

Sharp Lane Primary School

Educational Visits Policy



Agreed by Governing Board	April 2025
Review date	April 2027
Responsible for this policy	Mark Bolton & Maisie Home



Aspiration, Belief, Commitment and Discovery

Educational Visits Policy

Introduction

Trips, visits and learning off-site are an essential part of the school curriculum at Sharp Lane Primary School. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, raise aspirations and to build their experience of the local and wider world.

Within school, responsibility for educational visits rests with the Governing Body, Headteacher/Designated member of SLT with authority to sign off visits and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy has been produced to offer school staff advice and support in the planning and organising of all offsite activities in order to ensure the health and safety of pupils.

Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Forest School
- Sporting activities including swimming sessions
- Outward bound and adventurous activities (day visits)
- Residential visits or trips with overnight stays

Aims and expectations

Most classes in the school will have one educational visit each term, although there may be fewer in Reception and Nursery. These trips are planned for a variety of reasons including; to support and broaden the children's understanding of the current topic; to hook learners in an engaging way at the start of a topic or visits can be used as part of an end of topic assessment. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this, there will be additional trips arranged throughout the year, such as sports, citizenship, and singing and to support with the delivery of the Sharp Lane Journey. All activities are available to all children irrespective of needs, ethnicity, gender or religion.

Planning and Preparation for a trip

The Educational Visits Coordinator

The school has three appointed Educational Visits Co-ordinators (EVC) Mark Bolton, Sarah Dean & Maisie Home whose role is to coordinate the planning and management of these activities using the EVOLVE system. In addition to this, the Headteacher (Rebecca White) and the Designated member of SLT with trip authorisation (Rachel Lambert) have both completed the Local Authority EVC training to ensure that trip planning is robust and meets statutory obligations.

All off-site activities must be approved by the EVC at least two weeks prior to the proposed date of the trip and uploaded onto EVOLVE, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to a significant event or rearranged sporting fixture. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable office staff to book tickets and transport as applicable and a note made of them on EVOLVE.

Procedure of trip planning

The best practice to be adhered to in the arranging of school trips is as follows:

- The Visit Leader will submit a proposal to the Headteacher before starting an EVOLVE notification. The EVOLVE notification must be submitted within the following timescale for each category of visit to the EVC. Exceptions are possible but MUST be cleared. From this point, the Headteacher will nominate an EVC to oversee the trip and the Trip Leader will add this meeting as a note to their Evolve form.

Category	Latest date for submission to the EVC
1. Regular Curriculum	1 week (recommended)
2. One offs	2 weeks (recommended)
3. Overnight, overseas, adventurous	6 week (mandatory)

- The business manager will calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered into the Whole School diary at least 2 weeks prior to the visit and details entered into EVOLVE. Where a significant cost is required to subsidise the trip this should be in at least a month before the visit.
- In cases where school lunches are affected, kitchen staff must be informed by the school office who will have been made aware by prompt and accurate communication from year group staff.
- The EVC must be informed and all necessary Risk Assessments, letters of communication and other important information uploaded onto EVOLVE for staff from the Local Authority to Quality Assure. Specific guidance is given for the organisation of Residential Trips from the Local Authority
- Year group staff will inform parents in advance of dates for school trips in class letters and via use of the school website. Further specific details will be sent in a separate letter, giving at least two weeks' notice (unless there are exceptional circumstances).

- If appropriate, payments will be made directly to the school office via the school payment system on Parentpay.

Risk assessments

A full risk assessment must be completed two weeks prior to a trip, the risk assessments must be entered onto EVOLVE, which must be approved by the school's EVC. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available on the school server or EVOLVE.

The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip, and another copy left with the EVC and school office. Where necessary, a previsit will be conducted prior to the formulation of risk assessments and EVOLVE forms to ensure that all eventualities can be planned for.

Parental consent

In accordance with the Home School Agreement, most parents give blanket permission for their child to attend local school trips. A local school trip is classed as the following "any visit within the Leeds area (has an LS postcode) or within 15 minutes travel time from school." As a result, permission is no longer requested from parents for individual school trips or sporting activities. However, parents will always be informed about the trip or activity by email or letter. All the necessary details will be included in the letter, as well as any payments required.

Permission will be specifically requested from parents for:

- Residential trips
- Adventure trips (e.g. outward bound) or a long journey
- Nursery trips
- Trips that take place outside of school hours

Ratios

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Below are the minimum adult to pupil ratios that our school is committed to implement. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Headteacher.

- Reception classes – 2:13
- Years 1 – 3 - 1:8 / 2:13
- Years 4 – 6 – 2:20
- Adventurous activities -1:10
- Residential visits – 1:10
- Visits abroad 1:10

If a child with a Statement of Special Educational Needs, an Individual Pupil Risk Assessment or an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

Residential trips

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available on request. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form. The school will ensure that adults of each gender accompany the children on residential visits.

Payments for trips

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents, for school trips that take place within the school day, is made in the form of a voluntary contribution via Parentpay. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. Payments can be made in a number of ways and these will be communicated to parents on a trip-by-trip basis.

- o In the case of local trips, class teachers will always seek to use public transport unless there are good reasons not to. This method of transport is cheap and provides children with a valuable life skill.
- o For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.
- o In certain cases, the school may be able to subsidise the cost of school trips. In these cases, parents need to complete a request form which is kept in the school office and considered on a case-by-case basis.

Behaviour on school trips

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit and the TrackIt system, whilst adapted for the settings, will be used by staff and pupils. As part of the communication with home, parents will agree that the system below will be followed.

Step	Action
1.	Reminder of expectation and behaviour
2.	Amber reminder on TrackIt
3.	Yellow reminder on TrackIt – child will also spend 5 minutes in 'Time Out' with their group adult
4.	Red reminder on TrackIt – child will work with an adult for the duration of the trip

5.	Should behaviour continue to be disruptive or unsafe, staff from the trip will contact school and parents and the child will return to school or parents asked to collect them.
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Trip Safety

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils if possible
- Newly Qualified Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- Supervising adults to include a member of staff with knowledge of basic First Aid
- For EYFS trips, at least one paediatric first aider must accompany children
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines, e.g., inhalers, must be taken on the trip
- Children to be briefed about the importance of staying with their partner/group/adult helper
- Any adult who has not been DBS checked should not be left alone with children during any activity
- Adults must never travel alone with a child in their own vehicle
- All staff taking part in the trip must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside, nearest to the road.
- Regular headcounts to be taken
- On all residential trips a member of the school safeguarding team will attend for the duration of the trip.

Emergency procedures

The trip leader must always complete the Remote Supervision risk assessment as part of their whole trip risk assessment portfolio, as recommended by Leeds City Council. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure. Additionally, where deemed appropriate i.e. The Annual Year 5 London Visit, all pupils will carry a card with the visit leader's name and contact telephone number.

- Wait so that the trip leader can re-trace their steps to locate the child
- Speak only to adults in uniform, e.g. staff from venue, police etc. but under no circumstances go with them. Give the uniformed adult the emergency contact number so staff can be contacted.

The trip leader and one other member of staff will search the immediate vicinity. Another member of staff deputy leader will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.

If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.

The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children or in the case of being on a residential visit the place where the group are staying.

When the situation has been resolved, the Headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

Other Relevant Policies and Documents

This policy complements and supports a range of other policies:

- Teaching and Learning Policy
- Health and Safety Policy
- Safeguarding Policy
- Behaviour Policy