



Off Site and Educational Visits

Policy

Responsible committee: Pupil Learning

Approved by Governing Body:

December 2025

Review Date: Biannually (autumn term)

Mission Statement

Our mission is to be a happy, caring and compassionate Catholic community where each child's gifts are developed to the full and the foundations for lifelong learning are laid down.

Everyone will be supported, nurtured and inspired to be the very best they can be and to persevere to overcome life's challenges.

With God's help, we will educate our children to live safely and responsibly, to care for His wonderful creation and to live their lives through the example of Jesus and the values of the Gospel.

In keeping with the mission and ethos of our school the Governors will ensure that pupils' learning is enhanced and enthused by first hand experience; this will include visits off site and visitors to our school. As part of a broad and balanced curriculum, visits should cover as wide a range of curriculum subject areas as possible; visitors may also be invited into the school to enhance learning.

There are several steps needed, when planning off site educational visits; these involve a number of staff members working in close collaboration together. At St. Dunstan's, we follow a detailed, structured process to enable each child to gain the most from every trip.

We have an Educational Visits Coordinator Officer (EVCO) who plays a crucial role in supporting the Headteacher in managing educational visits.

- A competent EVCO, ideally with practical experience, will be appointed to the role.
- The EVCO will ensure this policy for educational visits is in place and updated.
- Initial EVCO training is undertaken after appointment to the role.
- To assist the EVCO, a member of office staff will help coordinate trips. This member of staff will book venues, transport and make sure all necessary paperwork is completed at appropriate timescales.

There is the highest importance placed on recording, approving, and evaluating visits for accountability and learning.

- All visits and trips are recorded and evaluated to maintain a robust audit trail.
- Final approval for visits is delegated to the EVCO and Headteacher, with specific visits requiring local authority approval.
- The EVCO must ensure the visit leader is competent and understands responsibilities.

Clarity on intended outcomes is essential for maximising the benefits of educational visits. The party leader will meet with the EVCO before the approval of a trip to discuss the relevance to the learning taking place in the year group.

- Intended outcomes are recorded during planning for evaluation.
- Outdoor learning can enhance various areas, including relationships, teamwork, and environmental awareness.
- Preparatory work and follow-up activities are important for reinforcing learning.

The steps that St. Dunstan's follows rigorously when planning a trip, include:

- Planning and risk management
- Logistic planning
- Safety during visits
- Parent and carer consent requirements
- Competence of visit sites and leaders
- Staffing and supervision guidelines
- Medical and first aid requirements
- Weather and clothing considerations
- Adventurous activities definition and examples
- Emergency procedures for off site visits
- External provider usage guidelines
- Residential visit safety guidelines

The Governors require that all visits satisfy the conditions and procedures laid out in the 'Surrey County Council Guidelines for Educational Visits and Outdoor Educational Activities'

<https://evolve.edufocus.co.uk/publicdocs?fileid=686&domain=surreyvisits.org.uk>

and are in line with the Governors Charging and Remissions Policy and its associated procedures.