

# **GREAT CHART PRIMARY SCHOOL**

## **Outdoor Learning and Educational Visits Policy**

**September 2025**



***A Great Place to Discover and Learn***

### **Vision Statement**

**A respectful community where we thrive and achieve our full potential as confident life long learners**

### **Mission Statement**

**Preparing for life in our ever changing world, by providing opportunities to develop core values and a love of learning**

***Our core value is Respect***

***Our termly values: Team work, Ambition, Responsibility, Resilience, Kindness & Independence***

Written by:

Jenny Thomas

### **Outline and Purpose**

This policy clarifies the role outdoor learning and educational visits can make to the development of all pupils.

**“Education is not something to keep in a box, even when it is classroom shaped. The habit of learning, an urge to find out more, is developed when we feel inspired. The world outside the school is richly inspiring, constantly re-energising what takes place within the classroom.”** RSPB 2004.

**“The best outcomes are achieved when outdoor learning is designed as a frequent and progressive activity relating to broader learning that links to everyday experiences in a classroom and to real life experiences beyond.”** OFSTED 2008

***“Learning outside the classroom contributed significantly to raising standards and improving pupils’ personal, social and emotional development.”***  
OfSTED 2008

This policy is based on the advice and guidance from **“Kent Framework for Safe Practice on Educational Visits and Outdoor Learning Activities”** -July 2017 which is displayed on the Outdoor Learning and Educational Visits board. The policy should also be read in conjunction with :

- Outdoor Learning and Educational Visits Procedures document.
- Forest School Policy.
- School Health and Safety Policy

### **Statement of Intent:**

The Headteacher and Governors at Great Chart primary School are committed to establishing and implementing arrangements that will ensure:

- Visits and activities are planned to ensure the safety of pupils, staff and volunteer helpers - including appropriate risk management and assessment that is specific to the needs of the group, the planned activity and the location and environment. This includes any significant risk assessment information being communicated with those attending the visit as appropriate.
- The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training; **Educational Visits Coordinators (EVC)** -Mrs Thomas or the Headteacher carry out this role and they will attend an **EVC training course**, and an EVC update course every 3 years.

- The Governing Body has a designated Governor - Mr Mark Hughes who has responsibility for Health and Safety. As part of this role an overview of policy and procedures for outdoor learning and visits is included.
- Visits and activities are planned with clear educational and personal/social aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes.
- Visits and activities are planned and led by competent members of school staff, with appropriate qualifications and experience as required by the activities.
- Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc.
- External providers used to provide services and support, have been appropriately checked to ensure they are suitable for use on educational visits e.g. meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence), have appropriate financial protections in place (e.g. ATOL), etc as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.
- Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and visit information can be easily accessed by all those who need it in an emergency situation (this may be overnight, at weekend or during holiday periods). All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies.
- Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support incident management and potential investigations / court proceedings after serious incidents and accidents.
- All school staff are appropriately trained for their roles in leading and accompanying educational visits and activities.
- All visits and activities have been formally approved by the Headteacher or Educational Visits Coordinator (EVC) on their behalf. Approval systems should be clearly evidenced, and involve school Governors as appropriate.
- Informed activity and medical consent has been obtained from parents / guardians as appropriate for the type of visit or activity, and that parents / guardians are given enough information to be 'fully informed' about all educational visit activity plans if specific written consent has not been gained.
- Full medical information and details of other issues such as behaviour, special needs, dietary requirements, etc have been obtained and are available to visit leaders and accompanying school staff via Arbor. These should be shared with provider staff where appropriate.
- Appropriate monitoring and evaluation of visits and activities takes place, to ensure quality and safety.

**This Policy and Procedures will be reviewed as necessary by the Governing Body in conjunction with the EVC.**