




EDUCATIONAL VISTS POLICY

Our Vision:

Achievement, Belonging, Celebration: valuing every child through fostering independence, inclusion, trust and support.

Our Mission

Supporting our learners to develop holistic skills for life.

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Ratified by:	Local Governing Body
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Chair of Trust/Governor Signature:	

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DEFINITIONS

An **Educational Visit** - is defined as any activity which involves pupils leaving the school site. The only exception would be where pupils need to move between our two school sites in Thornbury.

A **Residential Visit** – is defined as any trip where pupils will be away from their homes for at least one night. This will include any stay in a hotel or similar and also includes camping. The Local Authority must be notified of any residential visits.

Visit Funding

- A range of educational visits broadly relating to the curriculum. These may be funded from the school budget.
- Where an educational visit requires an admission fee, takes place outside of school hours and/or requires the school to provide a meal offsite for pupils, then parents will be asked to make a voluntary contribution to the costs of the visit.

PERMISSION & RISK ASSESSMENT PROCESS

For any proposed school trip, permission from the Leadership Team will be required and a risk assessment will need to be completed. This will involve the following steps.

STEP 1 - INITIAL PROPOSAL & DETAILED RISK ASSESSMENT

The person proposing a trip will complete the Visit Request Form (appendix A) and a detailed risk assessment (Appendix B) in order to make adequate arrangements for the safe management of the visit. This will include, or have attached, all relevant information about the visit and may require a preliminary visit to the venue. COVID safety should be covered by the risk assessment.

They will then submit these forms to the Educational Visits Coordinator four weeks before the visit is set to take place, who will schedule the request for discussion at a Leadership Team meeting. These forms are designed to provide sufficient information to enable the Leadership Team to decide whether the visit should proceed to the formal planning stage.

See Appendix C for an approved list of destinations within a 5 mile radius of the schools that do not need approval. This includes destinations that have been approved for educational activities off-site, including work experience. A detailed risk assessment will still need to be carried out before these educational off-site visits happen.

If visit is to Baytree and Heron's Moor School then proposer will need to read Appendix D to ensure the risk assessment and visit form reflects this.

STEP 2 - CONFIRMATION OF TRANSPORT & COSTS

Where a cost to the school will be incurred, the proposer must get a signed requisition form before confirming with a venue or transport provider, in line with the school's purchasing policy.

The proposer will endeavour to use school mini buses and provisionally book these out before the initial approval of the visit by the Leadership Team.

STEP 3 – FIRST AIDER AND SCHOOL COVER

The proposer will ensure that they have a named first aider on their visit where possible. The proposer of the visit will ensure that they have provided the school with adequate cover at lunchtimes (for both dining and play/break sessions) on the day of their visit, keeping in mind the pupils they are taking with them and the adults that are accompanying them. The school should be left in a position where lunchtimes are adequately covered to keep the remaining pupils and staff safe.

STEP 4 - INITIAL APPROVAL

The Leadership Team will assess the information provided and decide whether the visit:

- a) Has educational value broadly linked to the curriculum
- b) Can be organised effectively in order to minimise/control the risks associated with it.

If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then additional information will be requested or the visit will not be permitted. If additional information is requested, then the visit proposer will need to resubmit the form with the additional information. If permission for the visit is given by the Leadership Team then the proposer will need to continue onto step 4.

STEP 5 – PARENT/CARER PERMISSION

For any approved educational visit to a venue more than 5 miles from School, a letter should be sent to parents/carers explaining in detail what the visit aims to do, giving a date and time, and asking them to indicate whether their child can attend. Parents should be given two weeks' notice and a reply slip on the letter would be best practice (the school office can carry out this step with information from the proposer). Details of any suggested voluntary contribution should be included. These permission slips must be stored securely (scanned into class folder on teacher shared) after the visit has finished.

STEP 6 – KITCHEN AND OFFICE INFORMED

The kitchen needs to be informed of the visit and number of packed lunches for Pupil Premium pupils needed at least one week in advance.

The office will need to be informed and given at least two mobile numbers that they can contact on the day in case of emergencies. These will be given on an off-site form (Appendix D).

STEP 7 – SCHOOL, PROFESSIONALS AND CARE COMPANIES INFORMED

The proposer should inform the school of the visit through the School Diary and through communication boards in the staff room on the relevant site.

The proposer will inform professionals that work with any pupils they are taking on their visit 2 weeks in advance, so that their space can be allocated to another pupil or their therapy rearranged for another date.

If a pupil on the visit has a carer from an external agency, the agency should be informed 2 weeks in advance as they will do their own risk assessment for the pupil in their care. They may arrange an extra carer to support on that day. It is the proposer's responsibility to ensure they are informed.

STEP 8 – PARKING AND SCHOOL MINI BUS DRIVER

The parking at the destination of the educational off-site visit should be investigated by the proposer to ensure that the pupils can safely access the site. A MIDAS trained mini bus driver will be assigned to drive any school buses used on the visit.

STEP 9 – PLANNING FOR THE DAY

The proposer will need to take/consider the following for their visit:

- Essential information for pupils (emergency contacts)
- Complete an off-site form (with the numbers of two charged mobile phones that have been taken on the trip)
- Care plans and emergency medicines
- Back up equipment
- Blue badge
- First aid kit
- Car seats

- Buggies and wheelchairs
- Spare clothes and pads
- Weather protection e.g. sun cream, waterproofs
- Sick buckets
- Snacks & drinks, including any specialist cutlery
- Tissues, wet wipes, paper towels

STEP 9 - DEBRIEF & EVALUATION

Staff and pupils involved will be asked to comment on the visit and identify any concerns and also to highlight where things worked out positively. This will be done on a feedback form (Appendix E).

Where the visit is reoccurring for a period of time (e.g. horse riding, swimming), one feedback form can be completed for these visits. Staff should raise concerns with the Educational Visit Coordinator as quickly as possible if it is a reoccurring visit.

NEW SIBLANDS SCHOOL Educational Visits Policy: Appendix A

Educational visit request form

This form should be completed and submitted to the School Business Manager who will arrange for the Leadership Team to approve or reject the request. You should give as much notice as possible and no less than 4 weeks.

You do NOT need to complete this form for visits to our other school site, or visits within a 5-mile radius of the school.

Your name:

Number of pupils you intend to take on the visit:

Required staffing:

Date and duration:

Venue:

Benefits to learning:

Indicative costs:

Likely risks and your plans to mitigate them: See risk assessment attached.

Impact on school:

NEW SIBLANDS SCHOOL Educational Visits Policy: Appendix B: Risk Assessment Form (example)

SCHOOL RISKS ASSESSMENT

Name of teacher completing form:

Date:

Duration:

HAZARDS	WHO MIGHT BE HARMED AND HOW	RISK FACTOR	WHAT SAFETY MEASURES	NO OF ADULTS REQUIRED
			•	
			•	
			•	

NEW SIBLANDS SCHOOL Educational Visits Policy: Appendix C

The following are destinations within a 5 mile radius of the school which do not require SLT or parental permissions, but please do carry out a risk assessment:

Local schools: Marlwood and The Castle School, Christ the King, Crossways, Manorbrook, St Mary's, Gillingstool Primaries

Thornbury Library

Local parks: The Mundy playing fields, Streamleaze Park and walk, Thornbury and Jubilee (Lime Kiln) Park, Alveston

Shops: Oakleaze Road, the St Mary Centre and High Street Thornbury, including Tesco and Aldi

Local Churches: St Mary's, Christ the King, Baptist, Methodist, St Paul's the Hackett

Turnberrie's and the Chantry Community Centres, Thornbury

Local Garden centres: Dobbies, Milbury Heath, Eastwood Park, Falfield, the Garden Shop, High Street

Jungle Chums, Milbury Heath soft play

The following destinations have been approved for educational activities off-site, including work experience;

- Kingsweston Stables
- Bradley Stoke Leisure Centre and swimming pool Tesco, Thornbury
- The Garden Shop, Thornbury
- Thornbury Leisure Centre and swimming pool
- Further Education colleges, including SGS college Filton, Ashley Down college
- Slimbridge Wildfowl and Wetlands Trust
- Grace Care Home
- Butties Sandwich Shop, Thornbury



New Siblands School Off site form e.g for trips

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Date	
Class	
Destination	
Time of leaving school	
Time of return	
Minibus/coach arrangements	
List of staff Full names please	
List of pupils Full names please	
Mobile contact numbers to contact in case of an emergency	

NSS Educational Visits Feedback Form

Leader completing form					
Date of visit		Visit location			
What went well on this trip? (3 things)					
1.					
2.					
3					
Taking into account the venue and overall visit, what could have been better?					
On a scale of 1-5, would you recommend this venue for a school visit? (Please circle)	Not at all Highly Recommend				
	1	2	3	4	5
Were there any incidents of near misses? (Please circle)	Yes		No		
If yes, the EVC will be in contact with you to discuss. We need to record and discuss all incidents/near misses without fear of reprisal to ensure changes are made in the way we do things to keep our pupils safe.					
EVC's response:					

NEW SIBLANDS SCHOOL Educational Visits Policy: Baytree and Heron's Moor School Visits

Agreed actions (BT Baytree / HM Herons' Moor / NS New Siblands);

Where NS is the visiting school:

1. BT / HM to confirm central line of communication in the case of an utilising the two radio systems they use and the central office team to convey urgent information to each leadership team.
2. Visiting school lead teacher to have access to radio for use in Emergency
3. BT / HM to share key information prior to another group visiting the site.

For all visiting schools:

1. Visiting school to send copy of risk assessment in advance.
2. Visiting school to have sight of site risk assessment in advance and to agree to having full responsibility of pupils and to engage in their own dynamic risk assessing whilst on a visit