



Educational Visits Policy

The Chorus Schools Federation
(St. Giles', St. Andrew's & Wethersfield
C of E Primary Schools)

Approved by: Mrs. Jinnie Nichols

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Aim

It is our aim at The Chorus Schools Federation to ensure all pupils have the opportunity to participate in educational visits which support, enrich and extend their academic and social development.

All visits will be organised in line with school policies and guidelines which will be regularly reviewed in line with LA and National advice.

Through educational visits and in line with the national curriculum we aim to:

- Develop pupils' awareness and understanding of the environments in which they live
- Build on pupils' strengths, interests, and experiences and develop confidence to learn and work independently and collaboratively
- Give pupils the opportunity to become creative, innovative, enterprising and capable of leadership
- Develop their physical skills and encourage pupils to recognise the importance of pursuing a healthy lifestyle and keeping themselves and others safe
- Develop pupils' integrity and autonomy
- Help pupils form and maintain worthwhile and satisfying relationships
- Enable pupils to respond positively to opportunities, challenges and responsibilities, to manage risk and cope with change and adversity.

Definition

For the purpose of our schools policy, an Educational visit is considered to be any occasion in which pupils are off the school premises engaged in any supervised activity organised by the school either directly or indirectly.

Rationale

Pupils can derive a good deal of educational benefit from taking part in visits with their school(s). Visits offer the pupils opportunities to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills and longer visits in particular encourage greater independence. Visits support the development of the whole child – academic, social and physical whilst linking the children's learning to the school and national curriculum.

Purpose and Value

- Raise achievement by boosting self-esteem and motivation
- Develop key skills
- Develop social education and citizenship
- Promote education for sustainable development
- Promote health and fitness
- Bring education to life
- To support the school aims
- To offer children a broader education

Broad guidelines

- All visits will be planned with regard to outdoor education visits guidelines, (school, LA and National) and will comply with relevant legislation
- Every effort will be made to include all pupils in a planned programme of visits, but any pupil whose behaviour is considered to be a danger to themselves or to the group may be stopped from going on the visit. The parents/carers will be informed of this decision and reasons given. The curricular aims of the visit for these pupils will be fulfilled in other ways wherever possible
- All visits meet guidelines of Health and Safety at Work Act
- Teaching Staff at the school will not charge for their time but will not be expected to incur any residential or transport costs
- All local visits will be recorded on the online system 'Evolve', and a paper copy left with the school office so they are aware when children are off site
- Risk assessments will be carried out in accordance with the LA recommendations to ensure the health and safety of children on the visits.
- Risks will be assessed, measures introduced to control risks and all kept informed
- Governors will be informed in advance of residential trips taking place
- For residential visits time will be given for parents to visit school for a presentation
- All visits will be linked with the school and national curriculum
- Parents will be provided with full information about the visit and their permission will be gained for every visit. Without parental permission in writing the child may not be able to attend the visit.
- The venue for the visit will be chosen after consideration of its suitability according to the following points:
 - a. the topic of the study
 - b. the age and stage of development of the children
 - c. the closest point to home which is most suitable
 - d. the cost
 - e. the type of visit needed

- f. previous staff knowledge of the venue
 - g. expertise provided at the venue
- All visits will be evaluated on the online system 'Evolve' after the visit has taken place.

In accordance with the Federation's Charging policy, parents/carers will be asked for voluntary contributions in order to cover the costs of the visits. No child will be excluded on a day visit because of non-payment but if insufficient money is collected to cover the costs, the visit could be cancelled. School fund may be used to subsidise the cost of visits. Other sources of subsidy are sought from the PTA, local trust funds and the Sports Premium. It is our policy to take the children on residential visits in Year 5 and 6. The venue will be chosen to give the children experiences that are both educational and social.

The Federation offers the opportunity for parents/carers to pay for a residential trip in instalments. It is not usually possible for monies paid out for residential visits to be refunded if a child is unable to attend.

Conclusion

Visits are an important part of the children's experience at The Chorus Schools. They will be well planned and comply with health and safety legislation and guidelines.

Appendix A

Local Area Visit Operating Procedure

This process is intended for all low risk, local area learning outside the classroom activities.

1. Basic visit details **MUST** be completed on the green 'signing out sheet'. (Appendix 2).
2. Until we are confident with this new operating procedure, it will be a paper based system. Please **do not** use Mini Evolve.
3. Verbal permission is still required from the Executive Headteacher (or the Deputy Executive Headteacher in their absence)
4. The green 'signing out sheet must' be handed to a member of school office staff on your departure.

Extended Learning Locality (Local Area Visit)

Boundaries

The boundaries of the locality are shown on the attached maps (Appendix 1). This area includes the following frequently used venues:

- *Dunmow Swimming pool*
- *Hedingham School and Sixth Form*
- *Kingfisher Leisure Centre Sudbury*
- *Wiggory Wood, Gestingthorpe*
- *Kendalscroft*

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure.

Operating Procedure for Extended Learning Locality

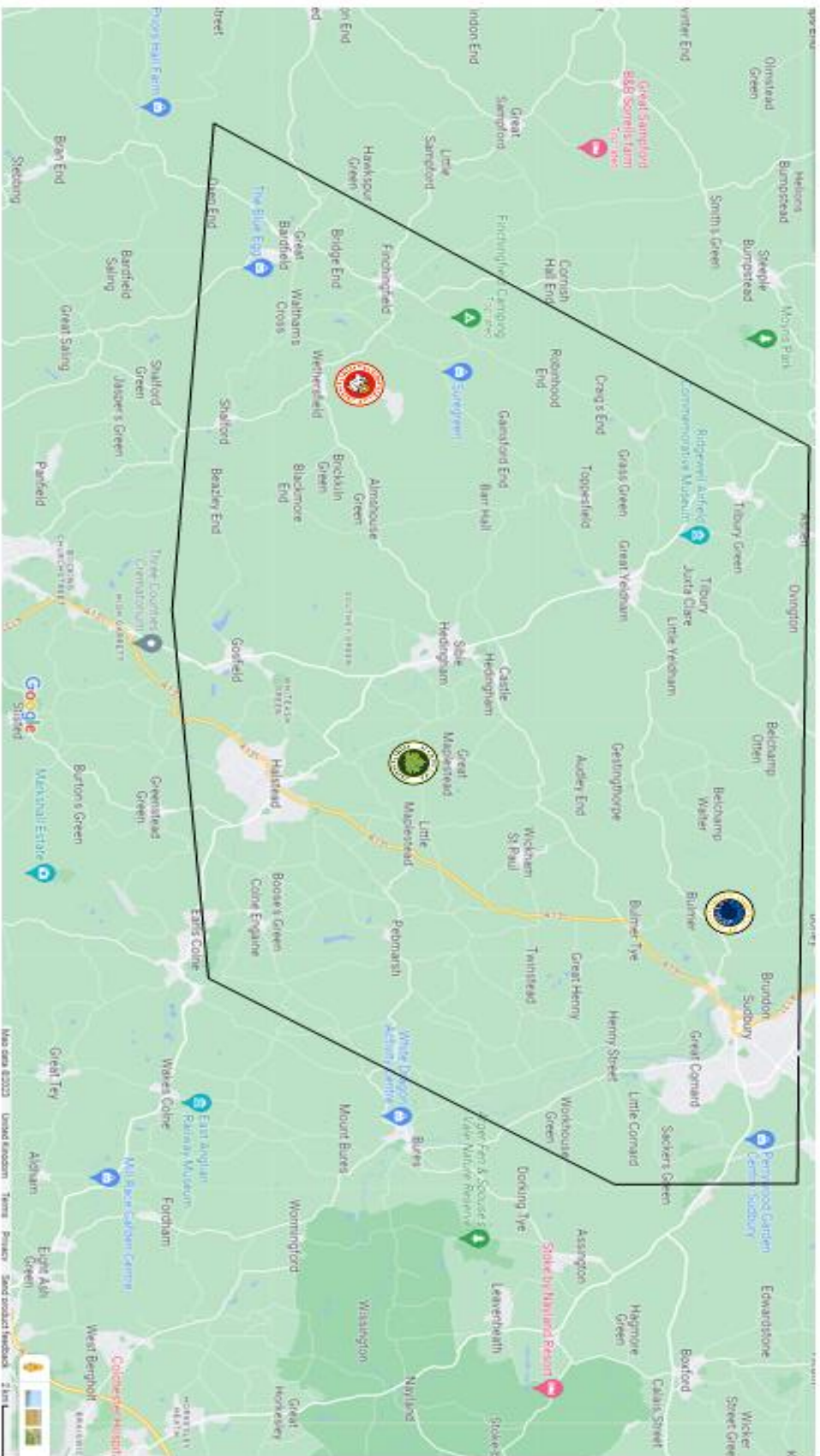
1. **The following are potentially significant issues/hazards within our extended locality:**
 - 1.1. Road traffic
 - 1.2. Other people / members of the public / animals.
 - 1.3. Losing a pupil.
 - 1.4. Uneven surfaces and slips, trips, and falls.
 - 1.5. Weather conditions.
 - 1.6. Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

2. These are managed by a combination of the following:

- 2.1.** The Executive Headteacher or Deputy Executive Headteacher must give verbal approval before a group leaves.
- 2.2.** Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- 2.3.** The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- 2.4.** There will be a minimum of two adults.
- 2.5.** Staff are familiar with the area, including any 'no go areas', and have practiced appropriate management techniques.
- 2.6.** Pupils have been trained and have practiced standard techniques for road crossings in a group. Where appropriate, pupils are fully briefed on what to do if they become separated from the group. (*This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc*).
- 2.7.** All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum. E.g. field study on the field.
- 2.8.** Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- 2.9.** Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- 2.10.** Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- 2.11.** A mobile is taken with each group and the office has a note of the number.
- 2.12.** Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles) *If you have a local issue, e.g. with drug needles, etc, in any area, then you can mark that bit as no-go, or add here how you will educate the pupils to deal with it – it is their home after all, so they need to be able to cope with it!*
- 2.13.** When walking on the lanes we wear high-vis jackets, older children buddy younger children with the older child road-side.

APPENDIX 1

The Chorus Schools Federation



APPENDIX 2

Local Area Visit Signing Out Sheet

Leave this completed sheet with a member of office staff when you go out.

Activity						
Date						
Destination/venue details						
Class						
Visit Leader						
Contact number						
Accompanying staff and/or volunteers						
Time out						
Time back						
Any other relevant details/issues (e.g. pupil medical/behavioural needs)		First Aid kit taken?				
		Yes / No				
How are you travelling?						
If you are travelling by car, please complete the following:						
<table border="1"> <tr> <td> Name of driver: _____ Mobile No: _____ Names of children you are taking: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ </td> <td> Name of driver: _____ Mobile No: _____ Names of children you are taking: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ </td> </tr> <tr> <td> Name of driver: _____ Mobile No: _____ Names of children you are taking: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ </td> <td> Name of driver: _____ Mobile No: _____ Names of children you are taking: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ </td> </tr> </table>			Name of driver: _____ Mobile No: _____ Names of children you are taking: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	Name of driver: _____ Mobile No: _____ Names of children you are taking: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	Name of driver: _____ Mobile No: _____ Names of children you are taking: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	Name of driver: _____ Mobile No: _____ Names of children you are taking: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
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Minibus Decision Tree

Considerations for using the Minibus: How far away? Is there parking? How involved in the activity is the driver?

