Turnfurlong Infant School

Educational Visits Policy

Approved by:	Governing Body	**Date:**	17th September 2026
Last reviewed on:			
Next review due by:	September 2027		

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and therefore form a key part of what makes Turnfurlong Infant 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.
- 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. I.e. 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, Turn furlong Infant School:

1. Adopts the Local Authority's (LA) document: **'Bucks Requirements and Guidance'** in Evolve resources (All staff have access to this via EVOLVE.)
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

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

Types of Visit & Approval

There are three 'types' of visit:

1. **Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day. (Enrichment)**
   These follow the 'Local Learning Area' Operating Procedure (Appendix 1).
2. **Other non-residential visits within the UK that do not involve an adventurous activity.**

These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.

3. **Visits that are overseas, residential, or involve an adventurous activity.**
   As above, but the Head authorises and then submits to the LA for approval – **We do not have these types of visit at Turnfurlong Infant School**

Roles and responsibilities

Visit leaders are the teachers responsible for the running of their visits. They should obtain outline permission for a visit from the Head or EVC co-ordinator 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) is Jenny Glen*,* who will support, mentor 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 to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher 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' 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:

- A buddy system, where staff new to visits assist and work alongside experienced visit leaders before taking on a visit leader 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 ready to be a visit leader, the Head 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.

Emergency procedures

The school has an emergency plan in place to deal with a serious incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least annually and following any major staffing changes.

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.

Parental Consent

Consent is not required for activities within the Local Learning Area that are part of the normal curriculum during normal school time e.g. Y1 Geography walk to Bedgrove Spinney, Reception walk to post box.

The school obtains blanket consent at the start of each year for local learning area activities. Parents have the option of consenting through a traditional paper consent form or Microsoft Form for others.

Specific (i.e.one-off) parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents so that consent is given on a 'fully informed' basis. As above, parents have the option of consenting through a traditional paper consent form or Microsoft Form

Inclusion

Turnfurlong Infant School complies with the Equality Act 2010. See National Guidance www.oeap.info for more information. All children are expected to attend a planned curriculum visit. Where students may find a visit challenging or overwhelming due to identified SEND needs reasonable adjustments will be made. Parents of children who have SEND may be asked if they are able to accompany their child on the visit to provide additional flexibility during the visit. Alternative travel arrangements may also be agreed where a parent and child can meet the school coach at the visit venue. This arrangement can also enable a child to be included, manage a visit for a shorter period of time to meets their needs effectively.

Safeguarding

Safeguarding is an integral part of visit planning, whatever the visit type, age of student or destination. A Designated Safeguarding Lead is present on each school trip and specific risk assessments are carried out for vulnerable children before a visit takes place. Where a significant risk to a visit is identified, the Head Teacher will hold a pre-visit meeting with parents/carers before it takes place.

Charging / funding for visits

Turnfurlong Infant School parent teacher association (FoTIS) generously funds the coach cost for our school visits, leaving only entrance fees as a cost to parents. Visits can only run if sufficient voluntary contributions are received. See National Guidance www.oeap.info for more information.

Transport

Turnfurlong Infant School does own any school transport. Staff cars are not allowed to transport pupils under any circumstances. If a child needs to leave a school visit whilst off site, parents will be contacted to collect their child directly from the visit venue. Hired coaches are organised with due regard to safeguarding and health and safety.

Insurance

All school visits are covered under the Local Authority's insurance.

Dismissal of pupils after a late return to site

If a school visit returns after the end of a normal school day e.g. after 3.15pm, parents will be notified via Parentmail of the approximate return time. Parents will be updated should information change in person and via Parentmail if required. Hired coaches will pull up outside the main school gate and off load on the zig zag lines. All pupils will be taken back in to the main building and dismissed to parents from classroom exit doors as normal. Parents will be notified of any incidents/accidents upon handover e.g. coach sickness, toilet accidents.

Appendix 1 – Local Learning Area

General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- do not require parental consent
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- are recorded on EVOLVE as 'local area visits'

Operating Procedure for School Learning Area

The following are potentially significant issues/hazards within our School Learning Area which are covered by our risk assessments:

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces and slips, trips, and falls e.g. off kerb
- Collision with fixed structures e.g. lamp posts
- Weather conditions
- Activity specific issues when doing walks (nettles, brambles etc.)

These are managed by a combination of the following:

- The concept and operating procedure of the 'School Learning Area' is explained to all new parents when their child joins the school (Admissions pack).
- There will normally be a minimum of five adults (staff and parent volunteers) for a 1:6 ratios. Teaching assistants allocated to a specific child as 1:1 are not included within that ratio.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques e.g. staff at the beginning and very end of the line, adults walking kerb side with children walking on the inside of the pavement.
- Pupils and staff have a discussion about road safety as a group prior to the visit e.g. walking in a line, using zebra crossings.
- Pupils are fully briefed on behaviour expectations when walking with an adult and their group.
- 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.
- A first aid kit is taken with each class which includes PPE, medicines, first aid supplies and cleaning materials.
- The visit leader has a mobile at all times in case emergency contact with school is required.

Appendix 2 – Emergency Procedure

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 leadership team 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 leadership team 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 School Learning Area, the visit leader will carry an Emergency Card

INCIDENT RECORD SHEET

School:	**Date:**
Party size :- **Pupils**	**Staff/Adults**
Location	
Nature of Incident:	**Time:**
Contact Numbers: **Venue/Hotel:** **Your mobile:** **Fax:** **Email address:**	
Details of Casualties (No/names of injured/fatalities)	
Where injured taken **Tel No:** **Accompanying Staff**	
Other information	