



Faith, Family and Fascination

Educational Visits Policy

Boutcher C.E. Primary School

Reviewed by:	Megan Whitton
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Last reviewed during:	Autumn 2025
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Next review due by:	Autumn 2026
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**"Love one another. As I have loved you, so you must love one another."
*John 13:34***

EDUCATIONAL VISITS POLICY

Rationale

At Boutcher we believe well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. They help children to develop their understanding of the world around them through direct experience.

Aims

- To provide stimulus to support the curriculum being covered in the classroom
- To provide a rich learning experience for all pupils
- The following guidelines support the planning and implementation of educational visits

Actions prior to the visit taking place

- A suitable group leader is appointed
- A risk assessment has been carried out (wherever possible this should be as a result of a prior visit by the group leader)
- Consent forms have been signed by parents who have been given the details of the visit
- The governing body has approved the trip where this is necessary

First Aid

A fully stocked first aid kit should be taken on any trip out of school should any first aid need to be administered.

Teachers need to ensure that any individual medication that pupils are in receipt of are also taken, along with parental signed permission for these to be administered. Children in Key Stage 2 may take their own inhalers and EpiPen's from school or they can be held by the accompanying adult in cases where this is more suitable.

Adult to Pupil Ratio

As a general guideline, the following are used:

- Reception 1:5
- Key Stage 1 1:8
- Key Stage 2 1:10

These ratios should, however, be adjusted according to the risk assessment of the activity itself, the children attending the educational visit and the mode of transport being used.

Where a high adult/pupil ratio is required it is not always possible to use school staff alone. In this situation parents with appropriate clearance may be used to supplement the supervision ratio. Teachers must retain responsibility for the group at all times.

Regular head counting of the group should take place throughout the visit and rendezvous points established by the group leader.

Risk Assessment

Prior to any educational visit, an assessment to identify potential hazards and to minimise risks should be undertaken. This should include:

- Transport
- Venues
- Activities
- Child-specific considerations (e.g. allergies, medical needs, SEND considerations)
- Stranger danger or child protection risks
- Lost children
- Behavioural issues

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Where necessary, a risk assessment for individual children should be carried out with measures outlined to reduce risks that may be individual to that child.

The staff member leading the educational visit is responsible for ensuring all adults supervising the visit are briefed on the risk assessment and may also be given an individual copy of it.

In addition to the risk assessment, on the morning of a visit, the educational visit cover sheet should be completed by the class teacher. This should be photocopied before leaving the school and a copy given to the school office.

On returning from an educational visit, the risk assessment(s) should be filed in the school office in the allocated risk assessment folder. A digital copy may also be saved on the shared drive in the relevant folder.