Broadmayne Educational Visits Policy

Date of Policy	October 2024 updated 2026
Member of staff responsible for policy	EVC Anna Felgate
Review Date	October 2027

Overview

At Broadmayne we believe safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

Purpose

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits
- To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.

Key Principles

Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the **DC Policy of Safety and Guidance – Offsite Events and Adventurous Activities.** The governing body will include in its role the support of school policy and procedures for educational visits including the reporting of visits
- The Headteacher will be responsible for the approval of all visits, or may delegate this function to the Educational Visits Co-ordinator.
- A named and trained Educational Visits Co-ordinator (EVC) will be appointed to support the governing body and Headteacher; In the absence of a suitably trained Educational Visits Co-ordinator the head teacher will automatically assume this role. **The EVC is Anna Felgate.**
- There will be a named and approved Trip Leader (and where appropriate, deputy) and a First Aider on all educational visits. This Event leader will be specifically competent for the role as detailed in the **DC Policy of Safety and Guidance – Offsite Events and Adventurous Activities.** If in any doubt confirmation will be sought from the Outdoor Education Adviser.
- Working with the EVC as necessary, the Trip Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Trip Leader will assume full responsibility during the visit, including ongoing risk assessment. A SAGED Risk Assessment will be completed and approved by the EVC and/or Headteacher ahead of the visit, including any additional 'Individual Risk Assessments' where appropriate.
- The Trip Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed
- Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be submitted to the LA for assessment/monitoring through use of Evolve at least 1 month before the departure date.

Parents and carers

- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed

decisions and give written consent together with medical and emergency contact details
- Whenever appropriate for higher risk, residential and foreign visits a briefing meeting with parents/guardians will be arranged
- Expectations with regard to behaviour and codes of conduct will be explained to parents/guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.
- If and when parents are participating in the school visit - the trip leader will ensure that the parent/s understands their role before, during and after the visit (see Code of Conduct - link below).

Pupils

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

Links

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy should therefore be linked to complementary policies concerned with such issues as equality of opportunity, special educational needs, social inclusion and staff development.

DC Policy of Safety and Guidance – Offsite Events and Adventurous Activities.
or Access via your school Evolve log on.

Broadmayne First School
Code of conduct for Parent and Carer Volunteers

Risk Assessment

School Trip Schedule