

# Stanstead Flying High Academy



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## Educational Visits Policy

September 2025

## **Introduction**

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible.

## **Aims**

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments

## **Approval procedure**

### **The Headteacher**

This is the key role for ensuring that the management of visits and trips meets the regulations and conforms to the school's Health and Safety and Safeguarding Policies. Any delegation of responsibilities must be done with a clear rationale, derived from a good knowledge of the people concerned; the visits and activities the aims and objectives; and the risk assessments required.

Headteachers must authorise all visits and where applicable seek the approval of the Governing Body and the Local Authority for Category C events.

### **The Group Leader**

This is the person with overall responsibility for the risk assessment, administration, programme, supervision and conduct of the venture. They are therefore an important part of the health and safety and good practice support system, and should both understand their own responsibilities and those of the other people in the process who contribute to their support, success and confidence.

The Group Leader has full responsibility for the safe running of the activity including pre-planning and following guidance, and ensuring all participants are aware of their roles.

To achieve this, the Group Leader will:

- Identify the clear purpose and objectives of the visit.
- Complete visit documentation and obtain approval from the Headteacher.
- Have knowledge of the venue – the trip leader should normally have made an exploratory pre-visit.
- Carry out, and provide a comprehensive risk assessment on Evolve.
- Ensure that all proper means of transport have been catered for.
- Check that the nature of the activity falls within the scope of the school's insurance; if not, plan as necessary for an appropriate level of insurance cover.
- Inform parents and seek permission/consent, detailing the nature, purpose and related activities involved in the visit.
- Arrange briefing meetings with parents, as appropriate, for high risk, residential and foreign visits.
- Liaise with the office to ensure that any specific medical or health issues of pupils are catered for.
- Allocate supervisory responsibility to each adult for named pupils.
- Continuously monitor the appropriateness of the activity.

The Headteacher or designated member of the SLT is responsible for approving all visits or ventures that take place. Before approval is given, the Group Leader should gain information from the Centres/Providers of the activities to ensure that health and safety, risk assessment and operating procedures are in place.

### **Educational Visits Coordinator (EVC)**

The School Educational Visits Coordinator is Tanya Smith

The EVC will be conversant with Guidance as well as existing good practice, issued by Government Departments, National Governing Bodies and national interest groups (available as downloadable documents or hyperlinks within the EVOLVE system).

The EVC must ensure that:

- The visit has a clear purpose
- The Group leader is sufficiently experienced
- There are appropriate staffing ratios
- An adequate risk assessment has been carried out and recorded
- Emergency procedures are in place
- All requirements have been met
- Approval has been obtained as required (especially category “C” visits)

### **Responsibilities of the children**

As school trips and visits are an extension of the curriculum, Stanstead Nursery and Primary School expects its pupils to adhere to the principles stated in the school’s Behaviour Policy. Whilst we acknowledge that enjoyment is a fundamental ingredient of any visit or trip, pupil safety is paramount.

- It is essential that all groups are made as aware and active in the process of managing the visit or trip as they can be.
- Procedures, group and supervision arrangements/strategies must be explained and understood.
- Individual and group responsibilities need to be clear, as well as the rewards and sanctions for ensuring they are kept to.
- Any children whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.
- The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

### **Staffing supervision**

Stanstead Nursery and Primary School recognises that accompanying staff possess a key role in ensuring the high standards of learning, challenge and safety on a school trip.

The levels of supervision will determine not only the health and safety of the children and their leaders, but also the quality of the overall experience, enabling learning to take place as well as allowing all those concerned to enjoy the experience and derive satisfaction from it.

Supervision is a key element in the success of any venture. To this end, an appropriate staff/pupil ratio will be observed, and this is determined by the risk assessment carried out by the Group Leader.

The minimum ratios are those considered best practice as described in the DfE booklet Health and Safety of Pupils on Educational Visits published by the Department for Education.

- **1 adult per 6 pupils in years 1-3 (approx age 5-7)**
- **1 adult per 10-15 pupils in years 4-6 (approx age 7-11)**

The ratio of adults to pupil should ,however, be based on the risk assessment of the issues involved, including pupil needs (SEN/behaviour/medical), the venue, activity and duration of the visit, transport arrangements and the experience and competence of staff on the visit.

## **Arrangements**

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. The online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated.

All educational visits undertaken at Stanstead are recorded and risk assessed on the EVOLVE system.

3 categories of visits are categorised within its Visits Guidance for Children and Young People, which require differing levels of approval:

### Category A – Locally Approved Visits

All such events will be approved by the Headteacher and managed in school by adherence to the visits guidance and school specific operating procedures. This school's operating procedures for visits are:

Local visits to regular identified venues do not require EVOLVE approval. A local visit form must be completed and submitted to the EVC Lead 48 hours prior to the visit.

### Category B - Service Approved Visits

Visits not normally forming part of your regular work, such as all day excursions or trips.

All such events will be processed via the EVOLVE system, approved by the Headteacher and managed by the visits guidance and school-specific operating procedures.

### Category C Service & Local Authority Approved Visits

Residential visits, visits requiring specific competency to deliver or more hazardous events.

All such events will be processed via the EVOLVE system, approved by the Headteacher and be delivered when school is in receipt of Local Authority approval.

Where the school uses external providers for activity provision, suitable assurance must be sought by school to ensure that they are suitable and appropriate for use.