

Educational Visits Policy

Author: SM
Additional amendments AH
Approval: Aut 2025
Approved By: Headteacher
Review: Aut 2027



Aim

The aim of this policy is to sustain and promote a broad range of off-site Educational Visits from this school, whilst ensuring safe practice and competent supervision.

Background Information

Definition of an Educational Visit

Any organised, off-site visit involving pupils or young people that requires the permission and approval from the EVC or Headteacher and the parents/guardians of the pupils or young people attending. A visit may take place at any time of the year.

Key Points for all visits:

- All educational visits will have clearly identified aims and objectives (justify the purpose).
- All educational visits must have an approved competent visit leader.
- Approval for an educational visit and for the designated competent visit leader role is made currently by the Deputy Head/EVC.
- All visits must provide evidence of a prepared written risk assessment (please see appendix A).
- Visit Leaders must carry copies of all supporting documentation on the visit, e.g. emergency contacts, itinerary, names, travel arrangements, supervising adults and group details including (medical, SEN and dietary needs *where appropriate*).
- The EVC's administration support will retain and record all supporting documentation centrally on Surrey County Council Evolve website under the EVC login.
- Parents will be fully informed of all arrangements.
- Well planned visits lead to successful visits.

OFSTED's Key Finding from its most recent report on Learning Outside the Classroom (Oct 2008) states: *'When planned and implemented well, learning outside the classroom contributed significantly to raising standards and improving pupils' or young people's personal, social and emotional development.'*

(Aug 2023) states:

'The fact that outdoor learning experiences are more inclusive and motivating only serves to add to their importance. Indeed, across the board, part of the value OFSTED has found in learning outside the classroom is that it helps children to build skills for life.'

Connaught Junior School fully supports the vision behind the Government's 'Learning Outside the Classroom' Manifesto. We recognise that the benefits for children engaged on educational visits include:

- Raising achievement through organised, powerful experiences and opportunities.
- Participating in challenging physical activity and encouraging healthy lifestyle.
- Raising self-esteem, confidence and independence.
- Appreciating landscape diversity through exploring natural environments.
- Experiencing a range of built environments, extending their cultural awareness and widening horizons.
- Being involved in teamwork and problem-solving through residential experiences.
- Engaging pupils or young people and making learning 'real' and relevant.
- Supporting national agendas and initiatives.
- Inclusion and Entitlement.

Headteacher: Miss S McGann

Deputy Headteacher: Miss K Whiting

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At Connaught Junior School, educational visits are an integral part of the curriculum. All pupils or young people are entitled to participate irrespective of social background, culture, race, gender, differences in ability and disabilities.

Each pupil or young person has an entitlement to experience:

- Effective learning opportunities
- Success in learning
- Achieving as high a standard as possible in learning outside the classroom

Teachers will set appropriate learning challenges, responding to pupils' or young people's diverse learning needs. Connaught Junior School will make provision, with well planned, reasonable adjustments to support pupils or young people, enabling them, where possible, to participate effectively in all educational visits and activities.

Roles and Responsibilities

The Headteacher will:

- Be informed of any educational visit being organised and kept informed of arrangements, as necessary.
- Ensure that the Educational Visits Co-ordinator (EVC) is aware of their duties and that a clear line of responsibility is established.
- Ensure the Educational Visit Co-ordinator (EVC) is competent, trained and is revalidated/ accredited through Local Authority Top-Up courses.
- Make sure that governors are kept informed of the nature and progress/success of educational visits through termly governors' reports.
- Ensure adequate Staff Inset, Visit Leader Training, First Aid and CPD for Educational Visits.
- Ensure that medical and personal address details for all pupils or young people are updated termly or half yearly.
- Ensure that the visit site has 'Public Liability Insurance' with a claims limit of £5 million.
- Ask all visit sites if they have the 'Quality Badge' or 'Learning Outside Provider Badge' as this will ensure that their staff are competently trained.
- Consider insurance matters for Educational Visits and fully inform parents through the stages of the Preparation and Planning administrator.
- Ensure parents are fully informed regarding regular and repeated activity that is either on or off-site PE and sporting activity and fixtures or regular repeated programme of off-site Educational Visits.
- Ensure that parents are informed they have responsibility for transporting their own children to and from venues when transport is not provided.
- Ensure there is an updated 'charging and remissions policy' linked to SCC and national guidance. This will be reviewed and approved annually.

The Educational Visits Co-ordinator will:

- Promote and 'Champion' Educational Visits from the school and take a lead in policy development, monitoring, INSET and other training for Educational Visits.
- Approve all visits and notify the LA for categories of 'Adventurous Activities' and 'Overseas Visits'.

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- Ensure that approval of Educational Visits will include approving the competency of the Visit Leader and all accompanying staff (consultation desirable / advisable on occasions).
- Ensure that the visit site has 'Public Liability Insurance' with a claims limit of £5 million.
- Ensure that approval of Educational Visits will include approving the competency of the Visit Leader and all accompanying staff (consultation desirable / advisable on occasions).
- Ensure compliance with requirements of Surrey County Council's Guidelines for Educational Visits and Overseas Activities, and the guidance document 'Learning Outside the Classroom'. Logon to 'Evolve – Surrey County Council' site to add and keep up to date copies of all visits and trips that take place at Connaught Junior School.
- Ensure approval, notification forms, checklists and 'Provider Questionnaires' are completed appropriately.
- Ensure that all the procedures outlined in the Connaught Junior School Educational Visits policy are followed.
- Support and advises colleagues in planning visits.
- Ensure that appropriate risk assessments are completed and appropriate control measures are in place reducing risk to an acceptable level.
- Ensure that a planning meeting regarding the 'risk assessment' process prior to the visit has taken place, this ensures ownership of the 'risk assessment' by the Visit Leader and all accompanying staff.
- Ensure all staff are aware of Educational Visits procedures via documentation and Inset sessions, staff training and relevant meetings.
- Check to ensure parents are kept fully informed of visit arrangements and details.
- Ensure accident and emergency procedures are in place and understood by all staff. (Records of all accident reports and near misses are held centrally in the school).
- Ensure records of all visits are held centrally in the school/establishment by the EVC's administrative support and every visit includes lists of all participants, risk assessments, itinerary and programme information – uploaded to 'Evolve – Surrey County Council' as a record of all trips and visits.
- Ensure appropriate staff records are collated for all Educational Visits and then stored; including checks on staff qualifications and driving details (including car insurance with business use if transporting pupils or young people in own cars).
- Review staff evaluations of trips and provide and encourage staff training and CPD.
- Ensure an annual review of any generic school / establishment risk assessments and an annual 'Fit for Purpose' review of the School's Policy for Educational Visits.

Visit Leader, Teaching and Support Staff

- The Visit Leader must ensure there are clear educational aims for the visit, be specifically competent and approved by the EVC.
- Have a thorough up-to-date knowledge of the School's Educational Visits Policy and procedures.
- Understand the importance of the planning meeting regarding the risk assessment process prior to the visit, ensuring ownership of the risk assessment by the Visit Leader and all accompanying staff.
- All staff included on a visit must have a clear understanding of accident/emergency procedures.
- The Visit Leader must carry an Emergency Contact List of everyone going on the visit in addition to the Emergency Contacts. In the case of residential trips, this list must include: names, addresses and telephone numbers of each child and adult; any special medical requirements; any negative

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consents to medical treatment; any special dietary requirements; helpers and the groups that the children will be in.

- Ensure parents are kept fully informed of visit arrangements, details and itinerary.
- Plan the visit carefully and carry out risk assessments prior to visit. Ensure that copies of these details are given to the EVC in the agreed time and complete thoroughly the risk assessment.
- It is the Visit Leader's responsibility to give appropriate and clear information regarding risk assessments and roles and responsibilities to any additional adult/volunteer helpers, if possible invite them to take part in the planning meeting to promote ownership.
- Collate and check parental consent forms for all pupils or young people. It must be clear on the risk assessment for any named child with known medical or behavioural issues.
- Complete a Post Visit Evaluation Report on the risk assessment and notify the EVC that this has been done. This should include any 'near miss' or incidents that require a review of the risk assessment and/or evaluation of outcomes against the stated aims.
- It is the Visit Leader's and support staff's responsibility to ensure children are suitably briefed at all stages of the visit. All group members must be clear about rules and the behaviour code. Children should be involved in the ongoing risk assessment.
- The Visit Leader has responsibility for the whole group and must ensure that following documentation is taken on all visits: all relevant pupil or young person medical and consent information, the risk assessment, itinerary details, emergency contact details and 'Critical Incident' emergency numbers.
- Copies of these documents must be kept by the Visit Leader, the school office and a copy of emergency contacts.
- It is the Visit Leader's responsibility to ensure adequate first aid has been considered and provided for the visit and that first aid kits are taken along with individual children's medical kits and requirements as appropriate.
- All staff and adult helpers should be made aware of who is responsible for first aid. The risk assessment must show evidence first aid has been considered. Epi Pens can only be carried and administered by a member of staff trained in its use or the parent of the child if they are in attendance.
- Transport for all visits must meet LA guidance/standards. The itinerary, the arrangements and drop off and collection places must be checked and agreed upon.

Notes on Risk Management and the Planning and Preparation for Educational Visits

- Thorough preparation for a visit must be undertaken. The EVC should be consulted regarding the arrangements, nature and purpose of the visit. The visit should have clear educational aims. The following must be addressed in further planning:
- Matters of supervision, Provider checks, content of the day(s) activities, first aid and transport must be considered and organised in advance.
- Parents must be advised of the details of any visit and kept fully informed. Any cost of the visit must take into account the School / establishment Charging Policy.
- All necessary permission/consent slips must be obtained.
- A charged mobile phone should be taken on all trips. Check that mobile phone coverage is in the area that you are visiting.

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How to undertake a risk assessment and who to submit it to

In addition to the above planning, a written Risk Assessment (a statutory requirement) must be made for any proposed educational off-site visit. It should:

- Identify any significant risks which pupils or young people, staff and helpers may be exposed to and outline any control measures that will be put in place to reduce risks to an acceptable level.
- Be passed on to the EVC for consultation and approval.
- During the visit, be kept with the Emergency Contact List and other planning and risk management documentation.
- Check if the venue and/or provider have their own risk assessments and include in the preparation pack.
- Ensure a suitable planning meeting takes place regarding the risk assessment prior to the visit, ensuring ownership of the risk assessment by the Visit Leader and all accompanying staff.
- Any generic risk assessments must be changed, adapted or modified to suit the specific considerations and needs of the group during this discussion/meeting.
- Parents are permitted to view the risk assessment prior to the trip, if they so wish.
- Parent helpers on the trip may be given a parent copy of the risk assessment, or talked through it by the trip leader or the Head of Year/Assistant Head.

The six main considerations in undertaking risk assessments are:

- Type of Group
- Staffing (ratios and competency)
- Equipment
- Venue/Activities
- Travel
- Emergency Procedures

More detailed prompts under each consideration, to help in undertaking risk assessments, may be obtained from the EVC. With more hazardous or unusual visits close contact between school / establishment and the venue / provider is an important safeguard. A preliminary staff visit should be made if necessary. Seek advice of EVC.

Risk Assessments must be passed on to the EVC:

- Off-site visits – 2 weeks prior to the visit. (The LA will require at least one month's notification for residential visits (involving adventurous activities) and six months notification for Overseas Visits).

During the visit, in addition to measures documented on the Risk Assessment, staff should:

- If travelling by coach ensure the driver has school/establishment contact details.
- Carry a class list/register. This is to be called before starting a trip and departing from any visit. In addition, a head count should be done.
- Staff are to check seatbelts are fastened prior to the coach leaving.
- Ensure adequate supervision and check children are always given suitable briefings in the group with their group leader and staff take regular head counts.
- Be prepared to make ongoing professional judgements related to the assessments of risks. After the visit, the visit leader must complete the evaluation section on the risk assessment, any accident/incident details recorded and the risk assessment reviewed appropriately.

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- Where possible encourage children and adult helpers to contribute to this report. The EVC should be informed when this has been completed.

Notes from EVC Training to cross reference and review against your bespoke Educational Visits policy:

- Forming a School Policy
- Roles and Responsibilities
- Checking for Public Liability Insurance of £5 million is held by the venue
- Checking if the Venue's staff have been trained to - 'Quality Badge' or 'Learning Outside Provider Badge' level they should be able to tell you if they have
- Checking Qualifications/Competence
- Risk Assessments
- Pre-Visits
- Ratios
- Volunteers
- Records inc Checking Qualifications/Competence
- Communications
- First Aid
- Supervision
- Insurance
- Emergency Procedures
- DfE / LA Advice
- Discipline
- Pupils or young people with Special Medical and Educational Needs
- Operation DUKE cards for all adult members of the group 'In Case of Emergency' (Fatality or other unforeseen event.)

Additional Considerations

- Transport
- Visits Abroad
- Joint Visits
- Policy to be adopted by Governors
- Policy may be part of OFSTED focus

Monitoring through approval procedures:

- 'Evolve' Surrey County Council Schools online hub where all visits can be uploaded, monitored and reviewed
- Forms
- Categories
- Checklists
- Informing and receiving comment from the Head and Governors
- Monitoring specific programmes
- Acting on comments from OFSTED

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Related Policies:
Charging and Remissions
Health and Safety

Appendix A

Connaught Junior School Risk Assessment Year ____
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Venue: Address and Tel no:	Date Group Leader: Mobile no:	Deputy Group Leader: Mobile no:	Class: No of boys: No of girls:	Class: No of boys: No of girls:	Class: No of boys: No of girls:	Class: No of boys: No of girls:
Approved by EVC (sign and date):	Additional Staff: Teachers LSAs	Mobile Numbers:	Total in class:	Total in class:	Total in class:	Total in class:
Approved by HT (sign and date):						
Coach Company: Phone number:	Departure Time:	Expected Time of Arrival:	Departure time from venue:	Expected time of arrival at school:		
Date of Preparatory Visits by staff:	Staff Attended:	Date of previous educational visit to venue	Further Information:			
Venue:			Toilets:			
Venue Areas to visit:			Lunchtime:			
Parking/access:			Other hazards when moving around the site: Please see Hazards section below			
Travel Sickness:			Activities out of doors:			
Coach:						

Hazards at

Process/Activity	Hazards Identified	Persons at significant risk	Existing controls	Are the existing controls adequate? Y or N or N/A	What additional controls are required?

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Children with allergies or requiring medicine	<i>Class:</i> Name:	Allergy or condition:	<i>Class:</i> Name:	Allergy or condition:
		Medicine:		Medicine:
Children requiring extra support	<i>Class:</i> Name:	Reason for extra support:	<i>Class:</i> Name:	Reason for extra support:

Groups

School Number:	Class:				
Adults					
Emergency Contact Numbers:					
Children					
Number of Children					
School Number:	Class:				
Adults					
Emergency Contact Numbers:					
Children					
Number of Children					

Signed by EVC: _____ Approved by Headteacher: _____

Evaluation of Educational Trip

Please make a general comment on the success of your trip:	Did anything happen that you didn't expect?	What, if any, additional control measures would you put in place in the future?

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