

Educational Visits Policy



Policy Revised: March 2026
Next Review: March 2027
Date Ratified by LGB: 10.03.26

Learning outside the classroom

Learning which is supported by quality first hand experiences and stimuli enables children to make learning connections which enrich and deepen understanding. Skills can be applied and concepts explored. Learning which takes place in real contexts, reflecting real life situations provides a powerful means of creating a greater awareness of the world, developing knowledge and sustaining deep thinking.

Rationale

At Barnes Infant Academy we believe that all children should be given opportunities to explore the wider world around them. Visits may arise from organised learning activities or opportunities which form part of children's developing interests. This approach is outlined and reflected in Manifesto for Learning outside of the Classroom which the Academy endorses.

However, all visits out of the Academy should be planned thoroughly and carefully in advance, to ensure potential risks have been well thought-out and appropriate control measures are in place. This consideration of the safeguarding and welfare of the children and adults involved is paramount.

Aims

As children enter the Academy with differing prior knowledge and a diverse range of experiences we will endeavour to provide opportunities to promote the learning of all children, particularly where visits to places of interest have been limited and a developing knowledge and curiosity about the world may have been restricted.

In providing such opportunities we will also be developing a range of social and cooperative skills, including greater independence, self reliance and a context to exercise decision making skills which will provide a sound basis for later life and which reflect the outcomes of the Every Child Matters agenda.

This policy should therefore be read with references to the policies of:

- Racial equality and diversity
- Community Cohesion
- Equal Opportunities
- Inclusion
- PSHE
- Safeguarding and welfare
- Health and Safety

Aims

Using their own locality initially, the children will be taken to places of interest that fulfil one or all of the following criteria:

- The visit directly supports areas of learning
- The visit will enrich understanding e.g. spiritual, social, moral and cultural
- The visit presents an opportunity to develop sporting skills or take part in outdoor or adventurous pursuits
- The visit will help to broaden the experience of pupils and allow them to explore an ever wider world
- The visit will provide a forum for the development of PSHE skills

We will endeavour to provide opportunities for children to take part in a visit on a termly basis.

Roles and Responsibilities for Educational Visits

The Headteacher, Mrs Sandra Bell, has overall responsibility for educational visits and for ensuring that visits comply with statutory guidance and Academy procedures.

The Academy's Educational Visits Coordinators (EVCs) are Mrs Sandra Bell (Headteacher), Joe Durham (Deputy Headteacher) and Janine Rushworth (Assistant Headteacher). The EVCs are responsible for the oversight, quality assurance and approval of educational visits, including review of risk assessments and EVOLVE submissions.

All EVCs undertake appropriate training and refresher training in line with local authority and EVOLVE expectations.

Planning a visit

All educational visits must be submitted and approved via the EVOLVE system a minimum of **four weeks prior to the date of the visit**. This allows sufficient time for risk assessment, safeguarding checks, and approval by the Educational Visits Coordinator (EVC) and Headteacher. Visits that are not submitted within this timescale may not be approved.

Staff planning a visit should:

- Decide on where and when they would like to go with the Headteacher and/or the relevant senior staff, who are trained as Educational Visits Coordinator (EVC)s before any arrangements are made.
- Consider any risks involved in the trip to make sure it is appropriate
- Work out appropriate costs including both entry fees and coach hire and discuss the price for the children with the Headteacher and/or the relevant senior staff. Will it be cost effective? Is there an alternative?
- Complete Part A of the form at appendix one.
- Book the venue and travel
- Prepare a letter to be sent to parents and pupils and obtain approval from the Headteacher
- Prepare a risk assessment for the visit and obtain any relevant risk assessments from the venue. Consider the required arrangements; First

Aid, Equipment, Staff Contact Numbers, Children's Details etc. All risk assessments should be passed to the Educational Visits Coordinator (EVC).

- Complete Part B of the Educational Visit Form (Appendix One).
- Brief all staff involved in their role and pass a copy of the Educational Visit Form, Risk Assessments, Parental Permission Slips and Academy Volunteer Forms to the Educational Visits Coordinator (EVC) a minimum of one week before the visit.
- Take time to consider what went well and what could be improved upon for any future visits. Share any findings with the Educational Visits Coordinator (EVC).

Considerations

- Are there children for whom special arrangements should be made. Will this enable them to access some/all of the event? Do they need additional adult support?
- Which staff are responsible for the visit? What will happen in the event that a key member of staff takes ill / is absent?
- Are there enough helpers? Have the helpers got DBS clearance? Have they completed the Academy volunteer form?
- If a private transport company is being used does it have appropriate business insurance?

Links to SEN, Equality of Opportunity and Disability Discrimination

All children should have an equal opportunity to take part in visits although in certain circumstances arrangements may have to be amended to fit in with the specific needs of the child.

For trips with limited number the criteria for allocating places should be clearly stated, fair and transparent.

Payment

No child will be excluded from any trip in school time because a parent has not made a contribution to that event. A request will be made for a voluntary payment because, without this parental support, the budget would not be able to fund the range of activities we would wish to offer.

For residential events there will be a need to ask for payment although any parent who feels that they cannot afford for their child to take part may ask for support and the Academy will try to make as much available as possible.

Conclusion

It is important that all children have an opportunity to deepen their learning and this is a priority of the Academy. Every effort will be made to ensure that a wide variety of learning experiences are offered.



Educational Visit Form

Part A should be completed and returned to the office to be approved by the Headteacher before any educational visit is arranged/agreed.

Please note that you must give a minimum of four weeks' notice for any proposed educational visit, and all visits must be submitted via EVOLVE.

Part B should be completed once the visit has been approved by the Headteacher.

Part A

Date of proposal:	
Teacher:	

About the visit:

Date of visit	
Venue	Name: Address: Tel No: Contact Person:
Outline of activities	
Anticipated Impact on learning	

Financial Planning:

Cost of activities / venue	£		
Cost of Coach Hire	One	Two	Three
	£	£	£
	You must contact a minimum of three companies to obtain quotations for coach hire.		
Total Cost of Trip (activities + venue + coach)			
Number of children		Number of Parent volunteers	
Proposed charge to each child		Proposed charge to each parent volunteer	
Proposed subsidy from Academy (total)			

Approved: _____ (Headteacher) Date: _____

Part B

Coach Hire:

Coach hire company	Name:		
	Tel. No:		
Time of departure from Academy:		Arrival at venue time:	
Time of collection from venue:		Return to Academy time:	

Staffing:

Names of staff to be involved in visit	
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Medical:

List any children with a significant medical need	
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Safeguarding:

Do parent helpers/volunteers have DBS checks?		Names of helpers/volunteers involved in visit	
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NB. Each volunteer/helper must complete a Academy Volunteer Form.

Risk Assessment:

Is a risk assessment for the venue, coach hire and visit available?	
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Academy Meals:

Does the visit have an implication on Academy meals?	Yes / No	Has the office been notified to the required change?	Yes / No
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Any other information:

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