

**Woodmancote School and Little Chestnuts
Educational Visits Policy**

Designated Member of Staff	S Johnson and EVC Lead
Committee with responsibility	Safeguarding Committee
Date of Issue	April 2021
Frequency of Review	3 Yearly

Issue Number	Issue Date	Summary of Changes
1	April 2021	New Policy
2	September 2023	Reviewed Reference to KCSIE and duty of all staff to ensure principles of safeguarding are implemented on and off site. Ref to paragraph 139 and online safety
3	September 2024	Reference KCSIE 24
4	September 2025	Reviewed pg 3 All staff attending Residential will be given access to the Handbook for residential trips (Drafted Summer 2025) pg 4 The school will also decide to what extent it will use Pupil Premium funding to facilitate all children going on trips.
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Reference

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

The school has formally adopted, through its Governing Body, the Gloucestershire 'Guidance for Educational Visits'. Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning outside the classroom, beyond the statutory school day and away from the school premises.

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 range of activities are outlined in the school prospectus along with which year groups participate. These may change over time.

The Governing Body has given its approval to the following types of activities:

- Out of hours clubs (music, drama, art, sport, etc)
- School teams
- Regular local visits (village halls, libraries, shops, woodlands, places of worship, farms)
- Day visits for particular year groups
- Residential visits (currently Year 4 and Year 6)
- Adventure Activities, which might be classed as higher risk.

These activities are made available to particular groups of children at certain times of the year.

Approval Procedure

The Governing Body has delegated the consideration and approval of education visits and offsite activities to the Headteacher. The Headteacher has nominated a teacher as the Educational Visits Co-ordinator (EVC), and the Governing Body has approved this appointment.

Before a Residential trip is advertised to parents/carers, the Headteacher, the EVC and governors must approve the initial plan. They will also approve the completed plan and risk assessments for the visit before departure using the *eVisit offsite visits online system*. (see accompanying information for staff)

For day trips, the Governing Body has delegated authority to the Headteacher and EVC to approve plans and risk assessments.

Staffing

The school 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 visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and educational visits. Any volunteer will be approved by both the Headteacher, EVC and Visit Leader and they will be carefully briefed on the scope of their responsibility. Where it is appropriate, the school will ensure that vetting and DBS screening is available for volunteer adults assisting with offsite activities and visits.

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/or 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. All staff attending Residential will be given access to the Handbook for residential trips (Drafted Summer 2025)

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Risk Assessment

The Visit Leader will identify the risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken, and this will be recorded in a risk assessment. Where a dynamic risk assessment is needed because of unforeseen circumstances, the Visit Leader will do so, communicating effectively with colleagues.

All Safeguarding arrangements will be in line with the latest guidance from the DfE and in particular [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/keeping-children-safe-in-education) will be referred to where appropriate in the completion of necessary documentation. This is particularly relevant when deciding upon the use of mobile devices.

External Activity Providers

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. All payments for the visit will be made through the school accounts.

The Headteacher, EVC and Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing.

Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of offsite activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra safety measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

As part of the parent consent, they will be fully informed of the activities and arrangements for the visit. For all residential visits, parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

Parental authority will be requested for pupils to receive emergency treatment when appropriate, including administration of an anaesthetic or blood transfusion. If parents do not agree to this, the school may decide to withdraw the child from the visit.

Information about Special/Medical/Dietary Needs

The school maintains information about special educational, medical and dietary needs of all pupils, which will be referred to by the Visit Leader during the planning of all educational visits and off-site activities. Parents will be reminded to provide up to date information.

Where necessary special arrangements will be made and information will be shared with relevant staff and training provided.

Charging Policy

Where non-chargeable education is provided during a residential visit, then the parents of pupils who are in receipt of the following state benefits for either the whole or part of the time spent on a visit shall receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings:

- Income support/Universal Credit
- Family credit
- Income based job seekers allowance
- Disability working allowance

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.

The school will also decide to what extent it will use Pupil Premium funding to facilitate all children going on trips.

The Expectations of Pupils and Parents/Carers

The school has a clear code of conduct for school visits based on the school's 'Relationship and Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents/carers, and include the potential of withdrawal of a child, prior to and during the visit, ***if such conduct would have led to a fixed term exclusion from school or is deemed detrimental to safety and welfare of staff or other children.***

Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home.

Communication

The school will ensure there is appropriate and adequate communication with visiting groups (in normal and emergency situations).

Two members of the Senior Leadership Team will be appointed as the emergency contacts for each visit. All major incidents should immediately be relayed to this person(s), 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 contacts, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Review by the Local Authority

The school is supported in its arrangements for educational visits and offsite activities by Safety, Health and Environment (SHE) at Gloucestershire County Council. Where necessary, the school will seek advice from SHE.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be submitted to SHE on eVisit prior to departure. SHE will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Any advice provided will be fully considered prior to the trip taking place.

References to Other Policies

The school has policies for Charging and Remissions and Inclusion, which applies to all visits.

Signed: Chair of Premises Committee

For further information, go to the Gloucestershire County Council eVisit site

Or contact the SHE Unit, Business Management, Shire Hall GL1 2TG

tel: 01452 42 5350/5349

fax: 01452 42 5755

<mailto:sheunit@gloucestershire.gov.uk>

