Wyburns Primary School



Educational Visits Policy

Last Review	October 2025
Updated	September 2026
Next Review	September 2027

Context

We believe that educational visits/visitors are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits/visitors are known to enhance learning and improve attainment, and so form a key part of what makes Wyburns Primary 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 practising 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, e.g 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 visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Wyburns Primary School:

1. Adopts the Local Authority's (LA) document: **'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE'**
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based system for off-site activities.

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

Types of visit

There are three types of visit:

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

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) 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 before submitting them. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head of School 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'. Safeguarding policies and practices are routinely monitored, including the school's Critical Incident Plan. Visits are reported and evaluated to ensure that the school's educational aims and ethos are implicit. Individual governors may request 'read-only' access to EVOLVE.

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:

- 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 Head Teacher 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 'Extending learning locality' policy (Appendix 1).
2. Day visits within the UK that do <u>not</u> involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least *5* days in advance.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are submitted to the EVC for checking at least 30 days in advance. These are then submitted by the Head to the LA for approval.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and or experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit. All staff on visits are familiar with this plan.

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.

Please refer to appendix 2.

Educational Visits Checklist

Wyburns Primary School's 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'.

Parental Consent

The school obtains blanket consent at the start of each year for activities that fall within the 'Extended learning locality'. Parents have the option of consenting online via our office system, or through a traditional paper consent form.

Specific, (e.g one-off), parental consent must be obtained for all other visits.

Inclusion

As a school,

- We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age, disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.
- We welcome our duty to promote community cohesion.
- We recognise these duties reflect international human rights as expressed in the UN Convention - The Rights of the Child.

Charging / funding for visits

The school asks for voluntary donations from parents to fund visits. Parents of pupils in receipt of Pupil Premium Funding may request a payment plan or financial support to pay towards the cost of a trip/visit. No child will miss a trip if parents do not make a voluntary contribution. However, if sufficient financial support is not forthcoming planned visits may have to be cancelled for all pupils.

Insurance

Please refer to our Insurance documentation

Transport

We follow national guidance for the hiring of self-drive mini buses.

Seat belts must be worn at all times when the engine is on and the correct fastening of seat belts checked by a responsible adult.

Use of staff cars to transport pupils

- Only vehicles with full MOT and tax, full comprehensive insurance and business usage. www.vehicleenquiry.service.gov.uk
- Only staff with no points on their licence https://www.gov.uk/view-driving-licence
- Only staff over 21 years of age and with 3 or more years driving experience
- Staff must have a full, clear, DBS
- Staff must complete a staff driver declaration - appendix 3
- Parental permission has been sought

Other

Registers

Full registers must be taken at the start and end of any school trip. Pupils cannot be handed to parents until a full register has been completed at the end of any trip. Unless otherwise arranged, this would be on the school site. Pupils will only be released to those that the school has authorisation to release to.

Swimming

Swimming supervision may be female or male only. If male supervision, then the girls would get changed in the lockable cubicles. If female supervision, the boys would get changed in the lockable cubicles. Alternative arrangements can be made on an individual basis at the parent's request and school's consent.

Ratios

We follow national guidance for ratios and effective supervision. *See National Guidance www.oeapng.info for more information.*

Appendix 1 - Extended Learning Locality

The boundaries of the locality is the Wickford area, remaining inside of the A127 and A130 main roads. This area includes, but is not limited to, the following frequently used venues:

- Rayleigh Primary swimming pool
- Rayleigh town Centre
- Rayleigh train station
- King George's Park
- Daws Heath Road Park
- Rayleigh Allotments
- Local schools
- The Rayleigh Mega Centre

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure.

Operating Procedure for Extended Learning Locality

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

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- River Crouch

These are managed by a combination of the following:

- 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. *Decisions will be based on the area and the age/maturity of the pupils - the key determinant will always be 'what would the pupils do if the only adult collapsed?'*
- Staff are familiar with the area, including any 'no go areas', and have practised appropriate management techniques.
- Pupils have been taught standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- 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.
- Office staff will have a list of the pupils and staff, a proposed route and an estimated time of return.
- A mobile phone is taken with each group and the office knows the number.
- Appropriate personal protective equipment is taken when/if needed.
- Where available, roads will be crossed using Zebra, Pelican, Puffin or Toucan crossings or at a School Patrol Crossing.

Appendix 2- Emergency Information

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 leaders 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 leaders 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.
6. For visits that take place outside the 'extended learning locality', the visit leader will carry either:
   a) An LA Emergency 'Card' (see EVOLVE Resources), or
   b) An OEAP National Guidance Emergency action card *(Available via www.oeap.info)*

See the school's Critical Incident Plan for further, detailed information

Appendix 3 – Staff Driver Declaration

Drivers Namer: .....

I confirm that I have a fully comprehensive motor vehicle insurance policy including business cover for the vehicle in which I intend to drive.

Name of Insurance Company: .....

Policy Number: .....

Vehicle Registration: .....

Expiry date of policy: .....

I have checked with my insurance company and confirmed that the activity is covered by them. I confirm that my vehicle has a current MOT and Vehicle Excise Licence and that the vehicle is in good condition. I give permission for the school to check the status of the vehicles tax and MOT www.vehicleenquiry.service.gov.uk and to check any convictions on my driving licence prior to each trip at www.gov.uk/view-driving-licence
(Please provide code below)

Code

_____

Name: .....

Signed: .....

Date: .....

This declaration will be held on file in the employees personnel file for the duration of the time that I volunteer as a driver. I understand it will not be used for any other purposes, in line with the Trust's Data Protection policy.