



# Gilbertstone Primary School

## Educational Visits Policy

### LEARNING BEYOND THE CLASSROOM

#### **AIM**

The aim of this policy is to sustain and promote a broad range of off-site educational visits from Gilbertstone Primary School, whilst ensuring safe practice and competent supervision.

This policy is written in line with the Policy and Guidance for Educational Visits and Learning outside the Classroom. (BCC).

#### **Definition of an Educational Visit:**

Any organised, off-site visit involving pupils requires the permission and approval from the EVC, Headteacher, and parent(s)/guardians of the pupils. A visit may take place at any time of the year.

#### **Joint Educational Visits:**

Joint visits by establishments are entirely acceptable and offer many educational benefits, but these should be well planned and accessible to all children who need to participate and with accompanying staff.

The Visit Leader on Joint Visits must be specifically known and approved by the EVC/ Head Teacher from each participating establishment, and each establishment must be satisfied, approve and record centrally in their own premises all the arrangements agreed.

#### **Key Points for all visits:**

- All educational visits must have clearly identified aims and objectives
- All educational visits must have an approved competent Visit Leader who is a BCC employee
- Approval for an educational visit and for the designated competent visit leader role is made by the Head Teacher / EVC
- All visits must provide evidence of a prepared written risk assessment
- Visit leaders must carry copies of all supporting documentation on the visit, e.g. emergency contacts, itinerary, names and group details
- EVC's must retain and record all supporting documentation centrally
- Parents must be fully informed of all arrangements

#### **Inclusion and Entitlement:**

Educational visits are an integral part of the curriculum. All pupils are entitled to participate irrespective of social background, culture, race, gender, differences in ability and disabilities. Within the risk assessment school will identify children and disabilities, special educational need or medical needs, and address how their needs will be catered for.

The school will make provision, with well planned reasonable adjustments made to support pupils enabling them where possible to participate effectively in all educational visits. Extra consideration must be made to ensure that all pupils in that class can access any trip that is planned.

## **Roles and Responsibilities:**

### ***Governing Body -***

- To ensure that the functions of the Head teacher are carried out
- To approve all educational visits (delegated to HT)
- To ensure that staff accompanying educational visits are appropriately trained
- That Risk Assessments are scrutinised to ensure that necessary action has been taken before approval is given

### ***Head Teacher -***

- Approves all educational visits and arrangements, signing all approval forms and risk assessments
- In conjunction with the Head Teacher agree the Visit Leader and accompanying staff
- Ensure the Visit Leader is a BCC employee
- Notifies the LA for categories of "Adventurous Activities" and "Overseas Visits"
- Ensures that the Educational Visits Co-ordinator (EVC) is aware of their duties and that a clear line of responsibility is established
- Ensures that the EVC is revalidated / accredited through local authority top up courses every three years
- Makes sure the governors are kept informed of the nature and progress / success of educational visits
- Ensures that medical and personal/address details for all pupils annually
- Ensure parents are fully informed
- Writes and fully informs parents regarding regular and repeated activity that is either on or off-site, i.e. swimming
- Ensure there is an updated "Charging and Remissions Policy" links to BCC and National Guidance

### ***Educational Visits Co-ordinator -***

- Supports and advises colleagues in planning visits
- Ensures that appropriate risk assessments are completed and appropriate control measures are in place reducing risk to an acceptable level
- Ensures that a "Collective Discussion" 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 visit procedures
- Ensures accident and emergency procedures are in place and understood by all staff.
- Records of all visits are held centrally in the school by the EVC (The Risk Management Portfolio) for each and every visit which will include lists of all participants, risk assessments, itinerary and programme information
- Ensure an annual review of any generic school risk assessments and an annual "Fit for Purpose" review of the school policy for educational visits

### **Visit Leader / Teaching & Support Staff -**

- The teacher in charge must inform the HT at the earliest opportunity if any parent is withdrawing their child
- Have a thorough up to date knowledge of the school educational visits policy and procedures
- Understand the importance of the collective discussion 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 the accident / emergency procedures
- The visit leader must carry an emergency contact list of everyone going on the visit in addition to the emergency base contacts.
- It is the visit leader's responsibility to give appropriate and clear information regarding risk assessments and roles and responsibilities to any additional adult helpers, if possible invite them to take part in the collective discussion to promote ownership
- Complete the post visit evaluation on the risk assessment. This should include any near miss or incidents that require a review of the risk assessment or evaluation of outcomes against the stated aims
- The visit leader has responsibility for the whole group and must ensure the following documentation is taken on all visits: all relevant pupil medical and consent information; the risk assessment, itinerary details, emergency contact details and critical incident emergency numbers
- 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
- Confirm the itinerary arrangements for drop off and collection places once arrived and communicate any changes with the school office

### **Finance Officer-**

- Book transport and confirm drop off and pick up arrangements
- Deal with all monies associated with educational visits

### **Senior Office Manager-**

- Ensure any packed lunches are ordered

### **Risk Assessments:**

- Risk assessments are a legal requirement for educational visits.
- A risk assessment is to be completed by the visit leader at least four weeks before the date of the visit.
- The assessment should detail the potential hazards that may be encountered during the visit, and details of how the risk is to be reduced to an acceptable level. Risk assessments should be returned to the Headteacher/EVC for approval and finally to the Finance assistant for filing.

BCC needs to be informed only of risk assessments involving adventurous activities or foreign travel.

Three levels of Risk Assessment exist:

- Generic - Risk assessments for ongoing activities such as swimming, these need to be annually updated

- On-going risk assessments during the activity/visit
- Venue / Activity / Group specific risk assessments for specific trips or activities. These assessments need to take account of the following aspects:
  1. Type of group –
  2. Staffing arrangements
  3. Use of equipment
  4. Venue specific considerations
  5. Transport
  6. Emergency procedures
  7. Any specific needs of children

NB smaller than whole class groups MUST be individually named on the Risk Assessment, and where a whole class / year group is attending the visit, then any child NOT attending must be named, with the arrangements that are in place for that child for the day of the visit. This must be clearly communicated with the school office, along with any last minute changes to the list of attendees on the visit.

### **Pre-Visits:**

When children are engaged in an Adventurous Activity, or where there are significant potential risks, a pre-visit by the Visit Leader is essential (unless the Leader has previously led the trip on a previous occasion); the exception being if a SEN child would be present whose needs differ to previous risk assessments to ensure these needs are met.

### **Ratios:**

A ratio of at least 1:10 will be observed for children in years 1 – 6 and 1:8 for reception

Children with individual needs may require 1:1. This will be identified on the risk assessment.

### **Volunteers:**

On occasions, it may be necessary to enlist the help of volunteers. The volunteer must be given the names of children in their group (detailing any medical considerations), the plan for the day including timings, emergency contact details and details of what is expected of behaviour and what to do if children do not behave appropriately. Adult volunteers should be under the direct supervision of a member of staff at all times.

## **ADULT VOLUNTEERS MUST NOT BE LEFT ALONE TO SUPERVISE GROUPS OF CHILDREN**

### **Discipline:**

Discipline is ultimately the responsibility of the Visit Leader. In extreme cases, school / parents may need to be contacted to collect the child. This decision should not be made without consultation with the Head Teacher or deputy in the Head Teacher's absence.

### **Inclusion:**

Visit Leaders must take individual needs into account at the planning stage, and be aware that special provision may need to be made for children with physical needs. Children who can demonstrate challenging behaviour may need to be accompanied by a parent / guardian, and this should be arranged well in advance of the trip.

Under law, parents cannot be required to pay for visits, but voluntary contributions can be invited. The letter to parents should make clear that the visit depends on sufficient contributions being received, and viability should be assessed at least five days before the date of the trip.

**Policy agreed and adopted by the Governing Body 10 December 2025 (Delegated to Head Teacher)**

**Date of bi-annual review December 2027**