



Peters Hill Primary School

Educational Visit Policy

21st January 2026

Approved by FGB 28th January 2026

To be reviewed January 2027

Ambition

Belief

Compassion

Pride

Respect

Educational Visits Policy

Introduction

This policy covers all educational visits and extra-curricular activities that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration. It also includes Outdoor and Adventurous Activities.

Aims and Objectives for Educational Visits

Our fundamental aim at Peters Hill Primary School is to provide the best possible education for all of our pupils. It is the aim of the school to place a high value on diversity, treating every member of the school community as an individual, and meeting the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. In doing this, we aim, therefore, to raise the achievement of all children in school.

Educational Visits and Outdoor and Adventurous Activities are an integral part of the children's education at Peters Hill Primary School. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop skills which have a long-lasting beneficial effect.

Type of Educational Visit

The school runs a wide range of educational visits. These may include:

- Walks around the local area, including to the local church.
- Half-day visits by coach to places of interest to support the curriculum.
- Day visits to places of historical, environmental, religious or other interest to support the curriculum.
- Residential visits, for example, for children in Year 4 and Year 6.

Personnel

The school's Educational Visits Co-ordinator (EVC) is the Deputy Headteacher. This role may be carried out by somebody other than the Head Teacher, who also has specific responsibilities. For each visit, of whatever duration, a Group Leader is identified.

The **Headteacher** is responsible for:

- Ensuring approval for visits is given, including liaising with the local authority where appropriate
- Ensuring that the Governing Body is made aware of visits
- Ensuring that arrangements are in place for the educational objectives of a visit to be inclusive
- Being aware of the need for Best Value
- Ensuring that all accreditations or verification of providers has been met
- Ensuring that visits are evaluated to inform the operation of future visits
- Ensuring that each visit has an appropriately competent Group Leader
- Ensuring that all teachers are aware of local authority guidance
- Ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. This emergency procedure must include getting support from the LA's public relations unit. Refer to the school's Emergency Plan.

The function of the **EVC (Educational Visits Co-ordinator)** is to:

- Ensure educational visits meet with the school's requirements
- Support the Governors with approval and other decisions
- Assess the competence of prospective leaders and staff
- Ensure that staff to pupil ratios are appropriate to the visit
- Ensure that the Risk Assessment meets requirements
- Ensuring training and induction is undertaken as required
- Ensure parents are informed and have given consent
- Organise emergency arrangements
- Keep records of visits, accidents or incident reports
- Review systems and monitor practice.

The **Governing Body** is responsible for:

- Ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits
- Ensuring that the Head Teacher is supported in matters relating to educational visits and that he/she has the appropriate time and expertise to fulfil his/her responsibilities
- Asking questions about educational objectives and how they will be met
- Ensuring that visits are approved as necessary by the local authority
- Ensuring that the Head Teacher has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit
- Ensuring that they review procedures with the Head Teacher on an annual basis.

The **Group Leader** has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the health, safety and welfare of pupils. The Group Leader must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the school and local authority policy and procedures
- Plan and prepare for the visit and assess the risks
- Define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do
- Ensure that care plans and risk assessments for individual children with medical or additional needs are attached to the risk assessment
- Ensure that behaviour expectations of pupils reflect expectations as in school.

Adult volunteers who are not employees at the school must:

- Understand and agree expectations of them and complete and sign an 'Offsite Volunteer form' which will be attached to the risk assessment before approval
- Understand their professional relationship to the pupils, teachers and visit leaders
- Recognise the limits of their responsibility
- Ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment
- Follow instructions from teachers
- Raise concerns for pupil welfare with the Group Leader.
- Adult volunteers must have a Peters Hill DBS certificate.

Procedure for Running Educational Visits

A set procedure is followed for all educational and residential visits and extra-curricular activities, although the nature of each visit will determine the level of preparation required. A

visit will proceed only when the Educational Visits Co-ordinator is satisfied that all reasonable preparations have been made.

Health and Safety - Risk Assessment

Risk assessments are made through Evolve, which is an online system for the planning, approval and management of educational and residential visits and extra-curricular activities. The Group Leader, where possible, will make a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately. Risk assessments are checked by the Educational Visits Co-ordinator and approved by the Headteacher. All residential visits or visits involving significant risk or adventure will be further submitted to the local authority for approval. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:

- Identify significant hazards
- Assess the risk of harm
- Put control measures in place
- Check if anything else is needed
- Check if the provider holds the 'Learning Outside the Classroom' award (LOTC) and if not, ask provider to complete a Provider Form which should be attached to the risk assessment before approval
- Use a simple assessment language
- Consider the site to be visited and its environment, the group, the activity, and the appropriateness of leaders.

Insurance

All educational and residential visits and extra-curricular activities are covered by the Department for Education Risk Protection Arrangement (RPA) membership.

First Aid

Staff should have a good working knowledge of first aid. Staff will be identified to be responsible for first aid and ensure that a suitably stocked first aid kit is available.

Financing Educational Visits

Funding for educational visits is provided by parental contributions. These are voluntary except in the case of residential visits or extra-curricular activities. This will be made clear to parents in correspondence about a visit at the planning stage. However, if we do not receive enough contributions towards the cost of an educational visit, it may not go ahead if it will not be financially viable to proceed. Parents will be informed of this in school letters sent home about the intended visit and will be notified of the date by which payment of contributions should be made. This will allow the Headteacher to decide about the financial viability of the visit in reasonable time to cancel, should it be necessary to do so.

Emergency Procedures

It is the responsibility of the Head Teacher/Educational Visits Co-ordinator to ensure that emergency arrangements are in place for all Educational Visits. This includes:

- Ensuring that all involved know the emergency contact point in school
- Having access to an Emergency Plan appropriate to the visit
- Ensuring that the contact point is effective throughout the visit
- Ensuring that parental contact information is up to date and accessible.

Policy Review

As with all policies, it is the responsibility of the Governors to evaluate the effectiveness of this policy and the practice that it describes. On a day to day basis this responsibility is delegated to the Headteacher who will report back to the Governing Body as appropriate.