St Chad's CE Primary School Educational Visits Policy

Review Date: September 2026
Next review: September 2027

Learning Outside the Classroom (LOtC) has a vital part to play in meeting the demands of the National Curriculum, and in achieving the goal of preparing young people for life beyond school. St Chad's have always used educational visits, residential experience and activity in the local area of the school and school grounds as an integral part of their whole-school approach to learning.

Training

- Staff receive annual training from the EVC. This includes updates about policy and practice, as well as writing risk assessments.
- Training from the LEA EVC is undertaken every 3 years.

Procedures for organising an educational visit

Before you book

- Check the school diary to make sure that date is convenient, please consider any music lessons taking place on that day
- Check which support staff are available to accompany you. Please try to take at least one staff member with you.
- Approach any parents/extra adults you may wish to invite on your trip. It is acceptable to take parents on a trip even though they do not have a DBS check, however, they should never be left alone with children. Please consider this when organising toilet trips when you are out.
- Ask the office staff to organise a quote for a coach for you, if one is required, and book the coach.
- Depending on the venue, consider whether you will need both male and female adults.

Before the trip

- Book the venue.
- Confirm the coach booking
- Speak to the office staff about how the payment for the venue will be made. eg.invoice, credit card payment
- Produce a letter to send to parents. (There are example letters in the Educational Visits folder) Please will you include the following wording on your letter, adapting it as required.

Please log in to Arbor to make payment. There is no obligation to make a contribution, however, should we not receive enough contributions, then the trip may not be able to go ahead.

If your child is prone to travel sickness, we ask that any medication is administered before arrival at school. If further medication is required for any return journey, please place in a named envelope and hand directly to a member of staff who will administer as instructed.

- Please have your letter checked by a member of the SLT, the EVC or someone in the office, before you send it out.
- Ask the office staff to add your trip to Arbor and provide them with an electronic copy of your letter so it can be emailed to parents. Paper copies do not need to be sent out.
- Arrange lunches with the kitchen.
- Enter your visit onto Evolve.
- Pre-visits are not necessary but they are sometimes useful. You should be able to get in to places for free if you tell them you are on a previsit for a school trip. Some venues require proof of ID.

3 days before the trip

- Please ensure that consent has been given and ask for anyone who hasn't given consent to be chased up via a text or a call. It is not ideal to be ringing parents on the morning of a trip to chase them for consent. Consent should only be given over the phone as a last resort. If this is the case, please ensure that the name of the person giving consent is recorded and dated and then filed.
- Plan an itinerary for your trip, including timings and groupings. There is no legal child to adult ratio requirement, but be mindful of the children in your class. You may have children who require 1:1 supervision, Quite often, museums and theatres offer a free adult place for so many children.

Risk assessments **This is the most important part of the trip**

- A risk assessment **must** be completed for **ALL** trips, this should be viewed and signed by the EVC the day before the trip at the latest. There are example and previous risk assessments available for you to **adapt, but not adopt.** It is imperative that you adapt each risk assessment, in particular

the control measures, for **you** and the children you are taking on **your** trip. If the risk assessment includes a route, please ensure it is the route you will be taking.

- Risk assessments are about assessing significant hazards likely to affect the health and safety of people involved in your trips, however, please be aware of safeguarding and medical needs.

Visits in the local area

- Parents should be informed of visits to the local area via a text, email or letter. Those that require payment need to be entered onto Arbor.

Staff transporting children in their cars

- If you are transporting children in your car, please ensure that your car is insured for school business. Please will you provide a copy of your car insurance certificate for the file. You will also need to obtain written consent from parents for each trip. This too needs filing in the Educational Visits folder.

Parents transporting children (both theirs and other children)

- Where parents are arranging transport themselves, it must be made clear on the letter that the responsibility of transporting children is theirs, not that of the school.

Evolve (Oldham's Educational Visits Portal)

- Visits within our 'local learning area' do not need to be inputted onto Evolve.
- Trips requiring transportation or more adventurous activities must be submitted to Evolve at least three weeks before the trip goes ahead.
- Local activities which involve a higher risk should be submitted on to Evolve.
- Risk assessments and any other paperwork can be added to an Evolve submission at a later date.
- There is an evaluation section on Evolve where notes can be added about trips and venues that you think other staff might find useful.

- Sporting fixtures eg. matches and tournaments need to be submitted on to Evolve, as well as risk assessments completed for when you are at the venue

On the day of the trip

- Ensure that the office is aware that your class are out on a trip that day.
- Collect your lunches from the kitchen.
- Go through the itinerary for your trip with all the adults and the children involved.
- Reinforce health and safety and school expectations with the children.
- Collect inhalers and any medical equipment, first aid bags etc.
- Collect sick buckets and sick bags if required.
- Collect high vis. Jackets.
- If you are travelling a distance, please ensure you have a list of contact details for all the children and adults in your party.
- Leave a copy of your risk assessment and your itinerary with the staff in the office.
- For trips in the local area, you do not need to take a list of contact details for parents.

After the trip

There is an educational visits folder in the office.
There is an educational visits folder in the Admin shared folder.

- File the signed paper copy of the risk assessment in the EV folder.
- File a copy of the letter in the EV Folder.
- Save electronic copies of the risk assessment and letter in the Educational visits folder in the Admin shared.