Bentley CE Primary School
Educational visit Policy

Date of review	Autumn 2024
Period of review	3 years
Review lead	Jo Phillips
Governor Committee	Curriculum and Standards

Aims

At Bentley Primary School we believe that each child is entitled to a broad and balanced curriculum accessed through active learning opportunities with appropriate chances for enrichment; school visits are an essential and integral part of doing this. We believe that educational visits are an essential resource for the teaching of the National Curriculum but even more crucially, an opportunity to extend our children's understanding and knowledge of the world and an essential opportunity to improve social skills through working as part of a team on collaborative work.

The term educational visit covers any circumstances where children are being educated off-site; this includes every outing, from a walk around the local area to a trip to a museum as well as residential visits.

The school's policy and procedures are developed in conjunction with the advice, guidance and support of Hampshire County Council Outdoor Education, PE and Support Service and their documentation.

Our outdoor education aims to develop pupils who:

1. Enjoy participating in outdoor activities and adopt a positive attitude to challenge and adventure
2. Are gaining personal confidence and self-esteem through taking on challenges and achieving success
3. Are developing their self-awareness and social skills, and their appreciation of the contributions and achievements of themselves and of other
4. Are becoming alive to the natural environment and understand the importance of conservation and sustainable development
5. Are acquiring and developing a range of skills in outdoor activities, expeditions and exploration
6. Are demonstrating increased initiative, self-reliance, responsibility, perseverance and commitment
7. Are developing and extending their key skills of communication, problem solving, leadership and teamwork
8. Are learning to appreciate the benefits of physical fitness and the lifelong value of participation in healthy leisure activities
9. Are displaying an increased motivation and appetite for learning that is contributing to raised levels of attainment in other aspects of their education
10. Are broadening their horizons and becoming open to a wider range of employment opportunities and life chances

<u>Key principles</u>

The School

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits

- To ensure that whenever appropriate, further advice is sought from the LEA and from other technically competent sources
- To ensure that all risk assessments are completed in due time
- To use the Evolve system for recording visits

Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the LEA guidelines
- The Governing Body will include in its role the support of school policy and procedures for educational visits
- The Governing Body will be notified of all off site visits
- The Head teacher will be responsible for the approval of all visits
- The Head teacher will assume the role of Educational Visits Co-ordinator
- All teaching staff will have received the LEA training and qualification in Open Country Pursuits
- There will be a named and approved Group Leader (and where appropriate, deputy) on all educational visits. This group leader will be specifically competent and hold an up to date Open Country qualification
- There should be one qualified first-aider available for each visit, either as a member of the party or at the centre being visited
- Leaders should know how to contact medical help in the location before the visit takes place
- The Group Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Group Leader will assume full responsibility during the visit, including ongoing risk assessment
- Staff need not complete separate risk assessments for aspects of visits that are the responsibility of an external provider, but must be satisfied with the competency of that provider
- The Group Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed
- Transport providers must be a reputable company and provide adequate seat-belts for each pupil
- The Group Leader will evaluate the experience after the visit and report to the Educational Visits Co-ordinator any important issues
- Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be submitted to the LEA for endorsement well in advance of the departure date

Other Adult Leaders

- Other adults on a visit are responsible for assisting the Leader
- When parties are separated the groups must be under the supervision of a competent adult
- All adults must know the aims of the visit, the guidelines for behaviour and the procedures for emergencies
- Adults assisting must be made aware of any medical or special needs issues of pupils in their care

- All adults must carry medication required by individuals in their charge, a list of pupils' names and contact details, and a contact number for the group leader
- All adult supervisors must have undergone DBS checks

Parents and carers

- Informed parental consent is required for all educational visits by pupils
- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details
- Whenever appropriate for high risk, residential and foreign visits a briefing meeting with parents/carers will be arranged
- Expectations with regard to behaviour and codes of conduct will be explained to parents/carers. It is expected that all parents and carers will endorse these behaviour guidelines

Pupils

- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety

For each educational visit:

- An appropriate category visit form will be completed in advance (normally on EVOLVE)
- Risk assessments will be carried out as part of the pre-planning
- Details of children, adults and emergency procedures will be left in the school office and a copy will be carried by the group leader on the visit.
- Where visits are an essential part of the National Curriculum, or they take place during school time, a voluntary contribution will normally be sought (except board and lodgings).
- Any letter to parents, asking for such a contribution, must make it clear that there is no obligation to make such a contribution and that pupils will not be treated differently according to whether or not one has been made.
- Parents should be made aware that, if there are insufficient voluntary contributions to fund the visit, it may have to be cancelled.
- The organiser of any visit will ensure that all adults involved are aware of their duties and responsibilities for the day.

Adult/pupil ratios

Activity/Visit	Staffing/Qualification	Minimum Ratio
Day visits that take place in the local area and/or further from school base without an adventurous element (see	An experienced Visit Leader • Qualified and experienced leaders, ideally minimum	Reception: 1:6 Key Stage 1: 1:8 Key stage 2 and above: 1:12 For very local and/or low

below)	Outdoor and Visit Leader Certificated • Other responsible adult(s) to support A minimum of two leaders required, unless in exceptional circumstances	risk visits a higher ratio (maximum 1:20) may be considered for Key Stage 2 and above
Visits in open country, near water, a significant distance away from buildings and/or shelter/away from immediate support Adventurous Activities	Qualified and experienced leaders, minimum Outdoor and Visit Leader Certificated • Other qualified leader(s) • Volunteers and other responsible adult(s) • There should be a qualified First Aider for any self-led activity	Reception: 1:6 Key Stage 1: 1:8 Key Stage 2 and above: 1:12
Residential visit, UK or abroad	An experienced group leader • At least one Outdoor and Visit Leader certificated (or equivalent) leader is recommended • Other qualified leader(s) • Other responsible adult(s) in support • A minimum of two leaders required Large or complex visits must have an experienced leader	

Special Educational Needs
Group leaders are responsible for ensuring children with special needs will have access to facilities and activities. Extra staffing may be required as appropriate.

Monitoring and Review
This policy has been approved by the teaching staff and governors and is subject to review every 3 years or sooner if required

Further Guidance
EVOLVE website www.hampshireoutdoors.com , Safety in Adventurous Activities Manual, HCC Outdoor Education, PE and Sport Service www.hants.gov.uk/education/outdoor

Organising an Educational Visit
Tick List

Before:

		Initials
1	Obtain costs for entrance fees, coaches and any other anticipated expenses	
2	Visit the proposed venue	
3	Check venue for facilities (including access), eating environment, shops and fire precautions	
4	Complete the risk assessment and carry out risk reduction process. Obtain copy of venue's own risk assessment where available (Health and Safety Co-ordinator)	
5	Calculate cost if appropriate	
6	Gain authorisation from the Head teacher/HCC	
7	Ensure coaches or other means of transport are booked well in advance	
8	Write a letter to parents including all the relevant details - venue, times, cost, parental contribution, clothing, lunch and spending money if necessary	
9	Keep a record of parental permission slips, money brought in by the children and on-line payments	

Just before:

Checklist – have you got?	
All permission slips	
Children's medical information (including Care Plan if necessary) and medication	
All emergency contact details	
First aid kit including sick bucket/bags	
Throw bag if near water	
Mobile phone for emergency use	
Have all adults been made aware of their duties?	

After:
Complete evaluation form

Post Visit Evaluation Form

Date of visit	
Year Group	
Group Leader	
Number in group	Boys Girls Adults M F
Venue	

Please comment on the following:

	Rating out of 10	Comment
The pre-visit		
Organisation		
Travel arrangements		
Educational value		
Programme provided		
Instruction		
Equipment		
Suitability of environment		
Accommodation (if applicable)		
Food (if applicable)		
Evening programme (if applicable)		
Courier/Representative		
Other		