Respect Reflection Responsibility Resilience

Green Shoots Partnership

Education Visits Policy

Meadowside Primary School

Great Doddington Primary School

Last Updated: July 2025

Educational Visits Policy

1. Introduction

At Meadowside and Great Doddington Primary Schools, operating in collaboration as the Green Shoots Partnership, we are committed to enriching our pupils' educational experiences through well-planned off-site visits and activities. We recognise the significant value such experiences add in supporting curriculum objectives and in developing pupils' confidence, independence, and social skills. All visits are planned and delivered in accordance with North Northamptonshire Council (NNC) guidance, National Outdoor Learning standards (OEAP), and statutory requirements for safeguarding, health, and safety.

2. Legal Framework and Key References

This policy aligns with the following documents and policies:
- OEAP National Guidance (www.oeap.info)
- North Northamptonshire Council Guidance for Off-site Visits
- Meadowside Primary School's Health & Safety Policy
- Safeguarding and Child Protection Policy
- Equality and Inclusion Policy
- Charging and Remissions Policy

3. Roles and Responsibilities

Clear roles and responsibilities are vital for the safe and effective management of off-site visits.

3.1 Group Leaders and Teachers
- Responsible for planning, supervision, and conduct of the visit
- Complete and adapt risk assessments
- Ensure all adults and children are briefed on expectations and safety
- Submit documentation to EVC and Headteacher in the required timeframe
- Conduct pre-visits where necessary
- Ensure group lists and emergency contacts are held by all supervising adults

3.2 Educational Visits Coordinator (EVC)
- Reviews all risk assessments
- Ensures Plumsun approval for Category C trips
- Monitors visit planning and compliance
- Provides staff training and updates

3.3 Executive Headteacher and Heads of School
- The Executive Headteacher holds strategic oversight and ensures the policy is adhered to across both schools in the Green Shoots Partnership.
- Heads of School (for Meadowside and Great Doddington) are responsible for operational approval and ensuring trip arrangements meet school and partnership standards.
- Ensure safeguarding and inclusion measures are in place for all pupils.
- Work collaboratively with the EVC and staff to assess the educational value and viability of each visit.

3.4 Governors
- Approve the Educational Visits Policy and review it biannually
- May act as external emergency contact for certain trips

3.5 Office/Admin Staff
- Assist with logistics, payments, bookings, and parental communication
- Maintain visit records and emergency contact details

4. Categories of Visits

Educational visits are classified into three categories based on risk and required oversight:

1. **Low Risk:** Routine local visits with minimal risk (e.g. library, local church).
2. **Medium Risk:** Visits with identifiable hazards requiring additional controls
3. (e.g. farms, museums).
4. **High Risk (Category C):** Activities involving water or high physical challenge (e.g. residentials, swimming), which require Plumsun and Local Authority approval.

5. Planning and Approval Procedures

All trips must be planned well in advance and follow these steps:
- Conduct preliminary planning, including pre-visit if necessary
- Complete generic and specific risk assessments using Plumsun templates
- Submit all documents to the EVC and Headteacher at least 10 working days prior to departure
- Gain formal approval before confirming any bookings
- Inform parents/guardians in writing of key trip details
- Ensure all staff are briefed and emergency procedures are understood

6. Risk Assessment

Staff must complete three types of risk assessments:
- Generic Risk Assessment: Adapted from Plumsun for travel and common risks
- Specific Risk Assessment: Tailored to group, venue, activity, and medical needs
- Ongoing Risk Assessment: Continuous awareness and dynamic adjustments made during the visit

7. Supervision and Safeguarding

Supervision ratios and arrangements should reflect:
- Age, ability, and needs of pupils
- Activity type and site hazards
- Medical or SEND requirements
- Presence of qualified first aiders (EYFS must include a paediatric first aider)
- Gender balance of supervising adults where relevant

Volunteers may assist with supervision but must never be left alone with children unless they are DBS-checked. All adults must carry identification and an emergency contact card.

8. Emergency Procedures

Group Leaders must follow the Emergency Off-Site Procedures Card at all times:
- Prioritise safety and well-being
- Contact emergency services if necessary
- Inform the school and request assistance
- Record and report the incident
- Do not speak to the media or sign any documents

9. Communication and Insurance

All supervising adults must carry a charged school mobile. The office must be provided with:
- Group list
- Emergency contacts for adults and children
- Transport and venue contact details
- Timetable and expected return time

Under NCC's insurance policy, pupils are not automatically covered for personal accidents unless the visit is residential. Parents may choose to purchase their own cover.

10. Monitoring and Evaluation

The Educational Visits Policy is reviewed every two years by the Finance and Resource Management Committee. All incidents and near misses must be reported, reviewed by SLT, and used to update procedures and risk assessments.

Appendices

A. Risk Assessment Templates
B. Trip Leader Checklist
C. Volunteer Briefing Sheet
D. Emergency Contact Card
E. Incident Log Form