

Educational Visits Policy

Sept 2025 - 2026



**Broadwalk
Green**

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Broadwalk PRU 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:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

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, Broadwalk Green:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance 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 (i.e. this document) and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of visit

There are three types of visit at Broadwalk Green:

1. Routine local visits in the 'Extended learning locality' including PE lessons (See Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity.
3. Residential short stays.

Roles and responsibilities

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 certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

Visit leaders **must** model expected behaviours including following Broadwalk Green dress code, code of conduct and behaviour policy.

Point of note: Staff are responsible for ensuring that pupils are in the correct uniform (unless otherwise informed), do not have access to their mobile phones and that any contraband is removed – ideally at the school gate but where this has not happened then during the visit (where safe to do so), this includes but is not limited to electronic cigarettes.

A named member of SLT: *Kenny Turton-Ainsworth* has responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Management Committee's role is that of a 'critical friend' and may challenge the EVC with regards to offsite activities. Individual governors may request 'read-only' access to EVOLVE.

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.

EVC responsibilities

The Educational Visits Coordinators (EVCs) are **Chelsey Baines and James Ward-Mallinson** 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.

Each EVC is responsible for their specific individual duties as well as some combined duties where responsibilities can be shared or worked on collaboratively.

| EVC 1: Chelsey Baines | EVC 2: James Ward-Mallinson |
|---|---|
| Evolve – fully completed and submitted for SLT approval | Planning of visits (complete planning documents to include costings of each visit). Due termly. |
| Venue risk assessments | Calendar of visits |
| To keep up-to-date with pupil medical conditions and share information | KPI tracker to be completed |
| | Masterpiece of the week / subject award and FTR slide to be completed weekly |
| CPD where appropriate | |
| Complete Educational pre-visits checklist | |
| Complete Educational post-visits checklist | |
| Upkeep and cleanliness of transport | |
| Record of visits e.g. pupil journals to be kept up to date and 'marked' as per the marking policy | |

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:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support 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 and offsite PE lessons are risk assessed on a personal basis depending on the pupil and venue. All parents sign the council's C2 form which covers all low risk activities.
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 10 days in advance – the member of SLT in charge of authorising will then do so.
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. (These are very rare in the PRU setting.)

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 tested at least bi-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 the local authority.

Educational Visits Checklist

Broadwalk Green's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. Broadwalk Educational Visits Checklist may be downloaded from EVOLVE Resources.

Parental Consent

Broadwalk Green obtains blanket consent at the start of each placement for activities that fall within the 'Extended learning locality' (see Appendix 1).

Specific, (i.e. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents through a traditional paper consent form.

Inclusion

Pupils are risk assessed to access offsite activities on an individualised basis. If considered higher risk, the staff ratio may be increased or the trip adapted to suit the needs of the pupils. On occasions, some pupils may not be able to access a visit on the grounds of health and safety / medical needs.

Charging / funding for visits

Most activities are funded by Broadwalk Green however parents may be asked for a donation if applicable.

Visit costs

All visits should be costed in advance and be included on the planning document for approval by SLT.

Local authority purchase cards are the responsibility of the school and therefore require SLT approval for use. In the rare event that the P-card needs to be used during an activity, SLT approval **must** be sought beforehand; if not this will be counted as a fraudulent spend and could lead to disciplinary action against the person making the spend.

Receipts are a legally binding part of any spending using local authority purchase cards and must be submitted to the office following their protocols for auditing purposes.

Personal loyalty cards should not be used in conjunction with any spending on the purchase card.

In order to protect themselves, staff are advised not to use their personal finances unless in emergency situations as this can be viewed as a form of grooming.

Lunches for pupils are provided by school in the form of packed lunches – where there are extenuating circumstances advice should always be sought from SLT; if the purchase of lunches is required, this should be in the form of a 'meal deal' and cost no more than £4.00

Transport

- School transport drivers carryout pre – checks on the vehicle prior to leaving site.
- Where required, MIDAS training is provided for minibuses of a certain size.
- At least one other member of staff will be present in the back of the vehicle.

All pupils and other adults are required to wear seatbelts at all times.

School trips are usually no more than one-hour drive away from Broadwalk where possible.

Use of staff cars to transport pupils – Refer to the LA's guidance document.

Appendix 1 - Extended Learning Locality

The following locations are commonly used for PE:

Boxing – Irlam and Cadishead Amateur Boxing Club
Mountain Biking – Clayton Vale/Drinkwater Park
Golf – American Golf, Trafford
Trampolining, Bounce Central/ Oxygen/ Go Air/ Jump Nation
Table Tennis – Onsite
Indoor Climbing – Manchester Climbing Centre/ Salford Community Leisure
Kayaking – Salford Community Leisure
Canoeing – Salford Community Leisure
Windsurfing – Salford Community Leisure
Orienteering – Heaton Park
Baseball – Sports Village/Local Park
Skate Park – Projekts Mancunian way
Football – Sports Village/Local Park
Tennis – Local Park
Tag Rugby – Salford Sports Village
Dodgeball – Local Sports hall/Onsite/Local Park
Basketball - Local Sports hall/Onsite/Local Park
Badminton - Local Sports hall/Onsite/Local Park
Cricket - Local Sports hall/Onsite/Local Park
Athletics – Clevelys Athletics Track
Horse Riding – Riders Farm, Clifton

BOLT

Museums – various
Leeds Armouries
Hollingsworth Lake
Various National trust halls, mills and park
Rivington
Cinemas
Laser quest
Boat trips

Operating Procedure for Extended Learning Locality

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

- Road traffic.
- Other people / members of the public / animals.
- Pupils absconded.
- 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:

- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school (Generally, pupils are expected to wear full school uniform however there may be occasions where this is inappropriate and parents will be advised on changes and expected clothing before the visit)
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will notify attendance officer by Teams or school mobile of those in attendance. A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- First aid kit is stored in transport vehicle.

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 (DR or ON) 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. The visit leader/s and the base contact/s know to request support from the local authority 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.

Visit checklist

| | | |
|--------------|---|--|
| Pre-visit | Planning completed – including costings | |
| | Evolve completed | |
| | Risk Assessments provided (Evolve) | |
| | Transport vehicle checks completed before leaving | |
| | Lunches organised | |
| | Resources organised e.g. worksheets, journals | |
| During visit | Pupils meet in gym room | |
| | Pupils on transport | |
| | Member of staff in the back | |
| | Attendance notified | |
| | In transport safety carried out e.g. seatbelts on | |
| | PLANNED activity carried out – behaviour system same as in school | |
| | Pupils dropped back at school for 2PM (or alternative if agreed by SLT) | |
| | Phones and items returned pupils at the gate | |
| Post visit | Transport vehicle checks completed e.g. removal of litter | |
| | Points updated on class charts | |
| | Contact made with parents/carers by telephone and are logged | |
| | Receipts to be handed in at office | |