

Educational Visits



Burwell Village College Primary

Approved by:

Governing Body

Date:

Last reviewed on:

24th February 2025

Next review due by:

February 2028

1. Introduction

This Policy is the local policy for Burwell Village College Primary School and aligns with Cambridgeshire County Council and Peterborough City Council Policy for Educational Visits. None of the Joint Policy is repeated here. Secondly, none of the guidance material is reproduced here but can be accessed via the embedded web links.

The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom - within the school, the local area and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives.

This policy covers all offsite visits and is managed by the Head Teacher and Educational Visit Coordinator. It provides a framework for staff planning of off-site visits. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website (www.oeapng.info)

2. Roles

Staff must be competent and confident to lead visits (see link above). Training courses are available to develop confidence and competence. There are national standards for staff who want to lead adventure activities and the adviser will give advice.

[All roles](#) are clearly defined on the NG website (www.oeapng.info). Roles are defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer. There is specific guidance and information for each above role as well as relevant documents. Within the school, all roles are covered and managed by staff and the Governing Body.

The school has trained EVCs, who are Kate Mansfield (Assistant Headteacher) and Karen Taylor (School Business Manager).

All visits have a named Visit Leader and assistant staff, who are aware of their role and responsibilities (information contained within the [NG website](#)). Staff deployed onto visits are subject to the school's safeguarding processes and arrangements. Volunteers are also included.

Volunteers are managed under the school volunteer policy. An enhanced DBS check will be conducted for volunteers who frequently attend visits. Where volunteers attend infrequently and are accompanied by a member of staff at all times, an enhanced DBS check is not required.

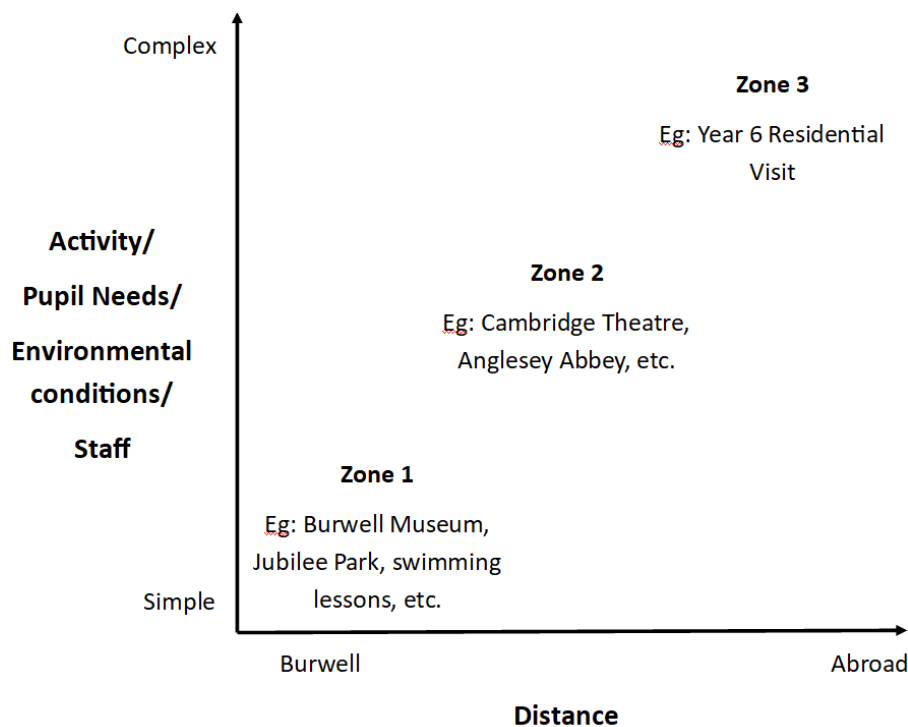
3. Procedures

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. These are explained in the guide.

3.1 Zones

Visits fit into one of three zones depending on the visit's distance and complexity of organisation. This school has defined the zones as shown in the chart below. Identifying which zone a visit falls into will support staff in preparing for a safe trip.

School Visit Zones Chart



Zone 1

Zone 1 visits are those that are regular, local and straightforward to organise. Risk management will be covered by the school's Zone 1 procedures (see Appendix 1). It is the responsibility of the Visit Leader to ensure that generic documents are amended to reflect any changes in circumstances and ensure the needs of the participants are met. The completed Zone 1 procedures document must be submitted to the EVC and signed before the visit takes place.

Examples of visits that this school includes in Zone 1 include: local fieldwork walks, visits to Burwell Windmill and Museum, Burwell House, Burwell Library, Pauline's Swamp, places of worship within Burwell, swimming lessons and local sporting events etc.

Zone 2

Zone 2 visits are those that are further afield and/or may extend beyond the school day. There will be aspects of complexity that require careful planning. Approval for visits of greater complexity require pre approval before undertaking detailed planning therefore the School Office Manager and EVC should be consulted. Following approval, visits must be entered into the Evolve system and submitted to the school's EVC at least 4 weeks before the departure date.

Examples of visits that this school includes in Zone 2 include: Cambridge Theatre, Colchester Zoo, Flag Fen, The Natural History Museum, The National Space Centre and West Stow Anglo-Saxon Village etc.

Zone 3

Zone 3 visits are very complex and involve a great deal of planning and organisation. Zone 3 visits include adventurous activities, travel abroad and/or overnight stays, such as the Year 6 residential. Approval for visits of greater complexity require pre approval before undertaking detailed planning therefore the school office manager and EVC should be consulted. Following approval, visits must be entered into the Evolve system and submitted to the school's EVC at least 8 weeks before the departure date. These visits require specific approval at

school level and the approval of the Cambridgeshire County Council Outdoor Education Adviser. The adviser approves visits on behalf of the employer.

3.2 Specific Advice

Risk Management

The school has a legal duty to ensure that risks are managed - requiring them to be reduced to an acceptable or tolerable level. This requires that proportional (suitable and sufficient) risk management systems are in place, requiring the school to provide such support, training and resources to its employees as is necessary to implement this policy.

Parental Consent

Zone 1 visits do not require parents/carers to provide consent for their child to participate as these visits take place during the establishment's normal hours and are part of our secular curriculum (Education Act 2002 section 29). If a Zone 1 visit extends beyond the establishment's normal hours or is linked to religious education, parental consent will be sought.

Zone 2 and Zone 3 visits require parents/carers to provide consent for their child to participate. If consent is not provided, alternative provision will be provided as the child will remain on site.

Whether or not consent is formally required, information regarding the visit will be provided so that parents/carers fully understand what is involved in the planned activities.

External Providers

All visits must be thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people.

Cambridgeshire and Peterborough Councils endorse and support the Learning Outside the Classroom Quality Badge. Therefore, any outside organisation that holds this award does not need any evaluation and safety paperwork and does not need to be examined. Providers who do not hold the LOtC Quality Badge or AALS License should complete the provider's form (**OEAPNG Section 8.1.q**).

Adventure Providers Assurances

An adventure provider, who does not hold an LOtC Quality Badge, must be checked with the OE adviser before proceeding. There are other checks that the adviser will undertake with the school and advise accordingly. Bookings with such companies should not be undertaken before checks are completed.

3.3 Organisation

Transport

National Guidance contains full information for cars, minibuses and public transport. Transport requests must be submitted to the school office at least 8 weeks in advance of the visit date.

Evolve Submission

Completed Evolve forms and required documentation must be submitted to the EVC and Headteacher, via the Evolve portal, at least 4 weeks before the visit date for Zone 2 and 8 weeks before the trip date for Zone 3 visits.

The information and documentation required in an Evolve submission includes:

- risk assessments specific to the pupils and adults on the trip
- risk assessments specific to venue/destination and journey (not including providers with LOTC QB)
- pupil registers
- specific SEND and medical information, including care plans, about pupils and staff
- adult attendees
- emergency contact details

Where relevant, site maps, activity timetables and other organizational documents may be included.

Group Management

Full details about group management, suggested ratios, supervision of groups, medical conditions, are all found via the Leaders Role buttons on the National Guidance website.

First Aid

The needs of the participants, the nature of the activity and possible injuries associated with the activity should be taken into account when planning first aid provision.

First aid equipment should be taken on all visits. All members school staff can administer basic first aid. However, a member of staff who has received first aid training will attend visits where there is an identified need. Where participants are Reception pupils, a member of staff who has received paediatric first aid training will attend.

Planning for Inclusion

Every effort will be made to ensure that outdoor learning activities and visits are available and accessible to all, irrespective of special educational or medical needs, ethnic origin, gender or religion. If a visit needs to cater for young people with special needs, every reasonable effort will be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved.

Insurance

All visits should be covered by the Council Insurance Scheme, and additional insurance should not normally be required or bought from a provider. Please contact Cambridgeshire County Council insurance contact insurance@cambridgeshire.gov.uk to check before purchasing. The insurance department has full access to Evolve, so when contacting them, give the Evolve visit number and your plans can be reviewed.

Charging

All financial details for a visit must be managed by the school processes, including timely budget preparation, accounting and collection of monies. Charges for parents must fit with the school charging policy. Parents must have sufficient notice of charges to enable them to make payments, and communication should include the cut-off point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled.

Emergency Procedures

This policy integrates into the School Emergency plan, which addresses all critical incidents. All members of staff on a visit are aware of the Critical Incident Response Team (CIRT). The Visit Leader (and deputy where applicable) will carry a copy of their emergency contact numbers and have access to the guidance linked above.

Evaluation

Following a visit, the Visit Leader should use Evolve to evaluate the visit and inform future plans.

4. Related Documents and Guidance

- Health and Safety Policy
- Safeguarding Policy
- Inclusion Policy
- Charges Policy
- Volunteer Policy
- Behaviour Policy
- OEAP National Guidance www.oeapng.info

For advice and support, please contact the Outdoor Education Adviser Service

Office email Outdoor.education@cambridgeshire.gov.uk

Phone 01480 379677

Adviser email Stephen.brown@cambridgeshire.gov.uk



Appendix 1

<i>The Visit Leader is to complete the information in bold/blue and provide the office with a copy. This information will be added to the office calendar.</i>		
Visit name:		
Visit date:	Year/group: Number of pupils:	Destination:
Visit leader: Contact number:	Staff (including first aider if necessary):	Volunteers:
Subject:		
LO:		
Time of departure from BVC: Time of arrival at destination:	Time of departure from destination: Time of arrival at BVC:	
<i>The Visit Leader must complete the remaining sections and provide the EVC with a copy. Both parties must sign the document before the visit takes place.</i>		
<p>Checklist</p> <p><input type="checkbox"/> Details of the visit (those above in bold/blue) have been added to the school calendar.</p> <p><input type="checkbox"/> Parents have been fully informed and have given consent where necessary (when outside of school hours or linked to religious education).</p> <p><input type="checkbox"/> The Visit Leader has undertaken a preliminary visit, is already familiar with the venue and any provider or has sufficient information from other sources.</p> <p><input type="checkbox"/> External providers and facilities meet the expected standards.</p> <p><input type="checkbox"/> The Zone 1 generic risk assessment has been reviewed and amended.</p> <p><input type="checkbox"/> A first aid kit and pupil/adult medication is prepared for departure.</p> <p><input type="checkbox"/> All parties, including pupils, are clear about their roles and responsibilities.</p> <p><input type="checkbox"/> The Visit Leader will have the following information to hand during the visit:</p> <ul style="list-style-type: none"> • Class/group list • Allergies and medical list, including care plans • Risk assessment • The fold-up emergency action plan 		
Visit Leader signature:	EVC signature:	