



Cupernham
Junior School

EDUCATIONAL VISITS POLICY

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This policy was updated in January 2025 and has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty.

INTRODUCTION

As part of the broad balance of curriculum and learning arrangements of the school, opportunity is frequently taken to enrich and enhance this through outdoor learning, outdoor education and educational visits and ventures. These guidelines outline our policies and operational procedures in these contexts.

The school's policy and procedures are formulated in conjunction with the **advice, guidance and training** provided by the Hampshire Outdoor Education, PE and DofE Service and their documentation and guidance.

At Cupernham Junior School we believe that learning is effectively enhanced when encountered in exciting and stimulating environments that are provided 'outdoors'. This may be just outside and beyond the classroom, through to journeying far and wide.

WHAT WE ARE AIMING TO ACHIEVE

Where activities are well planned and structured we believe that the benefits have shown to be clear in:

1. Children and Learn to Be Healthy and Stay Safe

- Develop greater self-awareness and respect;
- Participate in healthy physical activity;
- Develop respect, tolerance and empathy in relationships;
- Adopt a positive attitude to challenge and adventure;
- Develop the ability to manage risk.

2. Children and Young People Learn to Enjoy and Achieve

- Enjoy participating in activities;
- Acquire a range of activity skills;
- Show an increased motivation and appetite for learning;
- Raise their attainment in other aspects of their education;
- Broaden their cultural, aesthetic and spiritual awareness.

3. Children and Young People Learn to Make a Positive Contribution

- Develop awareness of, and respect for, other people and the environment;
- Develop positive social attitudes, responsibility and commitment;
- Better understand the importance of conservation and sustainability;
- Demonstrate: courage; improved self-reliance; increased initiative & enterprise; greater responsibility; more perseverance; more commitment; develop and extend their key skills: communication; problem solving and creativity; curiosity; leadership; collaboration

This policy should be read in conjunction with the safeguarding and child protection policies, code of conduct, emergency management plan, behaviour policy, first aid policy and policy for children with medical needs.

Where activities are well planned and structured we believe that the values have shown to be clear in:

- Developing key skills
- Raising achievement by boosting self-esteem and motivation
- Developing social education and citizenship
- Promoting education for sustainable development
- Promoting health and fitness and a positive use of leisure

When carrying out an off-site activity all staff recognise that all activities would have a clear educational value and ensure that:

- High expectations are set and codes of behaviour agreed
- Roles and responsibilities are to be clearly identified and determined
- Appropriate strategies are used to realise aims
- Parents and others are fully informed of the nature of the venture

Everyone involved in working with children and young people is aware of the importance of health and safety.

ROLES AND RESPONSIBILITIES

HEADTEACHER

The headteacher is responsible for:

Approving staff requests for educational visits, including having final authority to approve or deny any educational visit of less than 24 hours

Making sure staff, including the EVC (Educational Visits Co-ordinator), have receiving necessary training and are aware of national and local guidance and policy

Working with the governing body to approve residential trips of more than 24 hours.

THE EDUCATIONAL VISITS COORDINATOR (EVC)

Mrs Jade Dearden (Deputy Headteacher) is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Access outside activity providers
- Advise the headteacher when they are approving trips (or notification through Evolve)
- Access the necessary training and guidance
- Alongside trip leaders (see below), evaluate all visits once complete, from the planning of the visit itself to its running and to use this to improve future arrangements

TRIP LEADER

Every educational visit will have 1 member of staff designated as the trip leader. The trip leader will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

STAFF

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

PARENTS AND CARERS

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

VOLUNTEERS

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils, following our behaviour code of conduct
- Report any concerns to the trip lead or other staff present as soon as possible

- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

CHILDREN

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

PLANNING AND PREPARATION

The decision on whether or not a visit will take place will be discussed by staff involved, including the EVC and Headteacher – though the final decision rests with the headteacher – and based on factors including:

- Cost (including any potential cost to parents/carers)
- Educational purpose and value e.g. links to the curriculum and developing learning opportunities and outcomes for children
- Timing in the school year and any potential clashes
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

INCLUSION

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

SEND

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis. However, the final decision to allow a child to attend a trip, visit or residential rests with the school.

Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all trips.

This will be completed using the school's risk assessment template (HCC's template) and uploaded onto our management system, Evolve. Existing risk assessments or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy stored electronically on Evolve.

STAFF RATIOS AND FIRST AID

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will ensure (as much as possible):

- At least 1 male and 1 female supervising adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

TRANSPORT

Transportation for trips will be organised by the school, in line with our safety procedures (please see the school's first aid policy for specific details). We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

USE OF EXTERNAL ORGANISATIONS

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

VOLUNTEERS

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance. They will also be asked to confirm they agree with the expected behaviour.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

COMMUNICATION AND CONSENT

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via email communication, and information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents and carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached. In the case of overseas trips, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

CHARGING AND INSURANCE

We will follow our school's charging and remissions policy at all times – the school policy for this is available on the school website.

Parents and carers will not be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours if it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

We will make sure adequate insurance is in place for all trips, including, but not limited to the following: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

INCIDENTS AND EMERGENCIES

Guidance from the Outdoor Education, PE and Sport Service is used to prepare leader and base-contact checklists and contact details. The incident management checklist is also available for use. The Children's Services Incident and Emergency 'Establishment Plan' has been used as the basis for all incident and emergency response. Any concerns or 'near misses' are discussed to consider changing strategies and reported to the Outdoor Education, PE and Sport Service where necessary or if the information is useful.

EMERGENCY PROCEDURES AND INCIDENT REPORTING

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

FIRST AID

First aid provision is considered when assessing the risks of a visit with necessary medical equipment being carried including the emergency inhaler and a child's own medical equipment. On each educational visit there is a trained first aid member of staff.

SAFEGUARDING

Cupernham Junior School's Child Protection and Safeguarding policies includes off-site activity. In particular it includes guidance on acceptable behaviour, and avoiding unnecessary contact is included and taken from EVOLVE. Suitable 'employment' checks are made on volunteers and other responsible adults who support these ventures in line with local authority guidance. External providers or outdoor centres are drawn from the Outdoor Education, PE and Sport Service's vetted database, which confirms that safety management checks are in place. Should any other instructor or provider be recommended or found, reference would first be made to the Outdoor Education, PE and Sport Service to ensure that suitable steps are taken.

SUPERVISION

Supervision strategies are taken from EVOLVE and include agreements on ratios, which are never exceeded and frequently improved. Pupils are supervised while on a residential but there may be times when they are unsupervised e.g. downtime in accommodation but this is always part of any risk assessment

Risk benefits management

There will be generic activity risk assessments which are likely to apply to the activity no matter the place. There will also be visit/site specific risk assessments which differ from venue to venue and group to group, and also season. Finally, there is ongoing risk assessments that take place throughout any visit considering illness of staff of children or adults, weather changes, transport issues and other emergencies.

As part of planning off-site activity, the process recommended by the local authority is followed:

- an analysis of the benefits of the activity is translated into clear objectives and expectations
- an assessment of the risk of harm and its likelihood is made, followed by putting clear control measures in place so that they can be satisfactorily managed
- a pre-visit by key staff is considered an essential part of reviewing the location and its ability to realise the benefits and be managed. Very well-known and used sites may be checked by contacting key personnel prior to re-visiting and web-based information is increasingly available and useful

RESIDENTIAL VISITS

The headteacher will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks
- Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:
 - The dates and time of departure and return to school
 - The full address and contact details of the destination
 - Planned activities and options
 - Meal provision
 - Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
 - Clothing and equipment provided, and what pupils must bring themselves
 - Public health requirements, including any required vaccinations
 - Accommodation options and arrangements
 - The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

APPROVAL AND MANAGEMENT SYSTEMS

Cupernham Junior School uses Evolve as a detailing, recording, managing and approval software system for all trips, visits and residentials.

EVOLVE is a fully managed online service specifically designed to enable the efficient processing of educational visit proposals. The management of EVOLVE is the responsibility of the EVC.

Record Keeping

All records are kept on EVOLVE. Medical consent forms and consent to local educational visits within a school session are kept in line with retention guidance. Any incidents on a visit are submitted online using Children's Services Health and Safety Team procedure. Any incidents of peer on peer abuse or racial incidents are kept in a child's records with racial incidents reported to the local authority.

Evaluation

Individual staff reviews contribute to the feedback on the quality of ventures and

recommendations for the future. The Executive Headteacher reports to governors on an annual basis as to the effectiveness of the overall programme. Good practice is celebrated and complaints reviewed