

Policy: Outdoor Education and Visits
Policy
SACC approval: July 2025
Ratified FGB: July 2025
Review: July 2028

Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

Outdoor Education and Visits Policy

SCHOOL VISION

Our vision is for our pupils to flourish in an inclusive, inspirational place of learning where we are happy, respectful, kind and safe.

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live."
Ecclesiastes 3:12.*

- we facilitate opportunities so every child can flourish in a place where they feel **safe, happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, **inspire** others and experience personal **fulfilment**.
- the school provides facilities that enables our pupils to reach their potential in an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to **safeguard** all children.

'I know that there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12

Introduction

Aims:-

- To raise the profile of outdoor learning as a framework for growth and development
- To celebrate our outdoor space
- To use the outdoor area as a context for learning for all pupils
- To develop skills and independence in a widening range of environments
- To develop the children's curiosity and understanding of their physical and human world
- To socialise and interact in new and different ways with the children's peers and adults
- To provide a safe, stimulating outdoor environment where space is used effectively to enable children to explore a broad and balanced curriculum using a range of interesting resources suitable to their individual needs
- To raise awareness of environmental issues and encourage children to care for their environment
- To take ownership of outdoor play areas as they develop their gross motor skills through games and activities
- To learn to co-operate with other children for a longer period of time during overnight stays
- To plan visits that embeds learning and provides memorable experiences for all pupils

This policy covers all off-site visits and activities organised through the school and for which the Governing Board and Headteacher are responsible.

The Governing Board endorses the RBWM guidelines document 'Guidance for Outdoor Education Activities, and Off-Site Visits' as the basis for the schools' Health and Safety Policy for the management of visits and off-site activities.

The Governing Board seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. They recognise the significant educational value of visits and activities which take place away from the immediate school environment. The Governing Board aims to enable this school to become an educational environment in which all members of the school community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities. Visits and off-site activities support, enrich and extend the curriculum.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk. The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Board, Headteacher, the Educational Visits Coordinator (EVC) the visit leader, members of staff and volunteers, pupils and parents. The school also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore compliments the wider school Health and Safety Policy.

It is a priority of this school that all visits and off-site activities are safe, well managed and are educationally beneficial.

Responsibilities of the Headteacher

The Headteacher will:

- Be responsible for approving all day-to-day off-site activities
- Ensure all visits and off-site activities have specific and appropriate educational objectives
- Approve all visits and activities, based on compliance with the LA and school Health and Safety Policy, relevant RBWM guidance and recognised good practice
- Ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- Check that the staffing ratio is suitable for each visit
- Ensure party leaders have access to a planning checklist, based on the RBWM guidelines policy and adapted as necessary to meet the particular needs of the school (see Appendix 1 and 2)
- Check that risks have been assessed, including those related to transport to and from the activity, significant risks recorded and any appropriate safety measures are in place

Approval of off-site activities

Final approval is delegated to the Headteacher for all visits, with the exception of:

- Overseas visits
- Residential visits
- Adventurous activity visits

Which, for LA maintained schools require Local Authority approval. These visits should be submitted to the LA at least 10 days in advance.

The Governing Board will need to formally approve trips abroad which will be brought to their attention by the Headteacher who will present the details of the purpose of the outing and risk.

The Headteacher will monitor off-site visits and activities and will provide a regular report to the Governing Board about the off-site activities which have taken place from the school.

Responsibilities of the Visit Leader

The visit leader will:

- Have overall responsibility for the supervision and conduct of the visit or activity;
- Obtain the Headteacher's approval before any off-site visit or activity takes place;
- Follow policy and procedures of the LA and the school;
- Assess the risks involved and amend as appropriate any previously recorded site and activity risk assessments;
- Use the LA planning checklist from the Outdoor Education document to ensure all procedures have been followed;
- Ensure OA forms from the RBWM guidelines are completed where commercial, charitable or private facilities are being used for adventurous or residential activities;
- Inform parents fully about the visit and gain their consent, where appropriate;
- Reassess risks while the visit or activity takes place;
- Ensure there is a contingency plan should a significant change to the programme be necessary due to weather etc.

Responsibilities of additional members of staff taking part in visits and off-site activities

Members of staff, volunteers and parent helpers should:

- Assist the party leader to ensure the health, safety and welfare of young people on the visit;
- Be clear about their roles and responsibilities whilst taking part in a visit or activity (*refer to Appendix 3, read, sign and return to the Visit Leader*).

Responsibilities of pupils

Pupils have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Young people should:

- Act as ambassadors for the school;
- Avoid unnecessary risks;
- Follow instructions of the party leader and other members of staff;
- Behave sensibly, keeping to any agreed code of conduct;
- Inform a member of staff of significant hazards.

Responsibilities of parents

Although many visits take place during school hours, parents can decide whether any visit or off-site activity is suitable for their child. This decision should be taken with careful consideration so their child does not become excluded from learning. Subject to their agreement to the activity parents should:

- Support the application of any agreed code of conduct;
- Inform the Visit Leader about any medical, psychological or physical condition relevant to the visit;
- Provide two emergency contact numbers;
- Sign and return the consent form.

This can be covered by completing an A04 form and A05 form.

The provision of training and information

A copy of this policy and associated school procedures will be made available to all staff within the school who may be responsible for leading off-site visits and activities and to any parent requesting a copy. The Headteacher will make additional information available to staff to help ensure the safe management of off-site activities, including the RBWM guidelines 'Outdoor Educational Visits and Off-Site Activities' This can be found on the school server.

Appropriate training will be made available to leaders and other adults taking part in off-site activities in order to reflect identified school health and safety priorities and educational priorities. The Headteacher will maintain a record of the qualifications held by staff and volunteers involved in outdoor activities including First Aid, educational visits training, life-saving, mini-bus driving and specific hazardous activities.

Action in the case of emergency

The Headteacher will ensure that emergency arrangements are in place, known to staff and in line with RBWM policy, to cover the range of activities undertaken from the school and the times at which they take place. This will include emergency contact numbers for designated senior members of staff and Office staff. First Aid provision and training of staff will be in accordance with RBWM expectations. Visit Leaders will carry the RBWM Emergency Contact card with them detailing phone numbers and course of action in the case of an emergency/critical incident.

Accidents and Incidents

Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school Health and Safety Policy. The Chair of Governors and RBWM will be informed of notifiable accidents and incidents. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

Management of specific provision

The following arrangements apply to the management of specific provision for offsite visits and activities:

- All parents are asked to sign a permission slip for local visits (within the village) and activities upon the child's entry to school;
- Parents who volunteer to drive pupils to visits and activities during the school day will need to seek permission from the child's parent, contact their own insurance company for specific permission and inform the school that this has been done;
- Parents who drive children to activities must only allow their own child in the front seat and must have two or more children with them. Relatives or other adults not known to the school will not be able to volunteer to drive or to accompany the children. Parents must be DBS checked and have the appropriate insurance.

Monitoring and review policy and practice

The Governing Board will review this policy:

- Every three years
- At such time as there are significant changes to guidance from RBWM on the management of Outdoor Education Visits and Off-Site Activities
- Should significant issues be brought to the attention of the Governors through the report of the Headteacher.

This policy was adopted by Holy Trinity CE Primary School and agreed by the Standards, Achievements and Curriculum Committee and ratified by the Full Governing Board.

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....

Procedure for booking an educational trip or visit

Year group:	
Location of visit:	
Date/time of visit:	
School staff attending:	
Link to curriculum/purpose of visit:	

Action:	Who is responsible?	Tick when complete:
1. Research the place of visit (<i>discuss with Headteacher to check school diary</i>)	Class teacher	
2. Book the visit (<i>check school diary and inform Headteacher of details once booked</i>)	Bursar	
3. Book the transport (<i>find best price</i>)	Bursar	
4. Pay location invoice (<i>use PTA cake sale money if possible and calculate amount asking parents to volunteer to contribute</i>)	Bursar	
5. Check financing and agree price to parents with Headteacher	Bursar	
6. Pay transport invoice	Bursar	
7. Arrange the method of payment for parents for details to be included in the letter (termly contribution on ParentPay)	Bursar	
8. Draft letter to parents and send to Class Teacher & Headteacher for approval	Bursar	
9. Send letter out to parents via email (<i>keep spare copies in the classroom in case extra copies are needed</i>)	School Administrator	
10. Collect monies	Bursar	
11. Complete risk assessments for transport and visit (<i>various risk assessments available on the staff server in 'Risk Assessments' folder</i>)	Class teacher	
12. Risk assessments signed by Headteacher at least 1 week before the visit	Class teacher send to Headteacher	
13. Risk assessments printed, signed and filed in office	School Administrator	
14. Ensure staff to child ratios are adequate and inform Phase Leaders of any additional TA support required as this will impact on timetables/cover	Class teacher	
15. Approach parent volunteers for additional support if required. They must read and sign the 'Off-site Visits Volunteer Agreement'. (<i>All parent volunteers require a current DBS check in order to be able to assist on a trip. See Bursar to find out which parents already hold a DBS as this has a cost implication. Parents will need to complete a DBS through Bursar before they can volunteer.</i>) Tell office staff of volunteers going on the trip.	Class teacher	

16. Off-Site Visits Volunteer Agreement and OA4s collected from any parent volunteers	School Administrator	
17. Plan groups and adult support throughout the trip	Class teacher	
18. Meet with any parent volunteers to inform them of their responsibilities/groups and remind them of safeguarding protocols <i>(especially use of mobile phones)</i>	Class teacher	
19. On the day of the trip collect any medication for pupils from the medical room and gather a First Aid kit/sick bucket/sick bags/wipes/gloves	Class teacher	
20. On the day of the visit check if all pupils have a packed lunch if required. If they don't – call parents to bring ASAP and let office and Headteacher know. If parents unable to bring a packed lunch, kitchen to provide or a member of staff goes to the supermarket to purchase one.	Class teacher	

Appendix 2

Year group:	
Visit Leader:	
Location of visit:	
Dates of visit:	
School staff attending:	
Link to curriculum/purpose of visit:	

Action:	Who is responsible?	Tick when complete:
1. Research the place of visit (<i>discuss with Headteacher to check school diary</i>)	Visit Leader	
2. Book the visit – usually a year in advance (<i>check school diary and inform Headteacher of details once booked</i>)	Bursar	
3. Book the transport (<i>research best price</i>)	Bursar	
4. Check financing and agree price to parents with Headteacher	Bursar	
5. Send letter to parents detailing a financial payment plan	Bursar	
6. Pay transport invoice	Bursar	
7. Draft letter to parents including OA4 and permission slip and photocopy for parents	Admin Officer	
8. Send letter out to parents (<i>keep spare copies in the classroom in case extra copies are needed</i>)	Visit Leader	
9. Collect return slips and OA4 forms (<i>chase any forms not returned 3 days before visit to include staff and volunteers</i>)	Admin Officer	
10. Review OA4 forms in order to be aware of medical needs	Visit Leader	
11. Collect monies and send reminder letters/emails as necessary	Bursar	
12. Complete risk assessments for transport and visit (<i>various risk assessments available on the staff server in 'Risk Assessments' folder</i>)	Visit Leader	
13. Risk assessments checked and signed by EVC/Headteacher	Class teacher/Headteacher	
14. Risk assessments and OA4 medical forms filed securely in the office	Admin Officer	
15. OA1, OA2, OA3 & OA10 forms completed and emailed to Headteacher	Class Teacher	
16. Above forms emailed to LA	Admin Officer	
17. OA5 completed using OA4 forms	Admin Officer	
18. Ensure staff to child ratios are adequate and inform Headteacher of any additional TA support required as this will impact on timetables/cover	Class teacher	
19. Arrange parent information meeting to discuss kit list, calpol form, insurance/photo permission from residential site and give general information.	Class teacher	

20. Meet accompanying staff members to discuss protocol and procedures, safeguarding, medical etc.	Class Teacher	
21. Plan groups and adult support throughout the trip	Class teacher	
22. The day before the visit, prepare class register, Emergency Contact Card and OA45 forms ready for Class teacher to take	Admin Officer	
23. On the day of the trip collect any medication for pupils from the medical room and gather a First Aid kit/sick bucket/sick bags/wipes/gloves	Class teacher	

School trips are an integral part of learning at our school and afford many pupils opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper; you will have an important role to play in the success and safety of this school trip. Please read and return this form signed to the trip leader. This forms part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To have a DBS check for the purpose of supervising and taking the lead role for a group of pupils and when working with individuals.
- To be responsible and look after, in equal measure, all the pupils in your group under the instruction of the lead person.
- To stay with your allocated group of pupils, ensuring that their safety and welfare is maintained at all times for the total duration of the trip.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- To ensure that your group keep up with the board of the school visit party, be it walking, entering or exiting from transportation or keeping up with speakers. Volunteers must stay with their group.
- To contact the child's class teacher/group leader if there are issues with first aid, safety, child protection, or behaviour.

Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision of the group leader.
- Show a commitment to their group, an interest in the focus of the visit and assist pupils in their learning by helping them to read and follow signs, information and labels, ask questions and encourage pupils to think about the task and help them to explain their findings.
- Follow guidance from the school staff.
- Be aware that permission to take photographs of children might be granted on the understanding that if circulated or shared with any persons other than the school could lead to prosecution under the data protection act.

What is not permitted?

- Volunteer helpers are not allowed to bring additional children e.g. siblings or children in their care during the trip.
- Volunteers are not permitted to smoke, drink or engage in illegal practices.
- Volunteer helpers must seek permission before using their mobile phone while on the outing
- Volunteers are not allowed to give or buy their group treats e.g. ice creams, sweets, biscuits, presents before, during or after the school trip.
- Volunteers must not leave the group without arranging adult supervision during the trip.

First Aid/Medication

- You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be undertaken by a member of staff unless you are the Parent/ Carer of the child who requires medicine, in which case you will be asked to administer this and be responsible for carrying the medicine. All other medicines and first aid bags will be carried by staff.

Emergencies

- You are expected to inform a member of staff as soon as possible of any emergency situations.
- If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.
- I have read the Volunteer Policy and agree to the terms and conditions as stated in the policy.
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the event.
- I will treat any information I may hear about pupils as confidential and will not discuss or disclose it out of school.

Signed:..... Print Name:.....

Date:.....

Please return to your school visits leader. A copy can be made on your request. We hope you enjoy the experience and thank you for volunteering to help the children at our school.