



Sacred Heart  
Catholic Primary School  
*Together we live and learn; we play and pray*

# Educational Visits Policy

March 2026

Date of next review March 2029

Review Period – 3 Years

*Responsible for Policy: Local Governing Body on behalf of St John the Baptist Catholic  
Multi-Academy Trust*

*Policy Approved: March 2026*

## Equality Act Statement:

Sacred Heart Catholic Primary School is committed to meeting its duties under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

Protected characteristics include age, disability, race, sex, religion or belief, pregnancy and maternity, gender reassignment and sexual orientation.

We also fulfil our duties under the Public Sector Equality Duty (Section 149, Equality Act 2010).

In addition, we recognise our responsibility under the Education and Inspections Act 2006 to promote community cohesion.

These duties reflect international human rights standards, including the UN Convention on the Rights of the Child, the UN Convention on the Rights of Persons with Disabilities, and the Human Rights Act 1998.

This policy should be read alongside the St John the Baptist Catholic Multi Academy Trust Equality and Diversity Policy.

*There have been no recent legislative changes to the Equality Act affecting educational visits.*

Please refer to St John the Baptist Multi Academy Trust Equality & Diversity Policy

# 1. Introduction

Educational visits are an integral part of the curriculum at Sacred Heart Catholic Primary School. They enhance learning by providing first-hand experiences that enrich classroom teaching and support pupils' spiritual, moral, social and cultural development.

This policy applies to all off-site visits, including:

- Local walks within the community
- Half-day and full-day visits
- Sporting fixtures
- Visits to places of worship
- Outdoor learning activities
- Residential visits

The school follows the employer's guidance (Local Authority / Trust) and uses the Evolve educational visits system.

All visits are planned in accordance with:

- The DfE's Health and Safety guidance
- Keeping Children Safe in Education (KCSIE)
- The SEND Code of Practice (2015)
- Equality Act 2010 duties
- Employer guidance on educational visits

## 2. Aims and Objectives

At Sacred Heart Catholic Primary School, our mission is rooted in Gospel values and the belief that every child is made in God's image.

Educational visits aim to:

- Enrich and extend the curriculum
- Promote spiritual and cultural development
- Develop independence, resilience and teamwork
- Provide inclusive opportunities for all pupils
- Support pupils' social development and well-being
- Enable pupils to apply classroom learning in real contexts

Residential visits, in particular, support personal development, confidence and collaborative learning.

## 3. Inclusion

We are committed to ensuring that all pupils, including those with SEN or medical needs, can participate fully in educational visits.

Reasonable adjustments will be made in accordance with the Equality Act 2010. Risk assessments will consider individual needs, including:

- Medical conditions
- Physical access requirements
- Behavioural needs
- Emotional or social needs

No pupil will be excluded from a visit on the basis of need without a thorough risk assessment and consideration of reasonable adjustments.

## 4. Staffing and Supervision

### 4.1 General Principles

The DfE does not prescribe specific staffing ratios for school-age pupils (except in EYFS). Staffing ratios are determined by risk assessment and must reflect:

- The age and maturity of pupils
- The nature of the activity
- The environment
- The experience and competence of staff
- The needs of individual pupils

### 4.2 Recommended Minimum Ratios (Guidance Only)

As a general guide, the school will normally apply:

- **EYFS:** In line with statutory EYFS framework ratios 1 adult to 4 pupils
- **Years 1–3:** Approximately 1 adult to 6 pupils
- **Years 4–6:** Approximately 1 adult to 10–15 pupils

Higher-risk activities or residential visits may require significantly higher staffing levels.

A qualified teacher must lead the visit unless otherwise agreed.

Volunteers will not be left in sole charge of pupils unless agreed through a risk assessment and appropriate safeguarding checks are in place.

# 5. Roles and Responsibilities

## 5.1 Governing Body

The Governing Body will:

- Ensure this policy complies with employer guidance
- Support the Headteacher in fulfilling responsibilities
- Ensure appropriate oversight of educational visits
- Review procedures annually

## 5.2 Educational Visits Co-ordinator (EVC)

The EVC is: **Emma Longden**

The EVC will:

- Ensure visits meet employer and Trust requirements
- Check and approve risk assessments
- Upload documentation to Evolve
- Confirm parental consent is obtained
- Ensure emergency arrangements are in place
- Maintain records of visits and incidents
- Monitor practice and review systems

## 5.3 Headteacher

The Headteacher will:

- Approve visits via Evolve
- Ensure appropriate staffing and competence
- Ensure safeguarding requirements are met
- Ensure emergency procedures are robust
- Liaise with the Local Authority where required
- Ensure visits are evaluated

## 5.4 Group Leader

The Group Leader is responsible for:

- Planning and preparing the visit
- Completing risk assessments
- Ensuring appropriate supervision
- Briefing staff and volunteers
- Maintaining responsibility for pupils' health, safety and welfare
- Managing incidents and reporting concerns

The Group Leader must be competent and approved.

## 5.5 Volunteers

Volunteers must:

- Understand their role and responsibilities
- Follow staff instructions
- Raise safeguarding concerns immediately
- Not supervise pupils alone unless formally agreed

All safeguarding checks must be completed in line with KCSIE.

## 6. Risk Assessment

Risk assessment is central to all visits.

Risk assessments must consider:

- The environment
- The activity
- The group
- Individual needs
- Staff competence
- Emergency procedures

Pre-visits should be undertaken where appropriate.

Risk assessments are reviewed and approved before the visit proceeds.

## 7. Safeguarding

All visits must comply with:

- Keeping Children Safe in Education
- The school's Safeguarding and Child Protection Policy
- Appropriate DBS requirements

A clear emergency contact system must be in place.

The school's Critical Incident Plan applies to all off-site activities.

## 8. Finance and Charging

The school follows the Trust Charging and Remissions Policy.

No child will be excluded from a visit due to inability to pay. Parents/carers experiencing financial difficulty may speak confidentially with the Headteacher.

Pupil Premium funding may be used to support eligible pupils.

If insufficient voluntary contributions are received, the visit may be cancelled.

## 9. Emergency Procedures

The school will ensure:

- A named emergency contact remains available during visits
- Emergency contact details are up to date
- The Critical Incident Plan is accessible
- Staff know escalation procedures

Serious incidents will be reported in accordance with employer guidance and RIDDOR where applicable.

## 10. Insurance

The school ensures appropriate insurance cover is in place through the Trust/LA.

Additional insurance will be arranged for residential or higher-risk visits where required.

## 11. Monitoring and Review

Visits are evaluated following completion.

The policy is reviewed biennially or sooner if required by legislative change.

## 12. Checklist for Educational Visits

Before approval, the following must be confirmed:

- Risk assessment completed
- LA/Trust approval obtained (if required)
- Parental consent received
- Medical and dietary needs identified
- Staffing ratios confirmed
- Safeguarding checks complete
- Emergency arrangements confirmed
- Insurance confirmed
- Transport arrangements verified