


Burnt Tree Primary School



Educational Visits Policy

Signed by Chair of Governors - Committee	
Date	14/04/2026
Review Date	April 2027

Burnt Tree Primary School

EDUCATIONAL VISITS POLICY

This policy statement must be read in addition to the Sandwell Policy & Procedure for Offsite and Out of Hours Educational Activities

Burnt Tree has formally adopted, through its Governing Body, the Sandwell 'Policy & Procedures for Off-Site / Out of Hours Educational Activities' and www.oeapng.info as outlined on EVOLVE www.sandwellvisits.org.uk. Further 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 outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (library, places of worship, swimming, other local amenities)
- Day visits for particular year groups and small groups
- Residential visits

Approval Procedure

The Governing Body has delegated the consideration and approval of Educational visits and activities to the Headteacher. The Head teacher has nominated Olamide Ononeme and Matthew Brazier as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The EVC has received training by the LA.

Before a visit is advertised to parents, the Head teacher and EVC will approve the initial plan. The Headteacher and the EVC will also both approve the completed plan and risk management for the visit before departure.

This will be undertaken using EVOLVE as the planning and approval system.

The School has agreed a policy for categorising its visits in line with Sandwell Policy & Procedure for Offsite and out of Hours Educational Activities i.e.:

Overseas, Residential or Adventurous Activities

- Visit Leader - Record application on EVOLVE
- EVC - Check application and either request additional information or submit through to Head.
- Head - Check application and either request additional information or authorise and if required, onward submission to the LA. (eg non Sandwell establishment residentials)
- LA - Check application and either request additional information or Approve

An exception to the above is where a Sandwell Residential Centre is being used AND centre staff are running the activities, in these circumstances delegated approval has been given to the Headteacher and the visit does not need to be submitted to the LA.

Local regular day visits

- Visit Leader - Record application on EVOLVE
- EVC - Check application and either request additional information or submit through to Headteacher.
- Headteacher - Check application and either request additional information or approve.

Approval for this type of visit has been delegated. This visit does not need to be submitted to the LA for approval. (except in the event of adventurous activities)

Staffing

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

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for Educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with educational activities and visits. Any volunteer will be approved by both the Headteacher and Visit Leader and is entered on the voluntary helpers list kept by the school. They will be carefully briefed on the scope of their responsibility. Where it is appropriate, the school will ensure that DBS screening is available for volunteers.

The appointed Visit 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/or 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. The Visit Leader will have received Visit Leader training endorsed by the Outdoor Education Advisers Panel (OEAP).

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

Risk Management

Burnt Tree will follow the Sandwell Policy & Procedure for Offsite and Out of Hours Educational Activities. They will also identify any possible risks and attach relevant risk assessments to the evolve form. This includes identifying any risks to certain groups of children and when required, individual risk assessments will be completed. Any medical needs will also be identified for individual children and attached to the evolve form.

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken.

External Activity Providers

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. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing.

Parental Consents

Burnt Tree use the one-off consent form available within the Sandwell Policy & Procedure for Offsite and out of Hours Educational Activities. This form will be sent to parent(s) (or those with parental responsibility) on enrolment of their child in school. In addition to this, Specific Consent forms and permission slips will need to be completed prior to the activity/visit, unless the visit is a local area visit eg walk, visit to church. In these cases, parents will be notified of any visits that are taking place, with the option to opt out.

For visits which contain any element of the following:

- Adventurous activities
- Residential visits
- Visits abroad

A Specific Consent form MUST be completed by parent(s) (or those with parental responsibility) prior to the activity/visit.

The school has policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents may be asked to cover any costs of the journey home early.

Emergency Procedures

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. If the visit is residential or overseas, details of two emergency contacts should be provided. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

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

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Charging for Activities and Visits

The school may request parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, the cost of the entrance to an attraction/activity and transport. Some activities may not take place if a sufficient number of parents are reluctant to support it, hence enough payments are not collected.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.