The Federation of the Church Schools of Shalfleet and Freshwater & Yarmouth

Together for a Brighter Future

Educational Visits and Journeys
A Statement of Policy

Approved by	
Portfolio	**Community**
Approved on	**Autumn 2026**
Review date	**Autumn 2027**
Review Cycle	**1 Year**

Educational Visits and Journeys Policy

Educational visits and journeys are defined as occasions when children are taken off the school site during school time.

Rationale

At Shalfleet and Freshwater & Yarmouth C.E. Primary Schools, educational visits and journeys are an integral part of school life. They provide opportunities for pupils to experience firsthand learning opportunities not available in the classroom and develop independence. This policy is designed to help organisers ensure that pupils stay safe and healthy on school visits.

With our focus on developing and enhancing children's Cultural Capital, trips play a huge part in ensuring that children have a wider range of experiences. The trips we offer focus on development of key skills and exposure to a wide range cultural experiences.

Aims

As part of our aim to provide a broad and balanced curriculum, educational visits:

- Have a stated educational purpose
- Provide children with firsthand experiences
- Enhance learning opportunities
- Develop personal and social skills
- Provide a positive contribution to the development of cross-curricular dimensions
- Enhance our teaching plans
- Provide opportunities to have fun
- Develop children's Cultural Capital

Opportunities

Visits include:

- Walks around the local area – Group 1
- Local visits, half or full day visits which need transport – Group 2
- Residential visits not involving hazardous activities – Group 3
- All visits/journeys involving potentially hazardous activities –Group 4

Overview

The school acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils.

Under DfE Health and Safety on Educational Visits and OEAP National Guidance all schools are required to have a named Educational Visits Co-Ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfE Requirements and LA guidelines.

Please give as much notice as possible, with a minimum two weeks' notice for a visit on the Isle of Wight, five weeks for visit in Britain and two months notice for one abroad or involving hazardous activities. There are a number of procedures/checks to do, which take time to complete.

Approval for Visits
All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the headteacher. The 'Trip Request' form must be completed for review and submitted for processing.

Approval of 'normal' day visits is at the discretion of the headteacher. However, visits that are either:

- overseas
- residential or
- involving an adventurous activity (as defined in the Leadership Offsite guidance)

Will require additional approval. The governing body should also be informed about these visits prior to a commitment being made.

If an external provider or tour operator is being used, they must complete the detailed Form EV5 at the time of the provisional booking.

Reasons for Visits
It is essential that all visits have sound and clearly stated educational aims. Trips 'for the sake of it' will not receive approval.

Charging for visits
In LA schools the education provided during school hours is free, which means that charges cannot be imposed on parents for any visit during school time. However, parents can be asked to make a voluntary contribution. Parents must be made aware that the contribution is not compulsory, and the children of parents who do not contribute will not be discriminated against. In the last resort, the visit may have to be cancelled if there are insufficient contributions and the shortfall cannot be made up. For residential visits parents can be charged the full cost of board and lodging.

Assessment of Risk
The assessment of risk is required for all offsite activities. Risk assessments should be carried out by a competent person. Whenever possible, the teacher in charge should carry out a preliminary visit and any risks assessed using the Generic Trip Risk Assessment form template

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic Risks – normal risks attached to any activity out of school.
- Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

Plan B
Despite the most detailed and sedulous pre-visit planning, things can go wrong on the day, e.g. a parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advance thinking is done to cater for any foreseeable eventuality.

Staffing Ratios
The visit leader must be a competent staff member employed by the Federation (this will include an approved Supply Teacher).
Ratios must be calculated dynamically based on risk assessment. This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year

- nature of transport involved

Supervision & Staff Conduct
Pupils must be supervised throughout all visits.
Staff will not consume any alcohol or non-prescribed drugs whilst on any trip or residential trip.

First Aid
The level of first aid provision should be based on risk assessment. On all visits there should be a member of staff who has a good working knowledge of first aid. A qualified First Aider (First Aid at Work, Emergency First Aid at Work, or Paediatric First Aid) must be present based on the risk assessment. A staff member who has a Paediatric First Aid qualification must be present on an EYFS visit.

First aid kits are available to be taken on trips and if the visit involves the party splitting up by any distance, a kit should be taken for each group.

Transport
Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.
If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour. If a minibus is being borrowed or hired, the driver must have D/D1 on their driving license and have passed the Isle of Wight County Transport test for the driving of council vehicles.

Seeking Parental Consent
Parental consent must be sought for all school visits, of whatever duration. A letter to parents is needed (a draft of which must first be approved by the Headteacher) which should cover, where appropriate:

- Dates of visit and times of departure/return
- Destination address (and telephone number where possible)
- Method of travel and who travelling with
- Costs and what this covers
- Insurance details (where applicable)
- Deposit and date beyond which it cannot be refunded (where applicable)
- Pocket/spending money
- Staff accompanying visit
- Contact telephone numbers (where applicable)

A parental consent form (EV3) is needed to identify any hazardous activity being undertaken. Parents would be required to sign to give their consent to the risks involved.

Parents will need to provide the following information:

- Contact telephone numbers
- Dietary requirements
- Medical conditions (e.g. whether inhalers should be taken)

Pupil Behaviour
School Rules will apply on all School Visits.

A high level of good behaviour is expected.
School uniform will be worn whenever appropriate. Permission should be obtained from Headteacher for other clothes to be worn.

Before the Visit

- Evolve visit form
- Book Visit
- Book Transport
- Send letter home
- Complete Educational Visit Checklist and copy to EVC

On the Day of the Visit

- The person in charge of a visit should check on the day exactly which pupils will be going on the visit. Copies of any amended lists should be given to the Headteacher and the Home Base contact.
- Collect first aid kit(s)
- Send pupils for asthma inhalers
- Ensure that a minimum of one mobile phone is working, and that the office has the number(s)
- Count pupils

Home Base Contact (HBC)

The IWC recommend that the HBC is not related to persons on the trip.
The Home Base contact must ensure that all documentation regarding the visit is taken home. We recommend that the school office is the HBC.

It is essential the school knows exactly which pupils and adults are on the visit and are kept informed, where appropriate, of any change to the itinerary.

SUMMARY

Final paper work which should be left with office and Home Base contact before the visit takes place:

- **Completed "Visits" (EV1) form, including a Risk Assessment**
- **Copy of the letter to Parents/Guardians**
- **Preliminary list of pupils**
- **Final list of pupils (amended on the day)**

Following the visit all paper work needs to be collated and kept in the office. Any accident should be noted and recorded as per school policy on reporting accidents.

Reviewed September 2026

Ratified by the Governors ……

Next date of review……