Shocklach Oviatt

C.E. Primary School

Educational Visits Policy

Date: October 2026

Review Date: October 2028

We aim high in our hearts and minds as we blossom in God's garden.

Blessed is the one who trusts in the Lord and whose confidence is in Him. They will be like a tree planted by water... and never fail to bear fruit. – Jeremiah 17:7-8

Our School Vision

Our school vision enables all members of the school community to blossom and reach their God-given potential. As part of that journey to develop well-rounded individuals, learning outside the classroom and beyond. We believe that learning outside, in God's garden, is vital and is beneficial to personal development, emotion development, academic flourishing and spiritual encounter. Educational visits provide a unique opportunity for children to encounter learning hands on and in person and are a valuable part of learning at Shocklach Oviatt C of E Primary School.

Contents

1. Introduction
2. Roles and responsibilities
3. Planning off-site visits
4. Finance
5. Informing parents
6. Risk assessment process
7. First Aid and Insurance
8. Evaluating Visits

Appendix

A. Risk Assessment

1. Introduction

Shocklach Oviatt C of E Primary School firmly believes that educational activities that takes place outside the classroom can provide a powerful means of developing learning in all curriculum areas, can raise attainment and aid personal development by helping to create independence, build confidence and resilience in our children.

The school takes the health and wellbeing of our staff and children very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for students and staff members while out on

educational visits outside of the 'Local Learning Area.' For visits within the vicinity of the school, refer to the 'School Local Area Visits Policy.'

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to the following.

- The Health and Safety at Work etc. Act 1974
- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses'

This policy operates in conjunction with the following school policies:

- Relationships and Behaviour Policy
- Safeguarding Policy
- Compliments and Complaints Policy
- First Aid Policy
- Supporting Children with Medical Conditions Policy

Definitions

'In loco parentis' means that the group leader of any educational visit has a duty of care over the children in place of a parent.

'Residential' means any school trip which includes an overnight stay.

Activities of an '**adventurous nature**' include, but are not limited to, the following:

- Trekking
- Caving
- Abseiling
- Water sports
- Climbing

2. Roles and responsibilities

The Governing Board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational visits positively impact on children's lives, teaching them life skills and providing new experiences.
- The approval of any residential visits.

The Executive Headteacher is responsible for:

- Appointing an Educational Visits Coordinator (EVC), liaising with Cheshire West and Chester Council as necessary.
- Liaising with the Governing Board regarding the organisation of residential visits.
- Being part of the approval process for educational visits and activities.
- Ensuring the Educational Visits Coordinator is competent to oversee the coordination of off-site education and arranging for training to be undertaken, as necessary.
- Overseeing the work of the Educational Visits Coordinator, ensuring a whole-school approach is adopted when planning and coordinating educational visits.
- Making the final decision on attendance where there are concerns about safeguarding of children on an educational visit.

The Educational Visits Co-ordinator (EVC) is responsible for:

- The day-to-day implementation and management of this policy.
- Ensuring all relevant paperwork, including risk assessments, for educational visits and activities are completed in a timely manner and added to Evolve.
- Ensuring suitable safety measures are in place prior to each visit or activity.
- Overseeing all issues and controls regarding educational visits and activities.
- Ensuring appropriate adult:pupil ratios are in place as per the Staff Handbook. (Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio.)
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the visit or activity.

- Ensuring that relevant information regarding any planned visit is relayed to parents.
- Liaising between all appropriate parties, during the planning and organising of educational visits when required.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in additional training to ensure they remain up-to-date with relevant educational visit information and health and safety guidance.
- Overseeing the planning of all educational visits, by ensuring all essential documentation, including risk assessments, are up to date and appropriate for completion by the designated Visit Leader.
- Ensuring an appropriate and competent member of staff is assigned as designated leader for each visit.
- Ensuring the competency of the designated Visit Leader, in consultation with the Headteacher, by organising training for staff and volunteers.

The Visit Leader of a visit is 'in loco parentis' and has a duty of care to all children on the trip. They are also responsible for:

- Identifying the educational purpose of the educational visit or activity and presenting its benefits to the EVC.
- Undertaking any relevant training or courses which are arranged by the EVC.
- Completing all essential documentation for the trip and ensuring it has been approved by the EVC.
- Conducting a risk assessment prior to educational visits and activities to ensure children and staff safety.
- Creating an itinerary prior to an educational visit and distributing it to parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed educational visit or activity in advance and obtaining permission from parents and monitoring payment as necessary.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the educational visit or activity.
- Ensuring all adults on the visit are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the Volunteering Policy.
- Ensuring that any incident occurring during the visit is recorded on CPOMS without delay.

- Prior to the visit, ensuring that all participants understand what is expected of them. This includes any 'rules' that will be in place. These should be re-emphasised as appropriate during the visit.
- In consultation with other staff, where appropriate, modifying or curtailing the visit or activity (e.g., Plan B) to suit changed or changing circumstances. For example, an over-busy lunch area.
- Carrying a copy of next of kin details for students and staff who are going on the visit as well as the 24-hour emergency number and critical incident procedures.

Volunteers on the visit are responsible for:

- Adhering to this policy and applying its principles when participating in educational visits and activities.
- Supervising and ensuring the safety of children by following the procedures outlined by the designated visit leader.

The designated visit First Aider is responsible for:

- Preparing: Reviewing medical needs, packing a first aid kit, and understanding the visit itinerary.
- Responding: Providing first aid for injuries or illness, administering medication (if authorised), and handling emergencies. In the case of an emergency parents/carers must be informed immediately.
- Monitoring: Keeping an eye on children's wellbeing throughout the visit, liaising with the Mental Health First Aider.
- Communicating: Reporting incidents to staff, parents, and emergency services if needed.
- Recording: Documenting any treatment or incidents for follow-up.

3. Planning Visits

Once the long-term curriculum plan has been created for the academic year, Visit Leaders must liaise with the Head of School to agree educational visits. Visit leaders must be able to show value for money and relevance to the curriculum. The Visit Leader must do everything in their power to ensure that all students are given an opportunity to participate in school visits.

The headteacher must gain governor approval for the residential visits.

Where there is a student with Special Educational Needs or Disabilities the Trip Leader must liaise with SENDCo to determine reasonable adjustments for the student and adapt the staff to child ratio accordingly.

Where possible, visits should be made to sites/locations/companies/institutions which are holders of a Learning Outside the Classroom Quality Badge, Adventure Activities Industry Advisory Committee Licence, have Public Liability Insurance or provide justification where this is not possible.

When planning overnight visits, please refer to the document, 'Organising and Running a Shocklach Oviatt Residential' for further information of procedures.

4. Finance

The school will act in accordance with the DfE's guidance document 'Charging for school activities' (2018).

Nothing in legislation prevents the school from asking for voluntary contributions from parents/carers for the benefit of the school or any school activities. Money for school visits will always be paid directly to the school.

If a parent is unable to pay for a visit, part payment plans can be offered at the discretion of the School Business Manager Finance (SBM). If a child is Pupil Premium, in receipt of Free School Meals, or Looked After and in Care may be entitled to a subsidy which is at the discretion of the SBM.

In the event that the visit is cancelled due to unforeseeable circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will consult the Governing Board on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a parent cancelling their child's place on a visit, it is at the Headteacher's discretion as to whether a refund is given to parents, unless otherwise stated on the original visit letter sent to parents.

The Headteacher shall take into consideration the reasons provided for cancelling the place, the extent to which the school can recover any costs incurred, and the feasibility of reallocating the place to another child.

In the event a child's behaviour prior to the visit has raised safeguarding concerns and their place is cancelled, it is at the Executive Headteacher's discretion as to whether a refund is given to parents.

The school will take a common-sense approach to refunds and cancellations, ensuring that all are treated equally.

5. Informing Parents

Visit Leaders may approach families with written outlines of visits in order to judge how much interest there is; however, it must be made clear that this is an expression of interest.

When informing parents of a visit from when payment will be made Visit Leaders must provide parents with a letter to confirm their place and the following:

- Full itinerary
- Clarity of the Visit Leader's behaviour expectations of children.
- For residential visits details of a parent/staff meeting which must take place at least three weeks before travel.

Parental consent is not generally required for off-site activities that take place during school hours however written or digital consent is required for:

- Activities of an adventurous nature.
- Residential visits.
- Visits outside of school hours.
- Paid activities.

6. Risk assessment process

Our risk assessment process is designed to manage risks when planning visits, while ensuring that learning opportunities are experienced to the fullest extent. The individual carrying out the risk assessment process will have the skills, status and competence needed for the role, understand the risks involved, and be familiar with the visit through carrying out a pre-visit to the site.

The process is as follows:

- Identify hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

A risk assessment (Appendix 1) will be conducted for each school visit before it is undertaken to identify hazards and control measures specific to the visits. All Risk Assessments must be sent to the EVC within the following time scales.

Residentials	Six weeks before.
All other visits	Three days before.

The Risk Assessment must be shared with all members of staff attending the visit prior to the departure.

7. First Aid and Insurance

For all visits there must be:

- Adequate insurance coverage: When planning activities of any nature, the Visit Leader will check the school's insurance policy ensures adequate protection and that medical cover is in place.
- Access to children's medical needs, reasonable adjustments of students with SEND and emergency contact details.
- A registered First Aider who will also need a fully equipped First Aid Kit.
- A registered Mental Health First Aider.
- An emergency contact at school, usually the Headteacher, Head of School/EVC or the School Administrator.

8. Evaluating visits

Following an educational visit, the Visit Leader will meet with any staff members present on the visit to assess the success of the visit in respect of both educational value and safeguarding effectiveness, including any adjustments made for children with special educational needs or disabilities. This process includes reporting of accidents and incidents, complying with employer requirements and Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013; in addition to recording 'near accidents/near misses,' including any resulting learning points and action.

An evaluation will be completed on Evolve.

Based on this assessment, recommendations will be made to improve future visits.

Date of Policy: November 2025

PERSON RESPONSIBLE FOR POLICY:	***MICHAEL HEATHCOTE***
APPROVED:	
SIGNED:	
TO BE REVIEWED:	**OCTOBER 2029**

Appendix A

Educational Risk Assessment

Visit to:		**Date of visit:**	
Leader in charge of visit:		**Persons considered in the assessment:**	
Carried out by:		**Date of assessment:**	

POTENTIAL HAZARDS	**CONTROL MEASURES TO BE CONSIDERED**	**ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY**
ENVIRONMENTALISSUES e.g. Weather,	• *Weather forecast checked were appropriate* • *Activities programme amended where necessary*	
TRANSPORT e.g. vehicles, drivers, arrival and departure of vehicles, breakdowns	• *Driving hours limited, with back-up driver on long journeys* • *Appropriate car child restraint used at all times* • *Marshalling as group leaves coach, etc* • *Appropriate stops for eating and care arrangements en route* • *LA guidance on transport in private cars, minibuses, and public transport followed.*	
EQUIPMENT CLOTHING SUBSTANCES	• *All clothing appropriate to the activities and location, including the use of weatherproof clothing*	

	• *Appropriate footwear worn* • *Special equipment checked* • *All equipment appropriate to the activities and location*	
ACTIVITIES and PROCEDURES e.g. Programme of activities, down time	• *Detailed programme, including alternatives for bad weather* • *'Down time' arrangements* • *Adequate supervision at all times, with a duty rota in place* • *Agree standards of behaviour and conduct* • *Equipment suitable for activities and abilities of young people*	
SUPERVISION COMPETENCE DISCIPLINE	• *Prior assessment of Leaders and helpers in relation to the visit, the young people involved and the activities taking place* • *Supervision ratio to keep sufficient check on all the party- including accompanying children other than young people* • *Code of conduct established and maintained* • *Adequate staffing numbers available* • *Appropriate voluntary helpers used and fully briefed on their responsibilities* • *Police check for helpers under the Child Protection Act*	
OVERALL PLANNING MONITORING AND CONTRO e.g. Accommodation Emergency Contacts and Communication	▪ *Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out*	

Insurance LA Notification Medical Arrangements Parental Information Research Special Needs Visits Abroad	▪ *Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the Leader of the party* ▪ *Mobile telephone available for emergency use* ▪ *Established appropriate emergency contacts with schools or establishments and parents* ▪ *Critical incident procedure functions properly* ▪ *Set up effective communication procedures with the group* ▪ *Insurance cover checked and parents informed of the limits of cover provided* • *Prior approval/notification of adventurous activities, overseas visits or visits to challenging geographical areas* • *Specific adventure activity guidelines being followed* • *All relevant medical information of all participants maintained* • *All appropriate medical arrangements, including first aid* • *Special potential health hazards associated with the site* • *Is it necessary to notify parents. Check this document and local policy* • *Have you provided appropriate information for parents* • *Meeting with parents* • *Parental Consent*	

	• *Do you need and have they given their consent* • *Researched the area, site accommodation, company* • *Pre visit carried out* • *Full account taken of any special needs involved*	
Other		

A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC AND ALL RELEVANT MEMBERS OF STAFF WITHIN THE TIMELINE STATED IN THE SCHOOL POLICY