



Brackley Church of England Junior School

'We are a Caring, Celebratory, Courageous, Christ-inspired, Community rooted in Love.'

Educational Visits Policy

Policy Ownership	Curriculum committee
Statutory Requirement	No
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Brackley Church of England Junior School

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1. Introduction

Brackley CE Junior School recognises that educational visits and off-site activities are a valuable part of pupils' education. They can enrich the curriculum, broaden children's experiences, promote independence, develop resilience and social skills, and bring learning to life in a way that cannot always be achieved within the classroom.

The school is committed to providing a wide range of high-quality off-site learning opportunities, including local area visits, curriculum enrichment visits, sporting fixtures and residential experiences. All educational visits must be carefully planned and managed so that they are educationally purposeful, financially viable and safe.

This policy sets out the school's expectations and procedures for planning, approving and delivering educational visits. It should be read alongside relevant health and safety procedures, safeguarding arrangements, behaviour policy, first aid procedures and the guidance and processes set out through **Plumsun**, which is the school's educational visits planning and approval system.

2. Aims of the Policy

This policy aims to ensure that:

- educational visits support and enhance the curriculum and the wider development of pupils;
- visits are inclusive and accessible to all pupils wherever reasonably possible;
- visits are planned and led in a way that keeps pupils and adults safe;
- roles and responsibilities are clear;
- financial planning is robust and transparent;
- the approval process is clear and proportionate;
- all staff understand the school's expectations when proposing and organising a visit.

3. Educational Value of Visits

Educational visits should have a clear purpose and should support one or more of the following:

- the taught curriculum and wider curriculum enrichment;
- pupils' spiritual, moral, social and cultural development;
- the development of independence, confidence and resilience;
- the development of teamwork, leadership and communication skills;
- pupils' understanding of the wider world, including local community links;

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- physical development, health and wellbeing;
- memorable experiences that build cultural capital.

Examples of educational visits may include:

- local walks and fieldwork;
- visits to places of worship, museums, galleries, theatres and historic sites;
- sports fixtures and competitions;
- workshops and outreach events that require pupils to travel off site;
- outdoor learning and residential experiences.

4. Scope of this Policy

This policy applies to all off-site visits and activities organised by or on behalf of Brackley CE Junior School, including:

- curriculum visits during the school day;
- sporting fixtures and competitions;
- enrichment activities and reward visits;
- residential visits;
- local area visits;
- any other off-site activity undertaken under the school's name or supervision.

This policy applies to all pupils and to all adults accompanying a visit, including employees, volunteers and any authorised additional adults.

5. Categories of Educational Visit

To ensure a proportionate approach to planning and approval, educational visits are grouped into three categories.

5.1 Local routine visits

These are regular, low-risk visits within the local area, for example walks to the church, local parks, village facilities or other nearby curriculum locations.

These visits:

- must be covered by an approved local area risk assessment or visit-specific risk assessment;
- require annual parental consent;
- must be approved in advance by the Headteacher/EVC;
- must still be planned with regard to staffing, first aid, pupil needs and weather conditions.

5.2 Standard day visits

These are visits beyond the local routine area or visits involving transport, external venues, unfamiliar locations or a more significant degree of organisation, for example museums, theatres, workshops, sporting fixtures or curriculum visits further afield.

These visits:

- require individual parental consent;
- require completion of the school's visit booking process and any relevant Plumsun documentation;
- require approval by the Headteacher/EVC before any booking is confirmed.

5.3 Residential and higher-risk visits

These include residential visits and any visit involving adventurous activities, water-based activities, overnight stays or other activities requiring enhanced planning and oversight.

These visits:

- require individual parental consent;
- require full planning and completion of all required Plumsun processes;
- require approval by the Headteacher/EVC;
- require governor sign-off for residential visits.

6. Roles and Responsibilities

6.1 Governing Board

The Governing Board has strategic oversight of the school's approach to educational visits and health and safety. At Brackley CE Junior School, governors will be asked to approve **residential visits**. Routine day visits do not require governor sign-off.

6.2 Headteacher / Educational Visits Coordinator (EVC)

At Brackley CE Junior School, the Headteacher is also the Educational Visits Coordinator (EVC). The Headteacher/EVC is responsible for:

- overseeing the school's educational visits procedures;
- ensuring this policy is implemented consistently;
- reviewing and approving proposed visits;
- ensuring that visits are educationally appropriate and proportionately planned;
- ensuring suitable risk assessments and planning are in place;
- checking that staffing arrangements are appropriate;
- ensuring consideration has been given to SEND, medical, behaviour and safeguarding needs;
- ensuring that appropriate first aid provision is in place;
- ensuring that Plumsun processes are followed where required;
- ensuring that residential visits are presented for governor approval;

- ensuring staff are supported and challenged appropriately in the planning of visits.

6.3 Visit Leader

Every educational visit must have a designated Visit Leader. The Visit Leader is responsible for the organisation and conduct of the visit and must ensure that the visit is properly planned and communicated.

The Visit Leader is responsible for:

- identifying the educational purpose of the visit;
- discussing the proposal with the Headteacher/EVC at an early stage;
- completing the initial booking form and any other required planning paperwork;
- drafting the educational and organisational content for the parent letter;
- considering staffing, first aid, SEND, medical and behaviour needs;
- ensuring risk assessments are completed or adapted as necessary;
- liaising with the office regarding bookings, timings and costs;
- ensuring all accompanying adults understand their roles and responsibilities;
- leading the visit safely and in accordance with this policy.

6.4 School Office

The school office supports the administrative organisation of educational visits. Office responsibilities include:

- obtaining coach or transport quotes where required;
- supporting the preparation and distribution of parent letters and consent forms;
- arranging payments via the school's usual systems where applicable;
- maintaining copies of final visit paperwork as required;
- ensuring relevant information is available to school leaders on the day of the visit.

6.5 Accompanying Staff and Other Adults

All accompanying adults are responsible for following the instructions of the Visit Leader and carrying out their supervisory duties carefully. They must:

- understand the itinerary and expectations for the visit;
- know which pupils they are responsible for;
- follow the agreed risk management arrangements;
- report concerns, incidents or near misses to the Visit Leader immediately;
- uphold the school's safeguarding, behaviour and conduct expectations.

Any parent volunteers or other adults attending a visit must be specifically authorised by the school and briefed appropriately.

7. Approval Process

No visit should be booked, advertised to parents or financially committed to until it has been approved in principle by the Headteacher/EVC.

The school's usual process is as follows:

1. **Teacher / Visit Leader identifies the proposed visit** and discusses it with the Headteacher/EVC at an early stage.
2. **Visit Leader completes the Initial Educational Visit Booking Form** with proposed date, purpose, year group, staffing, rough timings and estimated cost.
3. **Headteacher/EVC reviews the proposal in principle**, including educational value, timing, staffing implications and likely viability.
4. **Office obtains coach / transport quotes** where needed and returns costings to the Visit Leader / Headteacher.
5. **Visit Leader completes detailed planning**, including risk assessment arrangements and Plumsun documentation where required.
6. **Headteacher/EVC gives final approval** before letters are issued and bookings are confirmed.
7. **For residential visits**, governor approval is obtained.
8. **Office sends parent letter / consent / payment information** using content provided by the Visit Leader.
9. **Final visit information is checked before departure**, including registers, contacts, medical information, staffing and first aid.

8. Staffing and Supervision

There is no single statutory staffing ratio for school educational visits. Staffing must always be determined by professional judgement and by the needs of the particular visit.

At Brackley CE Junior School, **1 adult to 15 pupils** will generally be used as the normal starting point for junior-aged pupils on a standard visit. However, this is a guide only and must not be applied rigidly. The Visit Leader and Headteacher/EVC must consider whether a higher level of supervision is required.

When deciding staffing, the following must be considered:

- the age, maturity and number of pupils;
- the nature, location and duration of the visit;
- the level of risk involved in the activities;
- the needs of pupils with SEND;
- medical needs, including pupils requiring medication or close monitoring;
- behaviour, emotional regulation and pastoral needs;
- transport arrangements and movement between locations;
- the experience and competence of accompanying adults;

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- weather, season and likely environmental conditions;
- the need for first aid provision;
- any safeguarding or intimate care considerations.

A minimum of **two adults** should normally accompany each class on an off-site visit. In exceptional cases, a different arrangement may be agreed by the Headteacher/EVC where it is clearly safe and appropriate to do so.

Where a visit includes pupils with significant additional needs, the school will consider whether additional staffing is required, including 1:1 support where appropriate.

9. Use of Volunteers and Parent Helpers

The use of parent helpers or other volunteers may be appropriate on some visits. Their use will be determined by the Visit Leader and approved by the Headteacher/EVC.

Volunteers must:

- be briefed on expectations and supervision arrangements;
- understand that they are under the direction of the Visit Leader;
- know which pupils they are responsible for;
- understand what to do in an emergency;
- not be given sole responsibility for a group unless specifically authorised by the school.

The school will ensure that any safeguarding and suitability checks are considered as appropriate to the role.

10. Transport

Transport arrangements must be appropriate to the age of pupils, the journey involved and the nature of the visit.

The school may use:

- walking;
- coach travel;
- minibus travel where appropriately managed;
- public transport where suitable and risk assessed;
- parent transport **only where specifically authorised by the school**.

Staff cars must not be used to transport pupils for educational visits unless there is a specific, exceptional arrangement authorised by the Headteacher and all necessary checks and permissions are in place.

If parent transport is to be used, this must be specifically approved in advance and the school must be satisfied that arrangements are suitable and appropriately managed.

11. Risk Assessment and Planning

All educational visits require a proportionate approach to risk management. The purpose of risk assessment is not to eliminate all risk, but to identify foreseeable hazards, put sensible control measures in place and ensure that the visit can be carried out safely.

The Visit Leader must ensure that planning includes consideration of:

- travel arrangements;
- supervision and staffing;
- medical and first aid needs;
- emergency procedures;
- behaviour expectations;
- environmental and venue-related risks;
- contingency planning;
- the needs of individual pupils.

Risk assessments may include:

- local area risk assessments;
- venue or activity-specific risk assessments;
- Plumsun-generated or Plumsun-supported documentation;
- individual risk assessments where required for particular pupils.

The Headteacher/EVC must be satisfied that risk assessment and planning are appropriate before the visit is approved.

12. Inclusion, SEND and Medical Needs

Brackley CE Junior School is committed to making educational visits as inclusive as possible. No pupil should be excluded from a visit without careful consideration of whether reasonable adjustments can be made and whether appropriate support can be put in place.

When planning a visit, the Visit Leader must consider:

- pupils with SEND;
- pupils with medical conditions or healthcare plans;
- pupils with behaviour or emotional regulation needs;
- accessibility of venues, transport and facilities;
- dietary requirements and allergies;
- medication and administration arrangements;
- toileting, intimate care or personal care needs where relevant.

Where needed, individual risk assessments or individual planning arrangements should be completed.

13. Parental Consent and Communication

13.1 Annual local visit consent

The school will obtain **annual parental consent** for routine local visits within the local area.

13.2 Individual consent

For all other off-site visits, including standard day visits and residentials, **individual parental consent** must be obtained.

Parent communication should be clear and should normally include:

- the purpose of the visit;
- the date and approximate timings;
- destination;
- travel arrangements;
- clothing or equipment requirements;
- food arrangements;
- cost and payment arrangements where relevant;
- consent requirements;
- contact arrangements for residential visits if applicable.

The Visit Leader is responsible for drafting the main educational and practical content of the parent letter. The office will support with issuing the final letter and any payment/consent administration.

14. Behaviour and Expectations

All school rules and expectations remain in place on educational visits. Pupils are expected to behave in a way that keeps themselves and others safe and reflects positively on the school.

The Visit Leader should ensure that pupils understand expectations before the visit. This may include:

- listening carefully to adults;
- staying with the group or designated adult;
- following safety instructions promptly;
- treating members of the public, staff and venue property respectfully;
- using transport sensibly and safely.

Serious or repeated misbehaviour may result in a pupil being withdrawn from a visit or, in the case of a residential visit, arrangements being made for them to be collected early if appropriate and proportionate.

15. First Aid, Medication and Emergencies

The Visit Leader must ensure that suitable first aid provision is in place for every visit. This will normally include:

- a first aid kit;
- Emergency epi-pen
- at least one appropriate first aider, where required by the nature of the visit;
- The EVC and school phone number in case emergency contact with parents is required
- access to relevant medical information and medication.

Where pupils require medication, arrangements must be made for the medication to accompany the pupil and for a suitable adult to oversee its administration if needed.

The Visit Leader must ensure that all adults know what to do in the event of:

- illness or injury;
- a missing pupil;
- a serious incident;
- transport delay or breakdown;
- the need to contact school urgently.

16. Residential Visits

Residential visits require a higher level of planning and oversight. In addition to the usual planning requirements, residential visits must include consideration of:

- sleeping arrangements and overnight supervision;
- rooming and safeguarding arrangements;
- arrangements for medicines and first aid overnight;
- contact procedures with parents and school;
- provider checks and assurances;
- emergency arrangements;
- financial planning and cancellation arrangements.

Residential visits must be approved by the Headteacher/EVC and signed off by governors before the visit proceeds.

17. Recording, Review and Incident Reporting

Following a visit, the Visit Leader should raise any concerns, incidents, near misses or learning points with the Headteacher/EVC as soon as possible. This helps the school review arrangements and improve future visits.

Serious incidents must be reported in line with the school's health and safety and safeguarding procedures.

18. Monitoring and Review of this Policy

This policy will be reviewed annually, or sooner if required by changes in guidance, staffing or school procedures.



To be completed by the Visit Leader and submitted to the Headteacher / EVC for approval in principle before any bookings are made.

1. VISIT DETAILS		
Visit title / destination:	Year group / class(es):	
Type of visit (tick):	☐ Local routine ☐ Standard day visit ☐ Residential ☐ Sporting fixture / competition ☐ Other: _____	
Proposed date of visit:	Reserve / alternative date (if applicable):	
Purpose of the visit / curriculum link:		
2. TIMINGS		
Proposed departure time from school:	Proposed return time to school:	
Key timings at venue / workshop times (if known):		
3. GROUP & STAFFING		4. TRANSPORT
Number of pupils (approx.):		Proposed mode of transport (tick):
Proposed visit leader:		☐ Walk ☐ Coach ☐ Minibus
Other staff requested / proposed (names):		☐ Public transport ☐ Parent transport*
1.	3.	☐ Other: _____
2.	4.	*Parent transport must be specifically authorised by the Headteacher / EVC.
Any known need for additional support / 1:1 support / first aider?		Transport notes / requirements:
5. COSTING (ROUGH ESTIMATE)		
Estimated cost per pupil: £ _____	Estimated total cost of visit: £ _____	Suggested contribution / charge to parents (if known): £ _____
Costs to include (tick all that apply): ☐ Coach / transport ☐ Venue / entry / activities ☐ Staff place costs ☐ Supply cover ☐ Other: _____		Other costing notes / information:
6. PLANNING CONSIDERATIONS		
Please note any key considerations (SEND / medical / behaviour / accessibility / lunch / weather / safeguarding etc.) _____ _____		
7. SIGNATURES		
Visit Leader		Headteacher / EVC
I confirm that I have considered the key points above and request approval in principle to proceed with planning.		Approved in principle: ☐ Yes ☐ No ☐ Discuss further
Comments / actions required: _____		
Signature: _____ Date: _____		Signature: _____ Date: _____
OFFICE USE (for next steps once approved in principle)		
☐ Obtain transport quotes ☐ Check availability ☐ Support with costings ☐ Letter / consent to be prepared ☐ Payment item to be set up ☐ Plumsun required		
Other: _____		
Office initials: _____ Date: _____		

