"Through Faith, Friendship and Fun we Learn and Grow"

Educational Visits Policy

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1.Introduction:

As a church school and preschool we believe in the importance of enriching children's experiences both in and outside of the classroom environment and providing enrichment activities to all. This

policy applies to all people involved in visits, whether on or off-site. This includes anything outside the classroom.
National Guidance on learning outside the classroom comes from the Outdoor Education Advisors Panel (OEAP), which can be accessed online. This is in line with advice from the Health and Safety Executive (HSE). This is the guidance that should be followed, as well as the requirements in this visit policy.

Defford and Besford CE Primary School believe that every young person should experience the world beyond the classroom as an essential part of learning. To provide children with an enriched education, which enhances their learning, provides them with practical experiences and life skills is a key part of learning outside the classroom.

2.Clarification of Roles:

For all the following, see 'Roles and Responsibilities':

- EVC
- Headteacher
- Visit Leader
- Assistant Visit Leader
- Volunteer
- Parent / Guardian
- Governing Body

3.Induction, training, apprenticeship, succession planning:

Before leading your own visit, you must:

- Participate on visits with other visit leaders
- Complete Visit Leader training provided by WCC
- Read the relevant documents – visit policy, see EVC folder.
- Taken through EVOLVE and risk assessments.

Record keeping of training shall be documented via EVOLVE.
Succession Planning:

- All staff will be updated on information regarding visits.
- All staff who require Visit Leader training will be trained.
- All staff will know where information is with regards to Educational Visits.
- All information will be kept up to date.

4.Procedural Requirements:

This explains the specific requirements for staff to follow. All visits should be entered into EVOLVE and the procedural requirements will be completed from there.
Evolve – evolve.edufocus.co.uk:

- Complete visit information when you 'add' a visit. This should be submitted at least one week before the visit is due to take place.

Attach risk assessment and any additional documents required (see 'risk management and risk-benefit assessment' section of visit policy).

- Notification is automatically sent to the EVC, once that is complete, for approval.
- SIMs will provide additional information, i.e. medical needs and emergency contact numbers.
- Complete evaluation on EVOLVE after the visit.

First Aid is part of the requirement of the risk-benefit assessment. The Visit Leader must ensure that there is First Aid available at an appropriate level. A First Aid trained person is not required at every visit, but First Aid support must be available at all times during a visit. Therefore it is good practise to have a First Aider as part of the visit. It is also good practise to know what First Aid support is available at the venue/visit.

5.Regular and Routine Visits:

These are visits that are part of the planed curriculum, where no extra money is involved, and take place within the school day. These types of visit do not require extra information to be sent to parents as they are covered by the blanket consent form. They do require an EVOLVE form to be filled in. A risk-benefit assessment will be available in the EVC folder, (updated when necessary) but must be referred to before visit. **

Regular visits include – forest school, St James' Church, Defford Village, St Barnabas Middle School for Transition Days, swimming (Pershore) and Number 8 (Pershore).

6.Parental Consent:

Schools are not required to obtain written consent from parents for children to take part in off-site activities that take place during school hours, with the exception of nursery age children. For those that take place outside school hours, the DfE has a one-off form to be signed by the parent(s) or guardians on enrolment of their child in a school. It is good practise to inform parents that a visit or activity is going to take place. Residential visits, adventurous activities or activities for which a charge is made will need specific informed consent, including agreement to any payment or cancellation terms.

7.Risk management and risk-benefit assessment:

The OEAP National Guidance provides advice about risk management and risk benefit assessment. Blank forms for this, along with exemplars, can be found in the EVC folder on the staff shared area, as well as on OEAP NG (online).

- A risk assessment should be completed for each visit, unless it is a 'regular and routine' visit where a risk assessment is already in place.
- Everyone involved in the visit should be made aware of the planning for the visit, including risk management.

- Generic Risk Assessments – apply to the activity, where and when it takes place. These areas remain the same for the majority of visits.

Specific Requirements – additional information to be added to the risk benefit assessment that is not already covered in the generic risk assessment. For example, information about specific local hazards and how the associated risks should be controlled (describing safe road crossing places).

- Ratios – see ratio document.
- Transport arrangements – use reputable company. Any children under the age of 3 must have a child seat with transport. With buses and minibuses, a child seat is advisable until the age of 12 or until the child reaches 1.35m. Since this is not always possible, we must ensure that the seat belt the child is using is worn correctly.

8.Assessing venues and providers

Preliminary visits are recommended, but not always possible.

Visit Leaders do not need to ask for copies of providers' risk assessments, but it is appropriate to ask for any information that they publish specifically aimed at helping Visit Leaders to manage their visit.

For adventure activities, Visit Leaders are encouraged to take advantage of national schemes, e.g. LOtC Quality Badge, AALA Licence, Adventuremark, as holding one of the above is a credible assurance of appropriate Health and Safety management systems.

9.Emergency procedures and incident reporting:

In the case of emergency, follow procedures on risk-benefit assessment and use the 'Visit Emergency Procedures Crib Card' (copy in folder), with WCC emergency contact numbers.
The emergency contact should have 24/7 access to all details of the visit, including medical and next-of-kin information regarding staff and young people. Appropriate choice for emergency contacts would be office manager, head teacher or member of staff. For a visit that involves all members of staff, the emergency contact should be a person that is known and trusted by the school, and who will keep information confidential.

10.Behaviour:

Behavioural conduct during a visit is the same as expected in school. Dependent on the type of visit, there may be certain expectations of behavioural conduct. If there are, the children and staff must be informed of these so they can be acted upon.

In certain cases, there be behavioural needs that require extra support in school. For this it may be necessary for parents to sign and accept responsibility for removing young people in prescribed circumstances.

11.Inclusion:

All children are entitled to participate in visits. All children should be integrated through participation with their peers. Provision should be made for all to access the activities as part of the visit, where necessary and realistic. Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence and is reasonable.

12.Insurance:

Employees, voluntary helpers and pupils are provided with insurance cover by Worcestershire County Council Policy.

13.Finance:

Your Establishment Visits Policy should set out your establishment's policy for dealing with finance for visits, including:

- The establishment's charging policy
- Any arrangements in place for young people unable to afford a visit
- Requirements for accounting, banking and reporting

14.Volunteers

If having volunteers taking part in a visit, the following should be taken into account:

- If a volunteer is required to support in a visit, ensure that it is someone known to the school (i.e. governor or parent) that will be suitable for supporting that visit. An enhanced DBS check is required for any volunteer supporting in a residential trip or if they are likely to be alone with children at any point.
- Volunteers cannot act as Visit Leaders or Assistant Visit Leaders unless they have up to date training provided by WCC. If volunteers act as Visit Leaders, then they must be accountable. This implies that they have been engaged through a thorough recruitment process that includes vetting and induction into the establishment's policies and procedures.
- Volunteers must be informed of planning, including risk-benefit assessment, and the role they will be taking during the visit.
- With regards to supervision, volunteers should remain as part of a group with a member of staff who is Visit Leader or Assistant Visit Leader trained.

15.Monitoring:

It is a statutory requirement that the implementation of the guidance is monitored. In this case, the responsibility will be that of the EVC. By using EVOLVE for all visits, this enables the EVC to monitor by approving visits, reading evaluations of visits, and using the reports centre. The EVC will also use the RADAR graph throughout the year to support monitoring visits. This is found in the EVC folder.

16.Useful Information:

- oeapng.info
- Learning Outside the Classroom – How far should you go?
- Manifesto for LotC (in making the case)
- www.lotc.org.uk

Educational Visits Coordinator: Mrs Jenny Robinson