

Educational Visits Policy

Waddesdon Village Primary School – *a Pathway to Excellence*



Approved by: Laura Forchione

Date: September 2025

Last reviewed on: September 2025

Next review due by: September 2027

The school has formally adopted, through its Governing Body, the Buckinghamshire 'Guidance for Educational Visits and Related Activities with Evolve'. Further school procedures have been agreed with the Governing Body to ensure adherence to this policy is adhered.

1. Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises (Learning Outside the Classroom – LOfC).

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school and its curriculum. The range of activities are outlined in the school prospectus. Parents fill out an annual consent form at the beginning of every academic year to give permission for trips; extra written consent is only required for adventurous activities (see Guidance for Educational Visits for activities that come under this term) or overnight stays. Pupils/parents are notified of all visits by letter.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims and ethos of the school:

- Activities using the school grounds and immediate locality
- Out of hours clubs
- School teams
- Regular nearby visits (church, war memorial etc.)
- Day visits for particular year groups
- Residential visits

These activities are arranged for specific year groups and offered to every child within that year group.

2. Authorisation / Approval Procedure and Consent

The Head Teacher has nominated a teacher as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

The visit Leader will complete a 'school visit request' form then liaise with the EVC or TA with responsibility for booking educational visits to discuss the proposed visit and identify any significant issues and will include consideration of the costs, cancellation periods and cover arrangements. Discussions will also need to take place with the school bursar and headteacher. There will be an initial verbal agreement between these parties for a visit before it is advertised to parents. The Visit Leader will then need to complete an online Evolve form.

When the EVC is satisfied that the arrangements are sound including the overall competency of the staffing, the visit will be electronically passed to the Head Teacher.

The Governing Body has delegated the consideration and authorisation of educational visits and other offsite activities to the EVC and the headteacher. The LA as the employer will 'approve' adventurous, residential and overseas visits.

Sporting fixtures and events, with the exception of weekly swimming lessons at Aqua Vale, do not need to be added onto Evolve although consideration to staffing, transport and risk assessment should take place with any queries or concerns being raised with the EVC.

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts or an agreement made with the contractor that if the contractor

administers the payment process, the contract remains between the school and the contractor.

The school will follow the below arrangements for consent for Educational Visits.

An annual consent form is sent to all parents at the beginning of every academic year, with an explanatory letter. This can be found on the school website. Residential visits will require separate consent, as well as an information evening to allow parents to voice questions and concerns.

The school has separate policies for 'Charging and Remissions' and 'Equality Policy' which applies to all educational visits.

3. Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, tutoring and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate, the school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk/benefit assessment.

The EVC will be fully supported to enable fulfilment of the role through allowance of time and access to training.

4. The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a suspension from school. The parents would need to collect the child from the visit if such an incident occurred during the visit. In these extreme circumstances, the potential of this happening would usually have been discussed with parents prior to the visit and arrangements made to limit the risk of this happening.

5. Emergency Procedures

The school will appoint a member of the SMT and a second reserve contact as the emergency school contact for each visit. All major incidents should follow the school's emergency plan which will involve notification of the emergency contact.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contacts, including the home contact details of parents/guardians and next-of-kin, as appropriate. (The itinerary of the visit is a required document on Evolve and the details of pupils and accompanying adults can be attached.)

The Visit Leader will take with them a copy of the school's Serious Incident Procedure.

All incidents and accidents occurring on a visit will be reported back through the school incident systems.

The school will have emergency funding available to support the Visit Leader in an emergency.

5. Evaluation

All visits will be evaluated by the Visit Leader - there is a facility for this on Evolve. This will include a review of the learning outcomes and the plan for the visit.

The Visit Leader is responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.

6. Review by the Governing Body

The Governing Body will be informed of all visits that have taken place by the EVC at each curriculum committee and will get to see the evaluations of each visit. For residential visits, they are informed at these meetings prior to them taking place in order to allow for questioning and discussion.