

# Educational Visits Policy



*Swale Academies Trust believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.*

*These often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and vice versa.*

*Learning outside the classroom 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 when we learn.*



Swale Academies Trust has formally adopted the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits. This has been formally agreed by Trust Directors. Further procedures for each Trust school have been agreed with each school's Local Governing Body to ensure that this policy is adhered to.

Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits are available to view at – <http://www.outdoorlearningkent.co.uk>

They are based on the principals of the Outdoor Education Advisors Panel (OEAP) National Guidance for the management of Outdoor Learning, off-site visits and Learning Outside the Classroom - <http://oeapng.info>

### **AIMS AND PURPOSES OF EDUCATIONAL VISITS WITHIN TRUST SCHOOLS**

An educational visit is any outing where pupils are leaving the school site. This may be for a day trip, a local visit, sports events or residential visits. The Trust and Beaver Green has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year we will arrange a number of educational visits and activities that take place off the school site and/or out of school hours. Such visits will afford students with real life and memorable experiences that will lead to improved academic and social outcomes.

The Trust has given its approval to the following types of activities being arranged in support of the educational aims of each school:

- Out of hours clubs (music, drama, art, science, sport, homework, etc)
- School teams
- Regular nearby visits (village halls, libraries, shops, parks and woodlands, places of worship, farms)
- Day visits for particular year groups
- Residential visits
- Adventurous activities, which might be classed as higher risk e.g. sailing.

### **ROLES AND RESPONSIBILITIES**

#### **Educational Visits Coordinator (EVC)**

Every Trust school will appoint an Educational Visits Coordinator (EVC) to oversee trips undertaken by school groups. The EVC will be an experienced teacher, who will either be a member of the leadership team or on the upper pay scale. The EVC will have completed appropriate training and keep updated with any changes to policy and guidance related to educational visit organisation. The EVC at Beaver Green is Tony Hadfield, Deputy Headteacher.



The responsibilities of the EVC are to:

- Adhere and implement the Trust's Educational Visits Policy in their school;
- Ensure that systems and procedures in relation to school trips are reviewed regularly.
- Authorise the school visit form (Appendix 1) alongside the Headteacher.
- Read and authorise entries entered on the EVOLVE system. At this point, any amendments/queries will be noted through EVOLVE.
- Read and authorise risk assessments through the EVOLVE system.
- Provide advice and support to the visit leader and other accompanying adults as needed.

### **Visit Leader**

For each school trip, a designated member of staff will have the role of visit leader. Visit leaders can be any member of staff involved in the trip. The visit leader must be approved to carry out the visit by the EVC and/or appointed signatory.

The responsibilities of the visit leader, will include but are not limited to:

- Complete a School Visit Form (Appendix 1) to be signed by the EVC and Executive Headteacher or Head of School.
- Organise details in conjunction with the office staff, for the trip such as arranging transport, entry fees, letters to parents etc.
- Ensure parental permission has been obtained for the children attending the trip.
- Complete a record of the trip on the EVOLVE system, forwarding it to the EVC and appointed signatory for approval.
- Work with the EVC/assigned signatory to ensure all possible precautions are taken to ensure pupil and staff safety.
- Ensure all adults are aware of possible risks/hazards.
- Brief all adults involved, regarding the nature and the organisation of the trip.
- Debrief adults after the trip to report/address any issues and identify future actions.
- Hold details of adults accompanying the trip and the procedure to be carried out in the event of an emergency.
- Ensure a hard copy of the risk assessment and emergency plan are taken on the trip. Copies of all documentation should be left with the school office and senior leaders before departing.
- Ensure accessibility for ALL children.
- Keep record of risk assessments in the staff shared drive for all to access.
- Organise medical information for all children attending is kept and medicine brought.
- Arrange for a First Aid trained member of staff to be present.
- Be responsible for groupings, adults and additionally those requiring FSM.
- Ensure that 'parent helpers' have been given a guide to parental expectations during an educational visit. (See Appendix 3)



## **School Visit Approval**

Before a visit is advertised to parents the Head of School must approve the initial plan by viewing and signing the School Visit Form (appendix 1). The Appendix 2 form is required by finance if parents have to pay for the visit and Parent Pay is to be set up.

Visits that include adventurous activities and/ or a residential element will require approval by the Local Authority via the on-line Visit Notification and Approval system. 'EVOLVE' Usernames and Passwords will be managed by the EVC.

Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent or hosted by external providers / site specific will be registered (Notification) on the above system (EVOLVE).

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a letter of consent for participation in these activities. Parents will be given the timetable for the activities that pupils are involved in and will be informed as soon as is practicably possible if an activity has to be cancelled.

For any visit lasting a day or more, parents will also be asked to sign a letter, which consents to their son/daughter taking part. This will include a separate medical consent form. Each school has a standard model letter, which should be used for this purpose.

The Trust has a separate policy for 'Charging and Remissions' which applies to all educational visits.

### **Staffing**

The Trust recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The Trust recognises that it is good safeguarding practice to ensure that any volunteer adults assisting on educational activities and visits should be DBS checked.

On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils



The staff:pupil ratios will not exceed those as follows:

- Foundation/Nursery: 1:4/5 as minimum
- Year 1 – Year 3: 1-6
- Year 4 – Year 6: 10-15

SEN pupils should have, where necessary, additional adult support assigned to them to ensure their needs are met. It is recognised as best practice that the visit leader should not be assigned a group. If adult numbers dictate that a group leader must have their own group, adults and groupings should be arranged so that an additional adult is with them.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

### **Risk assessment**

A risk assessment will be completed for all school visits. Activities run by external providers (off site), out of County visits and residential stays should be downloaded onto the EVOLVE system as part of the visit record. For regular visits, i.e to swimming lessons, a standard risk assessment may be used but will be reviewed as necessary. Pupils must learn to recognise and manage risks and understand their responsibilities. Adults will involve children in risk assessment wherever possible. Local walks, visits, sports competitions do not require to be downloaded to Evolve BUT Risk Assessments and Appendix 1 must be completed and given to the Head / EVC at least 1 week prior to the visit taking place..

### **The Expectations of Pupils and Parents**

Each Trust school expects pupils to conduct themselves in line with the school's 'Behaviour Policy'. This will be part of the conditions of booking by the parents. Guidance will be given to parents to explain that there is the potential of withdrawal prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

### **Emergency Procedures**

Each school will appoint a member of the SLT / office manager as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and



next-of-kin, as appropriate. All staff on the visit will have a Staff Medical Form completed with all medical information included and emergency contact details.

The Visit Leader will take with them a copy of the school's (linked to KCC) Major Incident Procedures, along with the contact details of the appointed emergency school contacts.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Kent Outdoor Education Unit should also be advised of any serious incidents or accidents.

### **Evaluation**

All visits will be evaluated by the Visit Leader with the EVC. A short evaluation report may need to be submitted on the EVOLVE system.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

Policy developed by: Tina Oakley

Approved by LGB

Proposed date of review: July 2025



# Appendix 1



## SCHOOL TRIP PLANNING CHECKLIST

Venue	Trip Leader		
Proposed activities at venue	Adults attending		
Purpose(s) of the visit (link to learning in classroom)			
Proposed date of visit	<u>Costs</u> Coach: Venue: Other: Total cost: Cost per pupil:		
Time leaving school			
Time on site			
Time returning to school			
ORGANISATION CHECKLIST			
Task	Done?	Task	Done?
1) Discussed with SLT and approved		9) Trip lead has completed a pre-visit 1-2 weeks before	
2) Secured date		10) Completed a risk assessment after pre-visit	
3) Informed school office and added to school calendar		11) Completed an itinerary	
4) Had letter checked and sent out		12) Completed group lists + telephone numbers	
5) Obtained sufficient adults and parent helpers		13) Upload all documents to EVOLVE for approval	
6) Checked that permission has been obtained from all parents/carers? (2 weeks prior)		14) Had all documents approved by HT	
7) Informed the kitchen		15) Had a briefing with all adults and children.	
8) Ordered the correct number of packed lunches from the kitchen		16) Provide packs of documents to all adults.	
THINGS TO REMEMBER			
First aid kit (including sick bags)		Collected medication (inhalers) from office	
School mobile phone charged & topped up		Exchanged numbers with other adults	
Left a copy of all documents with SLT and office		Have all emergency contact details	
Permission slips		Packed lunches	
Telephone or text SLT on arrival		Telephone when leaving venue to calculate estimated time of arrival.	



Educational Visit Planning and Approval Form

**Please complete this form and pass to the Educational Visits Co-ordinator/Headteacher for approval - The Risk assessment will need to be completed at least 3 weeks before along with 3 quotes (if long distance transport is required).**

Approval is required, before any bookings for the educational visit can proceed.

<b>School Name</b>	Beaver Green Primary School
<b>Class/Year Group</b>	
<b>Trip Lead/Organiser</b>	
<b>Destination &amp; Address</b>	
<b>Date/Time</b>	
<b>Pre Visit completed?</b>	
<b>Learning Objective</b>	
<b>Curriculum Area(s)</b>	
<b>Mode of Transport</b> <b>Chosen Transport details</b>	
<b>Is School Minibus being used?</b>	
<b>Has Minibus been booked?</b>	



<b>Name of minibus Driver*</b>	
<b>Number of Pupils</b>	
<b>Details of any Children needing extra or 1-1 support</b>	
<b>Details of any Pupil Premium Children</b>	
<b>Number of accompanying adults</b>  <b>Teaching Staff</b>  <b>Non-Teaching staff</b>	
<b>Cost of Trip</b>  <b>Cost of Travel</b>  <b>Cost per child</b>	
<b>Payment Deadline for Parents</b>	
<b>Payment Options</b>  <b>Deposit (How Much)</b>  <b>Instalments (How many and deadline)</b>	



Visits which include adventurous activities require LEA approval and need to be completed on Evolve at least 6 weeks prior to the visit taking place.

If in doubt, please contact Outdoor Education Unit 01580 715854.

Visits to anywhere outside of Kent require the visit leader to notify the LEA online via Evolve.

**\*Minibus driver MUST hold a KCC minibus certificate. Unless able to drive Mini Bus on License.**

**REQUIREMENTS**

As visit Leader, I will:

- Notify parents of arrangements by letter/school proforma
- Collect all pupils information through proforma
- Carry out risk assessment before visit takes place
- Meet EVC) prior to visit
- Follow School Policy

**SIGNED:**

**STAFF CODE:**

**DATE**

**APPROVAL** - Please pass completed form to SOH

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Approval given by EVC / HT (All Visits)

**Signed:**

**Date:**

<p><b>Approval from EVC/Headteacher</b></p>  <p><b>Print Name</b></p>  <p><b>Signature</b></p>  <p><b>Date</b></p>	<p>Approved on appendix form by T. Hadfield</p>
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Please Return to: [finance@swale.at](mailto:finance@swale.at)

## Appendix 3

### **Pre-trip Briefing and Guidance for Parents**

Educational school visits are a valuable part of the school curriculum. They provide our children with new and real-life experiences that enhance our learning within school. The security of children is our prime concern and every effort is made to ensure that trips run as smoothly, enjoyably and safely as possible for our children. Teachers will have carried out pre-visit checks and risk assessments for each visit. The children are briefed on safety and expectations of behaviour beforehand. All excursions require a minimum adult-to-child ratio and therefore we request parental support to fulfil this ratio. These guidelines are for your information to make your trip as enjoyable also.

### **Responsibilities**

The teacher will have planned the schedule of the day carefully, so please follow timings and make sure you are on time. Though the teacher is responsible for the safety of all children, he/she will allocate you a group to be in charge of for the day. Please keep these children within your sights at all times. If for any reason you need to leave the group, please make sure you inform the teacher. The teacher will have grouped the children carefully. Parents may not always be asked to support the same group that their child is in. Please respect the teacher's professional judgement in these decisions.

### **Behaviour Expectations**

Good behaviour during school trips ensures the safety, learning and enjoyment of the day for children, teachers and adults. Children are expected to be ambassadors for Beaver Green. Please encourage the children to: Listen carefully to adults, read signs and labels to find out more, talk about what they can see, have responsibility for their belongings, move about calmly and sensibly, demonstrate polite behaviour towards other visitors and adults and speak at an acceptable volume for the location. Please ensure that the children in your care are behaving appropriately and do not hesitate to enlist the teacher's support.



## **Out and About**

Many trips involve moving along pavements and crossing roads. It is usual that teachers will stop the traffic at the place of crossing and the class/group will walk across together. On occasions you may be asked to cross the road with a small group and all regard for safety must be considered including finding a safe place/opportunity to cross. Children should be expected to: Walk sensibly, stay on the pavement away from the road, keep up with the group, pay attention to adults and traffic.

## **Expectations of Adults**

As a supporting adult you are required to be good role model for the children. The following guidelines provide care for our children and also safeguard adults. Adults should deal with children sensitively and with equality. Bad language and inappropriate discussion are not acceptable in the company of children. For the health of our children there is a “No Smoking” policy on all school visits. Mobile phones should not be used for personal purposes but it is useful to carry a phone and the school’s telephone number for emergency reasons. It is advisable to be cautious about touching a child in any way and to ensure that you do not find yourself alone with a child. These guidelines not only look after the children in our school but also protect the vulnerability of anyone working with children. It is vital for the safety of the group that you report any inappropriate behaviour from adults or children to the teacher in charge. Any concerns should be reported to the Executive Headteacher or Head of School.