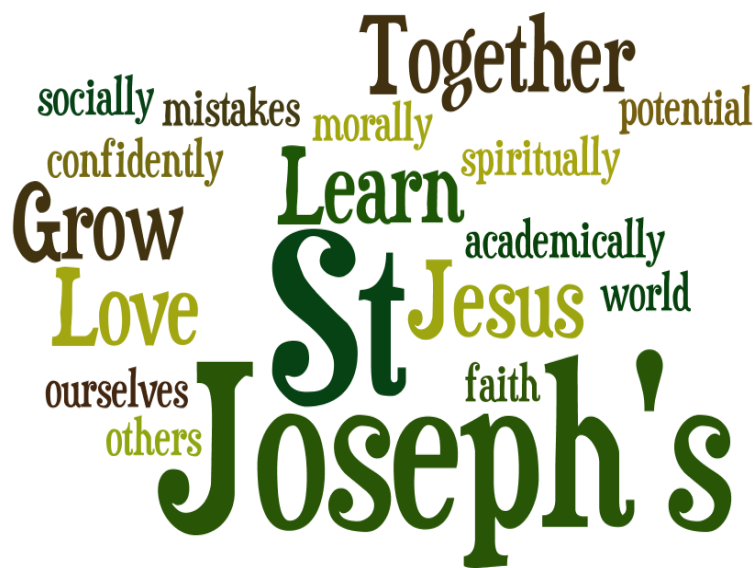




Educational Visits Policy



Date approved:	Lent 2026 (March)
Date reviewed:	Lent 2026
Date for next review:	Lent 2028

Mission Statement:

At ST JOSEPH'S WE LOVE, LEARN AND GROW TOGETHER!

LOVE	LEARN	GROW
Love of our faith	Learn about our faith and Jesus	Spiritually
Love of Learning	Achieve our potential	Academically
Love life/the world	Learn from our mistakes	Morally
Love ourselves	Learn who we are / who I am	Confidently
Love others	Learn from others	Socially

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 so form a key part of what makes St Joseph's Catholic 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.
- 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, St Joseph's Catholic Primary 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.

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 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) is Mrs Karen Ford, who will support, colleagues with 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 Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.
(For academies, approval by the LA is acknowledgment that the plans attached to Evolve are sound but responsibility sits with the academy.)

Procedures for Planning a Trip

The following procedures must be followed when planning any educational visit:

Confirm the Date

- The proposed date must be checked with the Deputy Headteacher.
- Once approved, the date must be added to the school diary.

Transport Arrangements

- Contact the school office to organise coach travel or any other required transport.

Parental Communication

- Prepare and send a letter to parents outlining the purpose, cost, and arrangements for the visit.
- Consent will normally be obtained via ParentPay. Where this is not possible, a paper consent form may be used.

Pre-Visit

- A pre-visit to the venue must be carried out by both teachers leading the trip.
- This visit should inform the planning of the trip and the completion of the event-specific risk assessment.

EVOLVE Form

- Planning for the trip should be completed jointly by the teaching staff attending.
- Although one member of staff completes the EVOLVE form for the trip, each teacher remains responsible for leading their own class.
- Complete the EVOLVE visit form, ensuring all required details are included.
- This must list all adults attending the trip, including staff and volunteers.
- Attach the Parent Information Leaflet.

Meeting with the Headteacher

- A meeting with the Headteacher must take place at least four weeks before the visit to review all planning and documentation.

Procedures on the morning of the trip

On the morning of the trip staff in charge of the trip will:

- Register pupils
- Issue wrist bands
- Check all children have lunch (if it is a full day trip)
- Ensure all information about the trip is taken on the trip
- Ensure medication is taken for all pupils who have medical conditions
- Take the fully equipped First Aid bag
- Run through procedures with any parent volunteers and issue them with the volunteer parent leaflet that provides guidelines.

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 must take a copy of the serious incident action plan with them.

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

The school obtains blanket consent when children join the school for certain other routine activities, e.g. visits to the church, local area walks. Parents will normally provide consent through ParentPay. If this is not possible, consent may be given using a traditional paper consent form.

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 online or through a traditional paper consent form.

Inclusion

External visits should be available to all our pupils, regardless of background or ability.

Charging / funding for visits

Payment and parental permission for school trips and visits are managed through ParentPay. Trips and visits will only proceed if the school receives sufficient voluntary contributions to cover the associated costs.

First Aid



First aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, First-aid should be available and accessible at all times.

Appendix 1 – Local Learning Area

Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our Local Learning Area:

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

These are managed by a combination of the following:

- Staff to follow normal procedures for planning a school trip. A meeting with the Headteacher 4 weeks prior to the visit taking place.
- The local area is defined as Chalfont Common, Chalfont Community College, Chalfont Leisure Centre, Chalfont St Peter Village, and Maltman's School. Any visit beyond these locations requires the completion of a full EVOLVE visit form.
- Must be recorded on Evolve as a Local Visit.
- Parents will be asked to sign a consent for 'Local Learning Area' visits when their child joins the school.
- There will at least two adults.
- Staff are familiar with the area, including any "no go" areas.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant medical information and ensure that any required medication is available.



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A designated Emergency Contact at school, who is aware of the proposed visit/activities, will have been identified beforehand and ensure that s/he remains contactable until notified of the group's safe return.

- Staff take a designated emergency bag with them containing first aid kit, small eye wash, laminated Serious Incident Action Card etc.

Appendix 2

Serious Incident Action Card for the Group Leader

This Action Card covers the following incident scenarios:

- 'Generic' emergency procedures (coach crash, fire, bomb threats, terrorism);
- Death or serious injury of a pupil / adult while on / at a school journey;
- Outbreak of an infectious disease which will curtail the school journey.
- Incident / emergency on a school trip including overseas;

INITIAL ACTIONS

- Summon emergency services if appropriate;
- Provide first aid / prevent further injury;
- Account for all party members including staff;
- Delegate a responsible adult to take care of uninjured members of the party;
- Instruct no-one to talk to media and secure inappropriate use of mobile phones, email and social media (e.g., Facebook, Twitter etc);
- In order that you can be contactable at all times and to enable you to lead and coordinate all necessary actions you should delegate party leadership to the Deputy Leader;
- Keep a log using the Incident Record Sheet to note down:
 - Full and further details of the incident such as what has happened, the exact location of the emergency, and any casualties;
 - all action taken and conversations held;
 - any decisions that have been made;
- Contact the Buckinghamshire Council Duty Resilience Officer on **07738 501318 or +447738 501318 if abroad**, and provide the following information:
 - your name;
 - the name of your school /party;
 - the nature of the emergency;
 - the complete telephone number which we can call you on (including national /area codes etc) any other contact numbers that can be used.

SUBSEQUENT ACTIONS

- You should not make any public statements about the incident without prior agreement of the School and the Council.



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Depending on the circumstances some or all of the following actions may be required:

- Retain all equipment involved in an accident or incident in an unaltered condition - unless it is required by the police;
- Begin to make appropriate arrangements for those not injured to return home immediately;
- Arrange any support for the staff and injured in hospital;
- Obtain necessary documentation from the medical authorities e.g. death certificates, medical certificates indicating how injured may travel home, and case histories including x-rays;
- Retain receipts for all expenditure connected with the incident.

INCIDENT LOG

Keep a detailed log of actions and conversations as they take place. Include nature of instructions given, names, addresses, telephone numbers, each person with whom contact is established.

DATE	INCIDENT
Time	ACTION/CONVERSATION



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INCIDENT RECORD SHEET

Establishment:	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	