Educational Visits Policy

Written	September 2025
Written by	Miss S Corkindale Mrs M Hindley
Ratified by Local Governing Body	October 2026
Date of Review	September 2027
Requirement	**Non-statutory** **Required on website**

Document Version Control Log

Version	Modification Date	Synopsis of Changes
2	01.09.2025	Name change to Academy
3	20.09.2026	Removal of SBM

Aims

All visits must have educational objectives and at this school we aim to: -

- Provide the opportunity for every child to participate in at least one educational visit per academic year
- Provide first hand experience of places, people and artefacts related to the topics they are studying
- Enhance, extend and promote children's learning across all curriculum areas
- Foster the appreciation of different cultures and environments

Charging Policy

In conformity with the requirements of the Education Reform Act 1988, it is the policy of this school: -

To request voluntary contributions from parents for school activities in or out of school time, compulsory charges cannot be levied and the visit will only proceed if there is sufficient voluntary funding. No child will be barred from such activity by reason of inability or unwillingness to make a voluntary contribution.

The charges for educational visits will be kept as low as possible and every effort will be made to ensure that parents have at least four weeks prior notice, enabling them to pay in instalments if necessary.

Child-Adult Ratio

The ratio of children to adults should be at least 1:4 Nursery, 1:6 Reception, rising to a ratio of at least 1:10 for KS1. The number of adults needed will depend on the nature of the visit and the amount of supervision deemed necessary.

Preparation and Guidelines

The Headteacher's approval should be sought and obtained prior to any arrangements being made.
The following arrangements should be made in advance of the visit;

- All visits should be planned with clear aims and expected learning outcomes. Any new venues will require a preparatory visit by staff. Possible dates are then discussed with the Headteacher.
- Relevant people should be informed – Lighthouse Multi Academy Trust, LA, governors, kitchen staff (for free meals, milk will not be cancelled), principal dinner supervisor and Office Manger.
- A detailed itinerary should be produced and must include costing, dates, times, activity details, grouping and supervision arrangements.
- Letters should be sent to parents outlining all necessary details and requesting voluntary payment.
- Monies received should be sent to the school office daily and will be recorded by office staff.
- Teachers must ensure that consent forms are returned
- Advance payments should be made where necessary
- An assessment of toilet and lunch facilities, along with a risk assessment must be undertaken.

The following arrangements should be made during the week before the visit;

- Number of children requiring a free infant meal should be ascertained, the required number of packed lunches should be ordered and a list should be provided to enable the staff to ensure each child has the appropriate meal.
- All consent forms must be received – under no circumstances is a child to participate without a valid consent form.
- Any medical requirements of the children should be ascertained along with necessary emergency contact arrangements
- Any equipment or resources needed should be organised
- First aid kit, sick buckets, paper towels, plastic bags, disinfectant, spare clothes etc., to be made ready prior to day of visit
  Parents should be advised as to any pocket money arrangements.
- A TEST text should be sent to all parent/carers of pupils participating in the trip to ensure the emergency contact details are correct.
- Staff emergency contact details to be confirmed.

The following arrangements should be made on the day of the visit;

- Packed lunches should be collected from the school kitchen,
- A final check of consent forms and emergency/medical requirements should be undertaken
- A cheque for outstanding payment should be collected from the Office Manager, with leader ensuring that it is signed

Supervision and First Aid

- **During the day children must be supervised by the agreed adults at all times**
- If a child is taken ill during a visit, a member of staff and additional adult should accompany them to the First Aid base (identified in the Risk Assessment planning visit). School should be contacted.
- **In the event of an emergency –** the minimum amount of first aid should be administered, if required an ambulance should be telephoned and the appropriate adults should be contacted immediately. School must be contacted immediately.

Monitoring

Staff are expected to evaluate any educational visit. Where visits have been particularly successful they may be repeated the following year. If any weaknesses are found, staff will know what to address on subsequent visits, should the venue be used again.

Health and Safety Requirements

At least one member of staff must be trained as an Educational Visits Co-ordinator. Training must be renewed every three years.
All staff must be fully aware of the Emergency Planning Procedures before embarking on a visit.

Review

This policy will be reviewed in line with current legislation as part of the school's programme of planned policy review.