procedure for educational visits.

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents with appropriate clearance may be used to supplement the supervision ratio. They should be carefully selected and ideally, they should be well known to the school and the pupil group.

If the school is leading an adventure activity, such as canoeing, the LA or Governing Body must ensure that the Group Leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Please note that this is not usually the case at Kettlethulme St James as external providers (usually from White Hall Outdoor Centre) lead our adventurous activities for us and all of the staff from the centre are suitably trained to do so. In addition to this Forest School sessions are only ever led by Level 3 trained Forest School Lead Practitioners.

### **Pupils with special educational and medical needs**

All children will have the same access to each educational visit, where possible. Every effort should be made to accommodate the physical and medical needs of all children whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

### **Local Visits (including off-site Outdoor Learning and Forest School sessions)**

All parents are asked on an annual basis at the start of the year (or when the child joins our school), for permission to allow their child to visit the local area. Permission is given electronically and then collated by our Administration Officer. The 'local area' is identified in the 'Local Area Visits Policy' which is shared with parents each year. Parents are made aware of when their child will be leaving the school site via an email or letter. Each time a group/class of children are taken off site the Group Leader will be asked to enter a set of details (number of children, Group Leader, date, time out) on EVOLVE. Please see the Local Area Visits Policy for more information.

### **Sporting Activities**

One generic risk assessment should be completed at the start of the year for each sporting activity to take place off site e.g. football matches, swimming, cross country. Parental consent is sought, on an annual basis, at the start of each year (or when the child joins our school) for pupils to be taken off site to attend sporting events. Consent is given electronically and then collated by our Administration Officer.