



**“LET YOUR LIGHT SHINE”**

**MATTHEW 5:16**

## **Educational Trips and Visits Policy**

**Date: October 2025**

**Review : October 2028**

# **Barton St Peter's Church of England Primary School**

## **Educational Trips and Visits Policy**

### Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day, but on occasions, take place after school.

### **Aims**

The aims of our off-site visits are to:

- Enhance curricular and recreational opportunities for our pupils;
- Provide a wider range of experiences for our pupils than could be provided on the school site alone;
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments;
- 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);
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence;
- Greater sense of personal responsibility;

- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.

### **Curriculum links**

For each subject in the curriculum, there is a corresponding programme of activities (which includes visits to the school by specialists). The list below is not exhaustive and subject to change to match needs of cohorts.

Literacy - theatre visits, visits by authors, poets and theatre groups, visits to the local library;

Science - use of the school grounds, visits to Water's Edge, visit to Yorkshire Wildlife Park

Mathematics - use of shape and number trails in the local environment;

History - castle visits, study of local housing patterns, local and national museums;

Geography - use of the locality for fieldwork, visit to a beach, town trails;

Art and design - art gallery visits, use of the locality, external visitors;

PE - a range of sporting fixtures, extra-curricular activities, visits by specialist coaches;

Music - a variety of specialist music teaching, visiting musicians, concerts for parents to hear

Design and Technology - visits to local factories, design centres and a local secondary school;

ICT - its use in local shops/libraries/secondary schools etc;

RE - visits to local centres of worship, visits by local clergy, visits by other faith leaders;

PSHE and citizenship - visit to the fire station or an old people's residential home, visits by local police officers and health workers, etc.

## **Residential Activities**

Children in Upper Key Stage 2 have the opportunity to take part in a residential visit to Whitby and to London. The residential visits enable children to take part in outdoor and adventure activities, as well as having links with PSHE, Science and Geography. We undertake these visits only with the written agreement of the LA.

As these trips fall outside of the National Curriculum where non-attendance will not impact on curriculum engagement, the school leadership team reserves the right to withdraw these trips for any children whose behaviour could cause risk to themselves, other children or staff. Parents will be informed at the time of booking that this is the case. In the event that a place is withdrawn, a full refund will be made.

As these trips fall outside of the National Curriculum where non-attendance will not impact on curriculum engagement, full payment will be required.

## **Other Extra Curricular Activities ( eg Sporting events)**

A wide range of extra curricular activities are offered by the school such as trips to inter school sports, live sporting events and live theatre. The school will ensure that all children have opportunities to participate in these however it must be noted that attendance at such events will be subject to children demonstrating a high standard of behaviour and a positive attitude in school time. The school reserves the right to withdraw access to these events if it is thought that behaviours could be a risk.

## **How Visits may be Authorised**

The EVC will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The school's educational visits coordinator, will be involved in the planning and management of off-site visits. She will:

- Ensure that risk assessments are completed;

- Support the headteacher and governing body in their decisions on approval;
- Assign competent staff to lead and help with trips;
- Organise related staff training;
- Verify that all accompanying adults have had satisfactory DBS checks,
- Make sure that all necessary permissions and medical forms are obtained;
- Keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA, associated risk assessments and this policy. All off-site activities must take place in accordance with the LA's instructions.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the EVC via Evolve before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Staff arranging the visit are responsible for ensuring staffing ratios can be met before any commitment is made.

**These ratios are minimum** - actual ratios must be determined by a process of risk assessment keeping in mind that staff providing 1:1 care do not count in the overall ratio

EYFS 1:3

Year 1 and 2 1:6

Year 3 and 4 1:8

Year 5 and 6 1:10

RESIDENTIALS 1:8

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the headteacher will seek the approval of the governing body and the Local Education Authority before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment. This will also apply to residential visits.

**\*\*Please note** that as residential trips fall outside of the National Curriculum where non-attendance will not impact on curriculum engagement, the school leadership team reserves the right to withdraw these trips for any children whose behaviour could cause risk to themselves, other children or staff. Parents will be informed at the time of booking that this is the case. In the event that a place is withdrawn, a full refund will be made.

## **Risk Assessment**

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue wherever this is reasonable, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of

year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve.

An activity will have sufficient adults taking part to provide the correct ratios (see Appendix 1). Any trip will require a minimum of two adults per class.

The risk assessment must also cover transport to and from the venue.

Risk Assessments are provided by Evolve but these may need to be adapted for specific venues / circumstances.

The group leader will double-check that all adults helping to supervise the trip have been subject to DBS checks.

A copy of the completed risk assessments will be uploaded to Evolve to be approved by the EVC. A copy of the risk assessment will also be shared with all adults supervising the trip.

### **Transport**

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches approved by the LA fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal DBS checks.

### **Communication with Parents**

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission before a child can be involved in any off-site activities. For local walks this is included in the general permissions signed when a child starts school at Barton St Peter's.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This is made clear to parents in all correspondence about an educational visit at the planning stage. In the event that enough contributions are not received, a trip may be cancelled.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

### **Further Health and Safety Considerations**

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are

necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of the trip, the party leader should discuss with the headteacher the possibility of making additional arrangements for that child. This may include the child not being able to attend the trip or that parents need to attend to support. ( see previous section regarding behaviour)

Adequate first aid equipment must be taken on all trips with one set per coach / group.

### **Monitoring and Review**

Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the visit leader(s) and the EVC or Headteacher regarding the outcome of the visit.

This policy is monitored by the governing body and will be reviewed every three years, or before if necessary.

