



# Byley Primary School and Nursery

## Educational Visits Policy

Date of policy	Date for renewal	Signed	
February 2024	February 2026	Elizabeth Whittingham (Headteacher)	Andrew Gibson (Chair of Governors)

At Byley Primary School & Nursery we regard educational visits as being an important part of school life.

These visits are beneficial to our pupils in many ways:

- as a valuable addition to the learning which takes place in the classroom
- as a means of developing the pupils' social skills and sense of independence
- as a means by which our pupils can experience environments which differ from those in which they live, work and play

As a staff, we recognise not only the benefits of educational visits but also the potential risks which may be encountered. Therefore, when planning an out-of-school visit we will ensure that the LA's guidelines and policy statement are closely adhered to.

To summarise:

- all visits will be led by a member of the teaching staff
- costs for all visits will be kept to a minimum and voluntary contributions towards the visit requested
- a risk assessment will be carried out prior to the visit and the relevant risk assessment form completed, using EVOLVE. Copies of these forms will be retained on file in school
- where the establishment being visited provides us with their own risk assessment document, this will be viewed in conjunction with our own
- our staff ratios are based around the risk assessment of the activities the children are involved in
- during visits, staff and pupils will follow the approved plan for the day and adhere to the activities for which a risk assessment has been carried out. If, due to unforeseen circumstances this is not possible, the group leader will use his/her experience and discretion to decide on a suitable course of action. If necessary, the group leader will contact school to seek advice from the Headteacher
- when parents act as volunteer helpers, they will be DBS checked and/or work under direct supervision of the teacher they are assisting
- a reputable coach firm who provide seat belts on their vehicles will be booked to transport pupils and adults to and from the proposed venue
- the visit will be accompanied by a member of staff who holds a First Aid qualification. Where the visit involves a venue, which is not in reasonable proximity to medical assistance – e.g. an outdoor education centre – a fully qualified First Aider will accompany the party
- the first aider will carry a first aid kit for attending to minor injuries
- medication needing to be administered to children (which requires to be kept cool and where medical forms have already been signed by parents) will be transported and, where needed, stored in a cool bag

- all groups undertaking an educational visit will have access to at least one mobile phone and the school will have a readily available record of this
- should there be a serious incident, the teacher/visit leader will contact: appropriate support services (e.g. ambulance) first and then the school, who will take responsibility to contact the parent/carer

All teaching and non-teaching staff are aware of the content of this policy and will be kept up-to-date with any changes in the school's or LA's Educational Visits Policy.

They have access to the Critical Incident Policy to refer to prior to the visit.

The Educational Visits Co-ordinator is Mrs A King.

## **LA POLICY STATEMENT**

It is the LA policy that schools make prudent provision for activities off site. In this context, prudence involves balancing the educational benefits of proposed activities against the risks that may be present.

Recommendations in the body of this document are intended to help demonstrate what the LA considers to be an adequate approach to control of risk.

The aim is to achieve the control of risk locally wherever possible, without having to resort to overbearing and bureaucratic measures of reporting to the Authority. Establishments operating according to this guidance can assume that they will be supported by the Authority in any dispute that may arise. In summary the LA requires:

- The **principles** discussed in this document to be adopted for all visits (see categories below). If there are queries or difficulties the school should resolve them through appropriate LA officers
- Oversight of arrangements for off-site activities to be held at **Senior Management level**
- A nominated person for off-site visits to be identified to the LA in order to assist communication and updating. This person should be called the Educational Visits Co-ordinator.

## **Ensuring visit safety**

The general principles for checking proposals for visits rest on:

- the actual activity
- the ability of the group
- where it is to be undertaken
- the ratio of supervising adults to pupils
- the competence of the leaders
- risks associated with the visit having been assessed

Health and safety law requires that activities are appropriately monitored but this monitoring only needs to be proportionate to the general level of risk to be expected. Therefore, Cheshire will adopt the following policy for checking visits

Category 1-	Visits vetted at school alone
Category 2-	Visits over which the LA needs to keep a watching brief
Category 3- of planning	Visits which the LA must be asked to approve at the outset

For brevity, this document refers to educational establishment staff. However, it is intended to apply to a much wider audience including all departmental employee and governors. This includes both at establishment level (schools, centres, etc) and visits organised by employees at LA service level. References to Governing Bodies will translate to Management or Management Committees and LA may be taken to be CWAC or an operations committee.

Local differences from the advice are to be expected and will not necessarily place an establishment in jeopardy. However, it is a clear matter of duty for everyone involved to ensure that local arrangements match the spirit of the recommendations.

### **Categories of Visit**

Visits organised by establishments in the Authority are categorised into three main groups. Whilst the principles of Planning, Risk Assessment and Review apply to all visits, the level of detail necessary will vary, broadly according to types of potential risk.

### **Environmental Considerations**

In assessing the appropriate category in which to place an activity, the EVC or LA Adviser should take account of the environment in which the activity will take place. An activity will be rated in a higher category if it takes place:

- In or near water
- In winter conditions
- On or near cliffs or steep terrain
- In an area subject to extremes of weather or environmental change
- Remoteness

### **Parental consent**

Written consent is required for:

- Activities of an adventurous nature.
- Residential trips.

- Foreign trips.
- Trips outside of school hours.

If preferable and appropriate, parents may complete an annual consent form at the start of any academic year which gives consent for their child to be involved in any and all activities, both on and off-site, that take place at any time, including the school holidays. Separate consent will be sought for trips which require payment. Parents will be informed of activities by letter and will have the opportunity to withdraw their child from taking part.

### **Staffing ratios**

There will be sufficient staff to cope in an emergency and generally. Our minimum staff to pupil ratios are as follows:

Reception – 1:4

Years 1 – 3 – 1:6

Years 4 – 6 – 1:15

Residentials – 1:10

### **Monitoring and review**

The effectiveness of this policy will be monitored by the headteacher. The governing board will review this policy every two years. The scheduled review date for this policy is February 2026.