

Kingsland CE Primary School

Educational Visits Policy



Let your light shine

“Let your light shine before others that they may see your good deeds and glorify your Father in heaven.” Matthew 5:16

Let your light shine on our vision:

As God's children, overflowing with His light, we will shine before others to inspire, nurture and bring joy so all may embrace life in its fullness to the glory of God.

September 2026

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Date for full implementation: September 2026
Review date: September 2029

This policy reflects the Herefordshire Council guidance: [Policy for the Management of Educational Visits 2023 – 2026](#).

Our Philosophy

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

At Kingsland CE Primary School we seek to ensure 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, in order to live out the school vision of 'Let Your Light Shine'. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that support, develop and enhance what they learn in school.

Kingsland CE Primary School recognises the importance of well-planned and high-quality educational visits to young people. Educational visits, residential visits and activities in the local area as well as outdoor learning on school grounds play a vital role in meeting the demands of the National Curriculum, as well as providing opportunities to enrich learning, experience something new and raise motivation.

Scope

This policy applies to all off-site educational visits including alternative provision, outdoor learning and adventurous activities regardless of location involving children and young people. It applies regardless of whether the activities take place within or outside of normal working hours, including weekends and holiday periods.

Organisation

The National Curriculum defines what we teach the children in school. This is the basis for each Year Group's programme of learning for each school year. In addition, the Headteacher and staff agree the corresponding programme of visits and activities in advance of each academic year. This is then reported to governors through the 'Love to Learn' Committee.

Within each Year Group's programme of work, the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents at the beginning of each term in our curriculum information. We plan other activities as the school year progresses, and inform parents of these in due course.

In deference to the socio-economic factors influencing our intake, the cost implications to the school and families are carefully considered during the organisational process of arranging a visit. Costs will be kept to a minimum and the school will ensure that no child misses out on a school visit due to financial reasons. Some enrichment activities may be school based e.g. theatre group visits, workshops or visiting speakers etc., in order to reduce costs.

Parental Permission

Visits and activities usually take place within the school day. We follow the Local Authority's guidelines relating to health and safety. We ask parents to give written permission for their child to take part in any activity that takes children off the school site, and out of the village of Kingsland. Written permission is also required for after school activities. If we do not receive this written permission, the child will be unable to participate.

Sanctioning of School Visits

Governors will be informed of residential visits. Members of staff organising other visits will request the Headteacher's permission well in advance of the visit. Details of the visit as agreed can then be used to inform parents of the nature and cost breakdown of any visit.

Charging for school activities

The governing body has a charging policy that details the full range of activities where a charge can be made. A copy of this is available on the school website. Where families are experiencing financial difficulties, measures will be put in place by the school to ensure all children have equal access to the school visits.

Visitors to School

We encourage regular visits from our neighbourhood police officer, health workers and other external visitors. These visits support the personal, social and health education of our children. Our local clergy takes Worship Times and other local religious leaders also take assemblies in the course of the school year. We do this with the full agreement of the governing body.

Transport

The school charges children for transport to some activities. The charges that we make cover the expenses of the journey only; we do not make any profit from this. We only hire companies whose coaches have individual seat belts. We instruct all children travelling by coach to wear a seat belt and to remain seated for the length of the journey.

Visit leaders and staffing

There should be a clear process for approving leaders to lead visits or activities. Leaders must be accountable, confident and competent to lead the specific visits or activities for which they are approved. The Head or Educational Visits Co-Ordinator (EVC) (when the responsibility is delegated) must make a judgement about the suitability of that person to lead that group on that visit/activity in that environment. The single most important factor in ensuring the safety of participants involved in an Educational Visit is the competence of the Visit Leader. The EVC should therefore consider the following when assessing the competence of a member of staff to lead, or accompany a visit:

- What are the leader's reasons for undertaking the visit?
- Is the leader an employee and if not, is there a clear line of accountability?
- Can the leader/leadership team appropriately manage the teaching and learning in addition to the health, safety and welfare of the young people?
- Do all accompanying adults have a defined role?
- Is the leader organised?
- Are the leader/leadership team competent in managing risk?
- What experience has the leader of the young people he/she intends to lead?
- What is the leader's and leadership team's prior experience of similar visits or activities?
- Has the leader been inducted into the establishment's procedures?
- What experience has the leader of the environment/geographical area chosen?
- Do the leader/leadership team possess appropriate qualifications?
- If appropriate, what are the leader's and leadership team's personal levels of skill in the activity, and fitness level?
- If leading an adventurous activity, have all the leaders been approved by the Headteacher and the Outdoor Education Adviser?
- Has the leader addressed medical, first aid and inclusion issues?
- Is the leader aware of, and able to comply with all relevant guidelines?

Additional Adults

All additional adult volunteers require police clearance to take part as an assistant on a school visit. Parents and Governors wishing to volunteer at any time will be asked to complete a DBS check and will be added to our register of suitable volunteers. In the event of DBS backlog, unauthorised adults awaiting clearance will be risk assessed and paired with staff, and will not supervise children alone.

Residential Visits

Children in KS2 have the opportunity to take part in a residential visit. These activities are linked to the National Curriculum. We do, however, make a charge for transport, board and lodging, entrance to sites, insurance and specialist instruction for certain activities (refer to Charging & Remissions policy for further details). The residential visits enable children to take part in outdoor and adventurous activities as part of their PE work. We undertake these visits having informed the Educational Visits Coordinator (EVC) for the LA (Evolve) and the relevant Health and Safety Officer. All specialist activities are undertaken with qualified instructors at registered centres.

Communication & Pupil Safety

During a residential visit, the designated teacher in charge will make contact daily with the school to confirm safe arrival and any issues. A message confirming safe arrival will be available for parents.

Any delay in return times on day or residential visits should be communicated to the Headteacher or School Office by the designated teacher in charge. Notices will then be posted on the school website.

The names of children and adults designated to the coach will be given to the school office by the designated teacher in charge along with mobile contact numbers. A member of staff on each coach will also carry a card which details measures to be taken in the event of a serious emergency.

First Aid

Teaching and support staff at Kingsland CE Primary School receive appropriate certified First Aid training. The coach will be provided with basic First Aid equipment by the School Office. Medicines relating to particular children and medical forms giving parental permission to administer medicines should be carried by a designated First Aider. Asthma inhalers should be carried by users.

During the residential visits, parents are requested to provide an inhaler (labelled with child's name) or Epipen (used for anaphylactic reactions) as required.

Planning

It is essential for teachers to have a clear idea of what they require from the visit educationally, so that the venue and services available can provide the maximum benefit to children. A 'pre-visit' fact finding visit to an unfamiliar venue by teachers is of great value where possible and can often be arranged free of charge. The health and safety of our pupils and staff is of paramount importance at all times. For certain visits, an online Evolve form will need to be completed and submitted to the EVC and Headteacher for approval.

Supervision

The level of supervision required would depend on the nature of each visit, the type of activities undertaken and the environment in which the visit takes place. Some venues will request a particular adult:pupil ratio. Generally, an overall ratio of 1:10 is more than adequate. Trained staff must accompany children with specific medical conditions (e.g. diabetes). On most visits beyond the locality it would be expected that every effort should be made to have both male and female adults. All groups should be given clear guidelines as to their conduct and behaviour for the particular visit and group leaders should ensure that all adults and children are aware of the ground rules for each visit. Using the class list, children should be counted and checked before the coach leaves and at regular intervals throughout the day. It is the responsibility of the teacher leading the visit to co-ordinate the count and ensure children's safety.

A Risk Assessment should be completed for visits and particular Health and Safety issues should be highlighted and steps taken to minimise all risks, however minor. Teachers should ensure that all additional volunteer supervisors have an up-to-date DBS Police check.

Follow-up

Generally, each visit will provide stimulus for specific subject or cross-curricular follow-up work in school. Specimens collected, photographs, worksheets, postcards, leaflets etc. will all provide such resources. Some visits may support a term's work; others will need only minimal follow-up as they provide an end in themselves, such as some theatre visits. The amount of follow-up will be at the discretion of the teacher.