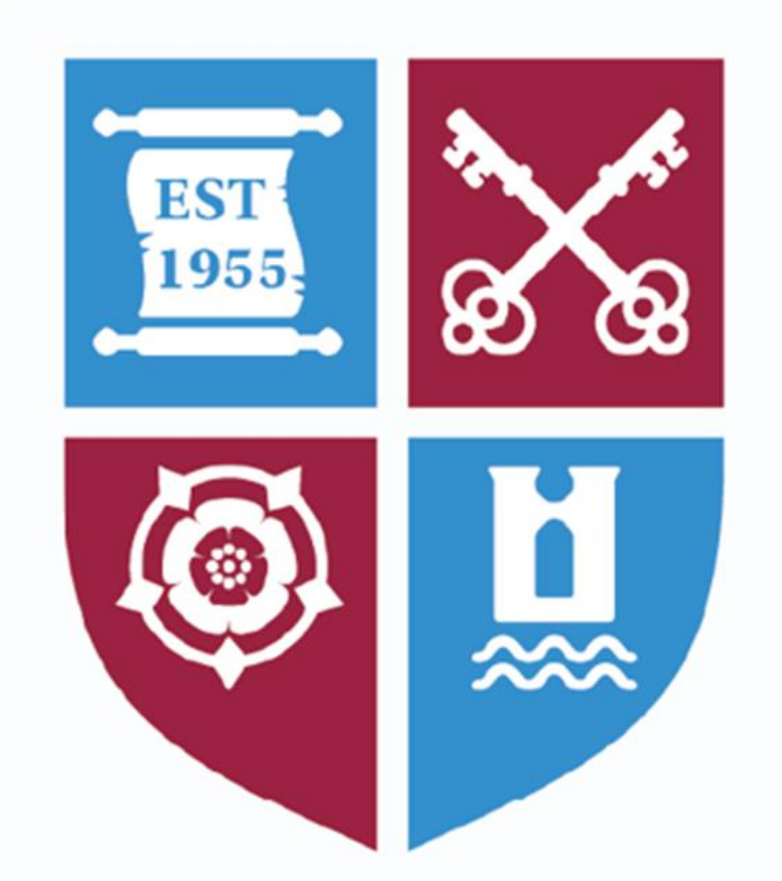
WARBLINGTON SCHOOL

EDUCATIONAL VISITS POLICY



Reviewed by:	Headteacher	
Approved by:	Full Governing Body	**Date:** October 2026
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Introduction

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to enhance and enrich the curriculum extending the learning of all pupils.

Where these opportunities are well planned and structured students are able to:

- Enhance Learning – develop the curricular input of the classroom through knowledge, understanding and skills gained in different, realistic and exciting contexts.
- Develop Key Skills – the ability to work co-operatively, the ability to communicate successfully, showing initiative and a positive attitude, showing greater independence and moving towards self-reliance.
- Develop Citizenship Skills – the ability to build positive relationships, the ability to respect the views of others, an understanding of the need to accept the consequences of their own actions and an exploration of the attitudes and values that they will carry into adult life.
- Gain Increased Self Esteem and Motivation for Learning
- Gain Increased Awareness of the Need for Sustainable Development
- Develop a Positive Attitude to Physical Activity and Healthy Lifestyle.

At Warblington we constantly seek to improve the learning opportunities for all our students and recognise the place of educational visits and off-site activity within this provision.

Roles and Responsibilities

1. Governing Body
   The Governing Body of the school has a role in ensuring that regulations and guidance for educational visits are in place and that working practice meets the legal requirements for such visits. The Chair of Governors will act as signatory for the approval process.

2. Headteacher
   The Headteacher holds overall responsibility for the management of visits and ventures and must ensure that the planning, preparation and leadership of any school visit meets the regulations and guidance of the Council and DfES.

3. Educational Visit Coordinators
   The Educational Visits Co-ordinator supports the Headteacher in the planning and management of educational visits. The EVC should guide the working practice of colleagues leading outdoor learning and visits.

4. Visit Leaders
   Visit Leaders for educational visits will demonstrate qualities of management, pastoral and technical expertise and will work closely with the EVC in the planning and management of the activity. The procedures followed will be those outlined in the Hampshire Regulations and Guidance Document.

5. Assistant Leaders
   These support the Visit Leader or Activity Leader and may be required to take over from them if necessary.

6. Helpers
   An adult who has an agreed role during a Visit, but who is not a Visit Leader, Assistant Leader, Activity Leader or Participant.

Equal Opportunities and Reasonable Adjustments for Inclusion

Everyone concerned needs to ensure that every effort is made to include all. Activities may need to be adapted to ensure they are accessible in some form to all who wish to take part. This must be irrespective of their special educational needs, medical needs, emotional and behavioural needs, disability, ethnicity, gender or religion.

However, the health and safety of all is paramount. It should also be taken into consideration that in adapting some visits or activities to meet the needs of all, the original purpose of the visit could be compromised.

There may be circumstances where these two factors override the inclusion of an individual, though this must always be a last resort following a risk assessment process, in line with the Special Educational Needs and Disability Act 2001 and Disability Discrimination Act 2005.

It must be made clear, in communication with parents/carers what type of visit it is and if necessary a Reasonable Adjustment Risk Assessment should be completed.

In the event of the student's behaviour/conduct being of concern, a Challenging Behaviour Risk Assessment should be completed. Where it is not possible to safely mitigate the student's behaviour/conduct a discussion with the Behaviour Lead and EVC should take place. The result of the discussion should then be communicated with the parent/carers.

The school will consider the appropriateness of financial support for students where issues of inclusion are affected by family background and circumstance.

Risk Assessment

Risk assessment and risk management of any educational visit is a legal requirement. As a school we adhere to the policies and practices set out in the Hampshire Regulations and Guidance for Off-Site Activities and Educational Visits and use both the procedures and documentation supplied in assessing the risk of any planned activity.

Step 1 Risk Assessment

This Risk Assessment is mandatory for the approval of any Educational Visit. The completion of this risk assessment will identify the need to complete a more detailed Step 2 Risk Assessment.

Step 2 Risk Assessment

This risk assessment should be completed for all adventurous activities or when a Step 1 has identified a risk rating of **11 + or MEDIUM RISK. In addition further discussions with the EVC or Head will be required if the risk rating is High or Unacceptable.**

Reasonable Adjustments Record for Medical/ SEND

This document should be completed for any student where their Medical/SEND need requires additional adjustments. A student with a SEND Profile/ IEP or IHCP will already have a record of the proactive and reactive strategies designed to reduce the level of risk. Staff should check these documents using Class Charts and SIMS.

Challenging Behaviour Risk Assessment

This document should be completed for any student that presents challenging behaviour where adjustments are needed. An individual behaviour management plan may already be available via Class Charts or SIMS, If this information is known, there is no need to repeat it.

Parents/carers should be informed of the risks involved in any educational visit and the plans for the safe management of the activity. These should be communicated using Evolve+ or through a parental meeting. In this way parents are able to make an informed decision about giving consent for their child to participate in the activity.

Risk assessment is a continual process. Whilst participating in an off-site activity, management of risk should continue and when safe, additional risks and mitigation strategies should be added to the risk assessment.

At Warblington we encourage students to be involved in the risk assessment process. Through this, students have the opportunity to become increasingly risk aware and develop the skills of logical thinking and independent action.

Planning an Educational Visit

(Implementation of this policy follows the practice and procedure outlined in the Hampshire Off-site and Educational Visits regulations and Guidance Document. Anyone considering leading or managing such an activity must read the information included in the document prior to undertaking any planning for an educational visit or off-site activity.)

All systems and practices are clearly available to all staff on: Teams: Staff Room: Educational Visits.

Approval Systems

We will use EVOLE to monitor Educational Visits, in line with Hampshire County Council. In addition we have elected to pay the subscription to EVOLVE+ which allows automation and safe accurate data management in line with GDPR for many of the visit processes, thus reducing staff workload.

Proposals for any educational visit or off-site activity

Proposals for any educational visits or activities should where possible be made known during the Calendar Planning in May/June and in turn approved by the Governors. Where this is not possible a discussion with the EVC should be had. All Educational Visits should be Pre-Approved using Evolve. This in turn supports inclusion and a balanced curriculum whilst supporting staff with advanced planning to reduce impact on the school day.

All Educational visits should address the following key areas:

- Clear statement of purpose. Where Learning objectives outline opportunities that could not be replicated in a classroom setting.
- Consideration of the positive impact that the visit will have on the students learning in other areas – key skills, PSHE, citizenship.
- Consideration of the negative impact that the visit will have on students learning through time missed in school and curriculum delivery in other subject areas.
- Consideration of the wider positive impact that the visit will have on the life of the school through increased confidence and skills of the students on their return and their ability to use their experiences to provide learning opportunities for others.
- Consideration of the wider negative impact that the visit will have on the life of the school in terms of staffing, cover and any other financial support that has been incurred by the visit.

Agreement for any educational visit or off-site activity lies with the Headteacher and will only be given when consideration of all the above areas indicates that the planned activity would be beneficial to the learning of those involved and be supportive to the work of the wider school community.

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The Planning Process

Initial discussion between the Group Leader and the Educational Visits Co-ordinator should be undertaken in producing and outline plan for the visit and is likely to cover the following areas :

- Educational value and learning objectives of the visit
- Proposed student Group
- Staff/Leaders
- Risk Assessment
- Financial arrangements
- Insurance Cover
- Supervision Strategies
- Information to be given to Parents
- Parental Consent
- Medical and Behavioural Information
- Codes of Conduct
- Accommodation
- Transport Arrangements
- First-aid Cover
- Incident and Emergency procedures
- Internal Organisation
- Evaluation and Feedback

Subsequent meetings between the EVC and Group Leader should ensure that procedures and plans agreed at the initial meeting are in place and the guidance and regulations as outlined in the Hampshire Off-Site Activities and Educational Visits is adhered to.

Responsibility for the completion of a detailed Risk Assessment for any educational visit lies with the Group Leader. Electronic completion through Evolve is compulsory for all off-site visits.

Exemptions

Locally agreed area visits, do not need to be added to Evolve however, it is expected that a Step 1 risk assessment has been completed.
Local sporting fixtures do not need to be added to Evolve however, it is expected that a Step 1 risk assessment has been completed which supports the risk assessment for sport being played. In addition, students are required to sign out and a list of attendees and staff contact number left at Reception.

Locally Agreed Area

There is an established local area that can be used during lesson activities. This area covers the area South of the train gates, extending to the junction of Southleigh Road, Emsworth Road, including St Georges Avenue, Warblington Avenue, Castle Avenue and the cycle path to School Lane. If these areas are used it is expected that a Step 1 risk assessment has been completed and Reception are aware of the class, number of students and staff member who is leading.

Alcohol Consumption

Visit leaders should discuss alcohol consumption with the Head Teacher and EVC before the visit to establish what consumption is permitted. This would only apply on a visit over several nights. The outcome of this discussion should be noted on Evolve.

Staff who choose to drink alcohol whilst on school visits should remember:

- The core responsibility of staff, who are in loco parentis, must take priority over all other considerations.
- Staff should be rota' d for who is supervising students on any given night. This should be clearly identified on visit documentation, considering the acceptable ratios and factors such as who has first aid qualifications, who can drive the available vehicles, etc.
- Staff must be able to respond in any emergency or unforeseen circumstances, for example during the evening, or where more than one teacher is needed.
- The possible effect on the school's reputation, including how this may be perceived by others.
- No member of staff is permitted to consume alcohol if they are supervising students.
- Some countries and certain organisations also prohibit the possession and consumption of alcohol.

Students and Alcohol

- Students are not allowed to consume alcohol.

Appropriate Behaviour

The school behaviour policy should be followed as closely as possible. Inappropriate behaviour on an off-site activity of any sort is a hazard. As such, preventative measures to minimise the risk should be taken during the risk assessment process, and clearly documented on a Challenging Behaviour Risk Assessment.

During the Educational visit, rewards and sanctions should be recorded on Class Charts using the Visit I-Pad.

Pre-Approval

Initial applications for approval for any off-site activity should be completed on the Evolve system and submitted ensuring all sections are complete.

Once Pre-Approval has been given continued planning should take place, using the Evolve visit form. There must be attached to the Evolve visit form:

- An Itinerary.
- letter to parents.
- step 1 interactive risk assessment
- step 2 risk assessment form (If required).
- Reasonable Adjustments Record for Medical/ SEND(If required).
- Challenging Behaviour Risk Assessment(If required).

This should be submitted again using Evolve, to be approved by the EVC and submitted to the Headteacher for approval.

Completion of a Cover Request form should be submitted for all staff attending, following the submission of the Evolve form by the visit leader.

The documentation should be completed at least 8 weeks prior to the proposed activity taking place. When final approval has been granted, the consent email can be sent via Evolve to parents/carers.

Activities which are within the locally agreed area, non-residential and non-adventurous can go ahead provided that an Evolve form has been submitted to the EVC. **Residential and adventurous ventures will be submitted to the EVC, signed off by the Headteacher and will then be scrutinised by the Outdoor Co-ordinator at Hampshire via the Evolve system. This should all be complete at least 8 weeks prior to the visit taking place**

Once agreement has been made for the visit to go ahead it is recognised that the educational value of the visit is further enhanced by:

- Clear identification of roles and responsibilities for all those involved in planning and involved in the visit.
- High expectations and agreed codes of behaviour for all those involved in the visit.
- Use of appropriate strategies to realise aims.
- Parents and others with that responsibility and fully informed of nature of the venture.

Precautionary Planning

As a precautionary measure a mandatory Assistant Visit Leader should be involved with the planning process for all visits that are overseas, residential or involve high financial outlay. The Assistant Visit Leader should be prepared to assume full control of the visit if the Visit Leader is unable to attend for any reason. It the event this happens a note should be included on Evolve.

Prior to the Visit

In the weeks prior to the visit the Group Leader should:

- Brief the visit team, sharing planning and risk assessment documentation.
- Attend a training or refresher session on using the visit I-pad.
- Use staff briefing to draw attention to dates of the planned visit and students involved.
- Check a visit list has been uploaded to “Staffroom, Educational Visits” on Microsoft Teams.
- Check students’ medical notes using Evolve+ (amend Risk Assessment if necessary)
- Order a First-aid kit from Health and Wellbeing via email detailing the visit size.
- Order Free School Meals via email to the Kitchen Manager.

On the Day of Departure

The Visit Leader should:

- Collect the Visit I-Pad from IT.
- Log in to Evolve, Teams and Class Charts, using single sign on with Microsoft.
- Take a register using Evolve, saving it and crosscheck this with a head count.
- The visit I-Pad has Wi-Fi and Mobile Network coverage. Confirm additional contact numbers/personnel for the period of the visit with the EVC/ Reception.
- Check that all adults on the visit are carrying Hampshire County Council Emergency Procedures cards. (Information supplied in Hampshire Regulations and Guidance).
- Confirm knowledge of procedures for action to be taken in the event of accidents/incidents with staff.
- Collect First Aid Kits from Health and Wellbeing.
- Collect Free School Meals from the Kitchen.
- Brief Students issuing the Visit I-pad contact number and identifying expectations, meeting points and risks.

Following the Visit

The Visit Leader must:
Complete the evaluation on Evolve.
Return the Visit I-pad.
Return First Aid Kits.
Create Newsletter and Social Media articles.

Statutory Monitoring

Warblington School has a statutory requirement to monitor the health and safety arrangements of Educational visits in line with Hampshire County Council. This is delegated

to the EVC or an appropriate SLT member who will complete a short Field Monitoring form on Microsoft Forms, for a minimum of 5 visits per academic year. On completion of the form a PDF file will be generated and uploaded to Evolve and also shared with the visit lead for their CPD. In addition the Educational Visits Policy should be reviewed annually.

Conclusion

Whilst recognising the educational value of visits and off-site activities it is acknowledged that the success of such ventures is dependent on the rigorous implementation of detailed routines and procedures by professionals who are clear about their roles and responsibilities within the organisation of such events.

This policy seeks to clarify and reinforce rationale and procedure and through such endorse our school's commitment to the safe effective use of the enhanced learning environment provided by educational visits and off-site activities.