

BREDHURST CHURCH OF ENGLAND (VC) PRIMARY SCHOOL

VISITS AND TRIPS POLICY

March 2025

(Review Date: March 2028)



BREDHURST VISION

To learn and grow through the guidance and love of God

OUR MISSION STATEMENT

At Bredhurst CE Primary we value diversity and promote equality of opportunity for all.

Religious education should enable every child to flourish and live life in all its fullness. (John 10:10)

It will help educate for dignity and respect, encouraging all to live well together.

OUR VISION

Our Vision is inspired by Matthew 13 : 31-32, The Parable of the Mustard Seed

Jesus said, "What shall we say the kingdom of God is like, or what parable shall we use to describe it? 31 - It is like a mustard seed, which is the smallest of all seeds on earth. 32 - Yet when planted, it grows and becomes the largest of all garden plants, with such big branches that the birds can perch in its shade."

The theology behind this parable is embedded across all our learning

OUR ETHOS

At Bredhurst, we aim to be proactive in helping each child to achieve the key elements to well-being in childhood and later life. These are:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well being

OUR CORE VALUES

The 'Spirit of Bredhurst' encompasses our core Christian values

- **S**elf control
- **P**erseverance
- **I**nclusion
- **R**espect
- **I**nspiration
- **T**rust

These are displayed in each classroom, the entrance, the hall and the playground and are referred to regularly in Worship and in class lessons.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

VISITS AND TRIPS POLICY

RATIONALE

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

These, often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and visa versa.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.

The school has formally adopted, through its Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits. Further school procedures are in place/being developed to ensure that this policy is adhered to.

Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits are available to view at - http://www.kenttrustweb.org.uk/Policy/outdoor_regs.cfm

AIMS AND PURPOSES OF EDUCATIONAL VISITS

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school.

The range of opportunities and activities are outlined in the school prospectus along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, sport etc)
- School teams
- Regular nearby visits (museums, library, shops, parks, Bredhurst woods, places of worship, neighbouring schools)
- Day visits for particular year groups
- Residential visit – for Years 5 and 6

These activities will be made available to pupils and parents/carers via one of a number of methods. These include, open access, by invitation, by class or year group.

All activities undertaken are fully inclusive in accordance with the school's Single Equality Scheme.

APPROVAL PROCEDURE AND CONSENT

All visits MUST be authorised by the Head Teacher prior to booking, using the schools trip template.

The Head Teacher is the Educational Visits Co-ordinator (EVC) and the Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Head Teacher, as detailed below:

- Short, local visits (less than a day in duration) require the approval of the head teacher
- Day visits, residential trips and travel outside of the County of Kent require additional approval from the Head Teacher and governing body

Before a visit is advertised to parents the Head Teacher must approve the initial plan.

For visits in the local area, parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school.

For out of hours clubs, school team events etc. parents are asked to sign a consent form nearer to the event.

Parents will be informed if an activity has to be cancelled. Communication with parents/carers will be made via the school's e-mail system or via telephone, whichever is deemed the most appropriate.

For any visit lasting a day or more, parents will be asked to sign a letter, which consents to their son/daughter taking part and includes a separate medical consent form. The school has a standard model letter, which should be used for this purpose.

The school has a separate policy for 'Charging and Remissions' and a 'Diversity' statement which apply to all educational visits.

STAFFING

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The school will ensure that the necessary DBS screening is undertaken for volunteer adults assisting with educational activities and visits in line with the most up to date legislation.

On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils

The staff:pupil ratios will be considered according to age and needs of the children. If necessary an additional risk assessment will be in place for an individual child.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

THE EXPECTATIONS OF PUPILS AND PARENTS

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. On residential and out of county visits, this code of conduct will be part of the conditions of booking by the parents. It will include guidance in relation to the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school. The implications will form part of the agreement signed by parents/carers

Where a decision is made to withdraw a pupil from a visit the parent/carer will be responsible for:

- Any associated costs arising from the withdrawal of the child from the visit, either prior to, or during the visit
- Collection of the child.

EMERGENCY PROCEDURES

The school will appoint a member of staff as the emergency school contact for each visit. All major incidents should immediately be related to the head teacher, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Visit Leader will take with them a copy of the schools (linked to KCC) Major Incident Procedures, along with the contact details of the appointed emergency school contacts.

The school will have emergency funding available to support the Visit Leader in any emergency that occurs in the UK.

EVALUATION

All residential visits will be discussed by the Governing Body annually.

Risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

The Business Manager is responsible for maintaining the accounting records for all off site visits. The accounts will be audited as part of the school's procedures.