



# ASTON AND COTE CHURCH OF ENGLAND PRIMARY SCHOOL

This policy should be taken and used as part of Aston and Cote's overall strategy, and implemented within the context of our vision and values of a Church of England School. Aston and Cote is a Church of England School which celebrates a love of God and puts the Christian ethos at the centre of all that it does.

## Outdoor and educational visits policy

May 2025

<b>Signed:</b>	<b>Headteacher</b>
<b>Signed:</b>	<b>Chair of Governors</b>
<b>Date:</b>	<b>Date of next review: June 2026</b>

~ Aspiring to be the people God created us to be by growing the talents He gave us ~

This policy is in line with The Key model policy

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## Aims

This policy aims to:

- Enrich the curriculum through first-hand experiences.
- Promote personal and social development, including leadership, teamwork, and confidence.
- Provide children access to a variety of adventurous activities
- Promote physical activity and exercise.
- Provide opportunities for children to explore the natural environment.
- Foster a greater awareness of health, safety, and risk management.
- Ensure visits are carried out in a safe manner.
- Provide the opportunity of overnight stays to encourage emotional resilience.

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality, to day trips and residential visits of several days' duration. It also includes Outdoor and Adventurous Activities for all year groups at Aston and Cote Primary (including EYFS, KS1 & KS2). Some of the activities covered under the remit of this policy will take place on Aston and Cote premises, for example the Forest School. The policy is intended to cover all pupils, staff, volunteers and additional carers. All children will have access to visits regardless of ability or background, wherever reasonably practicable. Adjustments will be made to support pupils with SEND or medical needs. Pupils are expected to follow the school's behaviour policy during all visits. Poor behaviour may result in a pupil being excluded from the trip for safety reasons, in consultation with parents.

## Legislation and guidance

- DfE guidance: Health and safety on educational visits (2018)
- Outdoor Education Advisers' Panel (OEAP) National Guidance
- Health and Safety at Work Act 1974
- Children Act 1989/2004
- Equality Act 2010

## Roles and responsibilities

### The Governing Body

Approves this policy and oversees its implementation.

Ensures that suitable insurance and risk management systems are in place.

### Headteacher

Appoints a trained EVC to coordinate visits and review risks and risk assessments.

### Administrator

Administrator/EVC to hold a valid EVC training certificate and;

Approves all visits (and liaises with the governing body and local authority for high-risk or residential visits).

Ensures visits are led by competent staff with appropriate experience and qualifications.

Provides feedback on risk assessments provided by visit leaders.

Review risks associated with locations of potential visits if not previously visited by current staff member.

## **Visit Leaders**

Plan visits in line with this policy.

Conduct and submit written risk assessments.

Obtain parental consent.

Ensure adequate supervision and safeguarding measures are in place.

Manage the visit on the day, including dynamic risk assessment if needed.

Ensure all medication is in date and carried at all times

Ensure understanding of proper administration of any medication

## **Staff and Volunteers**

Follow instructions from the Visit Leader.

Actively support the supervision and welfare of pupils.

Report any concerns or incidents immediately.

## **Parents/Carers**

Provide accurate medical and emergency contact information.

Support school expectations on behaviour and participation.

Give informed consent for visits.

## **Pupils**

Listen carefully to all instructions

Behave in accordance with the school's behaviour expectations

## **Assessing risk**

All visits must be:

Planned well in advance, typically at least 4 weeks prior to departure.

Logged and approved via the school's system, including submission of:

- Visit details
- Risk assessments
- Staffing ratios
- Medical and emergency arrangements

Approved by the EVC and Headteacher, with local authority notification for:

- Overseas travel
- Residentials
- Adventurous activities

## Managing risk

### Events and school trips

For events, including ones that take place outside of the school, and school trips, no pupils with allergies, other medical or SEND requirements will be excluded from taking part, however if appropriate supervision cannot be

The school will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training

Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips.

## Emergency Procedures

Each visit will have a named emergency contact back at school. The Visit Leader will:

- Carry emergency contact numbers and medical info.
- Follow the school's Critical Incident Plan if needed.
- Report any incidents to the Headteacher immediately upon return.
- Contact 24-hour OCC contact for major emergencies: [07771 878725](tel:07771878725)  
Thames Valley Fire Control Service 01183 589333 with a request for the OCC Duty Emergency Planning Officer to be contacted (if necessary)

## Safeguarding and Supervision

All staff and adult volunteers will have appropriate DBS checks.

Ratios will reflect OEAP guidance and the age/needs of pupils (e.g., 1:6 for KS1, 1:10 for KS2).

At least one member of staff on the visit will be first aid trained.

Transport to and from visit sites to undertaken by reputable and vetted transport companies (Cokethrope School or Pulhams Buses) unless undertaken by parents.

## Inclusion and accessibility

All children will have access to visits regardless of ability or background, wherever reasonably practicable. Adjustments will be made to support pupils with SEND or medical needs.

## Training

Training by headteacher, EVC and or OCC representative, to include.

- Important changes to OCC risk policies
- How to assess and manage risk
- How to complete an appropriately thorough (and worded) risk assessment
- How to follow the school's Educational Visits policy
- How to submit Risk assessments via the OCC's Evisit portal.

In addition, the Headteacher and EVC will monitor visits and review procedures annually. The policy will be reviewed every two years or in response to updated guidance.

## **Links to other policies**

This policy links to the following policies and procedures:

- Health and safety policy
- Supporting pupils with medical conditions policy
- Allergy policy
- Behaviour policy
- Staff conduct policy
- Visitors policy