Educational Visits Policy	
Date of last review	September 2026
Next review due date	September 2027
Approved by Governors and Head Teacher	

'Empowering children through sustainable, diverse, arts-enriched education'

Educational Visits Policy

Introduction

Thornhill Primary School has a strong commitment to the potential added value of learning outside the classroom and away from the school premises. Well-planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities, and should reflect the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances.

The Nature of School Visits

Each year group has a planned programme of visits and visitors designed to enhance learning across the curriculum. There are also additional activities designed to foster links with other schools, and promote achievement in areas such as leadership, sports and music.

These trips may include, but are not limited to:

- Local area walks
- Visits to other local schools
- Sporting fixtures and tournaments
- Day visits to places of historical, cultural, religious or other interest to support specific curriculum areas.
- Short residential trips designed to develop team building skills and pursue adventurous activities.

Planning and Risk Assessment

All staff are expected to follow Local Authority guidelines in order to ensure that groups of children can, with parental permission, be taken away from the school site to undertake activities safely. All trips must be planned and approved using the EVOLVE online system.

The school nominates an Educational Visits Coordinator (EVC) Miss C Gow who has the responsibility to support staff, ensure policies are followed, and check that forms have been correctly completed, before submitting them for final approval by the Headteacher. All approval should be granted at least two weeks before the date of the trip. In the case of adventurous activities (as outlined in the LEA guidance), approval should be sought at least 4 weeks before the planned date of the trip. This includes any residential trips, as well as trips to theme parks and some sporting activities.

Evolve

The EVC is available to provide support and training for staff when using the Evolve system.
The following key points should be noted:

- All teaching staff have a personal log in and Evolve account
- Staff should refer to LA guidance and exemplar documentation when completing Evolve forms.
- Staffing should be confirmed prior to forms being completed wherever possible. This should be in consultation with Headteacher.

All staff involved with each trip should be familiar with the relevant Risk Assessment prior to attending the visit.

Roles and Responsibilities

The Governing Body is responsible for:

- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits;
- ensuring that the Headteacher is supported in matters relating to educational visits and that she has the appropriate time and expertise to fulfil her responsibilities;
- asking questions about a visit's educational objectives and how they will be met;
- ensuring that visits are approved as necessary by the LA before bookings are confirmed;
- ensuring that the Headteacher has taken all reasonable and practicable measures to include
- pupils with special educational needs or medical needs on a visit;
- ensure that they review procedures with the Headteacher on an annual basis.

The function of the EVC is to:

- ensure educational visits meet the local authority requirements;
- assess the competence of prospective leaders and staff in consultation with the Headteacher
- ensure that Risk Assessment meets requirements;
- attend and organise relevant training and induction;
- ensure that staff have access to emergency arrangements;
- process trip arrangements using the EVOLVE system
- review systems and monitor practice.
- ensure that trips are evaluated in order to inform future visits

The Headteacher is responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Governing Body is made aware of visits through Headteacher inputs
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for Best Value;
- ensuring that all accreditation or verification of providers has been met;
- ensuring that each visit has an appropriately competent Group Leader;
- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of a major incident, which has been
- discussed and reviewed by staff.

The Group Leader has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Group Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policy and procedures;
- plan and prepare for the visit and assess the risks, including completing all stages of the visits checklist
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do, including appointing a designated first aider and ensuring that a qualified

minibus driver is available if required
- ensure that informed parental consent has been provided for each participant
- prepare all accompanying staff and volunteers with detailed agendas, copy of risk assessments, medical and SEN information, and details of emergency procedures and contacts prior to the trip
- ensure access to first aid support and materials
- evaluate the trip both during and after the event, completing the online evaluation on Evolve and noting any points for future reference
- report any incidents or near misses
- ensure adequate supervision of all parties, working to appropriate ratios depending on the nature of the visit, age and specific needs of the children
- prepare children prior to the trip, ensuring they will have adequate equipment and resources, and that they are fully aware of behaviour and other expectations
- Where the Evolve creator is not the same person as the trip leader, it is the responsibility of the Evolve creator to inform the trip leader of all necessary information and procedures.

Financing Educational Visits

The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school's Charging and Remissions policy.

Emergency Procedures

It is the responsibility of the EVC/Headteacher to ensure that emergency arrangements are in place for all Educational Visits. This includes:

- ensuring that all involved know who is the emergency contact point in the school, for each visit, and in the LA.
- ensuring that emergency procedures (the 'red card') are taken on each trip;
- ensuring that the contact point – or rota – is effective throughout the visit;

ensuring that parental contact information us up to date and accessible, particularly in the case of residential and adventurous visits, and those which take place outside of normal school