



Kents Hill
Junior School

Kents Hill junior School Educational Visits Policy

Approved by Trustees - November 2025

To be reviewed – November 2027

The name of the Education Visit Co-ordinator and the senior leader responsible for the strategic approach to trips and visits in our school, is: Miss Roberts.

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 Kents Hill Junior 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.
- Opportunities for making, creativity, developing learning relationships and practicing strategic awareness.
- 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. ie. 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, *Kents Hill Junior School*:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (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 execute visits in line with this school policy, 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 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**
These follow the 'School Learning Area' Operating Procedure (Appendix 1).
- 2. Other non-residential visits within the UK that do not involve an adventurous activity. E.g. visits to museums, farms, theme parks, theatres, etc.**
These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then approves.
- 3. Visits that are overseas, residential, or involve an adventurous activity.**
These follow 2. above. The EVC submits to Head for approval, Head then submits the visit 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 Teacher or EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

The Educational Visits Coordinator (EVC) is Miss M Roberts, who will support 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 approving. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher, Joanne Parkes has responsibility for authorising and for submitting those visits that are overseas, residential or adventurous to the LA for approval.

The Trustee's role is that of a 'critical friend' and individual trustees may be given '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:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership 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 competent to be a visit leader, the Head Teacher 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

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-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.

Educational Visits Checklist

Kents Hill Junior School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities, and may be downloaded from EVOLVE Resources. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

For routine educational visits and activities, the school operates on the basis of assumed parental consent. Parents and guardians will be informed in advance of upcoming visits and are requested to notify the school if they **do not** give consent for their child to participate. Unless the school is contacted to indicate otherwise, it will be assumed that consent has been granted.

Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis. Parental consent is given through an online consent form.

Inclusion

At Kents Hill Junior School, we are committed to ensuring that all educational visits are inclusive, accessible, and enriching for every learner. Educational visits play an important role in supporting the curriculum, broadening horizons, and developing personal, social, and cultural understanding. It is our duty to make sure these opportunities are available to all pupils, regardless of their background, needs, or circumstances.

In line with our legal duties under the Equality Act 2010, we will not discriminate, directly or indirectly, against pupils on the grounds of disability, race, religion or belief, sex, gender reassignment, pregnancy or maternity, sexual orientation or any other protected characteristic. We recognise that barriers to participation may arise due to disability, medical conditions, special educational needs, financial hardship, language, cultural background or personal circumstances. We are committed to identifying and addressing these barriers to ensure that no learner is unfairly excluded from taking part.

We will:

- Plan visits that are accessible and make reasonable adjustments in accordance with the Equality Act 2010 to ensure all learners can participate meaningfully and safely.
- Consult with pupils, parents/carers, and staff to identify individual needs at the earliest stage of planning.
- Work with providers, venues, and transport companies to ensure accessibility and inclusion.
- Provide additional support, staffing, or adapted activities where appropriate.
- Take financial circumstances into account and, where possible, provide assistance to ensure no pupil is excluded on the basis of cost.
- Ensure that all staff are aware of their responsibilities for promoting inclusion and safeguarding during visits.

Through this inclusive approach, and in compliance with the Equality Act 2010, we aim to ensure that every learner has the opportunity to benefit from the educational, social, and cultural experiences that visits provide.

Charging / funding for visits

To enable us to offer a wide range of experiences, we may sometimes ask parents and carers for voluntary contributions towards the cost of visits.

In line with the Education Act 1996, no pupil will be excluded from a visit on the grounds of financial hardship, and contributions are voluntary. However, the cost of organising visits must be met in order for them to go ahead. For this reason, if insufficient voluntary contributions are received to cover the cost of a visit, the school reserves the right to cancel that visit.

Where visits are cancelled due to insufficient contributions, any monies already paid will be refunded in full. We will always endeavour to keep costs as low as possible and, where feasible, provide financial support for families in need so that all pupils have the opportunity to participate. If, through the generosity of our families making voluntary contributions over and above, we receive more funds than the cost of the visit/workshop/experience, any remaining amount will be ring-fenced for future use to benefit your children.

Transport

At Kents Hill Junior School, the safety and welfare of pupils and staff is our highest priority when arranging transport for educational visits. When coaches or minibuses are hired, the school will ensure that:

- Only reputable, licensed coach and minibus companies are used, and appropriate checks are carried out in line with statutory guidance.
- All vehicles meet legal safety standards, are roadworthy, and are fitted with seat belts for every passenger.
- Pupils and staff are required to wear seat belts at all times whilst travelling.
- Drivers provided by transport companies are fully qualified, hold the appropriate licence for the vehicle hired, and meet safeguarding requirements.
- Where a minibus is hired and driven by a member of staff, the driver will hold the correct licence and training, and the school will ensure compliance with all relevant regulations, including insurance cover.

- Risk assessments include transport arrangements, with consideration for pupil supervision, emergency procedures, and accessibility for pupils with additional needs.

Through these measures, we aim to ensure that travel to and from educational visits is safe, comfortable, and inclusive for all participants.

Use of staff cars to transport pupils - At Kents Hill Junior School, the safety and welfare of pupils is paramount. As a general principle, staff should avoid transporting pupils in their own vehicles. Where the use of staff cars is deemed necessary and appropriate for an educational visit or related activity, the following requirements must be met:

- Prior approval must be obtained from the Headteacher/Visit Leader.
- The member of staff must hold a full and valid driving licence.
- The vehicle must be roadworthy, appropriately taxed, MOT certified (where applicable), and fully insured. Insurance must specifically include 'Business Use' cover to allow the transport of pupils on behalf of the school.
- Pupils must not be transported without written parental/carer consent.
- Seat belts must be worn by all occupants at all times, and appropriate child restraints must be used in line with legal requirements.
- Wherever possible, more than one pupil should be transported, and staff should avoid transporting a pupil alone. If unavoidable, measures should be put in place to ensure safeguarding, such as informing senior staff and parents/carers of travel arrangements.
- All journeys must comply with safeguarding procedures and the school's duty of care.

The school reserves the right to prohibit the use of staff cars for pupil transport if these conditions are not met.

Insurance

At Kents Hill Junior School, we ensure that all educational visits are appropriately insured so that pupils, staff, and volunteers are protected in the event of accident, injury, loss, or damage.

The school is covered by the Zurich Municipal Insurance Scheme, which provides public liability, employer's liability, and off-site activities cover. This policy extends to educational visits, including residential trips and overseas visits, provided that they have been approved through the school's visit approval procedures and are conducted in accordance with statutory requirements and the school's policies.

Visit Leaders are responsible for confirming that the planned activities fall within the scope of the school's Zurich insurance cover. In cases where an activity is not automatically included (for example, certain higher-risk adventure activities or specialist providers), additional insurance arrangements must be sought and confirmed prior to approval of the visit.

Parents and carers will be informed of the insurance cover in place for each visit, and any limitations or exclusions will be communicated clearly in advance.

Through these measures, we ensure that all educational visits are supported by appropriate insurance provision, giving reassurance of protection and security for all participants.

Appendix 1 – School Learning Area

At Kents Hill Junior School, we recognise the value of local area visits in enriching the curriculum and providing pupils with opportunities to learn beyond the classroom in a safe and familiar context. Local area visits may include, for example, walks within the community, visits to local parks, libraries, places of worship, or other amenities close to the school.

To ensure the safety and wellbeing of pupils on local visits, the following arrangements apply:

- A generic risk assessment for local area visits is in place and reviewed regularly. Visit Leaders will ensure that this assessment remains suitable for each activity and add specific details as needed.
- Parental/carer consent for local visits will be obtained at the start of the school year (or upon admission). Parents will be informed in advance of any visits that go beyond the normal school day or routine.
- Staff-to-pupil ratios will be appropriate to the age of the pupils and the nature of the visit.
- Pupils will be supervised at all times by school staff, who will follow safeguarding and health and safety procedures.
- Pupils with additional needs will be fully considered in the planning process to ensure inclusion.
- Local visits are considered part of the school's educational offering and are covered by the school's Zurich insurance policy.

These measures allow pupils to benefit from frequent, meaningful learning opportunities in the local area while maintaining high standards of safety and inclusion.

Maps of School Learning Area are included in the Boundaries section below in 'Boundaries'.

General

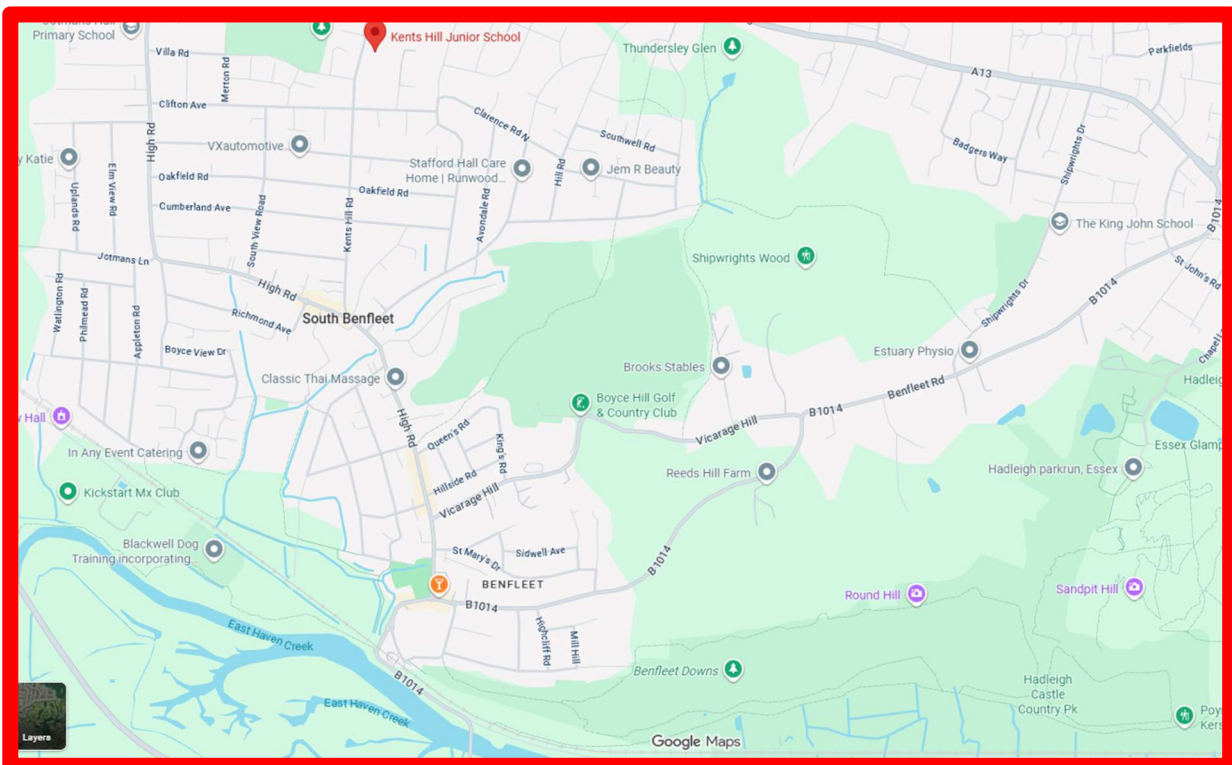
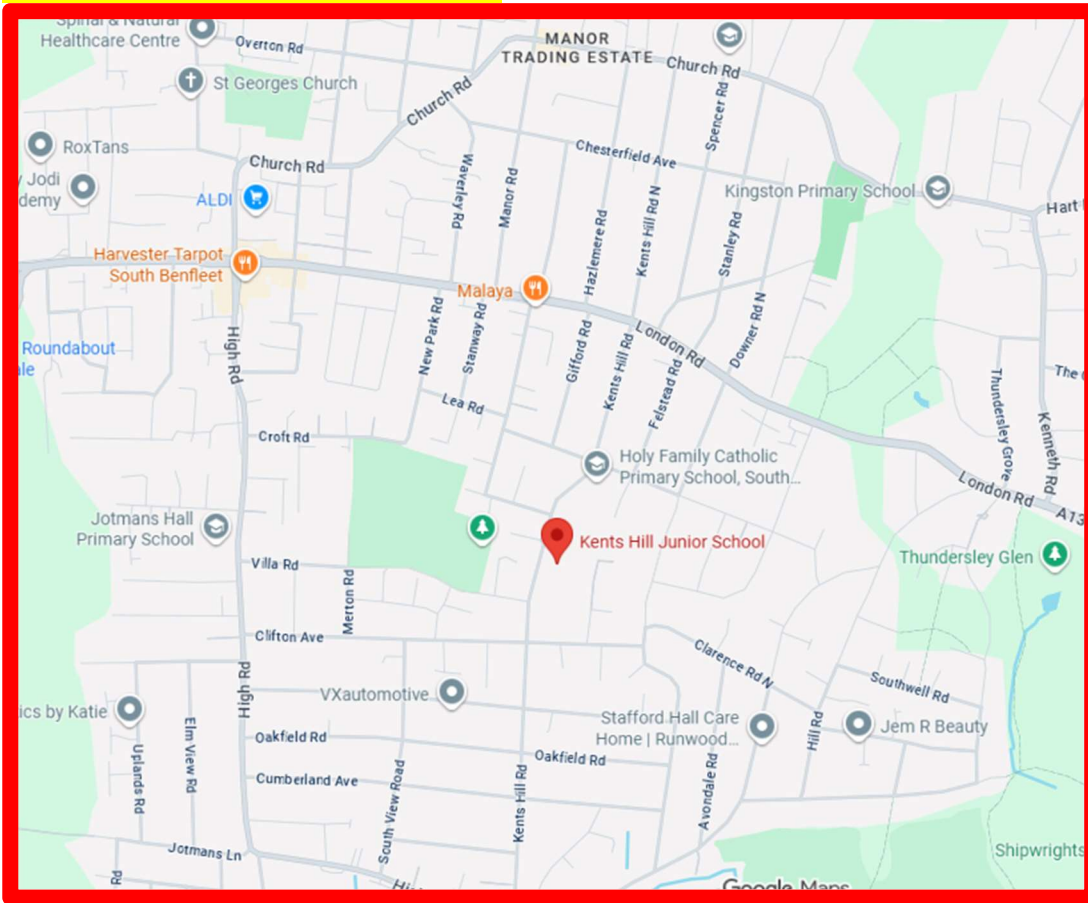
Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- do not require parental consent however, parents are notified
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- should be recorded on EVOLVE if regular, eg swimming lessons
- do not need to be recorded on EVOLVE if these are ad-hoc activities

Boundaries

The boundaries of the School Learning Area are shown on the 2 below maps, all areas within the red boarder area sit within the boundaries.



Operating Procedure for School Learning Area

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

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

These are managed by a combination of the following:

- The Head, Deputy Head or EVC must give approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school, and a synopsis is available on the school website.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
- 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.
- Staff will deposit in the office and upload onto EVOLVE under Local Area Visit, a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles).

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 either:
 - a) An LA Emergency 'Card' (see EVOLVE Resources), or
7. An OEAP National Guidance Emergency action card
8. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.