



Educational Visits Policy

OVERVIEW

We believe that educational visits can greatly enhance the quality of education we provide as a school by maximising the levels of engagement and enjoyment children experience when they are learning, as well as increasing knowledge & understanding of the curriculum studied. They also provide the opportunity for children to fully experience the rich cultural diversity that their local area has to offer, leading them to appreciate their surroundings more and helping them to develop into *brilliant citizens*.

OBJECTIVES

1. To ensure that all children take part in a wide range of educational visits, and build their cultural capital.
2. To ensure that all educational visits are planned with safeguarding as a priority.
3. To provide clear guidelines for adults planning trips so that they are able to plan engaging and safe visits.

STRATEGIES

When organising an educational visit, the following process will be followed.

1. Identify a visit that will enhance the curriculum.
2. Member of staff to visit venue to carry out a risk assessment if it's a new venue or member of staff to contact previously visited venue to discuss any alterations since the last visit and make required changes to existing risk assessment. Request any risk assessment documents the venue has.
3. Submit a trip proposal for the trip to school admin team who calculate costings for the trip including booking transport. Transport to and from the destination is a major factor for consideration. The use of public transport is considered if appropriate adult: child ratios can be met. Destinations closer to school can be reached on foot, again bearing in mind adult: child ratios. If a coach or mini bus is required, the school will use one of its trusted providers, and staff on the day will discuss the destination with the driver to ensure they know where they are going and that they are capable of driving there.
4. The proposal is then handed to the Educational Visits Co-ordinator, along with the risk assessment of the trip. This is then passed on to the Headteacher who has the authority to approve the trip and ensure the appropriate minimum adult: child ratios are met as follows:

Foundation Stage 1:3

Years 1-3 1:6

Years 4-6 1:10-15

Residential Trip 1:10-12

These ratios can increase if there are specific children on the trip who require 1:1 support.

5. Children with additional or medical needs may need an individual risk assessment (discuss with SENDCO prior to the trip).
6. To meet adult: child ratios, it is sometimes necessary to ask for parental support. In the first instance, parents who hold a current DBS certificate are invited to attend, however, parents who do not hold a DBS certificate may also attend visits. Their role will be clearly explained by the trip leader and they will remain in the company and under the supervision of a named member of staff throughout the trip.
7. When the trip has been approved by the Headteacher, the school admin team will produce a letter for parents/carers informing them of the trip and asking them for a contribution to make the trip possible. Lunch is not included in the cost of the trip; if a child usually has a school dinner, they will be given a school packed lunch otherwise, children will bring their usual packed lunch. As most of the visits happen during school hours and are low-risk activities, permission is not requested and the letter is for information purposes only. For trips out of school hours or where there is a higher level of risk, permission will be sought.
8. The Headteacher and the senior leadership team will monitor the breadth of trips across the school to ensure quality, depth of experience and variety.

EXPECTED OUTCOMES

This policy will ensure that the children of Cavendish Primary School will continue to access high quality, well planned and safe educational visits.

This policy was reviewed November 2024