

Educational Visits Policy

Date Reviewed:	March 2022	Next Review:	March 2024
Committee responsible for Policy review:	Full Governing Body	Linked Policies:	Child Protection and Safeguarding Code of Conduct (Safeguarding) Inclusion Curriculum Supporting Pupils with Medical Conditions Charging and Remissions

At Hook Junior School we believe that safely managed educational visits and off-site activities with a clear purpose are an indispensable part of a broad and balanced curriculum. They provide an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. It is a priority of the school that all visits and off-site activities are safe, well-managed and educationally beneficial and it is to this end that we must assess and manage the risks involved.

Equal opportunities play an integral part in all aspects of teaching and learning. Children should attend a variety of school visits whilst they are pupils at Hook Junior School. Ideally visits will support the work in the classroom and should be at least one visit per term.

The educational benefits and outcomes of outdoor education feature the following themes and outcomes:

- **Enjoyment** – young people enjoy participating in outdoor activities and adopt a positive attitude to challenge learning and adventure
- **Confidence and character** – young people are gaining personal confidence and character through taking on challenges and achieving success
- **Health and well-being** – young people are learning to appreciate the benefits of physical fitness and the lifelong value of participation in healthy active leisure activities
- **Social and emotional awareness** – young people are developing their self-awareness and social skills, and their appreciation of the contributions and achievements of themselves and of others
- **Environmental awareness** – young people are becoming alive to the natural environment and understand the importance of conservation and sustainable development

- **Activity skills** – young people are acquiring and developing a range of psychomotor skills in support of their participation in outdoor pursuits, recreation and exploration
- **Personal qualities** – young people are demonstrating increased initiative, self-reliance, responsibility, perseverance, tenacity and commitments.
- **Skills for life** – young people are developing and extending their key skills of communication, problem solving, leadership and teamwork
- **Increased motivation and appetite for learning** – young people are displaying an increased motivation and appetite for learning that is contributing to raised levels of attainment and progress in other aspects of their development
- **Broadened horizons** – young people are broadening their horizons and becoming open to a wider range of employment opportunities and life chances, life choices and lifestyles.

County Regulations and Guidance

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

A range of off-site activities and educational visits will be provided by Hook Junior School and will include:

- On-site, out of classroom activity – the school grounds
- Local ventures
- Away from school day or part day ventures
- Residential ventures

These activities will be carried out following guidelines set by Hampshire County Council principally through the documents Off-site Activity and Educational Visits and Safety in Adventurous Activity, but also via the HCC Outdoor Education website using the EVOLVE package.

An Educational Visits Co-ordinator is always in post and training is updated as necessary. The current holder is: Jo Carne.

Members of the Governing Body are kept informed of the overall policy and programme of educational visits as well as being given feedback on specific events and visits. All off-site visits and educational visits are fully integrated into the ethos and culture of the school and all key principles are considered for their relevance and adaptations or agreements made as required, in particular:

- Curriculum policy – outlining challenge and expectations
- Behaviour policy – rights, respect and responsibility issues, the core of agreed codes of conduct and management strategies

Communicating with parents

Parents and carers are informed throughout the school year with regards to the programme of planned activities. Specific communications to parents and carers give full details of the visit, including as appropriate: the associated educational targets or objectives, any risks or

concerns with mitigating actions and the supervision and transport arrangements. For residential trips a briefing meeting for parents may also be offered. Parents and carers will be asked to complete a consent form to confirm that they have seen and agreed the details of each residential trip, educational trip or visit (consent will be obtained for each pupil attending a trip or visit). Current medical information and contact details for the duration of the visit are collected from parents and carers on this form.

The school's charging policy is agreed and reviewed by the Governing Body on an annual basis and includes all aspects of off-site activity or educational visit.

Off-site insurance details are available upon request from the school office. A variety of transport is used following Hampshire County Council guidance. Transport can include parent's cars, local buses, coaches, trains or minibuses.

Supervision strategies include strict adherence to child/staff ratios which are never exceeded. Strategies to be used are dependent on typical risk factors of the group or individuals concerned, the site or location, the leaders present and other factors such as transport or weather. These are agreed as part of the planning process and can be adapted to changing circumstances, for example where we always plan clear alternatives when it is necessary or prudent to do so.

Hook Junior School is an inclusive school

At Hook Junior School, we are committed to offering an inclusive education where every child can access all aspects of school life regardless of their needs and abilities. We value the contribution that every child can make and welcome the diversity of culture, religion and ability. With this in mind, we actively work alongside parents to remove any potential barriers that may stop a child from participating in any educational visit. It is our intention that all children, where possible, attend every educational visit as it forms an essential part of their learning.

Safeguarding

The school's Child Protection Policy follows and includes off-site activity, including residential activity. In particular:

- Guidance on acceptable behaviour and avoiding unnecessary contact is included and further detailed in the associated Code of Conduct (Safeguarding)
- Suitable employment checks (DBS) are made on volunteers and other responsible adults who support these ventures
- External providers or outdoor centres are drawn from the Outdoor Education PE and Sports Service's vetted database which confirms that safety management checks are in place.

Risk and Benefit Assessment

- An analysis of the learning benefits of the activity will be given in the pre-visit letter to parents
- A risk assessment for each educational visit (including activity-specific risk assessments) will be made with clear control measures in place, following guidance set out by HCC
- A pre-visit by staff will be made to assess the risks and benefits

- All the school's regular off-site locations are managed by a site-specific agreement with the HCC Outdoor Education, PE and DofE Service, detailing their management service

Incidents and emergencies

- Guidance from the HCC Outdoor Education, PE and DofE Service is used to prepare leader and base-contact checklists and contact details. The incident will be managed using the pack provided
- The Hampshire County Council Emergency Plan has been issued to staff and will be used as the basis for all incidents and the emergency response

Parent Helpers

The school welcomes the support of parent helpers for visits and trips. Where required appropriate background checks (e.g. DBS) will be verified and the activity lead may invite parent helpers to a pre-visit briefing in order to provide details of the trip, the groups they will be working with and other essential information (such as relevant policies to be adhered to).

Monitoring and Review

Staff will review educational visits and provide feedback on the quality of each visit and make recommendations for the future. The Headteacher will report to members of the Governing Body as to the effectiveness of the off-site activity programme. All good practice will be celebrated and any complaints reviewed following the school's complaints policy.

Date Reviewed:	
Signed:	
Position	

