

**PUDSEY BOLTON ROYD
PRIMARY SCHOOL**



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Care Growth Teamwork

Educational Visits Policy

Date of ratification: **November 2023**

Ratified by: **Governing Board Committee**

Date of review: **November 2025**



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1. General Statement of Policy

Pudsey Bolton Royd Primary School recognises the value of off-site visits to pupils as an enrichment to their studies, and to their personal and social development. Such visits can improve the individual's affiliation to the school and help generate positive relationships with their teachers.

The school takes the health and wellbeing of our staff and pupils very seriously. This policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school visits.

EVOLVE visit notifications will, as a minimum, state:

- The educational purpose of the visit
 - Its aims and objectives
 - How it conforms to the school's curriculum aims.
-
- EVOLVE will be used to provide assurance that each visit is methodically and suitably planned.
 - Approval of visits will be outlined within the arrangements section of this policy.
 - Competencies required for the nominated Visit Leader and supervisors will be clearly defined.
 - Where the school uses external providers, the visit leader must satisfy themselves that they will deliver quality; have public liability insurance; and meet health & safety standards. This can be done by consulting Evolve; KADDI; and/or the use of E2 & E3 provider forms.
 - Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
 - The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy, in line with EVOLVE.
Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.
 - No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian.
 - Every trip or visit will be subject to a review on EVOLVE.



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2. Organisation

Responsibility for educational visits rests with the Governing Body and Headteacher.

Governing Body is responsible for

- The overall implementation of this policy.
- Ensuring that this policy complies with the Equality Act 2010.
- Ensuring educational visits and visits positively impact on pupils' lives, teaching them life skills and providing new experiences
- Approval of visits in category 3 will be undertaken by the Chair of Governors.
- A Headteacher's report outlining visits planned and the results of the reviews of visits undertaken will be submitted to governors annually.
- An evaluation of every educational visit will be available to view on EVOLVE. This should be completed within a 28-day window following the visit. (After 28 days this option is no longer available on Evolve).

Headteacher is responsible for

- The day-to-day implementation and management of this policy.
- Appointing an educational visits coordinator
- Ensuring that Educational Visits are planned in accordance with Leeds City Council's policies and procedures, that the supervisors are competent, physically and mentally fit and that governor assent has been given if required.
- Authorising all visits via EVOLVE.
- Reporting visits planned and the results of the reviews of visits undertaken, to the Governing Body annually.
- Ensuring suitable safety measures are in place prior to each visit or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular visits and activities.
- Ensuring there are contingency plans in place in the event of a member of staff being absent on the day of the visit or activity.



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Educational Visits Co-ordinator (EVC) is responsible for

- Overseeing all issues and controls regarding extra-curricular activities and visits.
- Liaising between all appropriate parties, including the local outdoor education adviser, during the planning and organising of extra-curricular activities and visits.
- Ensuring the systems and procedures for dealing with educational visits adhere to the requirements of this policy.
- Partaking in relevant additional training to ensure they remain up-to-date with relevant educational visit information and health and safety guidance.
- Overseeing the planning of the educational visits, by ensuring all essential documentation, including risk assessments, is up to date and appropriate for completion by the designated visit leader.
- Appointing an appropriate and competent member of staff to be the designated visit leader for each visit.
- Ensuring the competency of the designated visit leader, in consultation with the headteacher, by organising training for staff and volunteers.

Visit Leader

The designated visit leader selected to be in charge on an individual visit is 'in loco parentis' and has a duty of care to all pupils on the visit. They are also responsible for:

- Identifying the educational purpose of the extra-curricular visit or activity and presenting its benefits to the headteacher.
- Undertaking any relevant training or courses which are arranged by the educational visits coordinator.
- Completing all essential documentation for the visit and ensuring it has been approved by the educational visits coordinator.
- Ensure that the visit is financially viable by being clear about the proposed costings for the visit, monitoring voluntary contribution uptake as well as recording any subsidy used from the school budget.
- Ensuring that the visit is organised in sufficient time so that if not enough voluntary contributions are forthcoming and the visit is cancelled, school is not responsible for covering the costs of the visit.
- Conducting a risk assessment prior to school visits and educational visits to ensure pupil and staff safety.
- Ensuring that the notification is completed on EVOLVE within time scales
- Ensuring that all parents/carers of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place. They are



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responsible for ensuring signed permission is obtained for all children attending, prior to the visit taking place.

- Creating an itinerary prior to an educational visit or school visit and distributing it to pupils, parents and staff to ensure the day is well organised and safe.
- Informing parents of the proposed extra-curricular visit or activity in advance and distributing permission slips to parents.
- Implementing safeguarding measures throughout the planning, organisation and delivery of the extra-curricular visit or activity.
- Ensuring all adults on the visit are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.
- Having overall responsibility for the visit whilst it is underway.
- Evaluating the visit on EVOLVE

The designated deputy leader supports the designated visit leader and will assume the designated visit leader's responsibilities if the designated visit leader is no longer fit to lead the visit, e.g., is unwell at short notice. They are also responsible for supporting the designated visit leader in completing all their relevant responsibilities by assuming any delegated tasks.

Staff are responsible for

- Adhering to this policy and applying its principles when participating in extra-curricular visits and activities. They should feel confident to challenge any unsafe practice observed.
- Ensuring they are competent and comfortable with their delegated responsibilities, undertaking training where necessary.
- Ensuring the safety of the pupils is maximised throughout any educational visit or activity.
- Ensuring that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- Ensure that once the trip has started, where any previously unforeseen hazards or risks are identified, they are immediately brought to the attention of the Visit Leader.
- Feeding back information subsequently to the Visit Leader, to enable a full review of the visit to be completed.

3. Arrangements

Proposals

- See Appendix A for the order of events that will be followed for organising an educational visit.
- See Appendix B for suggested staffing ratios. Remember these are guidance and should be informed through visit specific risk assessments.
- See Appendix C for the required booking form to be submitted to the office for visit administration.



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- The proposal for category 3 visits must be submitted to the headteacher **at least 6 weeks before** the intended visit, unless an exception has been granted.
- The Evolve notification must be submitted within the following timescale for each category of visit to the EVC. Exceptions are possible but **MUST** be cleared with Headteacher/EVC first.

Category	Latest date for submission to the EVC
1 - regular curriculum, no transport	2 weeks (recommended)
2 - day visits involving transport	4 weeks (recommended)
3 - overnight, overseas, adventurous	6 weeks (mandatory) - LA needs 4 weeks' notice

- The EVOLVE notification **must** be completed for all visits.
- Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit taking place outside school hours. They must sign the relevant consent form(s), and provide emergency contact number(s) and all relevant medical details.
- Where coach or minibus travel is to be used it must be in accordance with Leeds County Council regulations.

Notification

- Notification will be made using EVOLVE within the time scales in 3.1.5.
- The Visit Leader is responsible for planning the visit and completing the Evolve notification.
- The Headteacher will ensure that the Visit Leader carries out this task.

Undertaking the Visit

- Once the notification has received approval, the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made, prior to the alteration taking place.
- A record must be kept of all such instances for evaluation and review purposes.
- Any accidents or near misses that occur during a visit will be reported to the Headteacher to pass on to Leeds City Council, using the forms CF50 (and/or CF50a) upon the return of the group to school.
- Any accidents that result in a pupil or member of staff having to go to hospital must be reported to the school emergency contact (identified in the proposal) immediately by phone. Upon receipt of any such calls, the school contact will inform the Health and Safety team at Leeds City Council without delay.



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Monitoring

- The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.
- On occasions the EVC, Headteacher, Senior Manager or member of the Governing Body may accompany a group for monitoring purposes.
- The school may also request, or be asked to participate in, a Leeds City Council Health and Safety Team monitoring visit of a planned trip, or to conduct an audit of their educational visits processes. This will be used for the school's own monitoring purposes.

Evaluation and Review

- The evaluation will be completed on EVOLVE.
- The Visit Leader will report any significant issues with the visit to the Health, Safety and Wellbeing Team.
- Every visit will be reviewed by the Visit Leader, with any near misses or dynamic risk assessments carried out recorded on Evolve as a note.
- The results of the evaluation and review process will be available to the Headteacher via EVOLVE.
- The Headteacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

Equal opportunities

The school promotes values of equality and does not discriminate against any individual or group of pupils when organising a visit. The extra-curricular visits and activities offered to pupils will provide new experiences and develop life skills. Where possible, activities and visits will be adapted to enable pupils with SEND to take part. The SENCO will liaise with pupil's parents, where appropriate, to consider what reasonable adjustments may be necessary.

Due to the popularity of some extra-curricular visits and activities, the school offers places on a first come, first served basis.

For school visits that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.



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Finance

The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging visits.

In the event that the visit is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision costs.

In the event that a pupil cancels their place on a visit, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the pupil's reasons for cancelling their place, whether the school will be reimbursed for the pupil's place on the visit, and whether the space on the visit can be offered to someone else. Where a pupil has previously cancelled a space on a school visit and received a full refund, the school has the right to refuse to allow the pupil to attend future visits and visits.

The school will take a common-sense approach to refunds and cancellations, ensuring that all pupils are treated equally. Any charge made in respect of pupils will not exceed the actual cost of providing the visit divided equally by the number of pupils participating.



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EDUCATIONAL VISITS POLICY APPENDIX A: ORGANISING AND EVALUATING EDUCATIONAL VISITS (UPDATED JANUARY 2020)

All Educational Visit planning should commence at least **8 weeks in advance** of the visit date. Proposals/Parent Letters need to be ready to upload to EVOLVE and be sent out by the office at least **6 weeks ahead of the visit** (to allow sufficient time for parent contributions to be received via Parent Pay).

Educational Visit Organisation:

1. Discuss the proposal for your visit with the Headteacher (HT) and Educational Visit Co-ordinator (EVC).
2. Visit Leader to contact venue and obtain 2 or 3 possible dates.
3. Take dates to HT to check against school diary/staffing rotas and to confirm which date is best.
4. Visit Leader to complete the top section of this booking sheet, which can be obtained from, and should be returned to, the office.
5. The booking form needs completing for both visits out of school and paid visitors into school.
6. Visit Leader to ask office to book suitable transport on the agreed/requested date. Office to obtain 2 or 3 quotes and check with Visit Leader which coach company to secure. Office will then complete the booking. [NB: If no coach/bus is available on the requested date, you will need to return to stage 1 and restart the process.]
7. Once the transport is booked, complete the middle sections of the Booking Form and return to the office.
8. Complete details on Evolve and draft a form and letter of School Ping to inform parents/carers electronically and email them to EVC. Confirm staffing implications with EVC/HT first, then with any class teachers/T.A.s involved.
9. Complete Evolve, including risk assessments within necessary time frames.

PLEASE NOTE - Visits should be organised within plenty of time both to give parents enough time to contribute payment as well as giving school the opportunity to cancel the visit if necessary before payment deadlines to the organising company.



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Naming Visit on Evolve

There are thousands of visits on EVOLVE and so it is important that there is an organisational structure in naming the visits. This is to both ensure consistency across all year groups and also to make it easier for users to find visits.

The recommended structure is as follows:

1. Year.
2. **Venue - essential.**
3. Class/year/group
4. Initials of school

For example: 2021 Alton Towers Y5 PBR

Note that Category 3 visits (e.g. Filey/Residential) need to be signed off by the Chair of Governors in addition to the HT/EVC - ideally before uploading onto EVOLVE, so allow extra time for this within the planning stage.

Note that Cat 3 visits MUST be on EVOLVE a minimum of 6 weeks before the visit date.

Other Reminders

- Before the visit, ensure that all staff involved have read and understood all risk assessments.
- After the visit, return the signed proposal and signed risk assessments to the EVC for archiving.
- Report any significant accidents, near misses or serious safety concerns with the visit to the Health, Safety and Wellbeing Team.
- Evaluate the visit on Evolve, recording any near misses or dynamic risk assessments carried out as a note.



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EDUCATIONAL VISITS POLICY APPENDIX B: RATIOS

Ratios

Evolve will ask you to enter the ratio of supervisors to participants. You may find the table below as a quick reckoner for the number of supervisors required.

To exceed the recommended ratios below there should be a suitable and sufficient risk assessment in place. Ratios should consider:

- Meeting the needs of those with behavioural issues
- Meeting the needs of those with disabilities
- Meeting the needs of those with specific medical needs
- The nature of the activities
- The venue
- Amount of time i.e. residential versus day trip to allow for staff rotation
- Remoteness
- The weather.

Recommended Ratios (under 8s)	Recommended ratios (over 8s)
Aged <2 = 1:3	Aged 8-11 = 2:20
Aged 2 = 1:4	Aged 12-16 = 2:30
Aged 3 = 2:13	Aged 16-19 = 2:40
Aged >3 = 2:13/1:8	



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EDUCATIONAL VISITS POLICY APPENDIX C: SCHOOL VISIT BOOKING FORM & INFORMATION SHEET

Date of visit /visitor into school:		
Location:		
Year Group/Class:		
No. of pupils:		
No. of staff:		
Is this visit suitable for a double-decker bus? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<u>Office use:</u>		
<u>Coach quotes</u>	<u>Coach Company</u>	<u>Price</u>
Quote 1:		
Quote 2:		
Quote 3:		
<u>Costs</u>		
Cost of admission:		
Total cost of visit:		
Contribution per child:		
Budgeted school subsidy:		
<u>Office use</u>		
Actual contributions from children:		
Actual school subsidy:		
Additional information:		