



# EDUCATIONAL VISITS AND JOURNEYS POLICY

Revised: Summer 2021  
Next revision : Summer 2024

## DEFINITIONS

The following terms shall have the following meanings for the purposes of this document:

<b>the School</b>	means Clifton All Saints Academy
<b>EV</b>	means Educational Visits
<b>EVC</b>	means the Educational Visit Coordinator

## INTRODUCTION

Visits and journeys are an integral part of the learning process. They offer children enjoyable experiences which have a lasting, positive impact on their personal and social development as well as supporting academic studies.

Visits need to be carefully planned in order to meet Health and Safety requirements and achieve the desired educational and social outcomes.

## APPROVAL

The Governing Body must approve all visits subject to the guidelines laid down by Central Bedfordshire in the Educational Visits and Journeys guidance. They must satisfy themselves that a risk assessment has been carried out by the EVC or the group leader. They must ensure that the EVC has recent training.

The following guidelines will be used when visits are arranged:

- The group leader will be a teacher on the staff of the School, even when a group leader has been appointed by the venue e.g. PGL.
- A visit planner should be completed in advance of the visit and an evaluation on return. The evaluation should be kept in the visits file to inform future practice.
- The nature of the visit must be suitable to the age and aptitude of the children.
- Central Bedfordshire supervision ratios must be adhered to:

Foundation stage under fives	1:3
Y1- Y3	1:6/8
Y4- Y6	1:10/15

These are the recommended ratios, but the group leader may alter the ratio depending on the nature of the risks associated with different activities:

- Reasonable steps must be taken to include pupils with special educational or medical needs .
- Charges will be in accordance with the School's policy on charges.
- A record must be kept of all visits on the Central Bedfordshire Educational visits online virtual environment (Evolve).

- Parents must be informed of the purpose and nature of the visit on the parental consent form. Written consent must be obtained. However, in the event of a child having to be excluded from a visit because the parent has forgotten to return the form a telephone consent will be accepted provided it is witnessed by a third party. A signed consent form must be obtained retrospectively.
- Group leaders should be familiar with Central Bedfordshire guidance on Educational Visits.
- If possible a preliminary visit should be made by the group leader to fully acquaint themselves of facilities and hazards.
- There must be one first aid kit for every coach.

## **INSURANCE**

All visits must be covered by insurance.

## **EMERGENCY PROCEDURES**

A nominated person at school should be the first point of contact in case of emergencies. This person should have a list of all those who are taking part and their home contact numbers.

## **GUIDANCE NOTES**

### **Guidance notes for Governors with regard to educational visits**

- The School must have an EVC (Siobhan Clarke)
- The EV policy should be reviewed every 3 years.
- The EVC must have recent training.
- The Governors are responsible if an accident takes place because Central Bedfordshire guidelines have not been followed. The School must ensure that policies, practices and procedures relate to Central Bedfordshire guidance.
- Training is available for Governors, see handbook.
- For some visits where the children are walking to the venue, the annual parental consent form is sufficient. For visits further afield where additional travel facilities are needed, a specific consent form is required.
- Governors should approve visits which are outside the normal operation of the school day.
- Parents must be fully informed of the activities the children will be undertaking and the educational value of the visit. They should be made aware of the insurance cover. (This is either copied to parents or available on office wall for parents to view).
- There should be a complaints procedure. (same as the School one)

### **Guidance notes for staff with regard to school visits**

- Read policy for Educational Visits before going.
- Refer to risk assessment. This may be generic for some visits e.g. Church.
- Parental consent forms should include the Learning Outcomes.
- Fill in the evaluation form on Evolve.
- The visit leader must have access to a mobile phone and the number must be shared with the other group leaders accompanying the trip.
- The School emergency contact number should be kept handy.
- Staff to be aware of any medical issues and have a small number of plasters and antiseptic wipes for each group.

- Central Bedfordshire recommends that group leaders do not have members of their own family in their group unless the activity is age appropriate. E.g. younger children on a day trip, siblings on a residential visit.
- Organise the groups so that a member of staff and a volunteer pair up.
- The only requirement for First Aid is one Emergency First Aider for the whole party. Most staff have this and 2 members of staff have “First Aid in the Workplace”.
- If possible include men in the visit so that toilet supervision is possible.
- All group leaders should have a copy of the risk assessment and an itinerary.
- **Helpers:**  
Don't have to have DBS clearance unless they are left unsupervised.