



Educational Visits Policy

Introduction:

At Braeburn Primary and Nursery Academy, we believe that educational visits play a vital role in enhancing the overall learning experience for our students. These visits provide opportunities for students to explore the world beyond the classroom, fostering a deeper understanding of various subjects and promoting personal development. This policy outlines the guidelines and procedures for organising and conducting educational visits for primary school students.

Aim:

The aim of this policy is to ensure the safe and effective planning, execution, and evaluation of educational visits, while prioritising the well-being and educational needs of our students.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning outside the classroom adds much value to classroom learning.

Policy Guidelines:

1. Roles and Responsibilities

- 1.1. The Headteacher has appointed an Educational Visits Coordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Handbook.
- 1.2. The Educational Visits Coordinator is: Miss R. Collier and Mr J. Armstrong
- 1.3. Administrative tasks will be managed by: Mrs L. Exton

2. Training

- 2.1. The Educational Visits Coordinator will attend appropriate training and revalidation as required by the Local Authority.
- 2.2. Visit leaders will be approved by the Headteacher and attend any necessary training for particular visits.



3. Records of induction, training, qualifications and competence

3.1. Records will be kept of induction, training, relevant qualifications and competence.

3.2. To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

4. Approval of visits

Approval of visits will be made as detailed below.

4.1. **Local Authority:** Visits abroad and self-led adventurous activities.

4.2. **Governing Body:**

The governing body has a strategic role to set the vision and direction of the school and to oversee and drive up its educational and financial performance. To enable this it will hold the Headteacher to account by oversight of educational visits to ensure that the educational experiences are of high quality, that best value is obtained and financial regulations are adhered to.

4.3. **Headteacher:** Visits abroad, all adventurous activities and residential visits

4.4. **Educational Visits Coordinator:** Local, normal routine visits which are part of the everyday educational provision of the school. E.g. Local walking visits, bike ability training, local sports fixtures and local swimming visits

5. Planning and managing visits and activities

5.1. In addition to the procedures to be followed in the guidance, local procedures and generic risk assessments which supplement but do not duplicate this are available for all staff (see establishment documents on EVOLVE)

5.2. **Inclusion.** We endorse the principles for young people of a presumption of entitlement to participation, accessibility through direct or realistic adaptation or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.



We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to the Special Educational Needs and Disabilities Policy.

5.3. **External providers:** Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively assurances will be gained through a Provider Statement.

5.4. **Insurance:** Young people participating in visits and activities will have annual travel insurance provided under a Local Authority Schools Journey Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

5.5. **Finance:** Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with the guidance and requirements of the DfE advice "Charging for school activities (2014). Reference should also be made to the Charging and Lettings policy.

Parents may be asked to contribute towards the cost of educational visits but no child will be excluded if payment is not received.

6. Supervision and safeguarding

6.1. **Volunteers:** Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in the guidance and local procedures. Reference should also be made to the Child Protection policy

6.2. **Behaviour:** Appropriate behaviour is essential for the smooth running of learning beyond the classroom activities and ensures that effective memorable learning can take place. Young people, parents and carers will be made aware of the code of behaviour, expectations of young people and sanctions which may be invoked should the code be breached. In addition parents and carers will be made aware of their responsibilities for removing young people in prescribed circumstances. Reference should also be made to the Behaviour for Learning policy.

7. Risk Management

7.1. Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against



risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. Generic or event specific risk assessments will be used to record significant findings.

8. Consent and medical information

8.1. Enrolment consent: Written consent will be gained on enrolment for routine local visits and activities which are a normal part of our educational provision. This can include visits and activities beyond the normal day such as after-school sports fixtures and information regarding the nature of the types of visit will be included on our website and with the consent form. We will fully inform parents by text message or letter. of the nature of each visit, activity or series of a similar nature, remind parents that they have already consented, and give opportunity to update information and emergency contact details.

Parents are asked to sign a generic permission slip each academic year for visits taking place in the local area. Parents will be kept informed of local visits via class Dojo.

8.2. Individual consent: Written consent will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities, those which fall outside of normal hours and non-routine activities which are not a normal part of educational provision. We will fully inform parents by letter or Class Dojo message of the nature of each visit, activity or series of a similar nature.

Parents will be given sufficient written information about visits taking place outside the local area, to make informed decisions and give written consent. Expectations of behaviour and codes of conduct will be explained to parents.

8.3. Medical information: We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

9. Accidents, Incidents and Emergency procedures

9.1. For the duration of all off-site visits and activities there will be a nominated suitable person providing 24/7 cover. This emergency contact will have secure access to all details of the visit including medical and next-of-kin information for all young people, accompanying staff and other adults. In addition they will have access to Council emergency numbers.



10. Monitoring

10.1. Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Coordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

Authorisation and Planning:

- a. All educational visits must be authorised by the Headteacher or designated school official.
- b. Teachers and staff organising visits must submit a detailed proposal outlining the objectives, educational benefits, risk assessment, and itinerary.

Risk Assessment:

- a. A comprehensive risk assessment must be conducted for each educational visit, considering factors such as transportation, activities, and the destination.
- b. Mitigation strategies should be identified and implemented to minimise potential risks.

Parental Consent:

- a. Written consent from parents or guardians is mandatory for each student participating in an educational visit.
- b. The consent form should include relevant information about the visit, emergency contact details, and any medical conditions or allergies.

Supervision:

- a. An appropriate ratio of adults to students must be maintained throughout the visit to ensure the safety and well-being of all participants.
- b. Teachers and accompanying staff must be familiar with emergency procedures and have access to relevant contact information.

Transportation:

- a. Transportation arrangements must comply with relevant regulations and safety standards.
- b. Parents must be informed of the mode of transportation and the expected time of departure and return.



Emergency Procedures:

- a. Detailed emergency procedures, including evacuation plans and contact information, should be provided to all staff and adults accompanying the students.
- b. First aid kits must be readily available, and at least one staff member should be trained in basic first aid.

Communication:

- a. Regular communication between school staff and parents is essential before, during, and after the visit.
- b. Updates about any changes in the itinerary or unexpected events should be promptly communicated.

Evaluation:

- a. After each educational visit, teachers and staff should conduct an evaluation to assess the effectiveness of the visit in meeting its educational objectives.
- b. Feedback from students, staff, and parents should be considered for future planning.

Special Educational Needs (SEN):

- a. Adequate provisions should be made to accommodate students with special educational needs, ensuring their full participation in educational visits.

PRIOR TO THE VISIT

1. The visit leader will discuss possible venues with staff in their year group, taking into account previous visits undertaken with their classes and links to current planning. Contact venue in order to ascertain admission charges, if applicable.
2. The visit leader will undertake exploratory visits or seek references from other schools if using a new venue.
3. The visit leader will ask office staff to contact coach companies, if applicable, to ascertain availability/ cost or book minibuses. The amount the children's parents will be asked to contribute, taking into account transport costs and admission costs, will be calculated.
4. The visit leader will obtain authorisation from the head teacher, agree possible dates and write to parents asking for voluntary contributions where costs may occur.
5. The visit leader will update any communications to parents onto the EVOLVE website stating what costs have incurred.
6. The visit leader will contact the venue and ascertain whether proposed dates are available.



7. If mini buses are used the visit leader will organise drivers and record the number of mini buses and time required, naming the drivers in the minibus diary.
8. The visit leader will provide details of the visit (draft letter) to Laura Exton. Admin will then produce a letter for distribution to parents/ carers, including a permission slip, for visits requiring transport. The EVC will then upload all information onto the EVOLVE database.
9. The visit leader will ensure catering staff and office staff are informed of the date of the visit (at least 14 days in advance of the proposed visit) if packed lunches are required. The visit leader will confirm with office staff the number of packed lunches required if they are uncertain of this figure before they inform catering staff of their requirements.
10. The visit leader will ensure the visit has been entered onto the EVOLVE database at least 2 weeks prior to the visit, to allow time for EVC and headteacher approval. EVOLVE database entry will include:
 - v risk assessments (event specific/ generic /transportation) including contingency arrangements. The review information from previous similar activities will be taken into account when completing risk assessments.
 - v supervision groupings with children requiring particular attention identified – e.g SEND/ medical issues.
 - v itinerary, to include a safe walking route from the transport drop off point to the venue, if applicable.
11. Parents will be directed to consent to school trips and make any payments via Parentpay, or via card payment in the school office. This will be managed by the admin team.
12. The visit leader will ensure that there are a sufficient number of adult helpers to supervise the visit. The following ratios are to be regarded as a minimum.

Nursery/ Reception:

There is no legal or LA specific ratio other than when leading visits or activities with young people 5 or under, the Statutory Framework for The Early Years Foundation Stage applies. The prescribed ratios inside a setting in Sections 3.27 to 3.28 vary dependent on the type of setting and the age of the young people, and must be adhered to, however it is not unusual for a ratio of 1:1 to be necessary outside the setting.

Year 1-3 (Age 5 to 8): 1:6 Year 4-6 (Age 8 to 11): 1:10-15



Without special safeguards or control measures, these ratios will not be adequate to meet the needs of non-local, most residential or more complex visits.

ON THE DAY

1. The visit leader will ensure an adequate number of first aid boxes, a sick bucket, paper towels, bin liners and spare clothing are taken.
2. The visit leader will ensure all adults taking part in the visit are fully briefed, outlining the itinerary/ health and safety prior to the commencement of the visit.
3. Class teachers will be responsible for taking inhalers/ medication for children in their class, as well as emergency contact details.
4. Class teachers will be responsible for ensuring the children (Lower School) wear badges indicating the school name, address and telephone number on all visits when the children will be off the site for the whole day and other visits when this is felt appropriate. High visibility jackets are also available. Upper school children will wear school high visibility vests with the school details on.
5. Class teachers will talk to the children about the visit, including health and safety issues, personal standards of behaviour, roles and responsibilities of staff and other adults and emergency procedures.
6. The visit leader will ensure that contact telephone numbers (e.g. coach company) have been taken in case of emergency. The visit leader and key adults will take their own mobile phones and use these for contact between one another and school in case of emergencies.
7. The visit leader will undertake on-going risk assessments throughout the visit and amend the itinerary if necessary. The visit leader will brief staff and adult helpers throughout the visit.
8. Staff and adult helpers will keep the visit leader informed of any issues as they arise.

FOLLOWING THE VISIT

The visit leader will evaluate the visit on the EVOLVE database and add review comments on the event specific risk assessment risk, as appropriate, as well as reporting issues to the head teacher and educational visits coordinator.

This Educational Visits Policy will be reviewed and updated as necessary to reflect changes in circumstances or regulations. All staff, parents, and students will be informed of any updates to this policy.

Approved by: Michaela Chalk, Acting Head of School
February 2024