

ST MARY'S BENTWORTH CE PRIMARY SCHOOL OFF-SITE ACTIVITIES AND EDUCATIONAL VISITS POLICY

Date of implementation: July 2025

Date of Review: **July 2027**



Ownership: Education Committee	Linked to: E-Safety Policy, Behaviour, Safeguarding, Child Protection, Health and Safety, Helping in School, Extended School Day Providers Policies
Review Committee: Education Committee, Head teacher	
Communicated to: Parents, Helpers/Volunteers, Staff, FGB	
Evaluation (inc links to evidence)	

We have a **Love** of learning
We **Respect** the environment
We value our world to which we **Belong**

Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

Purpose

Our outdoor education aims to develop pupils who:

1. Enjoy participating in outdoor activities and adopt a positive attitude to challenge and adventure
2. Are gaining personal confidence and self-esteem through taking on challenges and achieving success



3. Are developing their self-awareness and social skills, and their appreciation of the contributions and achievements of themselves and of other
4. Are becoming alive to the natural environment and understand the importance of conservation and sustainable development
5. Are acquiring and developing a range of skills in outdoor activities, expeditions and exploration
6. Are demonstrating increased initiative, self-reliance, responsibility, perseverance and commitment
7. Are developing and extending their key skills of communication, problem solving, leadership and teamwork
8. Are learning to appreciate the benefits of physical fitness and the lifelong value of participation in healthy leisure activities
9. Are displaying an increased motivation and appetite for learning that is contributing to raised levels of attainment in other aspects of their education
10. Are broadening their horizons and becoming open to a wider range of employment opportunities and life chances

Key principles

The School

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits
- To ensure that whenever appropriate, further advice is sought from the LEA and from other technically competent sources
- To ensure that all risk assessments are completed in due time
- To use the Evolve system for recording visits

Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the LEA guidelines
- The Governing Body will include in its role the support of school policy and procedures for educational visits
- The Governing Body will be notified of all off site visits
- The Head Teacher will be responsible for the approval of all visits and these are logged onto the electronic website EVOLVE (EVC) by the Deputy Head Teacher
- The Deputy Head teacher will assume the role of Educational Visits Co-ordinator



- All teaching staff will have received the LEA training and qualification in Open Country Pursuits
- There will be a named and approved Group Leader (and where appropriate, deputy) on all educational visits. This group leader will be specifically competent and hold an up-to-date Open Country qualification
- There should be one qualified first-aider available for each visit, either as a member of the party or at the centre being visited
- Leaders should know how to contact medical help in the location before the visit takes place
- The Group Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Group Leader will assume full responsibility during the visit, including ongoing risk assessment
- Staff need not complete separate risk assessments for aspects of visits that are the responsibility of an external provider, but must be satisfied with the competency of that provider
- The Group Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed
- Transport providers must be a reputable company and provide adequate seat-belts for each pupil
- The Group Leader will evaluate the experience after the visit and report to the Educational Visits Co-ordinator any important issues
- Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be submitted to the LEA for endorsement well in advance of the departure date

Other Adult Leaders

- Other adults on a visit are responsible for assisting the Leader
- When parties are separated the groups must be under the supervision of a competent adult
- All adults must know the aims of the visit, the guidelines for behaviour and the procedures for emergencies
- Adults assisting must be made aware of any additional needs including medical needs of pupils in their care
- All adults must carry medication required by individuals in their charge, a list of pupils' names and contact details, and a contact number for the group leader
- All adult supervisors must have undergone DBS checks

Parents and carers

- Informed parental consent is required for all educational visits by pupils
- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details
- Whenever appropriate for high risk, residential and foreign visits a briefing meeting with parents/carers will be arranged



- Expectations with regard to behaviour and codes of conduct will be explained to parents/carers. It is expected that all parents and carers will endorse these behaviour guidelines

Pupils

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety

Links

- Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and as such must be linked to the school curriculum plan
- The school follows the principles laid down in the Hampshire County Council document "Off-site Activities and Educational Visits" January 2025