



Queensbridge Primary School Educational Trips and Visits Policy

Renewal Date: October 2025.

Review Date: October 2026.

Queensbridge Primary School Educational Visits Policy

Queensbridge Primary School wholly complies with Bolton Council Guidance For Educational Visits and Off- Site Activities and uses the Evolve risk assessment system. Our aim is that all visits from school should be:

- ☐ Safe
- ☐ Educational
- ☐ Enjoyable

Rationale

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

Purpose

Educational Visits will have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

Planning Educational Visits

The organisation of an educational visit is crucial to its success. With rigorous planning, organisation and control, a visit should provide a rich, learning experience for the pupils.

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them and minimise any risks.

The following guidelines support the planning and implementation of Educational Visits organised at Queensbridge Primary School.

Parents – information and consent

Parents should be given information about the purpose and details of the visit in advance.

Parents need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would.

For residential trips, parents will be invited to a briefing session. Special arrangements may be necessary for parents for whom English is a second language.

Parental consent

Routine visits in the locality of the school are covered by the parental consent form. Queensbridge Primary School will seek separate consent for all other visits. A parental consent form must be returned for each child in the

group.

If parents wish to withhold consent, they will be invited to meet with the Deputy or Head teacher to discuss their concerns and will be required to put their concerns and non-consent in writing. If consent is withheld, the pupil will not be taken on the visit but the curricular aims of the visit will be delivered to the pupil in some other way, wherever possible.

If the parents give a conditional consent the Deputy or Head teacher will need to consider whether the child may be taken on the visit or not.

Risk Assessments

A risk assessment will be carried out at least two weeks in advance of the visit to identify hazards, who may be affected by them and the steps needed to reduce the risks to an acceptable level. The risk assessment should also think through "Plan B" scenarios.

Risk Assessments are completed using Evolve and also kept in Reference Drive on school network. The Risk Assessment should be discussed with and authorised by the Educational Visits Co-ordinator or Deputy or Head teacher.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of paediatric first aid will be adequate. A decision based on the risks and children involved should be made for each visit. For adventurous activities and residential trips, there should be at least one trained first-aider in the group.

First aid kits should be taken on all visits. If the visit involves splitting into groups, a kit should be taken for each group.

Staffing Ratios

It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children is recommended:

Nursery and Early Years 1:5

Key Stage One 1:8

Key Stage Two 1:10

In practice, the ratio should be determined by factors such as type of activity, any SEN or medical needs, experience of the staff, venue, transport and weather conditions. Each trip will be assessed and staffing ratios selected as appropriate to the fore-mentioned factors.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish rendezvous points and tell adults and pupils what to do if they become separated from the party.

Preparing Pupils

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected and why rules must be followed. Lack of control and discipline can be a major contributory factor when

accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety. Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

If there is the possibility that a pupil may be excluded from the visit due to behaviour issues, a meeting would be arranged with the Deputy or Head teacher in advance to discuss concerns and agree what action is to be taken.

Pupils with special educational and medical needs

The Head teacher will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Types of Visits:

Adventurous Activities

If the school is leading an adventure activity, such as canoeing, the LA (via the EV3 form) must 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. Qualifications can be checked with the National Governing Body of each sporting activity.

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit, they should not be coerced into activities they fear. Pupils whose behaviour is such that the Visit Leader is concerned for their or others' safety, should be withdrawn from the activity.

Residential Trips

Residential trips will be planned well in advance and arrangements will be overseen by the Health and Safety Manager. Parents will be invited to a briefing session to discuss the details of the trip and to meet the staff attending.

The Visit Leader should be an experienced, senior member of staff.

Residential trips must be approved by the Governing Body and by the LA via the EVOLVE system. Approval will be arranged by the Health and Safety Manager.

Water Margin Activities

Where pupils might participate in learning activities near or in water, such as a walk along the riverbank, collecting samples in ponds or stream or paddling in shallow water, then the guidance contained in the DfE 'Group Safety at Water Margins' will be followed.

Farm visits

Queensbridge Primary School recognises that farms can be dangerous even for the people who work there. Taking children to a farm will be very carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E coli food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare and that it maintains good washing facilities, clean grounds and public areas. An

exploratory pre-visit should be carried out.

ROLES AND RESPONSIBILITIES

The Governing Body

The Governing Body will approve the Educational Visits policy and will ensure it is reviewed annually.

The Governing Body will approve residential visits.

Headteacher – Louise Chapman

The Headteacher will ensure a suitable Educational Visits Co-ordinator is appointed.

The Headteacher will ensure suitable Visit Leaders are appointed.

The Deputy or Head teacher (or Educational Visits Co-ordinator) will sign off the Risk Assessment.

Educational Visits Co-ordinator (EVC) – Deborah Crier

The Educational Visits Co-ordinator has been trained by the LA and is responsible for ensuring visits comply with Bolton Council Guidance.

The EVC (or Deputy/ Head teacher) will sign off the Risk Assessment and will monitor and evaluate all completed trips.

The EVC will oversee arrangements for residential visits and will ensure all approvals are received including the approval of BMBC via the EVOLVE system.

Visit Leader

There will be a named Visit Leader who is responsible overall for the supervision of the visit and will be appointed by the Head teacher. This will usually be a Senior Teacher.

The Visit Leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the Educational Visits Coordinator (or Head teacher) at least two weeks in advance of the visit.

The Risk Assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed. The Visit Leader will brief all staff and helpers involved in the visit on potential risks and hazards.

The Visit Leader is responsible for ensuring the mobile phone, first aid kit and pupil medication are taken on the visit plus additional emergency contact details for pupils with additional medical needs.

Other teachers and staff involved in a visit

Teachers and staff on school-led visits act as employees of the LA and will, therefore, be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Head teacher and Governors if some of their time on the visit falls outside normal hours.

Administration

Vanessa Burns will coordinate the collection of monies for visits and will provide receipts for cash/cheques received. Vanessa will organise coach/minibus transport for trips.

The Educational visits policy is included in the induction procedure for new staff.

Approved by Governing Body

Review Date: October 2026

Signed _____ Chair of Governors

Date _____