

# Offsite Visit Policy

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**Chair of Governors: David Lovelock**



**Tadley Primary School**  
*Learning for Life*

**Date: Spring 2026**

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## Our Vision

At Tadley Community Primary School, we are passionate about equipping our children with the personal characteristics and educational outcomes for their successful futures. Our vision for each child is to develop an active curiosity of their world, discover their own interests and talents, and grow in their own confidence and love of learning. We do this by providing children with an irresistible invitation to learn through our knowledge-rich and diverse curriculum.

## Learning for Life the Tadley Way!

### Pride, Kindness, Community and Diversity

## Our values

Our values of Pride, Kindness, Diversity and Community underpin everything we do at Tadley Community Primary School. Therefore, it is important to us that we celebrate our differences and we are a fully inclusive school – welcoming children and adults from all backgrounds, beliefs, cultures and circumstances. We want all our children to feel safe, loved and valued. That is why we passionately believe every child and adult in our school community is important and special to us and we always prioritise building strong relationships with everyone involved in our school.

## Principles

The School is committed to incorporating educational visits into its scheme of work, providing that it will enhance pupils' understanding and experiences, and that their inclusion is practical, considering the constraints of staffing cost and time.

All staff in the School have the option to take part in visits. If for any reason a member of staff does not wish to participate, she/he will be expected to cover for others.

Educational visits will be available to all the pupils concerned, and will be organised accordingly, with particular consideration being given, especially when selecting venues and organising transport, to any pupils who have sensory or physical handicaps. All educational visits will have clear, relevant and achievable aims and objectives.

A major consideration in the organisation of any visit must be the safety of the participants and so both the LEA Guidelines and the School Policy must be complied with. The minimum adult to pupil ratio is dependent on the nature of the visit and the age of the pupils. Staff must therefore check that they comply with all School and LEA requirements and regulations. The Risk Assessment forms for all school trips/visits have to be signed off by the School's EVC (Educational Visits Coordinator) and the Headteacher using Hampshire EVOLVE system. It is best practice to log all trips on EVOLVE but some may be logged as a local area visit or if a very short distance e.g. next door church, there may only need a risk assessment for the journey.

## Before the visit

All school trips/visits however brief are guided by the Offsites Activities and Educational Visits publication. All group leaders are responsible for familiarising themselves with the following sections:-

- Planning
- Risk Assessment
- Supervision (check with office which adults are CRB checked)
- First Aid
- Emergency Procedure/Critical Incident Plan

If the visit is not a regular event, then staff are expected to carry out a preliminary visit. For any visits including outdoor activities, a preliminary visit is compulsory in order to inform the risk assessment.

Each visit/trip will be led by a member of staff with experience of that venue. It is their responsibility to ensure that all adults participating with the trip are informed of any safety issues and are made aware of any risk assessment procedures that have been put in place.

At least one member of staff should wear high vis for walking parties. Teachers will be aware of Critical Incident Plan in the event of a breakdown/accident to the coach.

## **Charges**

Tadley Community Primary School's policy is to ask for parental contributions for the trip/visit. However, all children are given the opportunity to be included on the trip regardless of contributions, and all parents are made aware of this contingency. Parents will be notified as early as possible of the requested contribution towards the visit, we try to ensure at least two pay days before trip to allow for payment plan options to be put in place. The school aims that all trips will provide parents with value for money. Support and finance plans are available to parents who need this.

## **First Aid**

First aid considerations form part of the risk assessment – these considerations include:

- Where the group is divided into smaller groups, it is advisable to have a further nominated first aider.
- The numbers in the group and the nature of the activity.
- The nature of any likely injuries and how effective first aid would be.
- The level of medical provision on site and the distance to the nearest hospital.

On all visits a nominated person, who is a fully trained first aider with knowledge of the group's medical requirements (eg. epi-pens and inhalers), is in charge of first aid arrangements. A fully equipped first aid box will be taken on trips for use on the journey.

First aiders will carry a fluorescent bag which will contain a first aid kit.

## **Approval for Visits**

All trips must be approved by the Headteacher and EVC (Educational Visits Coordinator) to ensure that they are safe, offer value for money and are relevant to the curriculum. The governing body have an overview of all trips. All residential visits are approved by the LA via EVOLVE platform.

All trips with adventurous activities, activities near open water/land or residentials need to be approved by County via EVOLVE and so need to be uploaded at least 9 weeks before the visit.

## **Informing Parents/Guardians**

The parents or guardians must be fully informed about the visit in a letter from the group leader which should explain;

- the trip's aims and objectives
- an outline of the programme making reference to safety issues
- how and when pupils will be supervised
- any clothing or equipment that will be needed
- suitable employment checks are made on volunteers and other responsible adults including DBS/ISA requirements
- outdoor education, PE and sports services vetted database which confirms that safety management checks are in place
- it is a requirement that 2 epi-pens from home are taken on trips for those who might need them

When residential visits take place, parents are invited to a meeting with the group leaders in order to provide key information and address any queries. They are requested to complete a consent form giving a contact number for that day and alert teachers to any known medical issues (Including dietary and physical requirements.).

## During the Visit

### Code of Conduct

- Staff will make frequent references to rules and procedures applicable to the visit or particular activity.
- All pupils are repeatedly made aware of expected levels of behaviour.
- Pupils are encouraged to develop a strong sense of health and safety for themselves and for others.
- Children are encouraged to tidy, clear and protect the environment they are in.
- Code of conduct for staff and adult volunteers – this is available in the policy page of the website.

### Accidents

- In the event of an accident, the procedural checklist taken from Offsite Activities and Visits Regulations and Guidelines will be adhered to.
- In the event of a pupil injuring themselves, that incident takes priority.
- Small cuts and abrasions can be dealt with using the first aid bag.
- Serious incidents will receive the attention and evaluation of the qualified first aider.
- If required, based on the first aiders medical evaluation, further medical assistance will be sought after.
- All accidents, however minor, will be reported in the school accident book.
- In the event of a serious accident, the school and parents will be immediately informed.
- Follow same first aid policy used in school.

### Illness and Sickness during the visit

- Pupils are encouraged to report if they are feeling unwell during a visit.
- The advice of a first aider will be sought.
- The child will be allowed to leave the activity if necessary.
- If the illness is considered serious, provision is made for them to be returned to school.

### After the visit

- The group leader will review the Risk Assessment and add any information felt appropriate.
- The educational worth of the visit is evaluated by both the staff and children.
- The trip/visit will be used as a stimulus for work in relevant curriculum areas.
- EVOLVE evaluation to be filled out.

### Training

Evolve system and trip training will be given to staff when needed by EVCs or HT.

**EVC set deadlines:**

Normal trips should be on system 5 weeks before for approval. Residential at least 9 weeks before.

**LA Contact information:**

[outdoor.education@hants.gov.uk](mailto:outdoor.education@hants.gov.uk) or call 01962 876218.