Educational Visits Policy

Senior Leader responsible	N. Sinclair (Assistant Headteacher)
Date approved by LGB	3rd December 2025
Next review date	Autumn 2026

Educational Visits Policy

Aims and Purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises by the use of carefully planned educational visits. This is part of the school's required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development, and prepares young people for the opportunities and experiences of adult life.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. The governing body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework etc.)
- School teams' away fixtures
- Regular nearby visits (libraries, shops, woodlands, places of worship, farms)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventure activities

Approval Procedure and Consent

The Headteacher has a nominated Educational Visits Co-ordinator, (EVC) Nigel Sinclair and the local governing body has approved this appointment. The Headteacher has also appointed an Educational Visits Administrator (EVA) Sarah Wakefield, who supports the administration of, including an oversight of Evolve, payments, registers and transport, as well as monitoring consent information and parental letters, etc. Both the EVA and EVC will have attended the appropriate LA training course (and updates) and will be given sufficient time and resources to carry out the role. The governing body has delegated the consideration and approval of educational visits and other offsite activities to the Headteacher. The Headteacher will keep the governing body aware of its educational visits, events and programme via the normal Headteacher to governors reporting process.

Before a visit is advertised to parents, the Headteacher and the EVC must approve the initial application. They will also approve the completed plan and risk assessments for the visit at a later date. This is all done electronically through a digital Trip Application Form (TAF). Upon approval, the EVA will provide a thorough Trip Leader Checklist appropriate to the trip and Evolve will be completed, including Risk Assessment, Itinerary, Staffing, Register, Bus Register, Consent information, etc. Individual support must be identified for pupils with special educational needs or disabilities and the appropriate risk assessment put in place. The EVA will ensure all relevant paperwork will be taken on the trip, supplied in a Trip Leader Pack.

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, and all payments for the visit will be made through the school's Finance department.

For regular out of hours clubs, school teams and nearby visits parents sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the timetable/information for the activities that pupils are involved in, and will be informed if an activity has to be cancelled.

For any visit lasting a day or more, involves significant travel, or an adventurous activity, parents will be asked to consent for their son/daughter to attend. Methods of travel will be clearly set out along with all other details.

As part of the parental consent they will be fully informed of the activities and arrangements for the visit. Information letters must make it clear that parents can contact/meet the trip leader if they need clarification and/or have any concerns about the trip, itinerary and organisation, particularly if a Parents Information Evening is not scheduled. This is essential for all residential trips.

The school has separate policies for 'Charging and Remissions' and 'Diversity (Equal Opportunities)' which apply to all educational visits.

Staffing

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

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

All adults accompanying pupils on a trip should be CRB/DBS checked and their details recorded on the academy's single central record.

A nominated First Aider will be named on the staffing list for every trip, and is responsible for administering first aid as necessary.

Male and female staff, wherever possible and practical, should accompany a visit. This is normally essential for residential visits.

Staff / pupil ratios will be based on risk assessment and conform to National Guidance from OEAP 4.3 Ratios and supervision;

Individual support must be identified for pupils with special educational needs and the appropriate risk assessment put in place if needed.

Emergency protocols in place, including, for example, contact with parents if serious problems occur.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement.

The appointed Visit Leader will be fully supported by the EVA 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/EVA might work in partnership to undertake planning and risk assessments.

Under normal circumstances there will be no significant deviation from the plans approved without a further risk assessment taking place and without the authority of the headteacher. Where such changes are proposed for non-routine visits, these should be discussed with the regional Chief Education Officer as soon as possible.

Where necessary visit plans will include 'Plan B' alternatives which have been risk assessed and approved as part of the routine planning of the visit. Visit leaders will conduct ongoing dynamic risk assessments throughout the visit to take account of, for example, changes in weather conditions and may use their judgement to adopt the Plan B option(s) or respond to incidents or emergencies as necessary. Programme changes will be reported to the EVC or Headteacher as appropriate.

Where accidents and incidents occur, these must be recorded and reported using the Neatherd's accident reporting procedures and escalated if applicable to the academy's Chair of Governors and the Chief Education Officer via the headteacher as soon as practicable and certainly within 24 hours as a health and safety requirement.

Remissions Policy

Parents of pupils who are in receipt of Pupil Premium Funding are entitled to request financial support towards the cost of a trip, in accordance with the school Pupil Premium Policy. Pupils entitled to FSM are supplied with a packed lunch for all non-residential trips when they are not in school for lunch.

Where charges are made by the governing body for optional extras, parents may apply for a remission for the whole, or part of the charges, set out in the school's Remissions Policy.

The school may ask for voluntary contributions. Parents should be made aware that the contribution is not compulsory, and that the children of parents who do not contribute will not be discriminated against. As a last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

Pupils withdrawing from trips: If this is for a medical reason, then parents/carers are requested to get a doctor's letter, as this will be needed for a refund claim on the school's insurance. If a pupil is withdrawn or withdraws for any reason, the Visit Leader may try to fill the space with a reserve. The reserve should be charged the same as all other pupils, and this will reimburse the withdrawn pupil. If clarification is needed the trip leader should see the school EVC.

The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school's Behaviour Policy. This code of conduct will be part of the condition of booking by the parents, and includes the potential withdrawal of a pupil prior to, and during, the visit if such conduct would have led to a fixed term exclusion from school.

Emergency Procedures

The school will appoint a senior member of staff as the emergency school contact (EPOC) for each visit. All major incidents should immediately be reported 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/carers and next of kin, as appropriate.

Emergency protocols are in place, including for example, contact with parents if serious problems occur or staff are taken ill while visits are taking place. The Visit Leader will take with them a copy of the NCC Emergency Procedure (Red Book), in case of a critical incident.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Visit Leader in an emergency.

Evaluation

The Visit Leader, with the EVC, will evaluate all visits. A short evaluation report will be made available for the governing body on request.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The Visit Leader (with administrative assistance) is responsible for presenting a financial account for the visit, which will be audited as part of the school's procedures.

The School Supports and Endorses the "Learning Outside the Classroom Manifesto".

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 stay with us into adulthood and affect our behaviour, lifestyle and work. They influence our values and the decisions we

make. They allow us to transfer learning experienced outside to 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 where we learn.

These experiences can take place in the school grounds; local nature reserves and wild places; city farms and parks; streetscapes; field study centres; farms and the countryside; remote wild and adventurous places; heritage and cultural sites; zoos and botanic gardens; places of worship; museums, theatres, galleries and music venues; and on cultural, language and fieldwork visits abroad.

The Manifesto can involve everyone who sees the benefits to young people, such as government, Headteachers, governors, teachers and support staff, parents, local authorities, community and voluntary organisations, curriculum subject bodies, businesses and all those agencies that provide external support to schools.

Data retention

All visit information should be kept for a minimum of six years; however, information relating to incidents that take place on a visit, accidents involving staff and/or pupils for example, where there is considered to be a possibility that legal action may follow, should be kept indefinitely.

Related policies

- Administration of Medicines policy
- Behaviour policy
- Remissions policy
- Data Protection policy
- Equalities and Diversity policy
- First Aid policy
- Safeguarding policy
- SEND policy
- Supporting Pupils with Medical Conditions policy

The Enrich Learning Trust Educational Visits Statement (June ’22) was used as a benchmark for this policy.