



“Let your light shine” Matthew 5:16

Educational Visits Policy

POLICY AND TERMS OF REFERENCE DATES:

- Policy first adopted September 2020
- Policy Review Period: Every 2 Years
- This revision: September 2025

Outdoor Education gives depth to the curriculum and makes an important contribution to students physical, personal and social education

Our education system has a long tradition of involving young people in outdoor activities and off site visits and the positive impact that this can have on a young person’s education should not be underestimated.

Such opportunities serve to encourage:

- *enjoyment*
- *confidence*
- *social awareness*
- *environmental awareness*
- *personal qualities such as responsibility, self reliance*
- *health and fitness*
- *increased motivation for learning*
- *broadened horizons*

With such potential, it is therefore essential that careful planning is undertaken to maximise the safety of all such activities/visits. It is expected that all adults who assume responsibility for a visit comply with the guidelines below. These are generic for off site visits. [Specific guidelines for certain activities, particularly outdoor/adventurous activities such as climbing should be given by the centre being used] .

Checklist - the following must be considered:

- *Sufficient and appropriate insurance cover.*
- *Approval for the activity from the Head, Deputy and Governing Body.*

- *The party leader must be suitably and physically capable of ensuring the safety of the party.*
- *The activity must be suitable and appropriate for the age group and be supported by a sufficient number of adults of both sexes.*
- *The party must be appropriately clothed and equipped for the activity.*
- *The party must have a First Aid Kit, the leader should ideally have some basic First Aid knowledge and where 1 isn't provided by the centre visited, there should be designated adult responsible for First Aid [not necessarily trained themselves]accompanying the trip.*
- *Parental consent must be obtained once all aspects of the trip/ visit are established.*
- *Medical details of the pupils must be sought with regard to residential trips.*
- *The party leader must have a list of names, addresses, telephone numbers and doctors names/numbers of all members of the party [adults and pupils].*
- *The party leader must inform the school and others concerned of estimated timings of the trip.*
- *The party leader must make appropriate arrangements for reporting to school or designated person in case of any emergency.*
- *The visit must be organised to prevent pupils being left unsupervised in potentially dangerous situations. All adults should carry a mobile phone.*
- *Pupils should not bring any mobile phones, iPods or electronic devices which may detract from their ability to concentrate fully.*
- *The party leader has the right to withdraw any pupil who may threaten the safety of other group members or themselves.*
- *For residential visits the party leader must be satisfied that the standards at the centre are suitable - this can be done by contacting the LA for reports on the various centres. It is also HIGHLY recommended that the party leader visits the centre well in advance to confirm this.*
- *A fire drill should be undertaken as soon as possible on arrival at residential centres.*
- *A full risk assessment should be carried out by the party leader using school - agreed format [where the centre does not provide it].*
- *Unless risk assessed, the following Staff: Pupil ratios are to be adhered to:*

Year R	Years 1 – 3	Years 3 – 6
Higher ratio than 1 : 6	1 : 8	1 : 10

- *The Educational Visits Coordinator has attended training courses about how to safely conduct educational visits.*

PUPIL PREMIUM PUPILS

If required, the school will subsidise the cost of trips for pupils in receipt of Pupil Premium funding.