



Policy title: Educational Visits  
Date created: October 2019  
Date ratified:

Next Review Date: October 2021  
Signed:

## 1. Introduction

### 1.1. Definition

This document is aide memoire for the responsibilities and expectations for staff and pupils when an educational visit is undertaken or the transportation of pupils is carried out. This document is in addition to the national guidance available at <http://oeapng.info/> and acts as a quick reference guide to ensure the safety and well-being of the pupils and staff.

### 1.2. Rationale

Taking adequate precautions and planning is essential for all trips, regardless of whether they are to the local park, shops, transporting pupils to and from school or educational visits or trips. Staff should familiarise themselves with the generic risk assessments they have been produced to aid the planning of all trips and excursions.

## 2. Leadership and management

### 2.1. Roles and responsibilities

#### Headteacher

To appoint an Educational Visits Coordinator, in line with guidance, and

- ensure they are competent, appropriately trained and of sufficient status to implement the policy
- have final approval for all residential visits
- ensure that on-site activity is appropriately risk-assessed
- ensure that the impact of Learning Outside the Classroom is monitored effectively

#### Educational Visits Co-ordinator (EVC)

- ensure that all visits off-site comply with the school's policy and the national guidance
- maintain an overview of visits off-site. Ensure breadth of experience and equality
- ensure that visit leaders are competent and appropriately trained
- periodically monitor visits to ensure that school policy is adhered to
- periodically review systems and procedures, and necessarily after any incident
- approve visits by assessing the competence of visit leaders, reviewing the visit aims, approving the risk assessment process, taking account of the nature of the visit and its participants
- evaluate a selection of visits after the event

Visit Leaders The Visit Leader has overall responsibility for the supervision and conduct of the visit.

- ensure that school policy and guidance is followed at all times
- provide full details of any proposed trip to the school office as early as possible
- produce a letter informing parents and carers of the arrangements for the visit using standard wording
- properly plan and risk manage the activity, including establishing appropriate aims for the visit
- ensure the visit or activity is adequately staffed and that all staff and volunteers on the visit or supporting the activity are clear about their role
- and responsibilities carry out the visit or activity organisation on the day
- notify senior staff of any incident or issue within an appropriate time-scale
- Evaluate the visit after the event ascertaining the benefits and what could be carried out differently

#### Class Teachers or Cover Teachers

- be prepared to be a visit or activity leader
- support the visit or activity leader in any joint visits or activities
- plan suitable opportunities for learning outside the classroom when curriculum planning
- support families to give consent if this proves to be an issue

#### School Office

The School Office will provide administrative support for the visit or Activity; including to:

- make bookings, seek prices and establish visit or activity costs
- distribute letters informing parents and carers of the arrangements for the visit
- manage the consent and payment/contribution process through SIMS-Pay and Parentmail, including timely reminders and "chasing" consent where appropriate





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- inform teachers as soon as possible of any children where consent has not been given
- produce a student register/contact/medical conditions list from Sims for the visit leader
- order lunches as appropriate

### **Staff or volunteers accompanying visits**

- familiarise themselves with the expectations of the visit, of their own conduct and the children
- follow the instructions of the visit or activity leader
- have an understanding of how a direct relationship with a pupil (in the case of a parent volunteer) will affect their ability to manage an emergency

### **Governing Body**

- understand the principles underpinning Learning Outside the Classroom
- approve the school's policy, making reference to the OEAP Guidance
- periodically monitor how learning outside the classroom promotes equality
- periodically monitor the systems in place for risk assessment and emergency planning
- ensure that training is available for school staff and volunteers, especially the EVC
- ensure the school monitors the impact of Learning Outside the Classroom

#### 2.2. Continuing professional development

Staff will be trained in using Evolve and creating risk assessments as part of the induction process

### **3. Teaching, learning and assessment**

- 3.1. Key guidance see School Visit timeline – Appendix
- 3.2. Safeguarding

The safety of children is paramount in all situations. If a child's behaviour endangers the safety or learning of themselves or others the adult in charge will cease the activity. A senior member of staff will be called if the child needs to be removed. Special requirements for dealing with behaviour must be thought through during the risk assessment process.

#### 3.3. Health and safety

Great Wilbraham C of E Primary School is committed to safeguarding and promoting the welfare of all children and in that respect demands thoughtful and detailed risk assessments of off site activities.

### **4. Outcomes for pupils**

#### 4.1. Inclusion and equal opportunities

Our whole school philosophy totally encompasses the equality of access and opportunity. All activities must take into account pupil's age, aptitude, gender, ethnicity and special educational needs

#### 4.2. Christian ethos and British values

As a Church of England school we follow the Values for life programme and embed these beliefs into our classrooms and beyond. British values are celebrated throughout the school. Opportunities to inspire pupils off site are sought – visits to the Olympic Park, Houses of Parliament and Ely Cathedral for example.

### **5. Links to other policies**

- 5.1. Health and safety
- 5.2. Equality and equal opportunities

### **6. Appendices**

6.1 School visits task timeline	6.7 Glossary of terms
6.2 Visits approval form	6.8 Best practice basics
6.3 Risk assessment forms	6.9 Pupil ratio advice
6.4 Visit leader checklist	6.10 Transporting pupils
6.5 Emergency Action Cards	6.11 Risk Management advice
6.6 Visits evaluation form	6.12 EVC annual audit

