

Educational Visits Policy

Court Lane Infant and Junior Academies



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| Revised by School | January 2026 |
| Responsible Person | Educational Visits Co-ordinators |
| Responsible Committee | LGB |
| Last Ratified by GB | February 2026 |
| Next Review | July 2027 |

At the Court Lane Academies, we have a strong commitment to providing children with engaging, thought provoking and relevant learning experiences. As part of our rich curriculum, opportunities are taken to enhance and develop learning through experiences beyond the classroom such as educational visits.

We believe that education outside the classroom has enormous benefits for children, some of which takes place beyond the school premises. It provides children with memorable experiences which in turn lead to memorable learning.

The Learning Outside the Classroom Manifesto states: “We believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.”

Aims

The aims of our educational visits are:

- To provide a real-life context for the learning that is taking place within the classroom.
- To enhance the school’s rich and relevant curriculum that promotes spiritual, moral, social and cultural development.
- To offer children quality first-hand experiences.
- To prepare children for the opportunities and experiences of adult life.
- To take risks within a controlled and safe environment.
- To enable our children, as learners, to grow and develop in different environments.

Approval Procedure and Consent

Our policy and visit procedures are formulated in conjunction with the documentation, guidance and training provided by Hampshire Outdoors. All schools are required to have a named Educational Visits Co-ordinator (EVC) who will ensure that the planning and supervision of all visits meet requirements and guidelines. The designated trained EVC are Mrs Coleman (Infants) and Miss Kelly (Juniors).

Risk Assessment

Health and safety are paramount for all trips and visits. Therefore, thorough risk assessments must be carried out for any off-site visit. All visits require a pre-visit by the teaching staff who will be leading the visit. This is when the risk assessment must be carried out. The risk assessment must be approved by the EVC and the Headteacher. The level of first aid provision should be based on risk assessment. On all visits there should be a responsible adult who is first aid trained. Year R also require a colleague with the full pediatric first aid qualification.

Prior to the visit, it is imperative that the role of the accompanying adults is explained to them and appropriate preparation given. All accompanying adults on the visit should be given copies of the risk assessment. All parent helpers will receive a briefing prior to the visit.

On the day of the visit, a copy of the approximate itinerary, base contact form, parent contact forms and group names (with absences noted) and contact numbers must be left with admin staff and a copy passed to the EVC.

If the visit involves coach travel, there should be a list of who is on each coach, coach registrations and travel company telephone numbers which must also be left at school for the admin staff and EVC. To ensure adequate supervision, it is essential that supervising staff are spread throughout the coach. It is the responsibility of the visit leaders to ensure that seat belts are in use at the start of each part of the journey and after stops.

Roles and Responsibilities

- Local Authority (Hampshire County Council Outdoors Service) – To approve overseas, residential and adventurous activities.
- Head teacher – To approve visits and assess competence of visit leaders.
- EVC – To approve visits, maintain records, provide advice and documentation, assess competence, produce and monitor a school policy and liaise with LA.
- Visit leader – To plan visits in line with procedures in this policy, including liaising with the office and EVC, completing risk assessments and relevant forms and continually assess risks.
- Supervising teachers and other adults – To supervise children, continually assess risks and manage risks in line with risk assessment.

Staff Conduct

All staff taking children on educational visits must adhere to the same expectations of their conduct as in school. All off-site visits must have a visit leader who is ultimately responsible for making decisions in the case of an emergency and any changes to the original itinerary.

Parental/Carer Consent

Parents/Carers will be informed of any educational visit taking place and will be asked for their consent. They will be given a clear outline of the activities their child will be involved in and the nature of those activities. Parents/carers will be asked to complete a consent form which contains a responsibility upon parents/carers to provide emergency contact details and ensure any medical information for their child is up to date in school.

Equal Opportunities and Inclusion

We endeavour to include all children in off-site visits including disadvantaged children, LAC and those with additional needs. Activities may need to be adapted in some form to ensure that they are accessible in some form to all who wish to take part. This should be irrespective of special educational needs, medical needs, gender, religion, disability or ethnicity.

Inappropriate behaviour on an off-site visit is a hazard. Therefore, preventative measures to minimise any risk should be taken. Prior to the visit, behaviour expectations should be discussed with the children. The school behaviour policy should be followed as closely as possible. If children exhibit challenging behaviour at school, the group leader must ensure that they have discussed the inclusion of the child with the Headteacher. Adaptation of the activities may be appropriate, with additional control measures potentially being a requirement of including such a child. These may include requesting the child's parent to accompany them or ensuring that they have a named adult who is responsible solely for

them. A copy of the behaviour risk assessment should be taken by the group leader on the visit.

Evaluation

The group leader, along with other teaching staff, will be required to evaluate a visit that has taken place. The EVC will ensure that the evaluation has been completed and any future risk assessments modified as a result. Individual staff reviews and feedback on the quality of visits will impact recommendations for future visits.

Any concerns or 'near-misses' should be referred to the Senior Leadership Team for discussion and reported to Hampshire Outdoors where necessary.