

Leigh St Peter's CE Primary School



Educational Visits Policy

Member of Staff Responsible:	Michael Colley
Signed (Chair of Governors):	Julie Williams
Signed (Headteacher):	Michael Fletcher
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Leigh St Peter's CE Primary School

Educational Visits Policy



Our Christian Vision is:

"Let your LIGHT Shine" *Matthew 5:16*

Christian Vision and Educational Purpose

Leigh St. Peter's Church of England Primary School places Christian values and service at the heart of school life, including all opportunities for learning beyond the classroom. Educational visits support our Christian vision by enabling pupils to grow in wisdom, curiosity, compassion and respect for others, helping every child to *let their light shine* within the wider world.

Educational visits are a vital part of a broad and balanced curriculum and must have a clear educational purpose. Visits will:

- Support and enrich the taught curriculum
- Provide meaningful, first-hand learning experiences
- Promote spiritual, moral, social and cultural development
- Broaden life experiences, particularly for pupils who may otherwise have limited access to such opportunities

Visits that do not clearly support learning, development or wellbeing will not be approved.

Scope and Types of Visit

This policy applies to all learning activities that take place off the school site, including:

- Local visits (e.g. church, library, sports facilities)
- Day visits involving transport
- Residential visits
- Adventurous or higher-risk activities
- Overseas visits (where applicable)

Different categories of visit require different levels of planning, risk assessment and approval in line with Wigan Council Educational Trips and Visits guidance and the EVOLVE system, which is used for all visits.

Legal, Statutory and Local Authority Framework

This policy reflects and complies with:

- DfE *Health and Safety on Educational Visits* (2018)
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- *Keeping Children Safe in Education*
- Wigan Council Educational Trips and Visits Policy and Procedures
- OEAP National Guidance for Learning Outside the Classroom

In line with Wigan Council requirements, Leigh St. Peter's C.E. Primary School uses the EVOLVE system to:

- Plan and record all off-site visits
- Carry out and record risk assessments
- Gain appropriate approvals
- Access Local Authority advice, guidance and documentation

Where there is any conflict between school practice and external guidance, Wigan Council guidance takes precedence.

Roles and Responsibilities

Governing Body

The Governing Body:

- Approves and reviews this policy
- Ensures appropriate systems are in place for the safe management of educational visits
- Receives assurance that visits are monitored and evaluated

Headteacher

Mr. M. Fletcher

The Headteacher:

The Headteacher has overall responsibility for educational visits.

- Ensures compliance with statutory and Wigan Council guidance
- Approves visits in line with EVOLVE and Local Authority requirements
- Ensures suitable staffing, competence and training arrangements

Educational Visits Coordinator (EVC)

Mr. M. Colley

In line with Wigan Council expectations, the EVC:

- Oversees all visits through the EVOLVE system
- Checks visit plans, risk assessments, staffing, competence and consent
- Ensures that Local Authority notification or approval is sought where required
- Monitors incidents, accidents and near misses
- Acts as the key point of contact for LA advice and support

Visit Leader

The Visit Leader:

- Plans the visit and submits full documentation on EVOLVE
- Completes suitable and sufficient risk assessments
- Ensures staff and pupils are appropriately briefed
- Leads the visit and manages emergencies if they arise

Planning, Parental Consent and EVOLVE Timescales

In line with Wigan Council guidance, parental permission must be sought before any visit is booked or confirmed, particularly where financial commitments are involved.

Parents will be provided with sufficient information to make an informed decision, including:

- Educational purpose
- Dates, timings and transport
- Supervision and staffing
- Key risks and control measures

Minimum EVOLVE submission timescales are:

- Local / routine visits: at least 1 week in advance
- Day visits / coach travel: at least 2 weeks in advance
- Residential, adventurous or overseas visits: at least 6–8 weeks in advance or in line with LA requirements

Late or incomplete submissions may not be approved.

Inclusion, SEND and Equal Access

Leigh St. Peter's C.E. Primary School is committed to ensuring that educational visits are inclusive and accessible to all pupils, reflecting both our Christian ethos and Wigan Council expectations.

Planning will consider:

- SEND, medical, sensory and mobility needs
- Emotional, behavioural and regulation needs
- Additional adult support requirements
- Reasonable adjustments to ensure participation

Pupils will not be excluded from visits solely because of disability or special educational needs where reasonable adjustments can be made.

Health, Safety and Risk Assessment

Health and safety is central to all educational visits. Risk assessments must:

- Be proportionate and focused on significant risks
- Consider venue, activity and environmental factors
- Include pupil-specific needs (SEND, medical, behaviour)
- Detail emergency and contingency arrangements

Risk assessments must be shared with all staff involved and reviewed if circumstances change.

Staffing, Supervision, Competence and First Aid

Staffing arrangements will be based on risk assessment and follow Wigan Council recommended minimum ratios (Appendix A).

- Higher staffing levels will be used where risks are increased or pupils require additional support
- Staff must be competent for the role and activity being undertaken
- Visit Leaders will be appropriately supported and advised by the EVC
- At least one suitably trained first aider will accompany visits where required
- First aid kits and pupil medical information must be carried

Transport and Travel Safety

Transport arrangements will be planned with pupil safety as the priority:

- Reputable, insured transport providers will be used
- Seatbelts must be worn where provided
- Pupils must be supervised during boarding, travel and disembarkation
- Walking routes and public transport use will be risk assessed in advance

Safeguarding, Conduct and Use of Mobile Phones

School safeguarding procedures apply fully during educational visits.

All adults must:

- Maintain professional boundaries
- Act as positive role models
- Avoid being alone with a pupil unless unavoidable and recorded
- Follow safeguarding and child protection procedures

Mobile phones may be used by staff for emergency, safeguarding or organisational purposes only. Personal use must be kept to a minimum.

Emergencies, Incidents and Near Misses

Visit Leaders must:

- Carry emergency contact details
- Follow school and Wigan Council emergency procedures

- Inform the Headteacher and EVC immediately in serious incidents

All accidents, incidents and near misses must be recorded on EVOLVE. Near misses will be reviewed by the EVC to support safer future practice.

Monitoring, Evaluation and Quality Assurance

In line with Wigan Council expectations:

- All visits are evaluated through EVOLVE
- Incidents and near misses are monitored for themes or learning
- The EVC provides oversight to support continuous improvement

Appendices

Appendix A – Wigan Council Recommended Minimum Staffing Ratios

Phase	Ratio
Nursery	1 adult : 4 pupils
Reception / EYFS	1 adult : 6 pupils
Key Stage 1	1 adult : 6 pupils
Key Stage 2	1 adult : 10–15 pupils (risk assessed)

Appendix B – Visit Categories and Approval Levels

- Local visits: EVC approval (EVOLVE)
- Day visits: EVC and Headteacher approval
- Residential / adventurous / overseas visits:
EVC, Headteacher and Wigan Council approval where required