PAISLEY PRIMARY SCHOOL

We value every child in our community: we want them to aspire to the greatest things!

Educational Visits Policy

September 2026

RATIONALE

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of Paisley as a successful school. They are an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment. **They are to be actively encouraged.**

Every year at Paisley, our children take part in a programme of trips and visits:

in the immediate area of our school
in the local community of our city – Kingston Upon Hull
in the wider communities beyond our city

All of these visits broaden the horizons of our pupils and are an important aspect of our community curriculum driver. We aim to teach our pupils how different communities around them deepen their understanding of subjects across the curriculum and help to grown excellent citizens of the future!

PURPOSE

1. To ensure that **every pupil** has the opportunity to benefit from educational visits.
2. To ensure all visits are safe, purposeful and appropriate to meet educational needs of pupils taking part.
3. To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for all Governors, Heads, staff, helpers, pupils and providers involved in education visits.
4. To comply with Hull City Council's ***Guidance for 'Off-Site Visits and Related Activities with National Guidance and EVOLVE'*** and subsequent revisions and keep up to date with further advice.
5. To meet DfES guidelines (2018) entitled *Health & Safety of Pupils on Education Visits'*
6. To ensure where appropriate further advice is sought from the Local Authority Educational Visits Advisor and other technically competent personnel.

APPROVAL

- All visits have a clear educational purpose and are linked to the school curriculum.
- A pre-visit proposal form should be completed be and authorised by SLT prior to any visit being booked. (Appendix 1)
- The Head of School will be responsible for authorising all visits in accordance with the LA notification and approval procedure (Appendix 2).
- Where possible, they are planned and approved well in advance in accordance with visits planning procedures.
- All staff that are involved with the visits process, should have access to the EVOLVE website.
- The trips and visits overview details the planned education trips for the year in the immediate, local and wider communities of our city and beyond.
- Governors will be informed of all visits and will have oversight for the visits process in accordance with LA guidance. Where appropriate individual members of the Governing Body may be given Read Only EVOLVE accounts in order to fulfil their role with respect to visits.
- The Head of School will ensure that all visits are approved prior to departure in line with the LA notification and approval procedure
- A named Educational Visits Coordinator (EVC) will be appointed. This is currently **Mr Danson**.
- The EVC will manage the school EVOLVE account and provide access to and training for staff and Governors on the system.
- The EVC will identify and record with the minimum paperwork and using EVOLVE where appropriate, qualifications, training, development, induction and apprenticeship arrangements for all visit leaders.
- The EVC will approve leaders, visit planning, risk assessment, management and evaluation of all visits.
- There will be a named Visit Leader (and where appropriate, deputy) on all visits.
- The Visit Leader will ensure sufficient, appropriately competent and appropriately vetted staff and volunteers accompany the visit in accordance with the risk assessment and LA guidance. They will be briefed before and during the visit, as appropriate.
- The Visit Leader will ensure risk assessment and risk management are undertaken before and during the visit and recorded where appropriate.
- The Visit Leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed.
- Visit Leaders will ensure a named person, emergency procedures, contingency arrangements and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents.
- Visit Leaders will, where possible, undertake exploratory visits and/or make enquiries in line with LA guidance, if using new venues and/or providers.
- The Visit Leader will ensure that the visit has been approved before departure in accordance with the LA notification and approval procedure.

- The Visit Leader will ensure the School Trip Checklist is completed and signed by a member of the SLT. (see appendix 1)

PARENTS

Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment to the school for routine local visits and activities which are a part of our normal educational provision during the school day. We will always aim fully inform parents by letter and / or e-mail of the nature of each visit, activity or series of a similar nature and give opportunity to update information and emergency contact details.

- Written consent will be gained on enrolment for those visits which are within the local area. We will fully inform parents by letter and/or email of the nature of each visit, activity or series of a similar nature.
- Local visits do not require written consent as these will take place within school hours.
- Written consent will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities. We will fully inform parents by letter and/or email of the nature of each visit, activity or series of a similar nature.
- Medical information: We will use the medical information on record in our school system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.
- Parents will be given sufficient written and other information about all visits to make informed decisions and where appropriate asked for written consent and, where *necessary, medical and contact details (minimum of two weeks' notice). Please note that, occasionally, the school does receive notification of sporting visits from the LA at short notice. Therefore, the preferred period of two weeks' notice may be reduced for sporting events.*
- Parents will be given two weeks' notice in order to make a voluntary contribution to the overall cost of a visit.
- Where appropriate for high risk, residential and foreign visits meetings with parents will be arranged
- If a child's behaviour is causing concern and could result/will result in withdrawal from the visit, the Head of School or a member of senior staff will contact the parent prior to the visit. Although the ideal is to provide the parent with as much advance notice as possible, the Head of School and senior staff reserve the right, for health and safety reasons, to make a final decision right up until the actual day of the visit. In some circumstances, parents/carers may be asked to accompany their child on a school visit to ensure adequate health and safety and to prevent a child missing the educational experience.
- If a child has been withdrawn from a visit, he/she will remain in school with a member of the senior leadership team or partner class. He/she will continue with a programme of enrichment activities based on the current area of curriculum

learning and learning objectives from the visit, together with ongoing learning in basic skills.

- If a voluntary contribution has been made, the parent will receive a full refund.
- Payments for residential visits must be made and are not voluntary. Any debts to the school must be paid in full before payment for a residential visit may begin/be made.
- Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances.
- Cancellation of an educational, residential or sporting visit, for whatever reason(s), is at the discretion of the Head of School and the senior leadership team. The Chair of Governors and / or Vice-Chair of Governors will be informed, should such a situation arise.
- If a child is taken ill during a visit or is displaying unacceptable behaviour, the parent must collect the child from the visit and take them home.
- Parents will be informed that no electrical devices, cameras or disposable cameras, should be taken on an educational or residential visit by the children attending.

PUPILS

- Pupils should be briefed about aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.
- Where possible pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.
- Where pupils are organised into small groups, they require adult support / supervision (from Paisley Primary School) at all times, even when external providers or otherwise are supporting / supervising.

MEDICINE

- If a child has received medication during a visit, the parent will receive a medicine slip, in line with current practice during the school day. We expect parents to inform school of any new or additional medicines requiring to be taken.

COACHES

- Coach companies providing coach travel for educational and/or residential visits must provide the school with verification that the vehicles are ‘fit for purpose’ and contain seat belts for all passengers.

STAFF CODE OF CONDUCT

- On all visits, staff must read this policy and provide the Head of School with a signature to confirm that the policy has been read.
- The school mobile will be taken on visits. Staff mobiles should be switched on to silent. This will be noted on the EVOLVE risk assessment.
- On no account should smoking / substance misuse take place on any visit or residential visit, nor should alcohol be consumed by members of staff on any visit or residential visit.

CONCLUSION

Educational visits are an integral part of the curriculum plan and strategies for learning. It should be closely linked to equal opportunities, special needs, policies for inclusion and staff development.

Mr Danson
Head of School
September 2026

Ms. Speck
Chair of Governors

Review: September 2027

Appendix 1

Pre- Visit Proposal

Date of visit	
Place of visit	
Transport requirement	
Staffing requirements	
SEND requirements	
Costing	
Cost per pupil	
Trip agreed with SLT	

School Trip Checklist
(Appendix 2)

Category	Please tick or complete with relevant information below:
Year Group/s	
Number of children	
Place of visit	
Date of visit	
Consent from **all** children collected?	
Evolve completed?	
Risk assessment completed?	
First Aid Kit (including a school asthma inhaler)	
Any specific medical needs of children to note?	
Register of children and staff attending the visit complete? (copy to be left at the office)	
Minibus Register required?	
Critical incident policy collected? (Please collect from staffroom)	
Mobile phone (CPOMs phone for all photos) (Please write your number in the box)	
Trip Leader Signature	
SLT Signature	

1x copy to be kept by trip leader. 1x copy to be left at the school office.