



# Educational Visits Policy

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<b>Signature of Headteacher</b>	
<b>Signature of Chair of governors</b>	

# Educational Visits Policy

## Rationale

St Mary's School provides a range of educational experiences that includes high quality outdoor and off-site learning opportunities. All outdoor educational activities and visits are linked to, and enrich, learning in school. There are also a number of individual and groups of people who visit the school that provide specific learning opportunities. Some visits relate directly to areas of learning for individual classes, whilst others relate to all of our children. Voluntary contributions may be sought to cover the cost of visits in accordance with the school's Charging and Remissions Policy.

## The outcomes of high-quality Outdoor Education

- Enjoyment - children enjoy participating in outdoor activities and adopt a positive attitude to challenge and adventure.
- Confidence - children gain personal confidence and self-esteem through taking on challenges and achieving success.
- Social awareness - children develop their self-awareness and social skills, and their appreciation of the contributions and achievements of themselves and of others.
- Environmental awareness - children become alive to the natural environment and understand the importance of conservation and sustainable development.
- Activity skills - children acquire and develop a range of skills in outdoor activities, expeditions and exploration.
- Personal qualities – children demonstrate increased initiative, self-reliance, responsibility, perseverance and commitment.
- Key skills – children develop and extend their communication, problem solving, leadership and team working skills.
- Health and fitness – children learn to appreciate the benefits of physical fitness and the lifelong value of participation in healthy leisure activities.
- Increased motivation and desire to learn – children display a greater enthusiasm for learning which contributes to raised levels of attainment generally.
- Broadened horizons – children become open to a wider range of life experiences that support the development of their cultural capital.

## **Educational Visits and Visitors**

Children will access a variety of visits over their time at St Mary's. We seek to inspire children through visitors and visits. Whole school events might include visits from theatre companies, dance companies, artists, choirs or ensembles, representatives of charities, sports people, as well as frequent visits from priests.

Visits in the early years and KS1 (Years R, 1,2) include walks to look at the local area, to the Post Office Sorting Centre, the local Fire Station; and to other attractions further afield such as St Mary's Church and SEARCH in Gosport. Children also have visitors into school e.g. emergency services and presentations from local charities.

KS2 children in Years 3-6 will have a similar range of local visits as well as opportunities for a wider range of cultural and scientific visits further afield. Children have opportunities to experience the world of study and work beyond primary school e.g. attendance at cluster events, sportsevents at local schools and colleges.

Children across the school represent the school at a range of sporting and cultural activities e.g. author visits, music festivals, sports events. They participate in a range of locally organised events that allow for children at all skill levels to be included.

## **Residential Visits**

Children in years 4 and 6 have the opportunity to take part in residential visits that are strongly recommended to them as part of their access to a broad and balanced curriculum. These activities are during term time and are linked to the National Curriculum. The School does not charge for the educational aspect of the visit but does make a charge for board, lodging, insurance and specialist instruction. All specialist activities are undertaken with qualified instructors. The governors agree the residential visits programme. All staff and volunteers helping with any residential are DBS checked.

## **Planning Procedures: Role of the Visit Leader, EVC, Head Teacher and Local Authority**

Within each year group's programme of work, teachers consider educational visits and activities to support learning. Teachers are responsible for communicating any intentions to plan visits to the Educational Visits Coordinator (EVC) and Head Teacher who decide whether a visit should go ahead; teachers will be informed of decisions made as soon as reasonably possible. Once a decision to go ahead with a visit is made the Head Teacher and EVC appoint a suitably qualified person to be the Visit Leader who will liaise with School and visit location staff as appropriate to plan the visit.

The School follows Hampshire County Council (HCC) guidelines relating to Off-site activities and educational visits. All staff will be made aware of, and have access to risk assessment and health and safety information provided by HCC via the Evolve system. All teachers and staff deemed necessary would have a login to Evolve to access all supporting documentation provided by HCC.

## **Visit Notification Including Use of Evolve:**

The following visits MUST be entered and saved on Evolve to allow for approval by the EVC,

Head Teacher and Local Authority:

- All residential visits
- Visits to open country or near water
- Visits overseas
- Visits including adventurous activities

All visits involving over 15 children or including the use of transport other than by foot MUST be entered and saved on Evolve to allow for approval by the EVC and Head.

Activities such as sports fixtures, cluster activities, walks to post box, that take place locally with groups of less than 15 children travelling by foot, MUST be entered onto Evolve and have a risk assessment carried out by the Visit Leader and signed-off by the Head Teacher or in their absence, the EVC.

### **Notification and Consent**

Parents will be asked to give written permission for their child to take part in local off-site activities when the need arises. Parents are reminded annually to ensure their contact details are up to date and requested to inform the school of any changes to their consent. This generally covers places that are visited within the school day by walking to the site e.g. church, library and shops. Those which can be visited slightly further afield e.g. using a coach must have an accompanying letter informing parents their child will be off site for a part of the school day and mode of school transport.

### **Specific Consent**

Visits that take place beyond the normal hours of the school day; are residential; adventurous or in open country or near water, require separate consent from a parent before a child is allowed to attend the visit.

### **Retention of Consent Forms**

Consent forms for specific activities requiring additional consent will be stored in a secure location:

- For one year if no incident is known to have taken place;
- Until the children who attended the visit are 21 (or 25 if they have a statement) if an incident is known to have taken place;
- If consent forms are retained due to knowledge of an incident having taken place, all other documents related to the visit will be retained for the same time scale.

### **Risk and Benefit Assessments**

Risk assessments are made prior to all visits, monitored by the Educational Visits Co-Ordinator and agreed by the Head Teacher. The responsibility to complete a risk assessment rests with the Visit Leader. Risk assessments are kept through the Evolve system as attachments. All visits are recordable on Evolve. Visits such as sports fixtures and cluster

events, will be recorded by being saved in the Risk Assessments folders on the Teacher network. All adults and children attending a visit will be recorded in the risk and benefit assessment. **Children with identified specific needs or behaviours may have an additional risk assessment carried out to help staff identify additional measures to support and enable all children to access the learning; using the Challenging Behaviour risk assessment pro forma on the Hampshire Evolve system.**

### **Evaluations and Reporting Issues**

A brief evaluation of the visit will be carried out using Evolve within two weeks of the visit. Any accidents, incidents or near misses will be reported to the Health and Safety officer in the school, the EVC and the Head Teacher.

### **Supervision and First Aid**

The School will meet the supervision ratios set out in the Hampshire County Council documentation. On many visits, parental support will be welcomed to enable ratios to be met. Parents or carers who accompany school visits will normally be DBS checked. **On some occasions such as whole class walks e.g. to church or locally, parent helpers who are not DBS checked may accompany a visit.**

**Parent helpers will not be left unsupervised with a child or group of children and the class teacher will maintain direct contact and overall supervision for the class throughout.**

Provision is made for first aid to be available in line with Hampshire County Council guidance

This policy is linked to the 'Charging and Remissions Policy' for payment queries for educational visits.