



St Anne's RC Primary

'We Grow Together in God's Love'



Educational Visits Policy

Mission Statement

We grow together as a Catholic Faith Community, as we follow and promote Gospel values in all we do. We grow together in wisdom, as we encourage each child to achieve their full potential, academically, spiritually and socially and in a spirit of confidence. We grow together in respect, friendship and responsibility, as we reach out to those in our wider community.

We Grow Together in God's Love.

Rationale

'We seek to encourage each child to develop his or her individual abilities: spiritual, academic and social, as fully as possible and in a spirit of confidence.'

Introduction

At St Anne's RC Primary School, we believe that trips, visits, and off-site learning experiences are integral to our curriculum. These excursions provide memorable learning opportunities that enhance our children's education in ways that cannot be replicated in the classroom. We are committed to using school visits as a positive tool to foster independent, investigative learning and to broaden our pupils' understanding of both the local and wider world.

Responsibilities

The responsibility for educational visits lies with the Governing Body, Headteacher, and the Educational Visits Coordinator (EVC). However, all staff members share the responsibility to:

- Take reasonable care of their own and others' health and safety.
- Cooperate with their employer.
- Carry out activities in accordance with training and instructions.
- Inform the employer of any serious risks.

This policy aims to provide guidance and support to staff in planning and organising all off-site activities, ensuring the health and safety of our children.

Definition of Educational Visits

For the purposes of this policy, an **educational visit** encompasses any educational, cultural, or sporting activity that requires pupils to leave the school premises, authorised by the Headteacher. This includes:



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- Visits to local points of interest.
- Day trips to museums, galleries, and educational sites.
- Forest School activities.
- Sporting events, including swimming sessions.
- Outward bound and adventurous activities.
- International trips.

Aims and Expectations

At St Anne's RC Primary School, we recognise the importance of educational visits and extra-curricular activities in enriching our children's learning experiences. Each class typically undertakes one educational visit per term, carefully selected to align with the curriculum and enhance learning. Additionally, teachers may arrange further visits throughout the year, subject to senior leadership approval and covered by the annual £40 donation from parents. We also organise optional ad hoc events, which may incur additional charges, designed to provide enriching experiences that either enhance cultural capital or directly link to curriculum topics.

Inclusivity is a core principle of our activities, ensuring that all children, regardless of their needs, ethnicity, gender, or religion, have equal opportunities to participate. Through our commitment to these educational experiences, we aim to support the academic and personal growth of every child, fostering well-rounded individuals who are prepared for future challenges.

Planning and Preparation for a Trip

The Educational Visits Coordinator (EVC)

All off-site activities must receive EVC approval at least **two weeks** prior to the trip unless it is a response to an unexpected educational opportunity. Ideally, educational visit dates will be set at the beginning of the calendar year to facilitate ticket and transport bookings.

Procedure for Organising Trips

To ensure best practises in arranging school trips, the following steps should be adhered to:

1. The office will coordinate with class teachers and/or phase leaders to book the trip on the agreed date(s).
2. Office staff will calculate a cost per pupil, including transport and insurance.
3. Confirmed dates will be entered into the school electronic diary.
4. If school lunches are affected, kitchen staff will be notified.
5. The EVC must receive the 'Educational Visits Risk Assessment Form' at least **two weeks** before departure, available on the shared drive under "Staff; 22. School visits and Forest School Risk Assessments; Generic Risk Assessment." And upload to the online EVOLVE portal.



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6. Parents will be informed of trip dates in advance, accompanied by an online consent form.
7. Payments will be processed directly through the school website.

Risk Assessments

A comprehensive risk assessment must be completed **two weeks** prior to the trip and approved by the EVC using the school's risk assessment template. Existing risk assessments can be evaluated and updated, including those from previous trips and generic assessments provided by the venue.

The risk assessment must address specific medical issues, additional support for individual children, and details of adult helpers. Copies should be taken on the trip and filed with the EVC.

Parental Consent

Parents will be informed of all trips via email, with detailed letters outlining the necessary information. Parents will receive an email from Oldham LA (Evolve) requesting permission. Permission will need to be granted to take part of the trip.

Specific permission will be requested for:

- Residential trips (e.g., Robinwood).
- Adventure trips (e.g., outward bound) or long journeys.
- Trips occurring outside of school hours.

Adult-to-Pupil Ratios

Each trip will undergo individual risk assessments to determine the appropriate level of adult supervision. The following minimum adult-to-pupil ratios will be adhered to:

- EYFS classes: **1:8**
- Years 1 – 2: **1:8**
- Years 3 – 6: **1:10**
- Adventurous activities: **1:10**
- Residential visits: **1:10**

For children with an Education Health Care Plan (EHCP), the same level of support they receive during the school day will be provided during trips. If a child typically requires 1:1 support, the accompanying adult will not be included in the adult-to-pupil ratio.



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Residential Trips

For residential trips, a parents' meeting will be held well in advance to provide relevant information, including payment plans. Special equipment or clothing requirements will be communicated, and emergency contact information will be collected from parents.

We will ensure that adults of each gender accompany children on residential visits.

Payments for Trips

Parents will be asked for an annual donation of **£40** to cover all school trips and visitors for their child's class (excluding the Year 6 residential trip). Payments are made online via the school website. For higher-cost residential trips, payment plans will be available.

Behaviour on School Trips

The school's Behaviour Policy applies to children during off-site education. Expectations for behaviour are heightened as children represent our school. Pupils are expected to show courtesy to the public, listen to accompanying adults, and actively participate in all trip activities. Behaviour expectations will be reiterated before each visit.

Trip Safety

The safety of pupils during off-site visits is paramount. All supervising adults must understand their duty of care. The school's Safeguarding Policy will be enforced during all off-site activities. The following measures will be taken to ensure safety:

- An adult of each gender will accompany mixed groups, if possible.
- First-year ECTs will be accompanied by an experienced staff member on their first visit.
- At least one supervising adult will be first aid trained
- For EYFS trips, a paediatric first aider must accompany the children.
- Supervising adults will be briefed on any special medical needs of pupils.
- First aid kits and any necessary medications (e.g., asthma inhalers) will be taken on the trip.
- Children will be instructed to stay with their partner/group/adult helper.
- Adult helpers must be staff members or school governors or volunteers. Volunteers without enhanced DBS will be accompanied by the class teacher
- Adults must not travel alone with a child in their vehicle.
- Adult helpers will receive written briefings outlining their responsibilities and contact information.



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- When walking, children will line up in pairs (or single file if necessary) with staff at the front and rear.
- Regular headcounts will be conducted.

Transport Arrangements

All transport arrangements must be approved as part of the visit planning process to ensure safety and compliance with school policies.

Use of Staff Cars

The use of staff cars for transporting children requires prior approval. Staff must adhere to the following guidelines:

1. **Driving Licence:** Present a valid and clean driving licence. If there are any endorsements, approval from the Headteacher is required before driving.
2. **Insurance Coverage:** School will provide additional business use insurance that includes cover for transporting students during work hours.
3. **Seatbelt Compliance:** Ensure that all students wear seatbelts during journeys.

Coaches and Minibuses with Drivers

- Coaches and minibuses must be booked through the school finance office. This process ensures that all vehicles meet the required safety standards and helps secure the best value for the school.

Taxis

- Taxis should also be booked through the school finance office to guarantee compliance with safety standards and to ensure cost-effectiveness.

Emergency Procedures

The trip leader must complete the Emergency Arrangements section of the Risk Assessment Form prior to any educational visit. In case of a medical emergency, one staff member will accompany the affected child for treatment while others supervise the remaining group. The school will be notified, and they will inform parents.

If a child becomes separated from their group, they will follow these steps:

1. Wait for the trip leader to retrace their steps.
2. If left on public transport, they should disembark at the next station and wait.
3. Speak only to uniformed adults (e.g., TfL staff, police) but not accompany them.

The trip leader and another staff member will search the immediate area. If the child is not found within **20 minutes**, the trip leader will contact the school office for assistance. If the child remains missing after **30 minutes**, the police will be contacted, and all relevant information will be provided to facilitate the search.

Following any incident, the Headteacher and Senior Leadership Team will conduct a thorough investigation to understand the circumstances and revise risk assessment procedures as necessary.