



Outdoor Education and Educational Visits Policy

Policy Author: Headteacher & Business Manager

Approved by: FGB

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Review Due Date: April 2027 (or earlier if there are significant changes in the needs of pupils, staff or school environment.)

Hatch Warren Junior School

Outdoor Education and Educational Visits Policy

1. Introduction

This policy applies to **all pupils, staff, volunteers and governors** of Hatch Warren Junior School involved in outdoor learning, off-site visits and learning outside the classroom.

The policy covers:

- Local area visits
- Day visits and educational trips
- Residential visits
- Outdoor learning on the school site
- Any off-site or adventurous activities.

At Hatch Warren Junior School, we believe that outdoor education and off-site visits are a vital part of delivering a broad, balanced and engaging curriculum. These experiences support our school ethos by promoting independence, resilience, curiosity and a love of learning.

Benefits and Impact

Outdoor learning and visits provide opportunities for pupils to:

- Apply classroom learning in real-life contexts
- Develop confidence, independence and teamwork
- Improve physical and mental wellbeing
- Experience new environments and challenges
- Develop social and communication skills.

Types of Activities Provided

- Local walks and curriculum-based visits
- Museum, theatre and educational venue visits
- Sports events and competitions
- Residential visits
- Outdoor and adventurous activities.

2. Policies and Guidance

Hatch Warren Junior School follows the advice and guidance of **Hampshire Outdoors**, which is based on the **Outdoor Education Advisers' Panel (OEAP) National Guidance**.

All staff, volunteers and adults involved in visits are required to:

- Follow this guidance at all times
- Participate fully in planning and risk management processes
- Adhere to school policies and procedures.

3. Roles and Responsibilities

Governing Body

- Ensure appropriate policies and procedures are in place
- Monitor effectiveness and compliance.

Headteacher

- Overall responsibility for visits and outdoor learning
- Authorises visits and ensures staff are competent
- Ensures systems are in place for safe management.

Educational Visits Coordinator (EVC)

- Oversees planning and approval processes
- Supports staff in organising visits
- Ensures compliance with EVOLVE procedures
- Maintains records and training.

Visit Leader

- Plans and leads the visit
- Completes risk assessments and EVOLVE submissions
- Ensures appropriate supervision and safety measures
- Briefs staff, pupils and volunteers.

Staff and Volunteers

- Support supervision of pupils
- Follow all risk assessments and procedures
- Report concerns immediately.

Training and Competence

Staff involved in visits will have appropriate training, which may include:

- EVC training
- EVOLVE system training
- First Aid training
- Visit Leader training
- Specialist qualifications (eg. overnight Camping Qualification).

The school ensures:

- Training is kept up to date
- Records of qualifications are maintained
- Succession planning is in place.

4. Procedures for Planning and Organisation

EVOLVE Process

- All visits must be recorded on **EVOLVE** by the Visit Leader
- Visits requiring Hampshire Outdoors approval must be submitted **at least 4 weeks in advance**
- The EVC and Headteacher will review and approve visits.

Initial Approval

Some visits may require initial approval from:

- Headteacher
- Finance team
- Health and Safety team
- Governing Body (where appropriate).

Delivery of Activities

- Staff-led activities require appropriately trained staff
- External providers must:
 - Be checked via Hampshire Outdoors where applicable
 - Provide evidence of qualifications
 - Hold valid Public Liability Insurance.

Parental Consent and Communication

- Parents/carers will be informed of all visits
- Consent will be obtained where required
- Information will include:
 - Timings
 - Clothing/equipment
 - Emergency contact details.

Emergency Procedures

- A **base contact** will be identified for all visits
- Emergency contact cards will be carried
- Staff will be briefed on emergency procedures

Financial Arrangements

- Visits will be managed in line with the school's **Charging & Remissions Policy**
- Payments will be made via the school's agreed system
- Financial viability will be considered before approval
- No child will be excluded from a trip due to financial hardship.

Local Visits

- Local visits may follow a streamlined EVOLVE process
- Generic risk assessments will be used
- Staff must still ensure appropriate supervision and safety

For more information, see Appendix 1 for an approval flowchart.

Safeguarding and Incident Reporting

- All safeguarding concerns will be reported in line with school procedures
- A DSL or a named safeguarding lead for the visit will be identified, with clear arrangements for liaison with the school DSL.

Evaluation

- Visits will be reviewed following completion
- Impact on learning and pupil experience will be considered
- Feedback from teachers will inform future planning.

5. Risk Management / Risk-Benefit Assessment

Risk assessments will:

- Be completed by the Visit Leader
- Involve accompanying staff where appropriate
- Be based on:
 - EVOLVE templates
 - Pre-visits
 - Information from providers.

Staff are expected to:

- Identify hazards
- Assess risks
- Implement appropriate control measures.

Different activities may require different levels of assessment depending on risk.

The purpose of each visit (educational, social or enrichment) will be clearly identified.

6. Behaviour Expectations and Management

All pupils are expected to:

- Follow school rules and instructions
- Behave responsibly and respectfully
- Represent the school positively.

The Positive Relationships and Behaviour for Learning Policy applies for any outdoor activities on site as well as educational and residential visits off site.

A **Code of Conduct** may be shared with pupils and parents prior to visits to clarify expectations.

Consequences

- Staff will follow the Behaviour Policy when dealing with poor behaviour and this may result in removal from an activity
- In serious cases, parents may be required to collect their child.

Rules

- The school rules apply for all school visits, with additional restrictions applied where necessary (e.g. mobile phone use, sweets or extra food).

Staff Expectations

- Staff must maintain professional conduct at all times
- Alcohol must not be consumed when staff are responsible for pupils
- Use of personal vehicles must follow school policy.

7. Inclusion

Hatch Warren Junior School is committed to ensuring that all pupils can access visits and outdoor learning opportunities.

We will:

- Make reasonable adjustments to support participation
- Involve parents, staff and external professionals in planning
- Plan well in advance where additional support is needed
- Make decisions regarding participation on an individual basis
- Consider safety and inclusion, and seek advice from Hampshire Outdoors where appropriate

Pupils who are in receipt of Pupil Premium funding may have the cost or partial cost of the trip/residential funded by the school.

The school recognises its legal duty not to discriminate and will take all reasonable steps to ensure pupils are not disadvantaged.

8. Insurance

The school ensures that appropriate insurance cover is in place for all approved visits, in line with Local Authority requirements.

All visits must:

- Be checked for appropriate cover
- Ensure external providers have valid insurance.

9. Data Protection

The school will:

- Collect and store relevant pupil and staff information for visits
- Ensure data is handled securely and in line with UK GDPR and the Data Protection Act 2018
- Share information only where necessary for safety and wellbeing.

10. Monitoring and Review

This policy will be reviewed annually or sooner if required, in line with:

- Changes in guidance
- Local Authority updates
- School practice.

11. Conclusion

Outdoor education and educational visits are a key part of the learning experience at Hatch Warren Junior School. Through careful planning, clear procedures and a strong focus on safety, we ensure that all pupils benefit from high-quality, inclusive and enriching experiences beyond the classroom.

Appendix 1 – Guidance on Approval from Hampshire Outdoors

