



St Thomas à Becket Primary School

Roots to grow, wings to fly.

"If you have faith as small as a mustard seed...nothing is impossible for you."
Matthew 17:20



Friendship | Respect | Truth | Forgiveness | Thankfulness | Perseverance

You only have one life, one childhood, one opportunity. School is one of the most important experiences you will ever have. At St Thomas à Becket we will stop at nothing to ensure that you are given every chance to succeed. Through our faith and wisdom, we will give you strong roots to grow into resilient, respectful and ambitious citizens. We will open doors so that you can imagine endless possibilities and a life without limits. We will give you wings to fly.

Educational Visits Policy

Non-statutory	
Policy agreed	September 2026
Next review date	September 2027
Approved by	Headteacher
Policy linked with:	Health & Safety First Aid

Introduction

At our school, we recognise the significant value of off-site educational visits as an integral part of pupils' learning and development. Educational visits—whether local walks, day trips, or residential experiences—provide enriching opportunities for pupils to engage in first-hand, memorable learning beyond the classroom.

All visits must be planned rigorously, formally approved, and supported by appropriate documentation and risk assessment. The safety and wellbeing of pupils and staff is paramount. At the same time, we aim to enable pupils to develop independence and resilience while learning to understand and manage risk as part of everyday life.

This policy should be read in conjunction with the school's Health and Safety Policy, safeguarding procedures, and Trust guidance.

Scope

This policy applies to all educational visits, including:

- Residential visits
- Day visits requiring transport
- Local visits on foot
- Sporting activities
- Swimming activities

Aims

Educational visits aim to:

- Enhance and enrich the curriculum through experiential learning
- Develop pupils' personal, social, and emotional skills
- Promote independence, resilience, and teamwork
- Enable pupils to understand and manage risk safely
- Broaden pupils' experiences and aspirations

Approval Process (Mandatory)

All visits must be approved by the Headteacher before any bookings are made.

The Group Leader must complete an **Educational Visit Approval Form (Appendix 1)** and submit this in advance. This ensures that visits are appropriately planned, financially viable, and aligned with curriculum intentions.

The form must include:

- Date and timings of the visit
- Destination and purpose
- Transport arrangements
- Staffing and ratios
- Estimated cost per pupil
- Links to curriculum objectives

No visit may proceed without formal approval.

Roles and Responsibilities

Headteacher

The Headteacher will ensure that:

- All visits comply with Trust (EQUA Mead Learning Trust), Local Authority, OEAP and DfE guidance
- A competent Educational Visits Coordinator (EVC) is appointed
- Visits are approved and recorded on EVOLVE
- Risk assessments are completed using the required format
- Appropriate staffing levels and competencies are in place
- Safeguarding procedures are followed
- Suitable insurance (RPA) arrangements are in place
- Emergency arrangements are established

Educational Visits Coordinator (EVC)

The EVC (Chloe Stobbart) is responsible for:

- Supporting staff in planning visits
- Reviewing submissions on EVOLVE
- Ensuring that the **EVOLVE risk assessment AND front cover sheet** are completed correctly
- Checking compliance with this policy and national guidance
- Monitoring the quality and safety of visits

Group Leader

The Group Leader has overall responsibility for the planning, organisation and supervision of the visit.

They must:

- Seek initial approval from the Headteacher using Appendix 1
- Complete all documentation on EVOLVE, including:
 - Risk assessment using the EVOLVE template
 - EVOLVE front cover sheet
- Organise staffing, ensuring appropriate and legal ratios
- Ensure all adults are suitably competent and briefed
- Plan the visit in detail, including contingencies
- Carry emergency contact information and a mobile phone

- Ensure first aid provision is in place
- Monitor risks dynamically throughout the visit
- Stop or amend the visit if safety is compromised

The Group Leader is accountable for ensuring that all systems and documentation are in place before departure.

Staff and Volunteers

All adults accompanying visits must understand their responsibilities and act accordingly. While clear expectations are provided through briefings, individuals must also exercise professional judgement and vigilance throughout the visit.

They must:

- Follow the Group Leader's instructions
- Act in the best interests of pupils at all times
- Promote safe and appropriate behaviour
- Report concerns immediately
- Only supervise groups independently where agreed in advance

Pupils

Pupils should understand that an educational visit is a privilege and that their behaviour directly impacts safety.

They are expected to:

- Follow all instructions from staff and venue leaders
- Behave responsibly and respectfully
- Take reasonable care of themselves and others

Any pupil whose behaviour presents a safety concern may be withdrawn from the visit.

Parents/Carers

Parents play an important role in ensuring visits are safe and successful.

They must:

- Provide accurate emergency contact and medical information
- Give consent where required
- Support the school's expectations of behaviour
- Ensure pupils are suitably dressed and prepared

Planning and Leading Trips Procedure

1. Initial Planning, Approval and Budgeting

Initial planning must take place well in advance. The focus should be on educational value, feasibility and safety.

This stage includes defining the purpose of the visit, identifying a suitable destination, considering costs and transport, and formally seeking approval from the Headteacher using Appendix 1.

2. Risk Assessment (Minimum 4 weeks prior)

Risk assessment is a critical component of planning.

The Group Leader must complete:

- The **EVOLVE risk assessment template** (mandatory)
- The **EVOLVE front cover sheet** (mandatory)

These must be submitted via EVOLVE for approval by the EVC.

Risk assessments must consider generic, site-specific and dynamic risks and include appropriate control measures.

3. Parental Communication (Minimum 4 weeks prior)

Parents must be fully informed in writing. Communication should clearly outline the purpose of the visit, timings, cost and expectations.

Consent must be obtained where required.

4. Staffing and Briefing (Minimum 1 week prior)

The Group Leader must organise staffing carefully, ensuring the correct ratios and that all adults understand their roles.

Briefings must include:

- Roles and responsibilities
- Safeguarding expectations
- Medical needs
- Emergency procedures

5. During the Visit

During the visit, staff must remain vigilant and responsive. Plans should be followed but adapted where necessary to maintain safety.

Regular headcounts must be conducted, and supervision must be continuous.

6. Post-Visit Evaluation

Following the visit, the Group Leader should reflect on its success, gather feedback, and report any incidents or near misses.

All documentation containing personal data must be securely disposed of.

Supervision and Ratios

Appropriate staffing ratios are essential to ensure safety.

The Group Leader must ensure ratios meet or exceed statutory guidance:

- Nursery (2-year-olds): minimum 1:5

- Nursery (3–4-year-olds):
 - 1:13 where a qualified teacher is present
 - Otherwise 1:8
- Key Stage 1: typically 1:6–8
- Key Stage 2: typically 1:10

Ratios must be adjusted based on risk, including:

- Nature of the activity
- Needs of pupils (SEND/medical)
- Behaviour and experience of the group
- Environment and travel arrangements

Volunteers must be appropriately selected. DBS clearance is required if they are to be left in sole charge of pupils.

Risk Management

Risk assessments must consider:

- Pupil characteristics (age, ability, behaviour)
- Staffing experience and competence
- Environmental hazards
- Activity risks
- Weather and travel
- Medical and SEND needs

Pre-visits should be undertaken where appropriate.

Risk management is ongoing and must be reviewed throughout the visit.

Consent

- Parents will always be informed of visits
- Written consent is required for higher-risk or out-of-hours visits
- Parents may withdraw their child

First Aid and Medical Needs

Appropriate medical provision must be in place on all visits.

- A first aider should accompany visits.
- A first aid kit must be carried
- Medication must be managed in line with school policy

Transport

Transport must be arranged and checked in advance. Any use of private vehicles must comply with school procedures.

Insurance

The school is covered by the Risk Protection Arrangement (RPA) through the Trust.

Emergency Procedures

Clear emergency procedures must be in place before departure.

- A school-based contact must be identified
- Group Leaders must carry emergency information
- Incidents must be reported in line with school procedures

Specific Activities

Swimming

Swimming visits must ensure safe supervision, appropriate facilities and clear pupil expectations.

Residential Visits

Residential visits require additional planning, including accommodation checks, supervision arrangements and safeguarding assurances.

Appendix 1 – Educational Visit Approval Form

The following information must be completed and submitted to the Headteacher prior to booking:

- Visit title and purpose
- Curriculum links
- Date and timings (departure and return)
- Destination and address
- Year group and number of pupils
- Staffing (names and roles)
- Proposed staff:pupil ratios
- Transport details (provider, timings)
- Cost per pupil and funding arrangements
- Any anticipated risks or considerations, including adaptations to ensure all pupils can participate, medical needs and FSM provision.

Signed:

- Group Leader: _____
- Headteacher Approval: _____

Monitoring and Review

This policy will be reviewed regularly by the Headteacher and EVC.