

Moorside Community Primary School Educational Visits Policy



Approved by:

The Governing Board
and Head Learner

Date:

Last reviewed on:

New Policy

Next review due by:

March 2027

Key Adults

Head Learner and Designated Safeguarding Lead (DSL)	Suzanne Howard
Educational Visit Coordinator (EVC)	Gary Bailey
Deputy Designated Safeguarding Lead (DDSL)	Gary Bailey Jennifer Ryan Ryan Douglas Lynsey Fletcher Shaun Thompson Lesley Dilworth
Child and Family Officer	Lynsey Fletcher
SENDCo	Shaun Thompson
Safeguarding Governor	Margaret Woodhouse
Educational Visits Advisor for Salford 01609 797777	Simon Willis David Gwillam

Safeguarding Statement

Safeguarding is everyone's responsibility. Moorside Primary School has a commitment to safeguarding to ensure that: all our children and families are safe and feel safe; that children, parents/carers and staff are able to talk about any safeguarding concerns and feel assured that they will be listened to; and that all staff and volunteers are aware of and implement safeguarding procedures and guidance, including what to do if they suspect a child or young person may be experiencing, or be at risk of, harm.

In any case where an adult is concerned that a child is, or may be, at risk of significant harm, they must report this immediately to a member of the safeguarding team who may make a referral to The Bridge Partnership on 0161 603 4500 (out of hours Emergency Duty Team on 0161 794 8888). If a child or other person is at immediate risk of harm, the first response should always be to call the police on 999. This policy applies to all adults, including volunteers, working in or on behalf of Moorside Community Primary School.

If a concern is in relation to a member of staff at Moorside Primary School (who is not the Head Learner), please contact **Ms. Suzanne Howard** on **0161 8080182** to report this concern. If a concern is in relation to the Head Learner, please contact the Chair of Governors via the school office.

Intent

At Moorside Community Primary School, we believe that learning extends beyond the classroom. Educational visits, outdoor learning, and adventurous activities are integral to enriching a child's personal development and broadening their experiences. By offering diverse learning opportunities, we aim to support the academic, social, and emotional growth of each pupil. Our policy for educational visits is underpinned by key guidance from the Department for Education (DfE) and The Outdoor Education Advisers' Panel (OEAP) National Guidance. These documents help us ensure that all visits are planned and executed with the highest standards of safety and educational value. In line with this guidance, we strive to create an environment where all pupils, including those with special educational needs and disabilities (SEND), can participate fully and safely in a wide variety of learning experiences.

Educational Visits Coordinator (EVC)

The role of the Educational Visits Coordinator (EVC) is undertaken by Gary Bailey. The EVC is responsible for ensuring that all visits adhere to both school policies and national guidance. The EVC supports staff in the planning, risk assessment, and execution of trips, ensuring all necessary precautions are in place to safeguard pupils and staff. The EVC is also responsible for reviewing and approving visits before they are submitted for Head Learner authorisation. The Head Learner holds ultimate responsibility for all educational visits.

Duties of the LA

To maintain a post which incorporates the functions of an Outdoor Educational Visits Adviser which include:

- a good understanding and knowledge of the legal responsibilities and the practical difficulties facing school groups in all venues or environments including the lower risk ones
- to monitor the educational visits carried out by the LA's establishments; this will include visiting establishments on a sample basis and observing activities
- to review policies and procedures in the light of lessons learned and sharing good practice more widely
- to determine which visits will require LA approval and which may be approved by the establishment
- to approve (or allow) visits where the task of approval is at LA level
- to notify establishments of the minimum adult child ratios required and when schools may use competent adults other than competent establishment staff
- to provide establishments with the LA's statement of policy and guidance
- to ensure that EVCs, group leaders and other establishment staff and other adults involved in educational visits are assessed as competent in their specific tasks
- to ensure that training is available for those who need that competence
- to make sure that arrangements are in place for informed parental consent The LA might seek and obtain the advice of other people, in whatever sector, who are competent in assessing the risks of a particular activity or type of visit.

The above duties will be undertaken without charge to schools. More detailed technical and legal advice in respect of specific visits can be made available on a fee-paying basis.

Visit Leaders – please refer to flowchart Appendix 1.

All staff leading a visit must demonstrate competence in managing school trips, ensuring the safety and welfare of the pupils in their care. This includes conducting thorough risk assessments, following school procedures and ensuring all participants are aware of emergency protocols.

Visit leaders are expected to submit plans via the **EVOLVE** system a minimum of:

- **28 days in advance** for complex or non-routine trips
(e.g., residential or adventurous activities)

OR

- **7 days in advance** for routine local area visits.

Types of Visits

Local Learning Area

The Local Learning Area includes trips within Swinton as well as other nearby venues such as parks, libraries, and local businesses. These trips generally fall within the routine category, although more complex activities may require additional planning and risk assessments. Planning of routine trips will be planned using the EVOLVE planning tool and will require EVC approval.

Residential and Adventurous Activities

These visits involve higher risks and require more detailed planning and approval. They will undergo a rigorous risk management process, including the submission of detailed plans and risk assessments through EVOLVE. The EVC and Head Learner will review these trips thoroughly before granting final approval.

Providers of adventure activities (e.g., caving, climbing, watersports) must hold the appropriate Adventure Activities Licensing Authority (AALA) licence if required

Consent and Medical Information

Routine Visits:

For local trips within Swinton or regularly visited venues, consent is secured upon pupil enrolment. Parents will be informed of all upcoming trips through school communication channels and contact information will be updated as needed to ensure the school has the most accurate details.

Non-Routine and High-Risk Visits:

When it comes to non-routine or high-risk visits, such as those outside of normal school hours or involving residential or adventurous activities, parents will be required to provide written consent. Visit leaders will also ensure that all medical information and emergency contact details are current and that any additional health concerns are addressed in the risk assessment process.

Supervision and Staffing

Effective supervision is central to ensuring the safety and success of educational visits. Staffing ratios are determined by considering the type of trip, the age and needs of the children, and the level of risk involved.

Supervision Ratios

Staff-to-pupil ratios will vary depending on the nature of the visit. For example, more staff may be needed for residential or adventurous activities than for routine local visits. The appropriate ratio will be determined through a risk assessment process that factors in the complexity of the visit and the needs of the group.

In situations where only one leader is supervising a group, staff will be carefully selected to ensure they can manage an emergency should the leader become unavailable. This is particularly important for visits in remote locations or those involving high-risk activities.

As general guidelines, the following ratio of adults to children should be used:

Nursery: 1:2 Reception: 1:4 Year 1 to 2: 1:6 Year 3 to 4: 1:8 Year 5 to 6: 1:10 / 1:15

Regardless of these suggested ratios, each visit will be assessed individually.

First Aid and Emergency Procedures

All visits will include at least one named staff member who is trained in first aid. First aid kits will be accessible from venues or carried by staff. For adventurous or residential activities, additional safety measures, including higher staff-to-pupil ratios and access to emergency support services, will be implemented.

Planning and Risk Management

Risk Assessments

Every educational visit, regardless of its nature, will undergo a thorough risk assessment process. The school's EVOLVE system will be used to plan, approve, and manage visits. Additional generic risk assessments can accompany local area visit submissions but must be reviewed. Risk assessments will identify potential hazards and outline measures to mitigate them. This includes reviewing the environment, activities, group characteristics and any specific medical or behavioural needs. The EVC can assist in writing/reviewing risk assessments, but the trip leader is responsible for reviewing, mitigating and submitting the risk assessments. EVOLVE plans and risk assessments must be approved before non-routine visits, residential and any high risk/adventurous activity takes place.

Providers of adventure activities (e.g., caving, climbing, watersports) must hold the appropriate Adventure Activities Licensing Authority (AALA) licence if required.

Ideally, providers should hold the **Learning Outside the Classroom or LOTC Quality Badge**, which reduces the need for additional checks.

Inclusion and SEND

Moorside Community Primary School is committed to ensuring that all pupils, including those with Special Educational Needs and Disabilities (SEND), can participate in educational visits. The school will make reasonable adjustments to ensure accessibility for all pupils and every visit will be planned with individual needs in mind.

All visit leaders will work closely with the SENDCO, to ensure that appropriate provisions are in place for students with additional needs. Whether it's physical accessibility or tailored support, we strive to ensure that all children have the opportunity to benefit from enriching educational experiences outside the classroom.

Safeguarding

Safeguarding is an essential consideration for all educational visits. All visit leaders will liaise with the Designated Safeguarding Lead or their deputies, prior to any trip to ensure that any safeguarding concerns are addressed, particularly for residential visits. The school's safeguarding procedures, including the identification and reporting of concerns, will be followed rigorously throughout each trip.

Transport

All transport arrangements will adhere to safety regulations and guidelines. Where personal vehicles are used, staff must ensure that their insurance covers the transportation of pupils. For all other trips, appropriately licensed vehicles and drivers will be used.

Insurance

The school's travel insurance policy covers all approved educational visits. For more complex trips, such as overseas or adventurous activities, additional insurance may be obtained to cover specific risks.

Monitoring and Evaluation

The Governing Body will oversee the implementation of this policy and will monitor the educational quality and safety of all visits. After each visit, any incidents or accidents will be recorded and reviewed to improve future planning and execution.

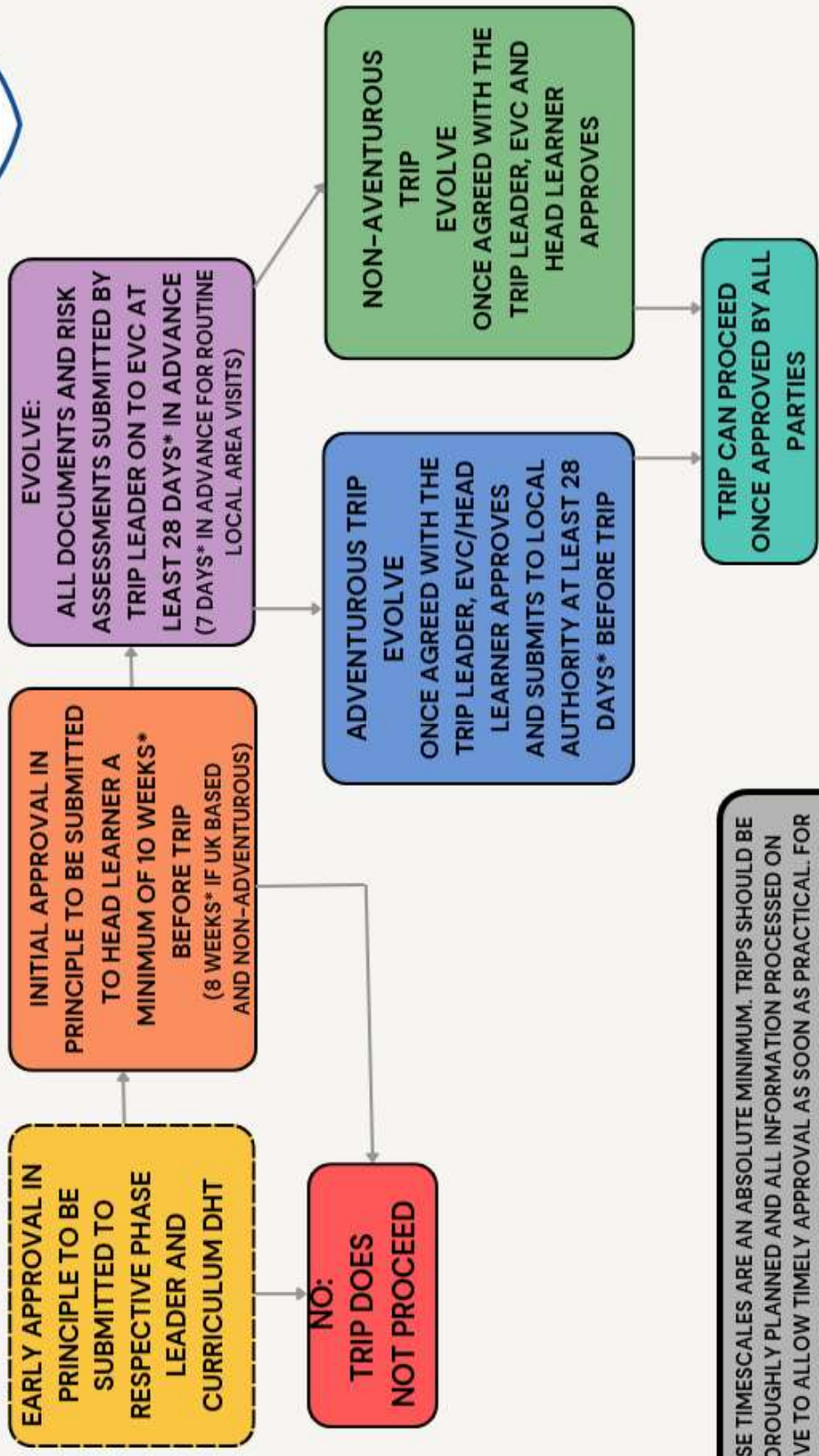
This policy will be reviewed annually, or earlier, if necessary, to ensure that it remains up-to-date with current guidance and best practices.

Appendix 1.

Educational Visits Approval Flowchart for Trip Leaders:



**MOORSIDE COMMUNITY PRIMARY SCHOOL
EDUCATIONAL VISITS PROCESS**



*THESE TIMESCALES ARE AN ABSOLUTE MINIMUM. TRIPS SHOULD BE THOROUGHLY PLANNED AND ALL INFORMATION PROCESSED ON EVOLVE TO ALLOW TIMELY APPROVAL AS SOON AS PRACTICAL. FOR MORE COMPLEX OR COSTLY TRIPS THE LEAD IN TIME WILL BE MUCH LONGER – FOR INSTANCE TO SECURE EARLY BOOKINGS AND ALLOW FOR A PAYMENT PLAN TO BE PUT IN PLACE