

| Educational Visits Policy | | | |
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| Version | 6 | Approved by | Full Governors |
| Date last amended | February 2025 | Approval date | 04.03.25 |
| Lead officer | Assistant Headteacher | Review date | 2028 |
| Contact | Kate Henty/ Graham Carter | Effective date | March 2023 |

Rationale

“We believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability and/or circumstances.”

Learning Outside the Classroom Manifesto (2006)

As part of the broad balance of curriculum and learning arrangements at Great Oaks School and College, opportunity is frequently taken to enrich and enhance pupils experience through outdoor learning, outdoor education and educational visits and ventures. This policy outlines our operational procedures in these contexts.

Objectives

We aim to provide a range of visits and ventures which are planned and used to enable differentiation and progression. These can include:

- on-site, out-of-classroom activity
- local ventures
- away from school, day or part-day ventures (regular or occasional)
- residential ventures
- visits abroad

Implementation

The school’s policy and procedures are formulated in conjunction with the advice, guidance and training provided by the Hampshire County Council’s ‘Outdoor Education, PE (Physical Education) and DofE Service’ and their documentation and guidance.

An Educational Visits Coordinator is always in post and keeps up to date with the Outdoor Education, PE, and DofE Service. The current holders are Kate Henty and Graham Carter.

Staff and Governors are kept informed of the overall policy and programme, as well as being given feedback on specific events and successful ventures.

Off-site visits and educational visits are fully integrated into the ethos and culture of the school and all key policies are considered for their relevance and adaptations or agreements made as required, in particular:

- Safeguarding policy – safety of our pupils is always of paramount importance.
- Teaching & Learning policy – outlining challenge and expectations.
- Behaviour policy – rights, respect and responsibility issues, the core of agreed codes of conduct and management strategies.
- Child Protection policy.

Every off-site visit or activity must be processed using EVOLVE.

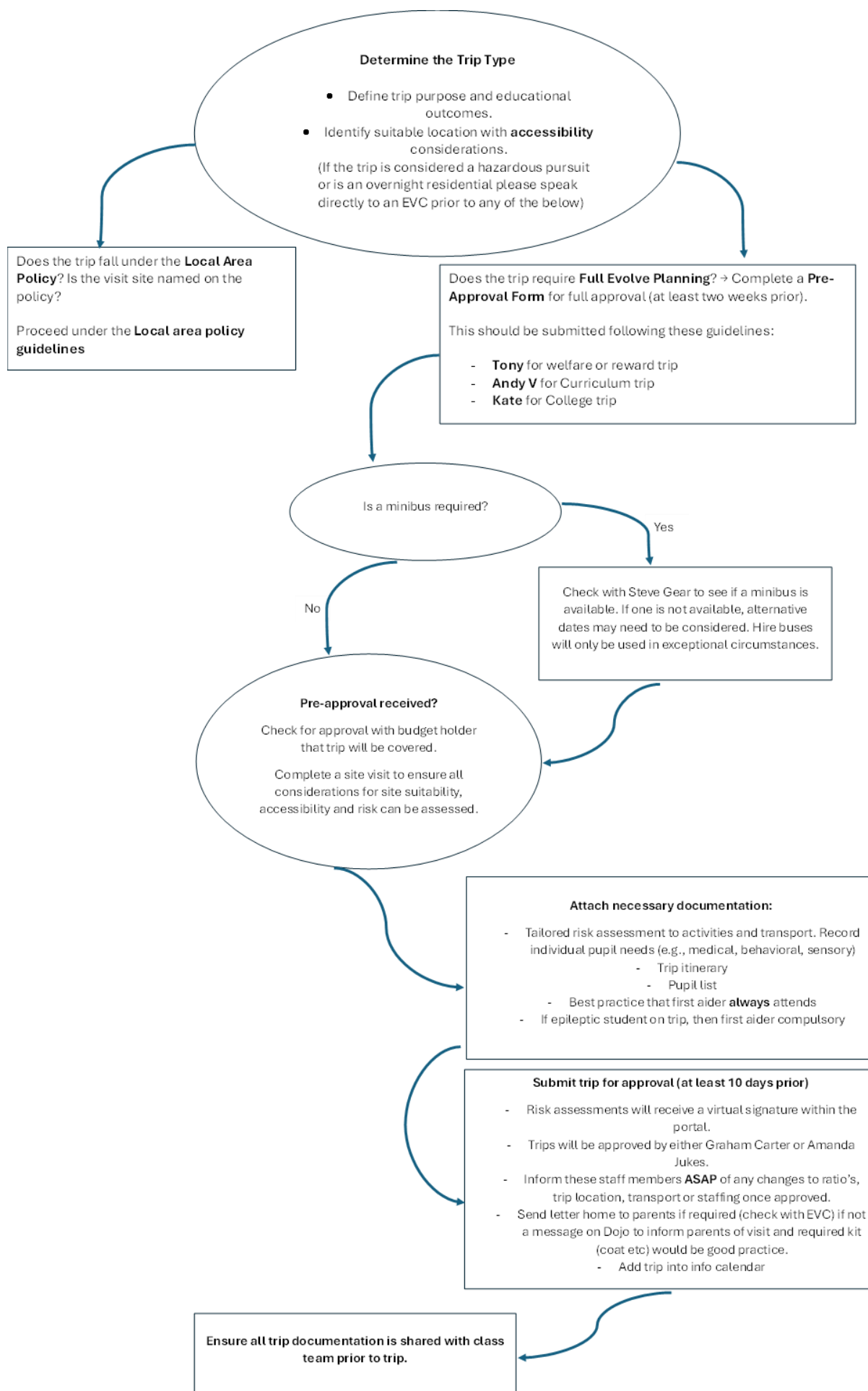
Stage one Visits require Head Teacher approval alone. The head teacher/senior manager, supported by the EVC and in liaison with the governors, approves the venture, its aims, leaders, and visit management after checking that all the key responsibilities have been met. This is done via the EVOLVE system. Visits within this category will include:

- A local visit within walking distance of the school that does not include 'open country' terrain.
- A museum, sports centre, or swimming pool visit.
- A visit to another school, e.g., special event, sports fixture, drama.
- A day visit to a cultural or historic site, including a city at distance e.g., London or Portsmouth

Stage two Ventures that require the approval / sign off from Hampshire Outdoors. For all visits which are residential, overseas, 'open country' or include adventure activity, stage one needs to be complete, with internal head teacher approval confirmed via EVOLVE. The request for Hampshire Outdoors approval needs to be submitted via EVOLVE to Hampshire Outdoors, ideally at least four weeks prior to departure for straightforward visits, and far earlier for complex visits beyond Europe. Important note: Until all the signed-off approvals, from both the establishment and Hampshire Outdoors (on behalf of your employer), are in place, the venture cannot go ahead. Insurance and indemnity will not be secure.

As a school and college, we often move pupils between sites. If it is a regular (weekly) occurrence this does not require an EVOLVE form to be completed, but it still does require a certain degree of thought and planning, and a risk assessment. If the visit is a one off, it will require a Local Area Visit form to be completed on EVOLVE. Please discuss any intention of taking students to a different site with an EVC and your Pathway Manager in the first instance and they will advise what paperwork and permissions are required.

Great Oaks School's Off-Site Procedures



First Aid: A first aider is required if the venue does not have first aid available or the group are going somewhere more remote. A museum will have first aid and so a first aider will not necessarily be required. The New Forest or London doesn't have a first aider and so one would need to be part of the staff team. First aid requirements need to be discussed with the Head of School and noted if cover is required. If no first aider is required, staff need to be aware that if an incident occurs travelling to or from the venue, they will need to seek help either by returning to school or going onto the venue; if the incident requires it, then the teacher in charge may decide to head straight to the nearest A&E / Walkin Centre however the risk rating for this is very low. If a student requires emergency medication such a Buccal, the person responsible needs to have been shown how to administer the medication, have a copy of the care plan, and be very familiar with both the plan and the student. It may be there are individual cases where medical needs are not straight forward and these need to be considered on a case by case basis and staffed accordingly.

If a visit/activity classes as a 'Hazardous Pursuit' or involves an overnight stay, Hampshire County Council's outdoor education department will require additional forms/risk assessments 8 weeks prior to the visit/activity. See an EVC if you are planning this type of visit/activity

1. Make sure a copy of letter to parents/carers is seen by a member of LMT to check prior to being sent home. A copy must be left with the office. This must be added to your EVOLVE form.
2. Complete and attach you risk signed assessment for the visit on your EVOLVE form.
3. Attach an itinerary and any budget / costing details or any other relevant paperwork to the trip, on the EVOLVE form.
4. All parent/carer consent forms must be collected in before your visit.
5. At West Site Email Dawn Condon and Jo Goodrich to inform them of your trip. This is to ensure any medication is arranged and packed lunches are ordered for those who receive FMS. Please do this at least one week in advance. At South Site, please contact the office to inform Mason Moor the requirement for packed lunches.
6. Currently the minibuses are used across both sites. Do not assume the bus will be waiting for you at the correct site on the morning of your visit. It is the visit leader's responsibility to liaise with Steve Gear and together you can ensure the bus is where you need it to be on the day.
7. Before leaving site on the day of your visit, please leave a copy of your going out / pupils off site form with reception.
8. Master copies of all forms can be found either in EVOLVE (Resources tab / the select the left-hand pink icon 'View Guidance, Policies and Documents, then select Pupils Off Site Register under the Establishment Library). They can also be found in SharePoint / Templates & Forms / Visits Forms)