



GRANGE INFANT SCHOOL **EDUCATIONAL VISITS / VISITORS POLICY**

Rationale

At Grange Infant School we believe we can enrich and develop children's learning beyond that possible in the classroom through educational visits.

Aims

- Create more engagement, excitement and enjoyment through visiting a different and stimulating environment, or from a visitor sharing information.
- Through educational visits, enhance the teaching of the National Curriculum and provide a broad and balanced curriculum.
- Place the learning that is taking place in the classroom within a real-life context and afford children the opportunity to work with real artefacts, carry out fieldwork and gain first hand experiences
- Give opportunity to develop problem-solving, team challenges and group work
- Contribute to the personal, social and health education of the children.
- Help the children become more aware at assessing risk and managing those risks.
- Have a duty under the 2010 Equalities Act (updated 1 January 2024) to ensure that every effort is made to include all children and young people. The challenge is to make these activities available and accessible in some form to all who wish to participate or are required to take part. This would be irrespective of their special educational or medical need, disability, ethnic origin, sex or religion.
- Use Hampshire's Evolve system to record all visits, documents and risk assessments.
- For the Educational Visits Coordinator (EVC) to track and evaluate all visits for impact upon the curriculum, development of social and emotional skills and value for money.
- For the EVC to report to Governors on the effectiveness of the school's visits and visitors annual planning.

Implementation

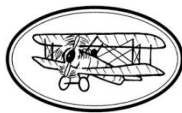
The Headteacher is the designated EVC and a named governor for the safety of such visits. Members of staff wishing to carry out a visit must liaise with the EVC to analyse its feasibility in terms of enhancing learning and the health and safety of the children. Once the details have been initially investigated, the group leader must seek the permission of the Headteacher.

All group leaders are teachers who have attending the Open Country training (Outdoor leader course).

The EVC will then assist the group leader with the process of organising the visit, including risk assessment and risk management. All visits and visitors must be risk assessed bearing in mind the guidance issued in 'Keeping Children Safe In Education' (September 2025) and comply with all Health and Safety documentation in school. The group leader must put forward planning for the visit or visitor at least 6 weeks before to allow sufficient time to risk assess, **upload trip detail to Evolve** and provide payment options to parents. Where possible, year groups should outline their annual planning for visits and visitors so that payment arrangements can be put in place for pupil premium families and those who may benefit from payment plans/ spreading of costs across the year.

Equal Opportunities and 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. These modification may include asking parents to attend with their child, adapting transport arrangements, adapting tasks or



adapting the amount of time on a task. 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 trips to meet the needs of all, the original purpose of the trip 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. It must be made clear, in letters to parents what type of trip it is.

Visitors

Whilst the vast majority of educational visitors that attend Grange Infant School are already known to the school or recommended by curriculum advisors, there are occasions where the visitor may be a parent, family member or someone that has been recommended to the school via 'word of mouth'. In this instance, thorough checks must be made such as DBS status and insurance documentation or references from other businesses or educational providers. The school must ensure that thorough searches are carried out to ensure there are no radicalisation or safeguarding concerns. Were any concerns raised whatsoever, the visit/ visitor would not go ahead and we would seek advice from Multi Agency Safeguarding Hub (MASH) as to whether we should also directly report this to the police. No educational visitor is left alone with a child or group of children.

Day Visits

Day visits can be of two types. These visits might be:

1. A curriculum visit or
2. An enrichment activity

1. Curriculum visits, are visits that will prove essential to all children to help them gain a better understanding about a subject. We really would be unable to provide this understanding in our school setting. These curriculum visits would require a voluntary contribution but it should be made clear in the letter that should the amount contributed fall far short of the cost of the trip, then the trip may have to be cancelled. All letters about curriculum visits should include the phrase 'In order to meet the costs of this curriculum visit we ask for voluntary payments of £x. Should there be a shortfall between contributions received and costs incurred we may have to cancel the trip. At this point those that have made a contribution will be refunded. We thank you for your support in this.'
2. Enrichment activities are visits which support, but do not replace the curriculum i.e. the subject can still be taught at school. Should parents wish their child to take part in these enrichment outings, the full cost of the visit must be paid.

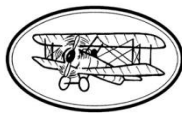
For those children not taking part, an alternative full curriculum will continue at school. All letters about enrichment activities should include the phrase, 'An enrichment activity is one that enhances the curriculum but is not essential. The child's normal curriculum will still be provided back at school. As this is an enrichment activity, full payment is needed to attend.'

Continuing Professional Development (CPD)

A rolling programme of Open Country training (Outdoor Leaders) is in place to enable all members of staff to become Open Country trained (once Early Curriculum Teachers (ECTs) have completed initial year). Grange Infant School policy is for all teachers to have completed this training.

Risk Assessment

Serious accidents and incidents during educational visits and adventurous pursuits are rare but they do happen. At Grange Infants the health and safety of all is paramount and as such thorough risk assessments are carried out for any off-site activity.



Risk assessment must be carried out for each visit. All visits require a pre-visit by the teaching staff who will be leading the visit. Where possible all members of staff should attend this pre-visit. This is when the risk assessment must be carried out. Risk assessments are carried out in accordance with Hampshire County Council guidance. They must be approved by the EVC. Copies of these must be given to the EVC and all adults on the trip.

Group names and contact numbers must be left with the admin office staff on the day of the trip with absences noted. Where coach travel is being used there should be a list of who is on what coach. This must also be left at school for the admin staff and EVC.

Individual children with medical considerations e.g children with epi-pens, inhalers, etc will be named on the Risk Assessment. The children's group leader will carry and be responsible for the medication.

For hazardous pursuits an approval form must be completed and sent to Hampshire County Council at least **8 weeks prior to the visit**. A copy of this when approval has been given must be given to the EVC before the trip can go ahead. *The majority of trips at Grange Infant School do not require HCC approval. Examples where this approval has been required are Year 1 trip to London and a trip to the Isle of Wight involving hover travel and beach study near open water.*

Where possible photographs of a site should be taken and shown to the children prior to the visit. Children should be thoroughly briefed about any hazards and involved in risk assessment at their level.

Appropriate Behaviour

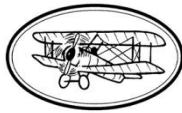
Inappropriate behaviour on an off-site activity of any sort is a hazard. As such preventative measures to minimise the risk should be taken. During risk assessment with the children, appropriate behaviour must be discussed. The school behaviour policy must be adapted to meet the needs of each individual trip, but should be followed as closely as possible. Where possible the group leader / teacher should not have a group of their own to work with. This enables them to move quickly, react rapidly to situations and also remove a child from another group where necessary. If this is not possible, the group leader / teacher should give themselves a group of children that are responsible and well behaved so that any addition to the group in terms of inappropriately behaved children can be accommodated with ease.

Those children who have one-to-one support in class for behaviour issues should also have one-to-one support on visits and this adult must not be counted as one of the group adults in terms of adult – child ratio. This must be clearly referenced on the risk assessment. Prior to the trip, a “prep for best” conversation will be had with these children.

If a teacher has any concerns about the behaviour of a child prior to a visit taking place these must be discussed with the EVC and / or Headteacher. Whilst we will always try to be inclusive, safety must always be of paramount concern, and if we cannot minimise risks to a satisfactory level then we may in exceptional circumstances be unable to take a child. Any decisions about excluding a child from an educational visit can only be taken by the Headteacher. Should the Headteacher not be available, the Assistant Head or a member of the Senior Leadership Team (SLT) may make this decision and must consult with parents. In this instant, it may be agreed that the parent accompanies their child and takes full responsibility for the management of behaviour.

Staff conduct

All staff taking children on residential and non-residential trips must adhere to the same expectations of their conduct as exist in school. All trips must have a group leader who is ultimately responsible for changes to itinerary and any decisions that need to be made in the case of an emergency. Care must be taken in terms of supervision. If administering first aid it is sensible to have another adult present (particularly if the removal of a child's clothes are necessary). Adults are only permitted to be alone with children in a group or



individual situation if they have been CRB cleared by the school. A CRB check from another organisation is not sufficient. See also code of conduct policy.

Communication and photographs

Prior to the trip, the contact details of all the accompanying adults (staff and volunteers) will be recorded and left with the office. The group leaders may have their phones on their person to facilitate communication. However, they must be used only in emergency and must not be used for taking photographs. Photographs will be taken on school devices such as Ipads and cameras.

This policy will be reviewed annually

Policy updated May 2026

Review Date: May 2027