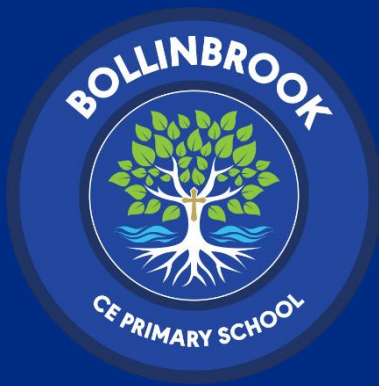
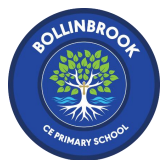




EDUCATIONAL VISITS POLICY

'...like a tree firmly planted by streams of water which yields its fruit...'

Psalm 1v3



Bollinbrook CE Primary School Educational Visits Policy

Recommended by	Tracey Wallace
Approved by	Governing Board
Approval Date	May 2026
Version Number	2
Review Date	May 2028
Legal Status	

CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
1	March 2020	March 2020	L.Le Marinel	Covid Restrictions
2	February 2021	February 2021	L.Le Marinel	Covid Restrictions
3	May 2022	May 2022	T Wallace	Update and removal of covid restrictions
3	May 2024	May 2024	L Le Marinel	Policy Review
3	May 2026	May 2028	L Le Marinel	Policy Review



Mission Statement

... 'a tree firmly planted by streams of water which yields its fruit...' Psalm 1v3

At Bollinbrook CE Primary the Christian value of 'Love' is at the heart of who we are as a community. We teach our children to be rooted in Jesus Christ so they develop a love of learning that supports their academic, emotional and spiritual growth. If rooted in Christ, children can grow into who they were created to be. Based on Psalm 1v3, 'like a tree firmly planted by streams of water which yields its fruit...' We are helping our children grow spiritually, emotionally and academically laying firm roots that will provide strong foundations and bear fruit that will help them on the next stage of their educational journey.

BOLLINBROOK CE (A) PRIMARY SCHOOL

Aims of the Policy

- The aims of this policy are to ensure that children experience and enjoy a wide range of outdoor experiences and educational visits without being unduly exposed to a risk to their health and safety
- The purpose of the policy is to set out the management and procedures necessary for visit leaders to lead safe and successful activities, assessing risk to help participants to take part safely.

The Purpose and Value of Educational Visits

- Raise achievement by boosting self-esteem and motivation
- Develop key skills
- Develop social education and citizenship
- Promote education for sustainable development
- Promote health and fitness

Provision

- In Year 6 children have the opportunity to go on a residential visit. This will normally be to London
- Due to our mixed aged classes we try and facilitate a residential bi-annually for years 3 and 4
- Teachers should plan a day or half day visit for their own class, related to their own curriculum needs. These visits should be planned at the beginning of the academic year and take place each half term. Joint planning may also take place where two or three classes go on a day or half day visit.
- The opportunity to take part in field work activities is available to all children from Reception to Year 6.
- The school have a membership to the National Trust which is open to all



Fieldwork

Fieldwork is an essential component of pupils' geographical and cross-curricular experience at both Key Stage 1 and 2 and within the Foundation Stage as part of developing "Knowledge and Understanding of the World". It also forms a part of the Physical Education Curriculum.

By the end of **Key Stage 1** children can collect and record data, use main compass points and large scale plans and use appropriate vocabulary when discussing things.

By the end of **Key Stage 2** children can ask questions, use data to give informed opinions and present information in a number of ways. They can also discuss issues and recognise that others may have different opinions and evaluate their environment, with reference to their likes and dislikes about a place they have visited.

Health and Safety

The School has an Educational Visits Co-ordinator (EVC) who is responsible for ensuring all procedures are carried out correctly **before** the visit takes place. Once checked the EVC forwards to the Headteacher who authorises the visit. Residential/higher risk visits are then authorised by the Local Authority.

Each visit is related to School Curriculum Subjects. Considerations for Health and Safety are identified in School Policies for these subjects. When planning a visit staff are required to;

- Follow the procedures for Educational Visits (as set out in this document);
- Complete a Cheshire East Council Health and Safety Risk Assessment form, available on staff share or on-line from the County Intranet, for all visits and attach to Evolve at least one week prior to the visit for authorisation
- For overnight stays, or visits which may involve water activities, Risk Assessment Forms need to be completed, attached to Evolve and forwarded to the Local Authority at least a month before the planned visit;
- It is advisable to check with the places being visited if they have their own risk assessment policy. If so this needs to be attached to Evolve also.

Educational visits files are stored in the office.

Payment

Educational visits play an important part in teaching and learning and are provided as part of the curriculum. However, the majority of them cost money so parents are asked if they would be happy to make a donation to help to cover this. Pupil Premium children are not required to make this donation.

Monitoring and evaluation

- The EVC is responsible for ensuring that all procedures are carried out in accordance with current guideline and legislation. The Headteacher and Governing Body have overall responsibility for monitoring and evaluation of Educational Visits.



- The EVC will assist the SENCO and Teachers in supporting, SEND children and those with physical and medical conditions.
- The EVC will share good practice.
- The EVC will be aware of staff development needs and encourage appropriate professional development.
- The EVC will provide information to inform Teachers, Parents and Children.

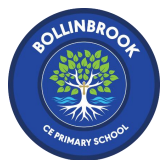
Review

This policy will be reviewed as part of the 2 year policy review cycle in place within the school or more frequently as required by changes in local and national policy or statutory requirements.

Procedures – Educational Visits

1. Teacher proposes Educational Visit and consults with Educational Visits Co-ordinator and Headteacher.
2. Visit Leader discusses visit costs with office staff
3. Admin Assistant requests quote for transport, if required, and looks at costings provided by Visit Leader to confirm cost of visit will be covered by anticipated donations. Admin Assistant arranges transport as indicated by Visit Leader and
4. Visit Leader inputs data to EVOLVE and attaches Risk Assessment for approval through system.
5. Visit Leader completes and sends out standard letter to parents and uploads to EVOLVE.
6. Admin Assistant adds cost of visit to Arbor for parents to make payment
7. Admin Assistant records all donations, chases unpaid donations and reconciles donations.
8. Education Visits Co-ordinator and Admin Assistant maintain an overview of progress of visit throughout.
9. School Business Manager maintains overview of financial arrangements and manages financial records.





APPENDIX 1

Educational Visit

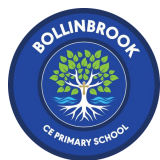
Educational visits are important in reinforcing and extending learning. Effective learning takes place when children are involved and motivated by the experiences they encounter. For these reasons the following visit has been arranged.

Class:		Teacher:	
Date:			
Venue:			
Children will be leaving:		Returning:	
Children will need:			
Meal arrangements:	• If your child normally has a school dinner then a packed lunch will be provided on this day. • If your child normally has a packed lunch then please supply a packed lunch as usual on this day.		
In line with Governors Charging Policy we request a donation of:			
This donation will cover the cost of:			
Donations to be returned before:			

Permission:	You will have completed an annual consent form enabling your child to participate in all out of school visits. Additional permission for this educational visit is not necessary.
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As school is cashless, all payments are made online via Arbor.

3	May 2022	May 2022	T Wallace	Update and removal of covid restrictions
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APPENDIX 2

BOLLINBROOK PRIMARY SCHOOL – PRE-VISIT PLANNING FORM

		Actioned by	Date
Venue			
Purpose			
Date of Visit			
Class(s)			
Teacher(s) in charge of visit			
Teacher in charge completed data input on EVOLVE			
Risk Assessment Completed			
Generic			



• Site/Group Specific			
Contact phone number at place of visit			
Named Adult Supervision			
CRB disclosures checked			
Pupil/adult ratio			
Transport arrangement			
Coach size accommodates number?			
Name and phone number of company			
Time of departure/return			
EVC informed and staff			
Headteacher informed			
School office informed			
Music Teachers informed?			
2 people on trip DBS check?			
Catering Manager informed?			
Packed lunches required?			
Letter home			



Permission slips and voluntary contribution requested, if required			
Check all permission slips before visit			
Uniform or special clothing to be included in letter home			
First Aid kit taken, inhalers etc.			
Any other issues/concerns?			
Mobile phone to be taken/school telephone number/class lists			
Signed (Group Leader)			
Signed EVC			
Date			

teacher