



Elmsleigh
INFANT & NURSERY SCHOOL

Grow to be the best we can be
Educational Visits Policy

Written: November 2024

To be reviewed: November 2025

Policy Owner: Mrs Ellen Collins (Head of School)

Ratified: Mrs Nicola Price (Executive Headteacher)



Context

We believe that educational visits are an integral part of the entitlement of every pupil and enables an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes The Elmsleigh Infants School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning, making, creativity, developing learning, relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world', 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any Local visits that leaves the school grounds are covered by this policy as part of the curriculum during school time. In addition to this Educational Visits Policy, The Elmsleigh Infants School:

- Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
- Adopts National Guidance www.oeapng.info, (as recommended by the LA).
- Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (ie this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visits

There are three types of visits:

1. Routine local visits in the 'Extended learning locality'.
2. Day visits within the UK that do not involve an adventurous activity.
3. Visit that are either overseas, residential, and/or involve an adventurous activity.

Scope and Remit

DCC Management Arrangements applies to schools/services whose work involves any one of the following:

- Direct supervision of young people or others:
 - undertaking experiences beyond the boundary of their normal operational base;
 - undertaking experiences that fall within the remit of Learning Outside of the Classroom;
- Facilitating experiences for young people or others undertaking experiences beyond the boundary of their normal operational base;
- Deploying staff that will supervise or facilitate experiences for young people or others undertaking experiences beyond the boundary of their normal operational base.

This document applies regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods. For further clarification of legal explanations, all users of the guidance are strongly recommended to read the NG document [Underpinning Legal Framework \(Document 3.2a\)](#).

Roles and Responsibilities

The National Guidance "[Legal framework and employer systems](#)" sets out clear roles and responsibilities for specific staff within each establishment which include:

- Management Boards and Governing Bodies.
- Headteachers and Managers.
- Educational Visits Coordinator (EVC).
- Visit and Activity Leaders.
- Assistant Leaders.
- Volunteer helpers.
- Those in a position of parental authority.

The National Guidance also sets out requirements and recommendations for roles within DCC including:

- Director of Children's Services and Lead Member(s) for Children's Services.
- Line manager of an Outdoor Education Adviser (or equivalent post).
- Outdoor Education Adviser.
- Advisers (other than an OEA), including Health & Safety Officer.
- Manager of an outdoor centre.

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain verbal permission for a visit from the Executive Headteacher, Senior Leader or EVC. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements and be competent to manage the group or class.

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Contacting parents to request pupils are taken home or to hospital, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

The school allocated Special School Nurses (as appointed by the NHS) are responsible for:

- Developing, monitoring and reviewing Individual Healthcare Plans

The Educational Visits Coordinator (EVC) is: Ruth Samme and the Head of School who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE.

The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc. All schools/services that carry out educational visits are required to have a trained EVC in post. EVC's should attend revalidation training periodically (every 3 years) or other appropriate systems should be in place to ensure EVC's stay up to date with current systems and best practice.

In addition to attending a training course, an EVC should have prior experience of leading educational visits or have support from other establishment employees who are experienced in leading LOtC. Training courses are available through Entrust and are delivered by the Entrust Educational Visits Advisor (EVA) who is an endorsed OEAP trainer.

Visit Leaders

Where an employee regularly leads educational visits Visit Leader (VL) training is recommended.

Assessment of Leader Competence

The NG provides clear advice regarding the assessment of leader competence.

All leaders and their assistants must be formally assessed as competent to undertake the responsibilities they have been assigned in line with NG. For general visits, it is the responsibility of the school/service manager, Headteacher or person delegated to approve visits to ensure that competency checks have been made to ensure the visit leaders and assistants can plan, deliver and supervise educational visits effectively and safely.

For educational visits which fall into the adventurous or additional risk activities category (see section 8 below) leaders should have additional NGB qualifications to allow them to lead effectively.

For further information, please refer to the NG document “[Legal framework and employer systems](#)”.

The Executive Headteacher has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body’s role is that of a ‘critical friend’. Governors fulfil their responsibilities in terms of challenging and supporting visits.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Executive Headteacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader’s ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Approval

The approval process is as follows for each type of visit:

1. Local visits follow the risk assessment and Evolve procedures detailed in the Local Area Visit Policy.
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least 10 days in advance. (The EVC/Lead recognise there may be on occasion exceptions to this rule)
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of ‘adventurous’) are then submitted by the EVC to the LA for approval.

Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 1). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Emergency Visits Checklist

The Elmsleigh Infants School Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. Educational Visits Checklist may be downloaded from EVOLVE Resources.

Parental Consent

The school obtains blanket consent at the start of each year for activities that fall within the 'Extended learning locality'. Local area visits are an integral part of the Elmsleigh Infants School curriculum therefore do not need any further consent from Parent/Carers, however, out of courtesy it is good practice to inform Parents through letters, class newsletters, texts, emails and/or messages in a child's home school diary. For more specific visits that do not happen regularly, parental consent must be obtained. For these visits, sufficient information must be made available to parents, so that consent is given on a 'fully informed' basis.

Inclusion

Elmsleigh Infants School is a fully inclusive school. All children are included in all trips.

Transport

The school follows National Guidance regarding transport.

Insurance

The school has an RPA (Risk Protection Arrangement) Insurance from the Department for Education.

Operating Procedure for Local Area Visits

The following are potentially significant issues/hazards within our extended locality:

- Road traffic, especially farm vehicles
- Other people / members of the public / animals including horses.
- Losing a pupil.

- Uneven surfaces and slips, trips, and falls.
- Lack of footpaths
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head/EVC/Management must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults or a suitable adult to child ratio, as deemed appropriate by the visit leader.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group wherever practicable.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- A school mobile is taken with each group and the office have a note of the numbers.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

Appendix 1 - Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.