CLAYTON ST JOHN
C of E PRIMARY SCHOOL

CLAYTON ST JOHN CofE PRIMARY

EDUCATIONAL VISITS POLICY

Ratified by Governors:	3rd February 2026	Signed Headteacher: Mrs G Emsley
Next Review Date:	Spring Term 2028	

Safeguarding Statement of Intent

At Clayton St John CofE Primary we respect and value all children and are committed to providing a caring, friendly, and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Clayton St John CofE. We recognise our responsibility to safeguard all who access the school and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying. We also work to ensure that our pupils are aware of Online Safety and who to talk to if they feel vulnerable or scared.

Vision

'Growing together in God's Love'

"Give thanks to the Lord, for he is good; his love endures forever."

1 Chronicles 16:34

Our Values



Statement of Intent

At Clayton St John CofE Primary we strive to ensure that our pupils are safeguarded against any form of harm. We ensure that our staff are trained appropriately, can identify signs of abuse and follow policy and procedures for reporting concerns, disclosures and allegations.

Introduction

Clayton St John CofE Primary School ensures that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school.

Equal Opportunities

In considering an educational visit the accessibility for children with special needs and/or individual needs must be taken into account.

Purposes

- The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year. In addition teachers and senior leaders agree the corresponding programme of visits and activities for each academic year.
- We plan activities as the school year progresses and inform parents of these in due course.
- Visits and activities usually take place within the school day.
- Residential trips require direct approval by the Governing Body.
- Day trips are approved by the Headteacher representing the Governing Body.
- We follow the Trust and LA's guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate.
- For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LA.

Guidelines

Staffing

a) One member of staff will act as leader and assume the co-ordinating role, ensuring all necessary arrangements are made. For all visits a deputy leader should be appointed. It is highly desirable that the visit leader makes an exploratory visit, collecting information, materials and planning for the programme.

b) Where possible, mixed gender groups should be accompanied by at least one adult of each gender. This is a legal requirement for residential visits, but not for non-residential visits.

c) The visit leader will determine staff/pupil ratios in conjunction with the Educational Visits Co-ordinator and taking account of section d) below.

d) Different visits with different children have different needs and requirements. For each trip the staff involved should agree with the Educational Visits Co-ordinator in accordance with the nature of the trip and safety factors, bearing in mind the DfE recommendations what the ratio of staff/support should be. The information below sets out recommended ratios of adults to pupils for school visits and journeys. Whenever possible the minimum ratios should be increased.

e) Parental volunteers who accompany an educational visit are not subject to a DBS check and must not be left unsupervised. Volunteers who assist with transport for sports events are also not DBS checked, however parental permission will be sought as there will be occasions when they may be unsupervised.

Planning a Visit

At the time of initial planning, complete an initial request form (see appendix) and consult the Headteacher. Once the visit has been approved, seek written permission from Parents/Carers.

For local visits around Clayton or to nearby schools, parental consent will be sought when the child is admitted to school, so individual events will not require additional consent forms. Parents have the option to opt out of consent at any time.

The following information is required to be uploaded to EVOLVE by school a minimum of one week prior to a day-visit taking place and four weeks prior to a residential visit;

1. A completed School Visits Costings sheet.
2. A completed Risk Assessment and related documents to be uploaded to the EVOLVE risk management system.
3. A completed medical list for pupils attending with designated named responsible adults.
4. Coach Risk Assessment if applicable.

In addition A completed Contact Information sheet must be handed to a member of office staff.
The catering manager must be informed of the children's absence.
Purchase Order requisitions must be completed for any costs, e.g. venue, coach travel.

Transport

We only hire those companies whose coaches have individual seat belts. We insist that all children travelling by coach or minibus wear a seat belt. When using public transport, seatbelts are not available. When using a minibus, a qualified driver is always used. The driver is supported by another adult who is responsible for the behaviour of the group.

Medical

A trained first aider will form part of the staffing for any trip. A first aid kit must be carried, and all staff must be aware of the contents and their appropriate use.

First Aid

A first aid kit should always be taken (more than one if necessary) and everyone should know who has it. The contents of the kit may vary according to the activity.

Sick bags, buckets, paper towels are essential if travelling on a bus. You may wish to ask parents to consider whether they should wish to give their child a travel sickness tablet if they are known to be susceptible. **On no account should staff administer this medicine**.

Risk Assessment

Each trip should have a designated leader. The leader should follow the school procedures, completing Appendix 1 and upload to the Evolve system for submission to the EVC.
The leader is responsible for:

- a visit risk assessment. (Appendix 2)
- briefing other staff members
- giving information to parents
- understanding BDAT guidelines regarding emergencies

- ensuring adequate information is left in school with a designated member of staff.
- the handover of pupils to parents
- a copy of the CIBCP (Critical Incident & Business Continuity Plan) relating to visits must be carried by the visit-leader.

Careful consideration should be given to the following factors:

- The type of activity and the level at which it is being undertaken.
- The location of the venue.
- The competence and experience and qualifications of school supervisory staff.
- The group members age, competence, fitness, and temperament.
- The quality and suitability of the available equipment.
- The ratio of competent, experienced, and qualified centre staff to students
- Seasonal conditions, weather, and timing
- The activity provider should have any relevant information gathered about children with special educational needs well in advance of the visit, so that assurances can be obtained that the child can be accommodated and can participate in the event safely.

The leader should complete the risk assessment using the EVOLVE system and upload all required documentation. This should be submitted to the EVC for approval AT LEAST 7 days before the trip for a day trip and 4 weeks before for a residential.

Pupil to staff ratios

A general guide for visits to local historical sights, museums or local walks in normal circumstances would be:

Foundation	4:1
Y1, Y2	6:1
Y3, Y4	8:1
Y5, Y6	12:1

Whilst there are no ratios by law, Clayton St John CofE Primary has these minimum ratios. When travelling on a coach a minimum of two adults is required.
The leader should use his/her judgement for groups containing SEND pupils depending on the needs of the specific pupils. Group Leaders should assess the risk and consider an appropriate, safe supervision level for their group. In addition, there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly. The same consideration should be given to visits abroad, or other residential visits. A good rule of thumb is one teacher for every ten pupils.

Residential visits and activities

In Key Stage 2 children may have the opportunity to take part in a residential visit. This activity is in school term-time. We do make a charge for board and lodging, transport, and specialist instruction for supervised activities.

The residential visit enables children to take part in outdoors and adventure activities as part of their PE work. Any specialist activities eg caving, climbing, abseiling, archery, are undertaken with qualified

instructors. OEAP guidance and Trust & LA procedures are always followed. All staff including volunteers on residentials are DBS checked.

Adequate pupil/teacher ratios must be agreed with the Headteacher and/or the Educational Visits Co-ordinator. This is likely to be at least ten pupils to one adult. Residential visits with mixed gender pupils must be accompanied by a male and female member of staff or adult accompanying the party.

Information required for Residential Visits

a) A parental consent form must be completed in advance, for each pupil attending the event. Amongst other things it should identify any special requirements:
   e.g.:
   - allergies (including those to particular medication)
   - medication taken by the child
   - name and address of family doctor
   - special dietary requirements
   - information of use to staff (e.g. bedwetting/sleepwalking)
   - any activities in which the child must not participate, and if the trip is to be near water, whether the child can swim
   - home telephone numbers and address
   - emergency contact numbers e.g. at work

   This form should contain parental agreement to the pupil receiving emergency medical treatment, including anaesthetic. Attention must be paid to the particular groups (e.g. Jehovah's Witnesses)

b) It is essential that at all times each member of staff from the school or activity centre knows exactly which pupils they are responsible for and the extent of that responsibility. Each pupil should also know which member of staff is responsible for them or their group. There should be contingency plans should any member of staff need to be withdrawn through illness or other unforeseen reasons. At the beginning of each session, pupils should be made aware of rendezvous procedures should anyone become lost, and the emergency procedures they must take.

Information required by parents whose children are going on an extended school visit

Parents should receive a letter showing:

1. The date of the visit.
2. The times of departure and return.
3. The method of travel, including the name of the travel company if it is to be a residential visit.
4. The destination and the address of the place where children are staying overnight.
5. Emergency contact arrangements.
6. Names of leaders and accompanying staff.
7. The broad aims of the visits and details of the activities planned. Any activity involving special hazards must be clearly specified.
8. Reassurance that staff leading specialist activities are properly qualified and registered.
9. Information of charges or voluntary contributions.
10. Methods of payment and cancellation arrangements for residential visits.
11. Advice on pocket money.

12. For residential visits, insurance effected for group members in respect of baggage, personal accidents, cancellation and medical cover.
13. Clothing, footwear and other items to be taken, or prohibited items.
14. Details relating to the standards of behaviour expected from the group during the visit.

c) **INFORMATION FOR RETENTION AT SCHOOL** – full details should be retained at school while the visit is in progress. They should include:
   - The itinerary and contact telephone numbers of the parents and next of kin and of the location of the visit
   - Parental consent forms
   - The Headteacher must ensure that this is available at all times, especially if the visit takes place when the school is closed. The same information should be kept by the group leader during the visit.

d) Assurances will need to be sought from outdoor activity centres, particularly under the following headings (see OEAP guidance https://oeapng.info/evc/)
   - Recognition / accreditation (AALA License if adventurous activity)
   - Equipment
   - Health, Safety and Emergency Policy
   - Insurance
   - Activity management and staffing & their qualifications
   - Accommodation

Risk assessment and emergency procedures should be clearly set out, centre staff and school staff supervising the party should be made fully aware of what is agreed.

Visits Abroad

In addition to the guidelines relating to other school visits and journeys the following need to be considered:

- Specialist foreign school visit companies should be used.
- At least two people capable of acting as leader should accompany the party.
- Leaders should know how to telephone the emergency services in the countries to be visited.
- Leaders require access to sufficient funds for an emergency.
- Labelling of luggage and personal effects should include the name of the leader and the destination and telephone number in the country of visit. This is essential for air travel since luggage does not remain with the owner throughout the journey.
- Each participant should carry an identity card which includes their name, group (eg school or club), their temporary address and telephone number.
- Individual checks should be made from medical forms before leaving, considering the effects of the anticipated climate upon particular medical conditions.
- Leaders should be aware of the reciprocal health arrangements applicable between the UK and the country concerned. Types of food available in the particular country should be researched and the likely impact upon individual party members assessed before departure.
- The respective responsibilities of staff and individual pupils with regard to medicines and vaccinations, luggage, and personal items such as passports and currency, need to be clarified at the outset.

- A comprehensive first aid kit should be taken, and advice should be sought prior to departure on suitable items, giving due consideration to the nature of the visit.
- Parents should be given the full address of the accommodation and details of the itinerary.

In case of major incidents
Please refer to the school's Critical Incident and Business Continuity Plan (CIBCP).

Visits to Water
Staff must consult the see OEAP National Guidance document 7.1a "Adventure Activities" to familiarise themselves with potential dangers and how to deal with them.

Visits to Farms
Staff should consult OEAP guidance 7.1g on Farm Visits regarding potential hazards of farm visits. **NB** Female visitors who may be pregnant should not visit during lambing.

Financing of Visits
Non-residential school visits can only be funded by voluntary contributions if the visit is taking place wholly or largely during the school day. Parents are not obliged to make a voluntary contribution and parents who do not, must not be treated differently on this account. If insufficient contributions are made towards the cost of the visit, it should be cancelled, unless either the team or curriculum area has kept back money for these purposes. This section should be read in conjunction with the Charging & Remissions Policy.

Insurance
The DFE 'Risk Protection Arrangements' cover is in place for Clayton St John and the policy covers all off-site visits including Overseas.

Conclusion
Visitors to school and visits out of school contribute to our pupils' experiences. Visits promote the spiritual, moral, cultural, mental and physical development of our pupils and prepare pupils for the opportunities and experiences of adult life.

FORM A – SCHOOL VISITS AND RESIDENTIALS - COSTINGS

1 Visit Leader to complete this form and check school diary
2 Hand to Headteacher for approval together with details of the planned activities
3 Office will then confirm bookings
4 Visit leader to complete FORM B, TRANSPORT RISK ASSESSMENT, VISIT RISK ASSESSMENTS
5 Complete a BDAT Order Requisition and hand all documents to Headteacher for approval

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DETAILS			
Year Group		Number of Pupils:	
Departure date and time		Number of Adults :	
Return date and time		Time back at school:	
Venue			
Purpose of Visit i.e. curriculum areas covered			

VENUE		
Entrance Fee - pupil		
Entrance Fee - adults		
Ratio Free Adult Places		
	TOTAL	£

TRANSPORT		
Coach Company		
	TOTAL	£

ADDITIONAL COSTS BREAKDOWN		
	TOTAL	£

COSTING PER PUPIL		HEADTEACHER'S APPROVAL
Transport	£	
Entrance Fee	£	_____
Any Additional Costs	£	
Total		DATE
Minus School Subsidy (if applicable)	£	
Total Cost Per Pupil	£	

CONFIRMATION OF BOOKINGS	SIGNED	DATE
Coach		
Venue		
Visit entered in school diary		

APPENDIX 2

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FORM B– SCHOOL VISITS AND RESIDENTIALS

INFORMATION FOR HEADTEACHER

Criteria	Details	Additional Notes
Visit Leader		
Year	Number of children: Boys: Girls:	
Venue		
Purpose of Visit		
External Provider		
Adventurous Activities		
Travel Arrangements		
Employed Staff		
Other Adults		
First Aid Trained Staff		
Ratio of adults : pupils		
Cost of visit per child		Details attached.
Provision for lunch		Inform Kitchen of visit week before – order packed lunches if required
RISK ASSESSMENTS COMPLETED AND ATTACHED:		
Transport		
Generic		
Date Parents informed		
Emergency contact		

Headteacher's Approval

Visit approved by: _____ Mrs G Emsley Date: _____