

## Educational Visits at Stottesdon C of E Primary School

The safety of all children and adults participating in any planned educational visit or journey is of paramount importance.

It is the duty of all staff leading all educational visits to risk assess any planned visit thoroughly and to consult with the Education Visit Co-ordinator (EVC), which in Stottesdon C of E Primary School is the Headteacher – Katie Jones.

If in any doubt about the safety of any member of the party the visit should not go ahead.

All risk assessments must be given to the EVC and retained for future reference.

A Risk Assessment document is a legal requirement and subject to audit.

All staff planning visits should read and follow the detailed guidance in the Shropshire LA file “Regulations and Guidelines for Educational Visits and Journeys”.