



Kilnhurst St Thomas C of E Primary Academy

Educational Visits Policy

Date of Policy Autumn Term 2024
Date of Policy Review Autumn 2025



1. Statement of Intent

This policy applies to any visit that leaves the school grounds, whether as part of the curriculum, during school time, or outside the normal school day.

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Kilnhurst St Thomas' CE Primary Academy a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- 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).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e., encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

2. Employer Policies and Procedures

In addition to this Educational Visits Policy, Kilnhurst St Thomas' CE Primary Academy:

1. Adopts the Local Authority's (LA) document: 'Learning Outside the Classroom (LOtC) and Educational Visits Policy and Guidance' (All staff have access to this via EVOLVE).
2. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (i.e. this document) and the Local Authority policy. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

3. Approval Process

The approval process is as follows for each type of visit:

1. Local visits follow the Local Learning Area' policy (**Appendix 1a**). These are entered on EVOLVE via the Local Visits function for notification/for approval by the EVC.
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE and should be submitted to the EVC for checking at least **2 months** in advance, and then forwarded to the Head.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous'). These are entered on EVOLVE and should be submitted to the EVC for checking **2 months** in advance, and then forwarded to Head. Applications should then be submitted to the LA 20 working days in advance.

The Visit Leader to complete the Visit Request form (See appendix 1b) and submit to the Head of School at least 8 weeks prior to the visit.

4. Roles and responsibilities

Visit leaders are responsible for the planning and booking of their visits. They should obtain outline permission for a visit from the Head Teacher prior to planning, and certainly before making any financial or other commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements. It is good safeguarding practice for the visit leader to have visited the venue prior to the visit.

The Educational Visits Coordinator (EVC) is responsible for entering the visits on EVOLVE. They will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher has responsibility for approving all visits. Type 3 visits are work flowed via EVOLVE to the LA.

Booking procedures

At least 8 weeks prior to visit

Visit leader provisionally books visit and completes “Visit Request Form” (See appendix 1b) and relevant risk assessments – submits all to Headteacher



Headteacher checks date, staffing, cost and risk assessments (do they take into account individual needs). Puts in school diary.



EVC costs/ books transport.
Upload relevant information on the Evolve website.



At least 7 weeks prior to visit

Email sent out to parents and payment scheme on Arbor started. FSM families contacted and asked whether they want to use their £50 from school money account.



At least 14 days prior to visit

Final reminder for parent to pay



7 days prior to visit

SBM check payments received. In collaboration with HT decide whether the visit will go ahead or will be cancelled due to lack of parental contributions.
Visit Leader and families will be notified of decision and reimbursed if required. .

5. Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will consider the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Records will be kept via EVOLVE of induction, training, relevant qualifications, and competence.

There will be sufficient staff to cope in an emergency and generally. Our minimum staff/ adult to pupil ratios are as follows:

- Residential: **1:8**
- FS2 / High risk: **1:6**
- Y1 – Y3 Day trip visits: **1:8 (preferable 1:6)**
- Y4-6 Day trip visits: **1:15 (preferable 1:10)**

6. Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (**see Appendix 2**). All staff on visits are made aware of this plan.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from DSAT.

7. Volunteers

Any volunteers who accompany a visit or activity will be vetted and be directly supervised by a member of staff. If volunteers are to have substantial unsupervised access to young people, then an enhanced DBS disclosure will be obtained, and they will undergo induction and training in their role and responsibilities. Reference should also be made to the safeguarding and school volunteer policy.

See **Appendix 3a** for guidance for parents and carers who are supporting an educational visit. See **Appendix 3b** for Educational visits parent/ helper agreement.

8. Parental Consent

Parents are asked to complete a whole school career consent form (**See Appendix 4**) at the when their child starts attending St Thomas, this gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays.

Parents will be informed of activities by email/ letter (**See Appendix 5**) and will have the opportunity to withdraw their child from taking part.

Medical information: We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

9. Inclusion

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to the school's SEND policy.

10. Behaviour

Appropriate behaviour is essential for the smooth running of learning beyond the classroom activities and ensures that effective memorable learning can take place.

To ensure pupils are easily identifiable, they should wear **the school polo shirt/ jumper**. Pupils may be given a wristband with the school logo and contact details on, which must be worn at all times.

Young people, parents and carers will be made aware of the code of behaviour, expectations of young people and sanctions which may be invoked should the code be breached.

In addition, parents and carers will be made aware of their responsibilities for removing/collecting young people in prescribed circumstances.

Reference should also be made to the school's behaviour policy.

11. Charging / funding for visits

- The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging trips.
- Money for school trips will always be paid directly to the school using the Arbor APP or in cash. Under no circumstances should school trip money be processed through personal accounts.

- All emails/letters to parents regarding school trips will include a clause explaining what will happen in the event that the trip is cancelled or a pupil cancels their place on the trip.
- In the event that the trip is cancelled due to insufficient voluntary contribution or unforeseeable circumstances, it is at the Head of School/ Executive Headteacher's discretion as to whether a refund is given to parents.
- Where a pupil has previously cancelled a space on a school trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.
- The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally.
- Any charge made in respect of pupils will not exceed the actual cost of providing the trip divided equally by the number of pupils participating.
- Any excess of expenditure will be subsidised by the school fund.

12. Insurance

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence.

All visits are covered by the school's insurance for visits policy.

13. Evaluating trips and visits

Following an educational trip/visit, it is good practice for the Visit Leader to complete the evaluation form (**See Appendix 6**) and share with the Headteacher.

Based on this assessment, recommendations will be made to improve future trips and visits.

14. Monitoring

The effectiveness of this policy will be monitored by the Head of School

Appendix 1a – Local Learning Area

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- Must be recorded on EVOLVE via the 'Local Area Visit' module.
- Parents have previously signed local visit consent form for school career, therefore only need to be notified of the visit.
- Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head, must give verbal approval before a group leaves or notification/approval given via Local Visits function on EVOLVE.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A mobile phone is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g., gloves, goggles)

Appendix 1b



Kilnhurst St Thomas' C of E Primary School School Visit – Summary Information



(All visits must be costed accurately to ensure they are financially viable. If insufficient voluntary contributions are received it may need to be cancelled.)

For completion by the Visit Leader at <u>least 8 weeks</u> prior to the visit date.			
Visit Leader			
Date(s) of the visit: (Please try not to book visits on Mondays wherever possible)		Timings of the visit:	
Venue: <small>Including address and contact number/ name is possible</small>			
Class(es):		No of FSM children in class	
No of Children		Cost per child	
No of Adults		Cost for adults	
Deposit paid		Total cost of venue	
Cancellation date			
Staff Names:	Cover that needs to be arranged		
Other Adults	Appendix 3 from policy: Educational visit parent/ helper guidance and agreement shared and signed. (Please tick)		
Ratio guidance	FS2 / High risk: 1:6 Y1 – Y3 Day trip visits: 1:8 (preferable 1:6) Y4-6 Day trip visits: 1:15 (preferable 1:10) Residential: 1:8		
Checklist to complete before submitting to Head of School (Tick or cross)			
Bespoke risk assessment attached with this form			
Letter to parents attached with this form to be emailed			
Has the visit leader been to this venue before?			
Sandwiches (for FSM children) booked via school office			
Approved and signed by the Head of School:			

For completion by the EVC/ School Office at <u>least 7 weeks</u> prior to the visit date.	
<u>1st quote from</u> Total Price £ _____	<u>2nd quote from</u> Total Price £ _____
<u>3rd quote from (if applicable)</u> Total Price £ _____	<u>4th quote from (if applicable)</u> Total Price £ _____
Name of company and contact number	
Confirmation from coach company received from coach company	
Time depart from school	
Time depart from venue	
Cost of full visit	
Checklist for EVC/ School office to complete (Tick or cross)	
Evolve form completed and submitted	
Arbor payment is set up	
FSM families are contacted (£50 school fund)	
Two weeks before visit	
Reminder to pay sent out	
One week before	
Head/ Visit Leader/ EVC agree whether the visit goes ahead or is cancelled. (See school policy for protocol)	

Appendix 2 – Emergency Procedure

For further guidance on emergency procedures see [National Guidance Emergencies](#)

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.

4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from DSAT if the incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'local learning area', the visit leader will carry an emergency procedure reminder. See *National Guidance* [4.1c Emergencies and Critical Incidents - Guidance for Leaders](#)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

Appendix 3a – EDUCATIONAL VISITS PARENT HELPER GUIDANCE

Educational visits are an integral part of learning at Kilnhurst St Thomas' Primary Academy and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper. You will have an important role to play in the success and safety of the school trip.

This document sets out what we do to make off-site trips successful and safe. It forms part of our school's off-site visit planning and risk assessment.

Please sign and return the form at the bottom of this agreement and return to the school in advance of the trip.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group.
- To stay with your allocated group of children at all times ensuring that their well-being and safety is maintained for the total duration of the school trip.
- To stay with school staff except where the teacher has asked volunteers to lead separate groups within agreed boundaries and periods of time (e.g., to view museum exhibits in small groups).
- To promote polite, respectful and courteous behaviour towards each other and members of the general public.
- To ensure that the group you are with keep up with the body of the school visit party, be it walking, entering or exiting from transportation, or following speakers for the trip.
- To contact your child's class teacher/school member of staff if there are issues with first aid, safety and/or behaviour.

Working alongside School Staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff.
- Show commitment to their group and an interest in the focus of the visit
- Assist children in their learning by helping them to read signs/labels/information, and by asking questions that encourage children to think and reflect on the experience.
- Follow any further guidance from the school staff.

What is not permitted Volunteer helpers are not allowed:

- to leave the visit site/premises.
- to bring additional siblings on the school trip.
- to re-organise school visit groups.
- to smoke, drink alcohol or engage in any illegal practices.
- to take photographs of children.
- to give / buy their group any treats - e.g., ice-creams, biscuits, sweets, or any other gifts - before, during or after the school trip.

Volunteers will be under direct supervision of school staff and will not be allowed to carry out duties - such as escorting children to the toilet (unless essential in the circumstances) or leading a small group of children - without a member of the school's staff explicit instruction.

First Aid

You will be informed if any child in your group has medication / needs. If medication needs to be administered, this will be done by a trained member of staff.

Emergencies

You will be given the number of the mobile phone(s) being used by the Visit Leader. Inform a member of staff as soon as possible if you become separated from the rest of the school party or encounter any problems by mobile phone or call the school directly on 01709 570297 if necessary.

Appendix 3b
EDUCATIONAL VISITS PARENT HELPER AGREEMENT

Dear Parent/Carer

We really appreciate your support for Kilnhurst St Thomas' Primary Academy and thank you for helping make our off-site visits run smoothly.

Please complete the short form below. The completed form will be kept on file for future visits and will be retained in line with the school GDPR policy.

Thank you

Your Name	
Child's Name	
Relationship to child	
Your mobile phone number	
Emergency Contact	Name:
	Telephone Number:

	Relationship:
Details of any disability, health or medical information that our first aider should be aware of, or which may affect your participation in the trip.	

- I confirm that I have read and will abide by the guidance in the Educational Visits Parent Helper Guidance
- I have signed the Volunteer/Student Confidentiality Agreement
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Name	
Signature	
Date	

Appendix 4 Whole School Career consent form

School Career Consent form.

By signing this form you will be giving your child consent to attend all visits for the duration of the time your child is attending St Thomas' Primary Academy.

Please sign and date the form below if you are happy to give consent for your child,

(Child's Name) _____

- a) To take part in school trips and other activities that take place outside school premises; and

Signature _____,

- b) To be given first aid or urgent medical treatment during any school trip or activity if necessary.

Signature _____,

Please note the following important information before signing this form:

- All trips and activities are covered by this consent – **with the exception of (not including)**
 - residential trips, or visits which take place during the holidays or over a weekend.
 - Adventure activities at any time.
 - Off-site sporting fixtures outside the school day.
- 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.

Medical information

Details of any long term medical condition that my child suffers from and any long term medication my child should take during off-site visits:

.....
.....

Signed..... **Date**.....

Appendix 5 Visit information template

(Date)

Dear Parents/ Guardians,

Arrangements have been made for year ____ to visit _____ as a part of their topic work.

During the day they will take part in _____(What activities will the children have).

The visit will take place on ____ (Date) Tuesday 6th September and we will travel there by____ (minibus/coach.)

We will be leaving school at ____ am, therefore children need to be in school promptly for registration. The day finishes at approximately ____pm, therefore children should be back in school for normal pick up.

Children should wear their normal school uniform and will need a packed lunch and drink (no glass bottles). If your child is entitled to a free school meal, you can order a packed lunch from the office; this should be ordered by (date).

The cost of the visit is ____ per child. School are subsidising the cost of the visit, therefore we are asking for contribution of £12 towards the cost, which should be paid using the Arbor Parent Portal by _____(Date, the week before the visit). **Consent must be given via the Arbor Parent Portal.**

In view of advice received from the Department of Education, I have to inform you that payment for the visit is at the discretion of the parent and that any contribution will be viewed as being voluntary. It is important for me to stress, however, that in the event of an inadequate number of parental contributions being received, it will not be possible for the visit to take place. A decision of whether the visit will “go ahead” or not will be made by the Head of School one week prior and you will be notified of any cancellation and the refund process at this time.

I do hope that you will be able to offer your support to school in our endeavours to offer broad educational experiences to our children and that you will feel able to forward a contribution to cover the cost of your child’s participation in the visit.

Thank you for your continued support.

Appendix 6 Visit evaluation



Kilnhurst St Thomas' C of E Primary School School Visit – Summary Information



To be completed following the visit and a copy handed to the Head of School.

For completion by the Visit Leader

Visit Leader			
Date of the visit:			
Venue:			
No of Children		No of Adults:	

Transport Evaluation

Time departed school:		Arrival at Venue:	
Venue departure time:		Arrival at school	

Incidents to note

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Venue Strength (Recommendations)	Venue Weaknesses (points to avoid in future visits)

Any incidents to note (eg injury, behaviour and procedures by staff)

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