



## EDUCATIONAL VISITS POLICY

The school has accepted delegated authority for the management of Educational Visits and fully adopts the guidance and procedures issued in the London Borough of Bromley Guidance for Off-site Visits and Related Activities with National Guidance & EVOLVE and, where relevant, the DFE Guidance Health and Safety on Educational Visits 2018. This is to ensure consideration of the health and safety of all those involved and to maintain the Educational quality of visits and value for money.

We believe every child and young person should experience the world outside the classroom as an integral part of their learning and development, complementing learning in the classroom. High quality education outside the classroom can stimulate and inspire; foster independence; aid personal and social development; and can often motivate reluctant learners. These experiences should be stimulating, safely managed and enjoyable, and contribute to meeting the needs of every child.

### **1. Procedures**

- 1.1 Staff wishing to plan and undertake a visit (prospective group leaders) should follow the **'ORGANISING A SCHOOL TRIP, WHAT DO I NEED TO DO'** checklist on the shared drive. Staff need to discuss a potential visit with an EVC and then seek approval of the Head Teacher before booking a visit.
- 1.2 Visits are recorded using 'EVOLVE' the online system which is maintained and monitored by the Local Authority. EVOLVE provides an online database for all of the school's history of educational visits, it also triggers the Borough Insurance for visits that qualify (school journey). Staff will complete an online EVOLVE form for a visit. An email advises the EVC of a form to check. When completed the EVC submits the form to the head for final approval. As part of the process staff must also complete a risk assessment form using the schools template include this on the EVOLVE form as an attached document.

### **2. Local Responsibilities**

- 2.1 **Visit leaders** are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.
- 2.2 **The Educational Visits Coordinator (EVC)** are Simon Orwell, Nikki Bennett and Sue Livett who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.
- 2.3 **The Head Teacher** has responsibility for authorising all visits and for submitting those that are overseas, residential to the Governing body for approval.
- 2.4 **The Governing Body's** role is that of a 'critical friend'

### **3. The Governing Body**

- 3.1 The Governing Body has requested that the head seek permission from them for the following types of visit:- Residential, overseas

## **Types of Visit & Approval**

There are three 'types' of visit:

- 1. Visits/activities within the 'Extended Learning Area' that are part of the normal curriculum and take place during the normal school day.**  
These follow the 'Extended Learning Area' Operating Procedure (Appendix 1).
- 2. Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc.** These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.
- 3. Visits that are overseas, residential, or involve an adventurous activity.**  
These follow 2. above, but require additional checks prior to approval.

# Appendix 1 – Extended Learning Area

## General

Visits/activities within the 'Extended Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- do not require parental consent
- do require a risk assessment (transport, generic, sporting fixture)
- do need to be recorded on EVOLVE under 'local area visits'

## Boundaries

The boundaries of the Extended Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues: e.g.

- *West Wickham Swimming pool*
- *Beckenham Swimming pool*
- *St George Church Beckenham (Marian Vian's Grave)*
- *Beckenham Library*
- *St James Church Elmers End*
- *Local Sporting Fixtures*
- *Other Trust Schools*

