At Claypool everyone is valued, inspired and nurtured on their individual journey of success.

Educational Visits Policy

Policy lead: B. Matthews

Last interim review by the Policy Lead	Autumn 2026
Last full review by the Policies Committee	Spring 2026

Next interim review by the Policy Lead	Autumn 2027
Next full review by the Policies Committee	Spring 2029

Rational

Claypool Primary School has a strong belief in the value of learning beyond the school day and out of the school premises. We demonstrate this by taking part in carefully planned educational visits.
We provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Purpose

Educational Visits can provide incentive and support to work being covered as part of the school curriculum. It may be that a visit provides an effective introduction to a learning theme; alternatively teaching staff may decide to use an educational visit at any time during a theme to enhance and support learning.
Teaching staff must ensure that the educational benefits to the children are identified, maximised and recorded where appropriate on the EVOLVE format (Local Authority database).

Guidance

The school has formally adopted, through its Governing Body, the Bolton Council Guidance for Educational Visits and Off-site Activities. This School Visits policy supports the Local Authority guidance and sets out how our educational visits will be developed, planned and managed.

Approval, Procedure and Consent

The Headteacher has nominated Ben Matthews as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. This person will be given sufficient time and resources to carry out the role.
The Chair of Governors is aware of Educational Visits taking place via Evolve system.
All prospective visits are discussed with the EVC prior to further planning

Before confirming the trip, the trip organiser will also complete a cost form for the Headteacher to approve.

Low risk and routine visits will be approved by the Headteacher. These visits must be submitted at least 10 days before the visit takes place. All higher risk activities (adventurous, residential, and overseas) will be submitted to the LA 4 weeks prior to the visit for approval.
There will be a named Group Leader (and where appropriate, deputy) on all visits.

Types of visits and levels of organisation

Through our Evolve portal, trip organisers can submit two types of form: 'local area visit forms' and 'visit forms'. As agreed with the headteacher, and in consultation with the local authority, we have agreed that staff can make this distinction between the two forms:

Local area Visit forms	Visit Forms
Local to the school Undertaken often where full knowledge of the location and activities are known by staff (e.g. park visit, local church visit, library, venues within walking distance, local activities done within core school hours etc.) These should be visits within Bolton boundaries and not leaving the borough.	Out of borough Limited knowledge and understanding of the trip, which could have further safety implications Residential, O and A visits

Where the organiser is querying which visit form to fill out, they should consult the EVC. For regular sport activities in which small groups are competing in sports events organised by a reputable PE/sporting body, a local trip form can be made.

Written parental consent will be sought for all educational visits and residential or adventurous activities. This will confirm that parents have understood the purpose, estimated cost and arrangements for the visit. In this school it will be the responsibility of the group leader to issue the letter, following approval from the Headteacher.

Responsibilities

Governors

The Governing Body will satisfy themselves that appropriate safety measures are in place and that staff have been trained to undertake their role.

Chair of Governors and Headteacher

The Chair of Governors and Headteacher will have access to each educational visit via EVOLVE. They will process each EVOLVE application to ensure visits are safe and organised sufficiently. Offer guidance and support when required.

Educational Visits Co-ordinator (B. Matthews)

The EVC oversees the process of educational visits by supporting group leaders, offering advice and ensuring the EVOLVE system is informing necessary parties.

Planning off-site visits

The Group Leader is responsible for planning the off-site visit that they are leading. The Headteacher/EVC must be satisfied that the person planning the visit is competent to do so and has the necessary experience.

The Group Leader must agree all plans with the Headteacher/EVC.

Preliminary Visits

Wherever possible and with agreement from the Headteacher, Group Leaders will undertake a preliminary visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- ensure that they are familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, the Group Leader will contact the venue, seeking assurances about the venue's appropriateness for the visiting group.

Risk Assessment

It is the responsibility of the Group Leader to carry out risk assessments covering all aspects of the proposed visit which must be approved by the EVC or the LA (for more adventurous trips). Venues should forward a Risk Assessment of their venue to be added to the EVOLVE document before the visit

On-going risk assessment will be completed by the Group Leader throughout the trip to ensure that hazards are monitored and appropriate safety measures are put in place.

It is the responsibility of the Group Leader to ensure that all accompanying staff are familiar with the risk assessment and to continue to brief staff throughout the trip.

Staffing

We will ensure that, during any visit there is a sufficient ratio of adult supervisors to pupils. To do this we will consider various factors, including the age of the group, the nature of the activities, the duration, type of journey and the medical needs of any pupils within the group.

Requirements for the ratio of adults to pupils will be a least:

SEN Unit	1:2
Foundation Stage & Key Stage 1	1:6
Lower Key Stage 2	1:8
Upper Key Stage 2	1:10

When there are children with SEND the ratios may decrease accordingly. Where adult volunteers are used, the School will ensure that (where appropriate) DBS screening is undertaken e.g. overnight stays.

Accompanying staff and adult helpers will have the appropriate skills to support the Group Leader and understand the needs of the group. They will be briefed by the Group Leader before the visit and given a document informing them of the appropriate behaviour whilst on the visit. This form also informs them of the use of phones, taking pictures and the use of social media whilst on the visit. (See Appendix below.)

Children accompanied by their own family members

Particular consideration must be given to the specific hazards/risks and foreseeable issues this may cause. Children of persons staffing the visit should only be included if they are of similar age and/or ability as the other participants. Even so, it should be realised that a staff member who is also acting as a parent may have divided loyalties and demands upon their time, especially in an emergency. Staffing ratios will need to be adjusted where this is the case. The Headteacher with relevant staff member(s) who are participating in the visit, will consider the arrangements and ensure that parents do not lead their child's group if possible.

Competence to Lead

If the school is leading an adventurous activity, such as canoeing, the EVC, Headteacher and LA will 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. The Group Leader must ensure the activity provider provides an original, valid certificate and insurance details as proof of their competence and accountability in accordance with Adventure Activities Licensing Authority (AALA).

Communication

To ensure that all those involved in the visit understand their roles and responsibilities, the Group Leader will hold a briefing where they will ensure that staff are aware of any pupils who may require closer supervision. Teachers retain responsibility for the group at all times. Teachers are to use the visit check itinerary form.

Information to Pupils

The group leader must decide what information should be provided to pupils and how to present the information. They must be satisfied that the pupils understand key safety information. Pupils should understand:

- the aims and objectives of the visit / activity;
- background information about the place to be visited;
- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- why special safety precautions are in place for anyone with disabilities;
- what standard of behaviour is expected from pupils;
- who is responsible for the group;
- what to do if approached by a stranger;

- what to do if separated from the group;
- emergency procedures;
- rendezvous procedures.

Participation

Pupils whose behaviour is such that the group leader is concerned for their or others' safety, will be withdrawn from the activity. On residential visits the group leader will consider whether the severity of the incident warrants sending a pupil home early. Parents/Carers could be liable for any cost attached to this.
This information will be communicated to parents during briefing sessions for residential visits.

First Aid

For adventurous activities, visits which involve overnight stays or visits abroad, it is the policy of this school to have a minimum of 1 qualified first aider in the group. All adults in the group will know how to contact emergency services, including provision of mobile phones.
During a local visit the Group Leader will take with them:

- a suitably stocked first-aid travel bag;
- a person appointed to be in charge of first-aid arrangements.

Pupils with special educational or medical needs

We will work with parents to accommodate the needs of pupils' specific needs. We will give consideration to appropriate supervision ratios and additional safety measures that may need to be addressed at the planning stage.

In some circumstances, a child may need reasonable adjustments for a trip. For instance, if the child is considered to be at risk of harm/causing harm to others whilst riding on coach, a separate arrangement will be made in which the child must travel separately, and accompanied by their legal guardian. Such adjustments for children are details in their individual safety plans, which are available to all staff, and are saved on the school server. All reasonable adjustments are made in consultation with the head teacher, and parents are made aware of these adjustments as soon as they have been agreed.

Risk assessments completed for each trip should be done so with consideration of the educational/medical needs of the group and make explicit references to children's separate safety plans.

Communicating with Parents/Carers

The Group Leader will ensure that parents/carers are given information about the purpose and details of the visit and are invited to any briefing sessions for longer or more adventurous visits.
The Group Leader will explain to parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

We will ask parents to provide:

- the group leader with emergency contact number(s) if they are different to those held by school;
- a signed consent form.

Parental Consent

Claypool Primary School will seek annual consent for Educational visits (on/offsite) that take place within the school's normal hours and within walking distance, for example, visits to local amenities and environmental studies. If these visits are likely to extend beyond this, adequate advance notice will be given by the school.

Local swimming and sporting fixtures will require a standard letter given to parents/carers at least forty eight hours before an event.
For all other visits (i.e. adventurous, residential or overseas), consent will be obtained on an individual basis with much greater notice.
If parents withhold consent the pupil will not be taken on the visit. The curricular aims of the visit will be delivered to the pupil in some other way, wherever possible.
Pupils can only go on the visit if the signed consent form has been received.

Practicalities

Clothing

Wherever possible school uniform should be worn on visits, however for some activities alternative clothing may be more suitable i.e. tracksuit bottoms or trainers. In this case, children should also wear their school jumpers so that they can be easily recognised as part of our school.

Packed Lunches

If the children are out of school over the lunch time period, the kitchen staff must be informed at least two weeks prior to the visit.

Self-Drive Vehicles

Employees using their own vehicles for outdoor activities both with and without pupils as passengers, must ensure that they are covered by the terms of their own insurance policy for such use.
The Headteacher is responsible for ensuring that employees hiring or owning self -drive vehicles and carrying pupils as passengers, are competent drivers of such vehicles.

Equality of opportunity and funding

All children are equal and should a parent not be able to meet the cost of a visit this will not exclude the child from participating. Any visits out of school that require payment from the child's parents, will be taken as a voluntary contribution towards the cost. However, should the contributions not cover the cost of the visit then consideration will be given as to whether the visit can go ahead.
Staff will endeavour to keep the cost of visits to a minimum and ensure that the cost of a day visit does not exceed £20. If the visit is more than this, staff will need to discuss the viability of the visit with the EVC and Headteacher. There should be no more than one visit at this higher cost per term.

Emergency Controls

The school has developed emergency procedures for educational visits. These are amended as necessary for each visit.
The Headteacher or Deputy Headteacher (in the absence of the Headteacher) is the emergency school contact for each visit. All major incidents will be reported to this person, especially those involving injury or that might attract media attention.
The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact.

Appendix

Guidance on School Visits

Visit to: _____

Depart from school: _____ Return to school: _____

Thank you for volunteering your time to be part of our visit today. To ensure that the day runs as smoothly as possible please could you read the following notes.

As a parent on a school visit:

I am aware of the venue and times before I leave.

I have been made aware of any medical conditions and/or dietary needs of children attending this visit, if this is necessary.

In case of emergency, the lead teacher in charge is responsible for all, including my own child. If I become separated from the main group I will contact the school office on 01204 333426.

I know the range of activities that the children will participate in and I will support the children where required, or when directed to by the school staff.

With support of school staff, I will support a group which may not contain my own child.

I am contactable throughout the visit and, when necessary, I will be available to support the school staff.

I will not take photographs of children, other than my own, on the visit.

I will not share any photographs on social media.

If necessary, I will report any concerns I have during the visit to the Lead Teacher as soon as possible to ensure the safety of all children on the visit.

Signed by parent/carer _____