



# **Hillbourne Primary School Educational Visits Policy**

Date Agreed: October 2025

Date to be reviewed: October 2026

## Context

We believe that educational visits are an integral part of the entitlement of every pupil to an broad and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Hillbourne Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- **Enhanced Engagement and Motivation**
  - Pupils show increased enthusiasm and interest in learning when it takes place in real-world contexts or new environments.
- **Improved Academic Outcomes**
  - Educational visits have a positive impact on pupils' attainment by providing meaningful, contextualised learning experiences.
- **Development of Cultural Capital**
  - Exposure to museums, theatres, historical sites, and natural environments helps broaden pupils' horizons and supports equity in access to enriching experiences.
- **Social and Emotional Growth**
  - Educational visits promote teamwork, resilience, independence, and confidence, especially when pupils are in unfamiliar settings or take on new challenges.
- **Support for Disadvantaged Pupils**
  - Research shows that learning outside the classroom can help close the attainment gap by offering experiences that some pupils may not otherwise access.
- **Real-World Application of Knowledge**
  - Educational visits allow pupils to apply classroom learning in practical contexts, deepening understanding and retention.
- **Improved Relationships**
  - Time spent together outside the classroom strengthens relationships between pupils and staff, supporting behaviour and wellbeing in school.
- **Increased Creativity and Critical Thinking**
  - Exposure to new environments and stimuli encourages curiosity, questioning, and creative responses.
- **Physical and Mental Health Benefits**
  - Outdoor learning and active trips contribute to physical wellbeing and can reduce stress and anxiety.

## Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Hillbourne Primary School:

1. Adopts the Local Authority's (LA) Guidance for Educational Visits and Related Activities.
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info), (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy, Local Authority policy, and National Guidelines.

## Types of visit

There are three types of visit:

1. Routine local visits within the local area (See Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity.
3. Visit that are either overseas, residential, and/or involve an adventurous activity\*  
*\*Adventurous activities are defined as those that involve a higher level of risk and typically require specialist instruction, equipment, or environments. Examples include climbing, water sports, archery, and high ropes.*

## Roles and responsibilities

**Visit leaders** are responsible for the planning of their visits and for entering these on EVOLVE. 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.

**The Educational Visits Coordinator (EVC)** is Natasha Guarguaglini, 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.

**The Head Teacher** has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

**The Governing Body's** role is to both support and challenge the school's approach to educational visits. They ensure that the school has a clear, up-to-date policy aligned with national guidance and that visits are planned safely, inclusively, and with educational value. Governors monitor compliance with legal and safeguarding duties, ask informed questions about risk management and staff competence, and ensure that all pupils have equitable access to learning beyond the classroom.

**The Local Authority** is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

## Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- New staff work alongside the EVC to plan educational visits.
- Supervision by senior staff on some educational visits, including those led by Early Career Teachers.
- EVC delivers Visit Leader training where applicable (at least every 3 years) and also organises for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience/Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

## Approval

The approval process is as follows for each type of visit:

1. Local visits follow the 'Learning within the Local Area' policy (Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least 4 weeks in advance, and then forwarded to the Head for approval.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head to the LA for approval.

## Emergency procedures

**A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is shared at least annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from Hamwic Education Trust.

## Parental Consent

The school obtains blanket consent when children join Hillbourne Primary School at the start of each year for activities that fall within the normal school hours and are linked to the curriculum. Parents have the option of consenting online via MCAS (My Child At School), or through a traditional paper consent form.

Specific parental consent must be obtained for all other visits that fall outside of the normal school day or are not specifically linked to the curriculum. For these visits, sufficient information must be made available to parents so that consent is given on a 'fully informed' basis via MCAS.

## Inclusion

Hillbourne Primary school is committed to ensuring that all pupils have equal access to educational visits and learning outside the classroom, in line with the Equality Act 2010. We believe that every child should be able to participate fully, regardless of their individual needs, background, or ability. Reasonable adjustments will be made to support inclusion, and planning will take into account medical, behavioural, and accessibility requirements. Visits are designed to be inclusive, enriching, and supportive of every pupil's right to experience high-quality learning beyond the classroom.

## Charging / funding for visits

We aim to make educational visits accessible to all pupils and keep costs as low as possible. Parents and carers are asked to make voluntary contributions towards the cost of visits but we keep these as low as possible. If insufficient contributions are received, the school may need to cancel the visit and this is shared with parents when sending out details of a visit. To support equity and inclusion, we offer a 50% reduction in the cost of visits for pupils eligible for Pupil Premium funding.

## Transport

The school has access to two establishment-owned minibuses and may also borrow minibuses from other local schools when needed. All staff who drive a minibus are required to complete MIDAS (Minibus Driver Awareness Scheme) training to ensure safe and competent driving. A qualified first aider will always be present on each minibus journey. If it is necessary for a pupil to sit in the front passenger seat of a minibus, parental permission will be sought in advance. For all other forms of transport, including public transport or coaches, the school follows national guidance to ensure safety, supervision, and appropriate risk management.

**Use of staff cars to transport pupils** - In some cases, staff may transport pupils in their own vehicles; this will only be done by senior members of staff who have appropriate business insurance, will never involve a staff member being alone in a car with a pupil, and will always require prior parental permission.

## Insurance

Hillbourne Primary school is part of the Hamwic Education Trust, and as such are signed up and covered by the RPA for school trips.

[RPA \(Risk Protection Arrangement\) does cover school trips,](#)

including residential trips and adventurous activities. This coverage applies anywhere in Great Britain, Northern Ireland, the Channel Islands, and the Isle of Man, as long as the activities are permitted and approved by the RPA Administrator.

# Appendix 1 – Learning within the Local Area

## General

Educational visits within the local area involve no more than an everyday level of risk, such as slips and trips and are covered by a school's current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom.

Visits/activities within the 'Local 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:

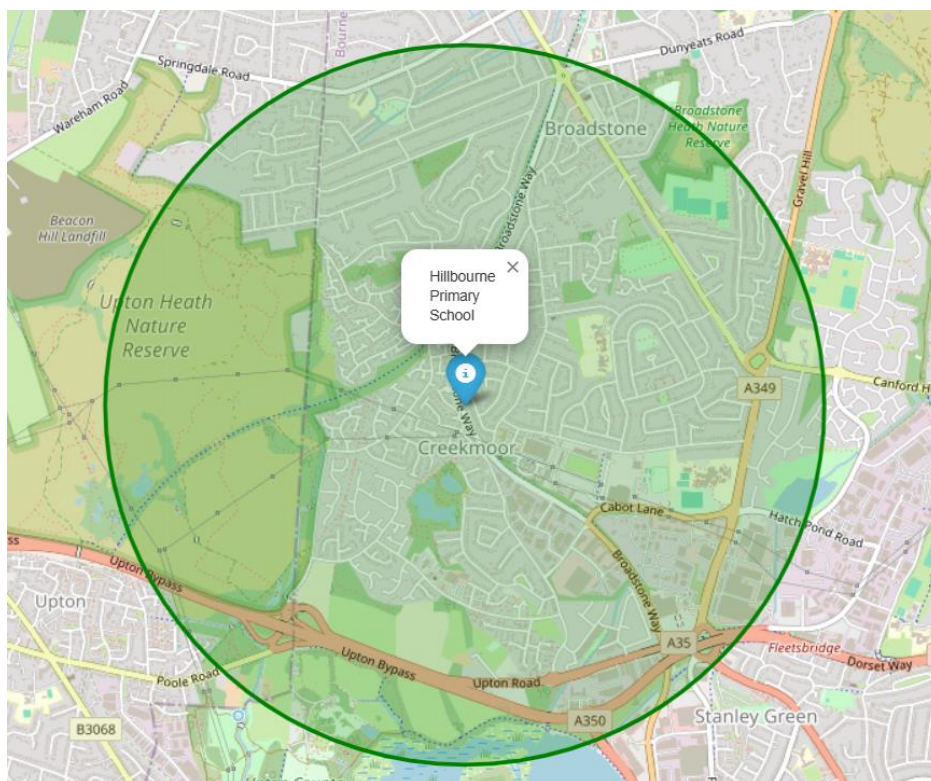
- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent.
- do not normally need additional risk assessments beyond our generic school risk assessment (other than following the Operating Procedure below).

## Boundaries

The boundaries of the locality are shown on the map below. This area includes the following frequently used venues: e.g.

- *Waterloo Estate*
- *Broadstone Library*
- *Gough Crescent Recreation Ground*
- *Christ Church Creekmoor*
- *Etc.*

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 Learning with the Local Area**

**The following are potentially significant issues/hazards within our extended locality:**

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

**These are managed by a combination of the following:**

- The Headteacher or EVC must give verbal approval before a group leaves and the visit must be added to Evolve if it is preplanned.
- There will be a minimum of two adults on an visit within the local area.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate management techniques.
- 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.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will add a list of all pupils and staff, a proposed route, and an estimated time of return when adding a Local Area visit to Evolve.
- A mobile phone is taken by the visit leader and the office have the number to contact.
- Appropriate personal protective equipment is taken when needed (eg gloves).

## Appendix 2 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the Trust in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'Local Area', the visit leader will carry a Visit Leader Emergency Card. [Visit Leader Emergency Card.pdf](#)