



## WILBURTON C of E PRIMARY SCHOOL School Visits Policy

Date of Last Review: Autumn Term 2023  
Review date: Autumn Term 2024

### Introduction

This policy is the local policy for Wilburton CE Primary School and aligns with Cambridgeshire County Council Policy for Educational Visits. None of the above policy is repeated here. Secondly none of the guidance material is reproduced here.

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 some on site learning outside the classroom. This policy is managed by the Head Teacher in his/her role as Educational Visit Coordinator. It provides a local framework for staff planning 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](http://www.oeapng.info)).

The Local Authority as Employer has formally adopted **the OEAP National Guidance** as the source of guidance, [www.oeapng.info](http://www.oeapng.info)

It is a legal expectation that employees must work within the requirements their employer's guidance; therefore employees must follow the requirements of "National Guidance", set within the context of this policy.

### Roles

All roles are clearly defined on the NG website. [www.oeapng.info](http://www.oeapng.info)

Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body.

There is specific guidance and information for each above role and relevant documents.

Within the school, all roles are covered and managed by staff and the Governing Body.

The school has a Trained EVC who is David Aston.

All visits have a named visit leader who is aware of their role and responsibilities.

Volunteers are managed under the school volunteer policy including relevant DBS checks.

### Competence of Staff

Staff must be accountable, competent and approved to lead visits. Training courses are available to develop confidence and competence.

### 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.

This School has the Zones defined as follows, all Visits and outdoor learning fit into one of three Zones

#### Zone 1

These are visits which are regular, local and straightforward to organise. The risk management will be covered by the schools defined Zone 1 Procedures:

- The Headteacher or Deputy Headteacher will be informed and the appropriate level of adult supervision ensured.
- The party leader will have a contact phone and agree an emergency contact number as well as the school's phone number.
- First aid kits and all necessary medication will be taken.

- The group will have access to a first aider.
- If walking out of school, high-visibility vests will be worn by children and accompanying adults.
- A site risk assessment will have been carried out and any amendments made if necessary.

It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and noted.

For our school, this includes activities on and off the school site and outside the classroom. These activities are regular, not usually complex, and fairly close to the school (no more than 15 miles away).

Examples of zone 1 will include local village walks, trips to the church, local off-site activities including the allotment and Forest School site, trips to the park and village recreation ground, PE fixtures or learning events in local schools.

These activities must have been completed by current school staff in the past who can at least advise the new trip leader.

None of these will be listed on Evolve.

## **Zone 2**

'Normal Visits'

These visits are the majority of this school's visits.

There will be aspects of complexity that require careful planning.

All visits are required to be planned and logged on Evolve, and will be approved by the EVC and Head. Advice on these visits will be provided by the Outdoor Education Adviser. Approval for visits of greater complexity may require pre approval before undertaking detailed planning and the EVC should be consulted

## **Zone 3**

Adventure / Abroad and very complex visits

These visits require specific approval at School level and the approval of the Outdoor Education Adviser. These must be entered into the Evolve system, and submitted to the Adviser at least 4 weeks before the departure date. The adviser approves visits on behalf of the employer.

## **Managing Risks**

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.

## **Emergencies and Critical Incidents**

The School Critical Incident plan is regularly reviewed and updated. It covers and manages the possibility of having to manage an offsite visit emergency. Senior staff who may have to implement the plan are trained and briefed. The Adviser service provides support and information, linked to the Visit Emergency Support Network, (VESN). An updated guide is available to schools to assist.

## **Monitoring**

The school ensures that there is sample monitoring of the visits and outdoor activities undertaken by the staff. Such monitoring should be in keeping with the recommendations of National Guidance.

## **Links to other Key Policies**

This policy links to other school policies and therefore these areas are acknowledged and not repeated.

## **Vetting**

Staff deployed onto visits are subject to the schools safeguarding processes and arrangements. Volunteers are also included.

### **Working with outside 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 your expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. A provider must either supply an LOTCQB or an AALS License or complete the [Provider form](#) OEAPNG Section 8.1.q

### **Planning for Inclusion**

Every effort should 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 should 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.

### **Good Practices**

All staff and helpers must be competent to carry out their defined roles and responsibilities. National Guidance sets a clear standard to which the visit leaders **must** work. The guidance states: 'leaders are accountable, confident and competent to lead visits'.

### **Transport**

Careful consideration should be given to this area. This policy supports groups travelling by the most appropriate means which can include, walking, public transport – buses, trains and tube, taxi and private cars, coach and aircraft. The NG website contains details to assist in planning for transport.

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

Office email [Outdoor.education@cambridgeshire.gov.uk](mailto:Outdoor.education@cambridgeshire.gov.uk)

Phone 01480 379677

Adviser email [Stephen.brown@cambridgeshire.gov.uk](mailto:Stephen.brown@cambridgeshire.gov.uk)