



Educational Visits Policy

June 2025

CAS-11



APPROVAL COMMITTEE	DATE APPROVED	REVIEW DUE DATE
Curriculum & Standards	June 2025	June 2027

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EQUALITY IMPACT STATEMENT

The governing board has reviewed this procedure to ensure that it does not discriminate against any individual or group on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy or maternity, or socio-economic status. This procedure has been developed with due regard to the school's Public Sector Equality Duty (PSED) under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment, and victimization.
- Advance equality of opportunity between different groups.
- Foster good relations between different groups.

The governing board is satisfied that this procedure reflects the school's commitment to promoting equality and inclusion.

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The school has formally adopted, through its Governing Body, the Buckinghamshire 'Policy and Guidance for Educational Visits'. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. The range of activities are outlined in the school prospectus.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours Clubs (music, drama, art, science, sport, homework etc.)
- School teams
- Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventure activities, which might be classed as higher risk.

Approval Procedure and Consent

The Headteacher has nominated the school secretary as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Head Teacher works alongside the EVC to ensure that the procedures and policy are upheld. The Governing Body has delegated the consideration of educational visits and other offsite activities to the Curriculum and Standards Committee and has a nominated governor from the C&S Committee who acts as signatory, when necessary, on behalf of the governing body.

At the end of each academic year the Curriculum and Standards will discuss and approve the visits plan for the coming year. If necessary, they can see the detailed plans and risk assessments for any particular visit at any time.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. We will ask for the LOTC quality badge from these external providers. All payments for the visit will be made through the school's accounts.

All trips will be approved by the headteacher via the Evolve system.

For out of hours clubs, school teams and nearby visits parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the timetable for the activities that pupils are involved in and will be informed if an activity has to be cancelled.



As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has separate policies for 'Charging and Remissions' and 'Equality' which applies to all educational visits.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that volunteer adults are DBS screened when assisting with educational activities and visits. However, if a parent is not DBS checked and is accompanying the trip as a one-off visit, this is acceptable as long as they are not left unsupervised with any children, at any time.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. For example, family members accompanying visits if the governing body is not satisfied that there is an educational benefit for the pupils.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory-visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Wherever possible, all trips will have a minimum ratio of:

- 1:4 in nursery
- 1:8 in reception
- 1:10 for the rest of the school

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the schools' Behaviour Policy. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a temporary exclusion from school. All costs of collection will be covered by the parent and this will be made clear at the point of signing agreements and consents.

Emergency Procedures

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.



The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Group Leader will take with them a copy of the Buckinghamshire Grave Emergency Procedure.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in an emergency.

Evaluation

All visits will be evaluated by the Group Leader with the EVC.

The EVC will ensure that any risk assessments on the trip are dated and are evaluated and/or modified as a result.

The Business Manager along with the Group Leader is responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.