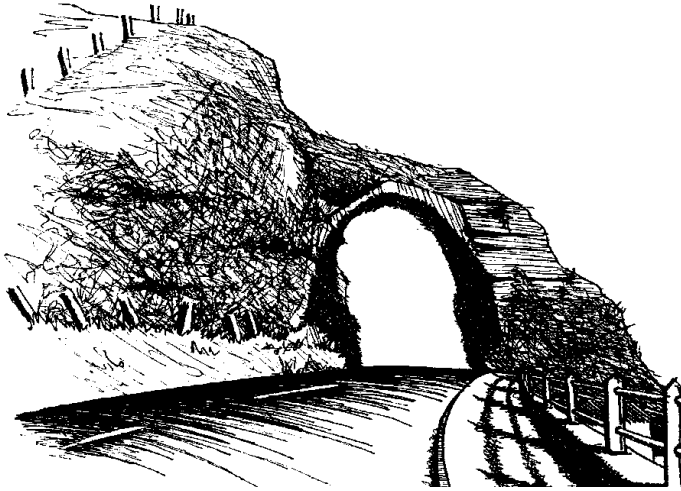


St Patrick's Primary School, Glenariff



Educational Visits Policy

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Contents

Section	Page Number
St Patrick's Primary School Ethos	1-2
Rationale	2
Aims of the Policy	2-3
Categories of Educational Visits	3-4
Roles and Responsibilities	4-5
Safeguarding and Inclusion	5
Planning and Approval Procedures	5
Health and Safety	5-6
Transport and Insurance	6
Financial Arrangements	6
Monitoring and Evaluation	6
Review	7

St Patrick's Primary School Ethos

Our school ethos is the foundation of everything we do - shaping our culture, guiding our decisions, and inspiring our community. It reflects who we are, what we stand for, and the kind of environment we strive to create for every child, every day.

This ethos was thoughtfully developed through a collaborative process involving pupil, parent, staff, and governor surveys; pupil and parent focus groups; dedicated staff development sessions; and guidance from the Catholic Schools' Support Service. Together, these voices helped shape a shared vision and set of values that truly represent our school community.

Vision

At the heart of our ethos is our **vision**:

'A welcoming and nurturing community, where every child is guided by faith, feels a true sense of belonging, grows with confidence, flourishes through engaging teaching, and develops a lifelong love of learning'.

Values

Our **Values** reflect what we believe in and how we live each day:

Child-Centred

Children are at the heart of our school - nurturing their wellbeing, independence, curiosity, and individuality.

Healthy Relationships

We build trusting, respectful relationships that support emotional wellbeing, collaboration, and lifelong friendships.

Inclusive

We grow together as a welcoming, inclusive school community where everyone feels they belong and contributes positively.

Lifelong Learners

We empower every child to reach their potential, celebrate their successes, and persevere through challenges.

Devoted to Kindness & Compassion

We treat others with care, empathy, fairness and understanding, creating a safe and supportive environment.

Mission

At our school, we are a welcoming and nurturing community where everyone is guided by faith and feels a true sense of belonging.

Every child is valued, supported, and encouraged to grow in confidence, kindness and curiosity. Through supportive teaching and strong relationships, we help children flourish - celebrating their uniqueness, nurturing their wellbeing, and guiding them to achieve their full potential.

Motto

And our **Motto** captures the essence of our commitment:

‘Every Child Matters, Every Moment Counts.’

Together, these elements form a living ethos - one that is felt in our classrooms, our playgrounds, and our relationships. It is a promise to our children, families, and staff that we will continue to grow as a community rooted in faith, compassion, and excellence.

Rationale

Educational visits are a vital part of the holistic development of our pupils. At St Patrick’s Primary School, we believe that learning extends beyond the classroom and that experiences in the wider world enrich children’s understanding, confidence, and wellbeing. This policy outlines the procedures and principles that guide the planning and execution of educational visits, ensuring they are safe, inclusive, and aligned with our school ethos.

Educational visits are an opportunity to live out our vision, values, mission, and motto in real-world contexts. They allow children to explore their individuality, build healthy relationships, and develop a lifelong love of learning through meaningful experiences.

Aims of the Policy

Educational visits are a powerful way to bring learning to life. This policy aims to ensure that all visits undertaken by St Patrick’s Primary School are thoughtfully planned, safely executed, and meaningfully connected to our school ethos. By embedding our values into every stage of the visit - from planning to reflection - we aim to create experiences that nurture children’s confidence, curiosity, and sense of belonging.

Specifically, the policy aims to:

- Promote safe, inclusive, and enriching educational visits that reflect our school ethos.

- Ensure all visits are planned and executed with clear educational objectives.
- Provide a consistent framework for staff, governors, and parents to follow.
- Support the development of pupils' confidence, independence, and curiosity.
- Uphold safeguarding standards and ensure the wellbeing of all participants.

Categories of Educational Visits

To ensure appropriate planning, supervision, and approval, educational visits are categorised according to their nature, duration, and level of risk. These categories help staff and governors apply the correct procedures and safeguards, ensuring that every visit is safe, purposeful, and aligned with our school ethos.

The Education Authority (EA) recognises the following categories:

- Category 1: Regular, non-hazardous visits during school hours (e.g. swimming, sports fixtures).
- Category 2: One-off day/evening excursions (e.g. theatre trips, field studies).
- Category 3: Residential visits within the UK/Ireland.
- Category 4: Residential visits outside the UK/Ireland.
- Category 5: Hazardous activities (e.g. kayaking, rock climbing).

Some visits may span multiple categories (e.g. a residential trip involving hazardous activities). In such cases, the visit should be treated with the highest applicable level of scrutiny and approval.

Approval Summary Table

Category	Examples	Approval Required
1	Swimming, sports fixtures	Principal & Board of Governors
2	Theatre trips, field studies	Principal & Board of Governors
3	Residential within UK/Ireland	EA via EV0 & EV2 forms
4	Residential outside UK/Ireland	EA via EV0 & EV2 forms
5	Hazardous activities	EA via EV0 & EV2 forms

For further detail, staff should refer to the [EA Educational Visits Guidance]

<https://www.eani.org.uk/sites/default/files/2021-10/EA%20Educational%20Visits%20Guidance%20COVID%2019%20UPDATE%20OCTOBER%202021>

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Roles and Responsibilities

At St Patrick's Primary School, we recognise that the success of educational visits depends on the shared commitment and collaboration of all involved. This section outlines the key roles and responsibilities, each of which is grounded in our school ethos - promoting kindness, inclusion, and a child centred approach. Educational visits are not just logistical undertakings; they are opportunities to live out our values in real-world settings, fostering healthy relationships, curiosity, and a sense of belonging.

Every adult and child involved in a visit contributes to its success by upholding our mission: to nurture, support, and inspire every child to flourish. The following roles are carried out with mutual respect, clear communication, and a shared commitment to safety and wellbeing:

- **Principal:** Holds overall responsibility for the approval and oversight of educational visits. Ensures visits align with the school's ethos, safeguarding standards, and educational objectives. Supports staff in planning and risk assessment and ensures appropriate training and resources are available.
- **Visit Leader:** Leads the planning and execution of the visit. Completes all required documentation, including risk assessments and planning checklists. Ensures the visit is inclusive, safe, and educationally purposeful. Communicates clearly with pupils, staff, and parents, and models the school's values throughout.
- **Staff and Volunteers:** Provide supervision and emotional support throughout the visit. Model respectful, compassionate behaviour and uphold safeguarding procedures. Ensure pupils feel safe, included, and encouraged to participate fully.
- **Board of Governors:** Reviews and approves proposed visits, particularly those requiring EA authorisation. Monitors the implementation of this policy and ensures visits reflect the school's ethos and strategic priorities.
- **Parents/Guardians:** Engage with the visit planning process by providing consent, sharing relevant medical or personal information, and supporting their child's preparation. Their partnership helps foster a sense of belonging and readiness.
- **Pupils:** Are expected to participate respectfully, follow instructions, and represent the school positively. They are encouraged to be curious, kind, and responsible - living out the school's values during every visit.

Each role is essential to ensuring that educational visits are safe, enriching, and reflective of our ethos: **‘Every Child Matters, Every Moment Counts.’**

Safeguarding and Inclusion

Safeguarding and inclusion are at the heart of every educational visit. At St Patrick’s Primary School, we are committed to creating safe, supportive environments where every child feels protected, valued, and able to participate fully. This section outlines the key safeguarding measures and inclusive practices that underpin all visits, ensuring that our ethos of kindness, fairness, and belonging is upheld.

- All adults must be vetted appropriately.
- Supervision ratios follow EA guidance and are adjusted based on risk assessment.
- Pupils with SEN or medical needs are supported with tailored plans.
- Staff are trained to respond to disclosures or incidents.

We are committed to inclusion and ensuring every child feels safe, supported, and able to participate fully, in line with our ethos of belonging and fairness.

Planning and Approval Procedures

Effective planning is essential to the success of educational visits. This section outlines the steps required to ensure visits are well-organised, purposeful, and compliant with EA and school procedures. Planning is carried out with a child-centred approach, ensuring visits are inclusive, enriching, and aligned with our ethos.

1. Identify educational objectives.
2. Submit EV0 and EV2 forms to EA for Categories 3–5.

Health and Safety

Health and safety are paramount in all educational visits. This section outlines the procedures and expectations that ensure pupils and staff are protected throughout the experience. Our approach reflects our commitment to wellbeing, responsibility, and care.

- Risk assessments must be thorough and reviewed.
- Emergency procedures must be in place and shared.
- First aid provision must be adequate.
- Staff must carry emergency contact details and medical information.

We prioritise the wellbeing of every child, ensuring they feel secure and cared for throughout each visit.

Transport and Insurance

Transport and insurance arrangements must be safe, reliable, and fully compliant with EA and school expectations. This section outlines the standards we uphold to ensure all travel is conducted responsibly and with appropriate cover.

- Only approved transport providers may be used.
- Seatbelts must be worn.
- Insurance must cover all aspects of the visit.

Transport arrangements reflect our commitment to safety, responsibility, and fairness.

Financial Arrangements

Financial transparency and fairness are essential to ensuring all families can engage with educational visits. This section outlines how costs are communicated, managed, and reviewed to reflect our inclusive ethos.

- Costs must be communicated clearly.
- Payments must be handled securely.
- Refunds and cancellations must be managed fairly.

We ensure financial arrangements are inclusive and considerate of all families.

Monitoring and Evaluation

Monitoring and evaluation help us reflect on the success of each visit and continuously improve our practice. This section outlines how feedback is gathered and used to ensure visits remain enriching, safe, and aligned with our ethos.

- Staff complete post-visit evaluations.
- Feedback from pupils and parents is considered.
- The policy is reviewed annually by the Board of Governors.

Evaluation helps us grow as lifelong learners, continuously improving our practice.

Review

This policy will be reviewed in December 2029 or sooner if required by changes in EA guidance or safeguarding legislation. Reviews will consider feedback from staff, governors, pupils, and parents to ensure the policy remains relevant and effective.