

St. Michael Catholic Primary and Nursery School

Educational Visits Policy



"I came so that you may have life, life in all its fullness" John 10:10

St Michael Catholic Primary School and Nursery is a Catholic family of faith following the teachings of Christ. We strive to create an environment where all members of our school community respect the values of: Church, Independence, Resilience, Caring, Learning and Enjoyment for all. Belief in these values will nurture all as individuals and instil in them the confidence to meet their full potential, providing them with the best grounding for their future place in an ever-changing world.

Policy Date	September 2026
Signed by Head Teacher	Mrs N Collins
Review Date	September 2027

Policy Statement

At St Michael Catholic Primary and Nursery School, we believe that educational visits and off-site learning are valuable and enriching experiences that support pupils' academic achievement, personal development, wellbeing and understanding of the wider world.

Educational visits help bring learning to life and provide opportunities that may not be available within the classroom. They contribute significantly to pupils' cultural capital, spiritual, moral, social and cultural development, and support our commitment to enabling every child to experience life in all its fullness.

The school is committed to ensuring that all educational visits are carefully planned, inclusive, safe and educationally purposeful.

Aims

The aims of educational visits are to:

- Enhance and enrich the curriculum.
 - Support pupils in applying learning in real-world contexts.
 - Promote personal development and independence.
 - Increase pupils' cultural capital and life experiences.
 - Develop confidence, resilience and teamwork.
 - Promote spiritual, moral, social and cultural development.
 - Foster curiosity and a love of learning.
 - Provide opportunities to experience different places, environments and communities.
 - Support pupils' wellbeing and personal growth.
 - Encourage active citizenship and responsibility.
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Types of Educational Visit

Educational visits may include:

- Local area walks.

- Curriculum visits.
 - Museum visits.
 - Galleries and exhibitions.
 - Sporting events.
 - Outdoor learning.
 - Forest School visits.
 - Environmental studies.
 - Theatre and music visits.
 - Religious visits and retreats.
 - Residential visits.
 - Visits involving adventurous activities.
 - Visits supporting personal development and enrichment.
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Curriculum Intent

Educational visits form an integral part of the school's curriculum and wider provision.

Visits are planned to:

- Enhance classroom learning.
- Develop subject-specific knowledge and skills.
- Provide first-hand experiences.
- Support long-term memory and understanding.
- Develop pupils' character and confidence.
- Promote independent learning.

Where appropriate, visits will link directly to current curriculum units and planned learning sequences.

Inclusion and Equality

At St Michael Catholic Primary and Nursery School, we believe that all pupils should have access to educational visits and enrichment opportunities.

We will:

- Ensure educational visits are inclusive.
- Make reasonable adjustments where required.
- Consider the needs of pupils with SEND.
- Support disadvantaged pupils to participate.
- Consider medical, sensory, physical and emotional needs.
- Work closely with families to remove barriers to participation.

No pupil will be excluded from an educational visit without careful consideration and discussion with parents, carers and relevant professionals.

Safeguarding

Safeguarding remains the highest priority during any educational visit.

All educational visits will:

- Follow the school's Child Protection and Safeguarding Policy.
- Have appropriate safeguarding arrangements.
- Include suitable staff supervision.
- Consider the welfare of all pupils.
- Include emergency procedures.
- Ensure staff understand safeguarding responsibilities.

Where concerns arise during a visit, safeguarding procedures will be followed immediately.

Risk Assessment

All educational visits require appropriate planning and risk assessment.

Risk assessments will:

- Identify potential hazards.
- Evaluate levels of risk.
- Identify control measures.
- Consider individual pupil needs.
- Include emergency and contingency arrangements.
- Be proportionate to the nature of the activity.

Educational visits will only proceed where risks can be managed appropriately.

Risk assessments must be completed and approved in accordance with school procedures.

Staffing and Supervision

Appropriate staffing arrangements must be in place for all visits.

When determining supervision levels, consideration will be given to:

- Age of pupils.
- Nature of the activity.
- Individual pupil needs.
- Medical conditions.
- Behavioural considerations.
- Location and environment.
- Travel arrangements.

The Group Leader is responsible for ensuring supervision arrangements remain appropriate throughout the visit.

All adults accompanying visits must understand their responsibilities.

Educational Visits Coordinator (EVC)

The Educational Visits Coordinator (EVC) will:

- Support the planning and approval of visits.
 - Ensure procedures are followed.
 - Advise staff on risk assessment and planning.
 - Maintain educational visits records.
 - Ensure staff understand responsibilities.
 - Liaise with relevant external agencies where required.
 - Promote high-quality and safe educational visits.
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Visit Leaders

The Visit Leader is responsible for:

- Planning the visit.
 - Completing risk assessments.
 - Ensuring educational value.
 - Communicating with parents and carers.
 - Managing supervision arrangements.
 - Ensuring emergency procedures are understood.
 - Maintaining pupil safety throughout the visit.
 - Reporting incidents where necessary.
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Medical Needs

The school will ensure that medical needs are fully considered during educational visits.

This may include:

- Individual Healthcare Plans.
- Medication arrangements.
- Emergency medication.
- First aid provision.
- Accessibility considerations.
- Liaison with parents and carers.

Medication must accompany pupils where required and appropriate trained staff must be identified.

First Aid

Appropriate first aid provision must be available on all visits.

This may include:

- Qualified first aiders.
- First aid kits.
- Emergency contact information.
- Medication.

All accidents and incidents will be recorded in accordance with school procedures.

Transport

The school will use transport providers who meet required safety standards.

Transport arrangements will be risk assessed and may include:

- Coaches.
- Minibuses.
- Public transport.
- Walking.

Seat belts must be worn where fitted and pupils must follow instructions from staff at all times.

Residential Visits

Residential visits provide significant opportunities for personal development and learning.

Additional planning will include:

- Enhanced risk assessments.
- Medical planning.
- Safeguarding arrangements.
- Sleeping arrangements.
- Behaviour expectations.
- Emergency procedures.

Parents and carers will receive detailed information prior to residential visits.

Adventurous Activities

Where adventurous activities are undertaken, the school will ensure:

- Providers are appropriately licensed where required.
 - Activities are suitable for the age and needs of pupils.
 - Risk assessments are in place.
 - Staff understand procedures.
 - Appropriate insurance arrangements are confirmed.
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Behaviour Expectations

Pupils represent the school whenever they participate in educational visits.

We expect pupils to:

- Follow instructions.
- Behave respectfully.
- Support and encourage others.
- Demonstrate school values.
- Act safely and responsibly.

Where behaviour places safety at risk, appropriate action will be taken.

Parents and Carers

Parents and carers will:

- Complete required consent forms.
- Provide accurate medical information.
- Inform the school of relevant changes.
- Support behaviour expectations.
- Communicate concerns before the visit.

The school values partnership with families in ensuring successful educational visits.

Monitoring and Evaluation

Educational visits will be evaluated to ensure:

- Educational impact.
- Pupil engagement.
- Safety and effectiveness.
- Areas for future development.

Feedback may be gathered from:

- Pupils.

- Staff.
- Parents and carers.

Findings will inform future planning.

Linked Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
 - Health and Safety Policy
 - Behaviour Policy
 - Medical and First Aid Policy
 - SEND Policy
 - Equality Policy
 - Forest School Policy
 - Attendance Policy
 - Positive Handling Policy
 - Whistleblowing Policy
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Policy Review

This policy will be reviewed annually or sooner if changes to legislation, safeguarding guidance or school procedures require amendment.

Through educational visits and enrichment opportunities, St Michael Catholic Primary and Nursery School seeks to broaden horizons, inspire curiosity and enable every child to flourish and experience life in all its fullness.