

The Ivory Federation

Propps Hall Junior, Infant and Nursery School Springhead Infant and Nursery School. Rushcroft Primary School

EDUCATIONAL VISITS

RATIONALE

Pupils can derive a good deal of educational benefit from taking part in visits. Educational visits play a major role in the education and development of all young people. They can contribute significantly to the development of cross-curricular skills and to personal and social education through the use of problem-solving methods and approaches and through encouraging responsibility, self-confidence and self-reliance. This policy is designed to help teachers, governors and other interested parties to ensure that pupils stay safe and healthy whilst on Propps Hall School visits.

- PURPOSE
- To give all children a wide range of high-quality experiences outside the classroom, including the opportunity of at least one residential experience.
- To provide school staff with easily accessible advice guidance and resources as well as good professional development opportunities.
- To encourage partnerships between schools, local providers and other organisations over visits and out of school activities
- To ensure consistency of approach, evaluate risk and hazards and ensure adult and child safety

BROAD GUIDELINES

Planning ahead

- **Approval is to be sought from the EVC, in principle, half a term in advance of the visit.** For residential and overseas visits approval will be sought at least 2 terms in advance from the Governors and Local Authority. Only when approval in principle has been given by the EVC / Head/ Governors should details of a visit be entered into the diary and arrangements begin to be made.
- Pre-visit inspection- where possible it is good practice to inspect a location prior to planning a visit, in order to check its suitability. A pre-visit is essential for any residential or overseas visit. **Before a visit is entered into the school diary, pre-inspection information will be discussed and approved by the EVC.**
- Parental consent is sought, at the start of the school year for trips within the immediate locality and within walking distance. **For any trip or visit that doesn't fall under the category of 'immediate locality', parental consent must be sought.**
- **Written parental consent must be sent out no later than 2 weeks prior to the visit.** The letter of consent must make clear where the visit is, what the educational aims are and what mode of transport is being used. It also must make clear the date when the consent needs to be handed into school by, the date must be 48 hours prior to the visit taking place. **Any consent forms that are not handed in 48 hours before will not be accepted and advice from the EVC/Head will be sought by the Group Leader about the next course of action.**
- A copy of the letter requesting parental consent must be given to the school office **before** it goes out to parents.
- **In deciding if a visit merits approval the school will consider the following:**
 - There are clear and justifiable objectives for the visit. For example, where does it fit into the structure of the year? What is the value of the event to individuals and groups?
 - The visit leader is clearly identified and sufficiently responsible and capable of taking charge of the particular visit;
 - Parental notification and consent has been undertaken;
 - All transport arrangements have been adequately assessed;
 - The venue is either known or the visit leader has undertaken a pre-visit in order to assess the suitability of the site and to enable risk assessment(s) to be produced. Occasionally, for a distant destination, this process may be replaced by information and advice received from other sources (e.g. school or independent person with local knowledge). Where this is the case the risk assessments must take this into account and the leader must be sufficiently experienced;
 - Written risk assessments and control measures to control the risks must be produced. Control measures must be understood and complied with by all persons staffing the visit;
 - A check must be made to ensure any provider has public liability insurance of at least £5 million as well as suitable arrangements for participant welfare;
 - An emergency procedure is in place, which includes means by which the school and the group are able to contact each other;
 - Teaching implications due to staff and pupil absence. Consideration must be given to deciding if the trip be undertaken at a more convenient time during the academic year.

VISIT TYPES

There are 3 categories for visits:

Category 1: Within the immediate locality, usually within walking distance.

Category 2: Beyond the immediate locality, usually requiring transportation.

Category 3: Residential visits

PLANNED VISITS THAT SUPPORT THE CURRICULUM (category 1 and 2 visits)

The table below details the visit locations that are planned in the calendar year to support the teaching of the school curriculum. The visits below are categorised as ‘**beyond the immediate locality**’, requiring transportation.

YEAR	TRIP/VISIT	TOPIC	TERM
RECEPTION	IMAGINE THAT!	SCIENCE- DISCOVERY	SUMMER
YEAR ONE	SCULPTURE PARK- WAKEFIELD	ART-SCULPTURES	SPRING
	CASTLESHAW (Springhead)	SCIENCE- PLANTS/SEASONS	SPRING
YEAR TWO	GEORGE STREET CHAPEL	HISTORY	AUTUMN
	CASTLESHAW (Propps & Rushcroft)	GEOGRAPHY /SCIENCE	SPRING

PLANNED VISITS WITHIN THE LOCALITY OF THE SCHOOL (category 1 visits)

The table below details the local areas of interest that the school uses to enhance the school curriculum. These local areas of interest are categorised as ‘**within the immediate locality**’, within walking distance from the school.

SPRINGHEAD
Lees Library Knowsley Junior School Old Mill House Post Office Coop S John’s Church Bridal path

Risk Assessment

- **A full written risk assessment is required for all visits** (use the school risk assessment proforma). The Risk Assessment must a) identify specific hazards/risks b) state who is at risk c) set out measures to control/minimize the risk d) calculate the estimated Risk Rating e) set out the emergency procedure to be followed.
- **All risk assessments must be visit specific and must cover the full itinerary.** Risk assessments should be reviewed and, if necessary, updated, even for visits/expeditions that occur regularly.
- If a licensed provider is responsible for a visit/activity, you are advised to ask for a copy of their own risk assessment and to refer to and include this as part of your own.
- **There must be on-going risk assessment by group leaders and staff as the visit progresses and as circumstances require.** On expeditions and visits involving any hazardous activity, Group Leaders and staff should always have and be prepared to revert to a ‘Plan B’. Pupils must not be made to undertake or to continue with an activity if they are expressing serious concerns about their health, well-being and overall safety.
- It is important that pupils going on a visit are properly briefed before departure and given clear instructions as the visit progresses.
- **Evolve will be used as a mechanism to inform the EVC of all the detailed visit arrangements. All the necessary documentation for the trip must be uploaded onto EVOLVE at least two weeks before the trip. The documentation includes the above risk assessments.**

- **Category 1 visits** as defined above are added to EVOLVE via the Local Area Visit option (see below)



- The EVC will endorse the EVOLVE submission and let the visit leader know via email at the earliest opportunity.

Ratios

- The staffing required to run the visit safely needs to be identified and should take the following factors into account:-
 - Gender, age and ability of group
 - Pupils with special education needs or medical needs.
 - Nature of activities.
 - Experience of adults in off-site supervision.
 - Duration and nature of journey.
 - Type of any accommodation.
 - Competence of staff, both general and on specific activities.
 - Requirements of the organisation/location to be visited.
 - Competence and behaviour of pupils.
- Adult to pupil ratios will always follow LEA guidelines but will be affected by all of the above, namely SEND, the establishment, activity, competence and experience of adults.
- All activities and cohorts of children are unique, therefore ratios will always be dependent on the above detailed factors. Ratios should always reflect the level of risk. The following ratios should act as a starting point for planning trips:
 - Nursery/reception class 1:3
 - Years 1 – 3 1:6
- Once risk has been assessed it may be the case that the above ratios are not appropriate, an agreement for changing the ratios can be sought from the leadership team.

Parents and Volunteers

- For short visits (non-residential) parents may be invited to accompany a group on a day visit but at no time must a parent be left in charge of a pupil(s) without supervision from school employees.
- Parents may be asked to assist in managing a group but only under the overall supervision of a teacher. In planning a visit, group leaders must ensure that there is adequate school staff from the outset. In best practice, parents should not count as part of the ratio.
- If a group leader plans to invite parents or other adults in school, that are not directly attached to the class or children that are attending the trip, permission in principle must be sought from the EVC. **Generally inviting parents will be the exception rather than the rule. The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable.**

Transport and Travel

- The Group Leader must only use hired transport from a reputable company approved by the Local Authority
- Pupils must be required to wear safety belts in all vehicles and booster seats where appropriate. It is **Group leaders** and staff who are responsible for ensuring that this requirement is enforced on all journeys.
- Private cars will only be used in exceptional circumstances and any driver transporting children must have appropriate vehicle insurance to do so. The school will not reimburse parents or teachers for the use of their vehicles as this will invalidate the insurance cover unless the vehicle is specifically insured as a taxi.
- The school purchases business class insurance for all employees, this is a group policy that includes staff employed by the school who hold a valid driving license. This policy enables staff to be insured to transport pupils. It is the responsibility of the Office Manager / School Business Manager to keep this policy up to date and ensure it is renewed in a timely manner.
- For travel by train and underground, particular care needs to be given to the risk of some pupils being separated from the rest of the group and this must be set out in the risk assessment.
- The federation has access to their own minibuses, they must only be used when appropriate to do so. Use of minibuses is detailed in a separate minibus policy.
- Consent forms must always detail the mode of transportation, parents must be clear about the travel

arrangements before they sign and return the consent form.

Voluntary Contributions

To ensure that educational visits remain accessible and enriching for all children, the school will always request voluntary contributions from parents and carers to help cover the cost of planned trips. These contributions support transport, entrance fees, and activity costs. While no child will be excluded from a visit due to non-payment, it is important to note that if sufficient contributions are not received, the school may be unable to proceed with the visit due to budget constraints. Each trip will include clear communication about the purpose of the visit, the cost breakdown, and the deadline for contributions to help families plan accordingly.

Where appropriate, the school will use its own minibus to reduce external transport costs and keep trips affordable for families. In these cases, parents will be asked to contribute towards the cost of the workshop or activity, plus an additional £5 per child to help cover the running costs of the minibus.

Accidents or Incidents

- One member of staff must be nominated as being in charge of First Aid, in most cases, this will be the Group Leader. This member of staff is responsible for ensuring that the first aid kit, sickness equipment and accident record are taken on the visit.
- A mobile phone must be taken on the visit in the event of an accident or incident occurring.
- At no time should the Group Leader make changes to the planned trip which has been approved unless the health and safety of the staff or pupils are at risk. In the event of this happening, the Group Leader must contact the EVC or Head at the school in the first instance.

After the visit:

- Evaluation after the event is an important aid in planning future visits, especially for additional and high-risk activities.
- The standard RIDDOR accident report form must be submitted to the Office for any accident that resulted or could have resulted, in serious injury. The accident slip/s must be completed for any minor accident
- The impact of the trip and adding value to pupil outcomes with quality learning experiences will be shown in classroom displays, class assemblies or specific lessons and activities.

CONCLUSION

The implementation of this policy will ensure that any risk to the pupils' health and safety has been considered and minimised resulting in all elements of the trip being well considered and thought through.

This policy was reviewed in Sept 2025