



Shaftesbury C of E Primary School

(Part of the Sherborne Area Schools' Trust)

Educational Visits Policy

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Educational Visits at Shaftesbury CE Primary School

Policy Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum.

At Shaftesbury CE Primary School, we recognise our duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which we are accountable

Policy Rationale

- (1) Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum.
- (2) They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.
- (3) It is critical that we fulfil effectively our duty of care and statutory responsibilities for the health, safety and welfare of all connected with educational visits.

Policy Purpose

- (1) To ensure that every pupil has the opportunity to benefit from educational visits.
- (2) To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part.
- (3) To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for staff, volunteer assistants, pupils and providers involved in educational visits.
- (4) To ensure that whenever appropriate, further advice is sought from the LA / SAST and from other technically competent sources.

Guidelines

- (1) The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils. Appendix 1 presents a recommended process flow concerning the organisation of a school trip or visit.
- (2) The following guidelines support the planning and implementation of educational visits organised at Shaftesbury CE Primary School.



- a. All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the Dorset Council's Policy of Safety and Guidance – Offsite Events and Adventurous Activities (2024). (www.dorstforyou.com/schoolsafety).
- b. The Head of School will be responsible for the approval of all visits, or may designate this function to the Educational Visits Coordinator.
- c. A named and trained Educational Visits Coordinator (EVC) will be appointed to support the Head of School. In the absence of a suitably trained Educational Visits Coordinator the Head of School automatically assumes this role. The Educational Visits Coordinator for Shaftesbury CE Primary School is Jamie Paul (Office Manager).
- d. There will be a named and approved Event Leader (and where appropriate, deputy) on all educational visits. This Event leader will be specifically competent for the role as detailed in the DCC Policy of Safety and Guidance Offsite Events and Adventurous Activities.
- e. Working with the EVC as necessary, the Event Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Event Leader will assume full responsibility during the visit, including ongoing risk assessment. At Shaftesbury CE Primary School, we use a variety of risk assessments and checks which have adapted from the Dorset Council and HSE guidance and templates, taking account of advice from the Council's Outdoor Education and Visits team.
- f. The Event Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed.
- g. Wherever possible the group leader should undertake an exploratory visit to:
 - i. ensure that the venue is suitable to meet the aims and objectives of the school visit;
 - ii. assess potential areas and levels of risk;
 - iii. ensure that the venue can cater for the needs of the staff and pupils in the group; and
 - iv. ensure that the group leader is familiar with the area before taking a party of young people.



- h. If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. Copies of the venues own risk assessments will be requested and reviewed.
- i. All trips and visits will be recorded via the Dorset Council EVOLVE platform. This will ensure that the Council's Educational Visits team are able to review and provide advice on planning and risk mitigation for these trips, especially residential visits at home or abroad or day visits involving activities of a hazardous nature. Entries within EVOLVE will be made at least 21 working days before the first date of the visit.
- i. Local Area Visits within the local community (i.e. within one mile of Shaftesbury CE Primary School) will be recorded within EVOLVE using the shorter 'Local Area Visit' form. A map showing the boundaries of the school's 'Local Area Visit' zone is at Appendix 2.
- j. Trip Leaders will be responsible for organising a robust risk assessment and forms linked to the visit. This will include a relevant risk assessment, trip costing form (see Appendix 3), letter of information to parents / guardians (if required) and request for volunteers (if relevant, to support the visit). This will then be sent electronically to the EVC.
- k. Visit Forms will be reviewed and endorsed by the Educational Visit Coordinator, who will provide advice and assistance to the Trip Leader to add any additional controls or strengthening measures deemed necessary. Following endorsement by the Educational Visit Coordinator, Visit Forms will be reviewed and authorised by the Head of School.
- l. The completed paperwork will be sent electronically to the school office to process (e.g. place the visit in the diary / send out the letter to parents / organise transport / costings and setting up online payments for parents and guardians - if required; etc.)

Parents and Carers

- (1) The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits.
- (2) Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details.
- (3) Whenever appropriate for higher risk, residential and foreign visits a briefing meeting with parents/ guardians will be arranged.



- (4) Expectations with regard to behaviour and codes of conduct will be explained to parents/ guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.
- (5) Parents may give general consent for their child to participate in Local Area Visits within the local community (i.e. within the Local Area Visits zone defined at Appendix 2) via a one-off letter / consent form in entry to school. Examples of such visits include trips to participate in worship at St Peter's Church, or other community activities in Shaftesbury town centre. Parents/guardians have the right to withdraw consent for their child to participate in such Local Area Visits if they wish.

Pupils

- (1) Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- (2) Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.
- (3) Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit, if it is determined that this risk cannot be appropriately managed following a child-specific risk assessment. This will be communicated to their parents/guardians by the Head of School and discussed as appropriate. In such circumstances, the curricular aims of the visit for these pupils should be fulfilled in other ways.

First Aid

- (1) First Aid provision should be considered when assessing the risks of any visit. For adventurous activities, visits which involve overnight stays, or visits abroad there must be at least one (and preferably two) trained First Aiders in the group, holding a qualification equivalent to L3 Paediatric First Aid (or higher). All adults in the group should know how to contact emergency services.
- (2) The minimum first-aid provision is:
 - a. a suitably stocked first aid kit and
 - b. a qualified First Aider appointed to be in charge of first aid arrangements.
- (3) First aid should be available and accessible at all times. If a First Aider is attending to one member of the group, there should be adequate first aid cover for the other pupils. The Educational Visits Coordinator should take this into account when assessing what level of first aid facilities will be needed & how



close the party are to have access to first aid e.g. close proximity to an A & E hospital.

Supervision

- (1) It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. In determining the number and constitution of the supervising adult group, factors to take into consideration include:
 - a. sex, age and ability of group;
 - b. special needs pupils;
 - c. nature activities;
 - d. experience of adults in off-site supervision;
 - e. duration and nature of the journey;
 - f. type of accommodation; and
 - g. competence of staff, both general and on specific activities.
- (2) Supervision ratios should be determined based on the nature of the activity being undertaken, the environment that is being visited, and the specific needs of the group of children involved.
- (3) As a general guide, supervision ratios for different age groups should be:
 - a. Reception Year: 1 adult for every 4 children
 - b. Years 1-3: 1 adult for every 6 children
 - c. Years 4-6: 1 adult for every 10 children.
- (4) Ratios should always be agreed with the EVC based on an assessment of the visit. Higher supervision ratios may be appropriate in particular cases, such as for higher risk activities, for particular groups of pupils or for all trips abroad. Higher ratios are also recommended for swimming activities.
- (5) Swimming in the sea on a coastal visit will not be allowed for Shaftesbury CE Primary School children. An exception to this might be whilst on a residential visit supervised by fully trained staff, who are acquainted with the local conditions – but this would need to be risk assessed and authorised by the Head of School in advance. Paddling will only be allowed as part of a supervised activity, preferably in recognised bathing areas which have official surveillance.
- (6) Where paddling is to be allowed on a visit, a ratio of 1 adult:4 children is a minimum.
- (7) Where there is more than one adult supervisor, a group leader with authority over the whole party should be appointed.
- (8) Where a high adult:pupil ratio is required, it is not always feasible to use school staff alone. Parents with appropriate clearance may be used to supplement the



supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group.

- (9) Any adult volunteer supervisors who have not been subjected to the Trust's formal volunteer process (and therefore do not hold a valid DBS certificate) must not be left in sole supervision of a child or group of children at any point.
- (10) All adult supervisors, including school staff and parent helpers, must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times.
- (11) For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil.
- (12) If the school is leading an adventure activity, such as canoeing, Trust and School leaders 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.
- (13) Whatever the length and nature of the visit, regular head counting of pupils should take place. The group leader should establish rendezvous points and tell pupils what to do if they become separated from the party.

Inclusion

- (1) The Educational Visit Coordinator / Teacher / Head of School/ SENCO will not exclude pupils with special educational or medical needs from school visits.
- (2) Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.



Appendix 1: Process Flow – Organising a School Trip/Visit

The actions detailed below should be completed by no later than 21 calendar days before the trip/visit takes place.

Action	Owner
Identify trip proposal, with clearly expressed educational objectives	Trip Leader
Discuss trip proposal with Head of School: secure agreement in principle (including provisional dates)	Trip Leader
Obtain <u>provisional</u> quotes for all bookable elements of the trip, including travel and accommodation (where applicable)	Trip Leader
Complete SAST Trip Costings Form and submit it to the budget holder	Trip Leader and School Administrator
Review and authorise/amend the trip proposal	Executive Headteacher
Submit final authorised Trip Costings Form to SAST Finance	School Administrator
Record Trip within Sage and confirm the unique trip reference code	SAST Finance
Confirm bookings with all suppliers	Trip Leader or School Administrator
Prepare parent letter for Head of School to review. Consider whether consent slip needs to record: - Information about medication to be administered; - Requirement for FSM packed lunch; - Collection arrangements at end of trip.	Trip Leader
Review and authorise/amend the draft parent letter	Head of School
(If applicable) Generate parent payment options within Arbor/SchoolMoney, using the unique trip reference code from SAST Finance as the payment reference	School Administrator
Send trip letter to parents via email	School Administrator
Add trip details to school calendar and/or 'diary dates' section of school newsletter	School Administrator
Open a Visit Form on EVOLVE	Trip Leader
Complete risk assessment workshop, ideally involving the staff supporting the trip. [Invite the EVC if assistance required]	Trip Leader
Complete general 'SAGED' risk assessment and generate any specific risk assessments that are identified – uploading these to EVOLVE	Trip Leader
Inform caterers of any FSM lunches that need to be provided	School Administrator
(If applicable) Identify parent helpers and schedule a parent helper briefing	Trip Leader
Finalise and submit Visit Form on EVOLVE	Trip Leader
Review Visit Form on EVOLVE, seeking additional information if necessary before progressing the form to HoS review	Educational Visit Coordinator
Review and authorise Visit Form on EVOLVE	Head of School



Appendix 2: Local Area Visit Map – Shaftesbury CE Primary School



Trips/Student Activities

Trip/Activity:

Trip/Activity Date:

Leader/Budget Holder:

Number of Students – Max. (class/cohort size):

Expenditure: (Please list all related expenditure e.g. tickets, transport, parking, insurance, sundries)

£

Administration Charge: (please calculate at 2% of total expenditure)

£

TOTAL Trip/Activity Cost: (Expenditure plus Admin charge)

£

Income: (Please list all anticipated sources of income e.g. no. students x individual cost, PP funding, PE funding, sponsorship, other)

£

Authorised By: **Date:**
 **(Trip/Activity Leader)** – Email approval attached (YES /

Please email completed form to Finance@sast.org.uk for Trip Account set up.

FINANCE USE:

Trip Account Code:

Set up by:

Date:

Final Expenditure Total: £

Final Income Total: £

Overall Surplus/Loss:

£

Action: (i.e. Transfer between funds/refund students/payment to charity) – Use same NL for final CR/DR internal reconciliation journal; *NL should zero each other out, jnl is to move cost centre.*

- Admin Charge = **DR:** 'Trip' Dept- / NL6520 **CR:** 'Admin Chg' Dept- / NL6520
- Pupil Premium Jnl = **DR:** 'PP' Dept- / NL4035 **CR:** 'Trip' Dept - / NL4036
- OTHER Jnl = **DR:** Dept- / NL **CR:** Dept - / NL