

Regents Park Community Primary School

Educational Visits and Learning outside the Classroom School Policy – March 2026

Approved by:	Governing Board	Date: 16 March 2026
Last reviewed on:	16 March 2026	
Next review due by:	April 2028	

Rationale

This document is the policy for Regents Park Community Primary School and aligns with Birmingham City Council Policy and Guidance for Educational Visits and Learning Outside the Classroom (www.oeapng.org) None of the guidance material is reproduced here and should be accessed via the web links provided and is also available on our school SharePoint and EVisit.

The school provides a rich and varied programme of opportunities for pupils to learn outside the classroom - within the school, the local area, our forest school and further afield. The programme of visits is structured and progressive to gradually develop young peoples' confidence, independence, responsibility and specific learning objectives. We believe outdoor learning and off-site visits can have a profound effect on children and young people and their well-being; positively influencing behaviour and relationships, developing self-confidence and raising achievement. In an educational setting, 'real' experiences make learning more engaging, relevant, enjoyable and memorable and should be integral to the establishment's work.

Our curriculum key experiences states' Through the varied experiences we provide in school, we want to support our children's learning to come to life. Through exposure to these learning experiences and opportunities, our children's learning will be enhanced and strengthened and will enable them to apply their knowledge to these. With regards to visits we provide opportunities for children to:

· Go on field trips · Attend residential · Go camping in school · Learn how to swim · Partake in our Forest School experiences · Participate in competitions such as debates, math challenges and sports · Attend after school clubs such as cooking, drama, sports, art etc. · Visit the local area · Take part in part in author visits and workshops · Watch a theatre/drama performance

Our school community is a vital part of who we are and we ensure that we work together collaboratively. Parents and carers are involved their child's learning and participate in events around and out of school.

This policy covers all offsite visits and some on site learning outside the classroom. The Head Teacher and Educational Visit Coordinator (EVC) manage this policy. It provides a local framework for staff planning of educational visits and learning outside the classroom activities. Visits fall into one of three zones as defined by the National Guidance documents, Zone 1, 2 and 3 and NG website (www.oeapng.info)

Roles

- Roles defined as Visit Leader, Assistant Leaders, Volunteers, EVC, Head Teacher, Governing Body and Employer.
All roles are clearly defined on the NG website. www.oeapng.info
- There is specific Guidance and information for each above role and relevant documents.

- Within the school all roles are covered and managed by staff and the Governing Body.
- The school has a Trained EVC who is Inder Paddem. The Deputy Trained EVC is Farhat Jabeen.
- All visits have a named visit leader and assistant staff who are aware of their role and responsibilities contained within the NG website.
- Volunteers are managed under the school volunteer policy including relevant DBS checks.

NG documents Roles 3.4a-o

<https://oeapng.info/downloads/legal-framework-and-employer-systems/>

Competence of Staff

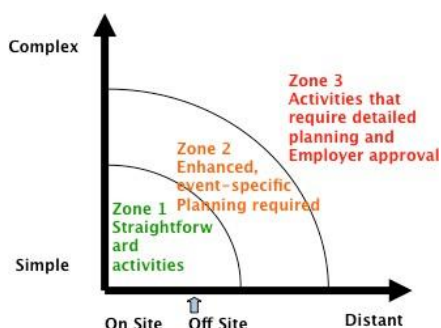
Staff must be competent and confident to lead visits. Training courses are available to develop confidence and competence. There are national standards for staff that want to lead adventure activities and the local authority adviser and EVC will give advice in this area. We have designated staff first aiders and ensure one is available, we also have staff experienced in working to ensure our SEND pupils can access experiences off site.

NG 3.2d, 4.4a Assessment of Competence

<http://oeapng.info/downloads/download-info/3-2d-4-4a-assessment-of-competence/>

Procedures

All visits require planning, preparation and levels of approval. This varies according to aspects of complexity and distance. All visits must be entered onto the EVisit system for approval by the EVC and Head Teacher/Deputy Head. No visit can go ahead without this approval. The EVisit system also allows the Business Manager to look at financial implications and necessary transport arrangements that need to be considered before a trip is given approval.



The Radar Introduction

This School has the visit Zones defined for staff. Visits fit into one of three Zones. If staff are unsure about a Zone – then the visit rises into the next Zone up for further guidance and planning. Staff should consult the EVC for support.

The Zones are defined as:

Zone 1 - These are visits that are regular, local and straightforward to organise. The risk management will be covered by either the schools generic risk assessments which are reviewed regularly and/or by a risk assessment for each visit. It is the responsibility of the visit leader to ensure that these documents are amended if required because of changes in circumstances. These changes need to be recorded and dated on EVisit.

The menu of activities that our school includes in Zone 1 is: local park, local area walks, swimming, PE fixtures, visits to other local schools e.g. for competitions.

If any activity is a one off then this should be Zone 2. These activities would be approved by the EVC at school level and could be covered by a blanket consent that could be sought from parents/carers on a yearly basis.

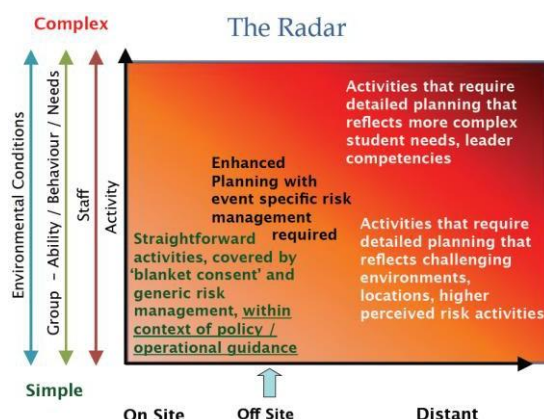
Zone 2 - These visits along with Zone 1 visits constitute the majority of schools visits. There will be aspects of complexity that require careful planning. All visits and activities must be approved by EVC/Head at school level. These visits will involve specific planning and will normally be one off/once a year/not multiple activities.

Approval for visits of greater complexity may require pre-approval before undertaking detailed planning and the EVC should be consulted or see Educational Visits procedure for the school process. EVisit will be used.

Zone 3 - Activities in this area are complex activities to plan and deliver and involves distance away from base. This zone includes all Adventure and Abroad visits.

These visits require specific approval at School level and the notification of the Education Visits and Outdoor Learning Adviser. These must be submitted to the Adviser at least 4 weeks before the departure date. The current notification for BCC is via Schools Safety Services. Forms for Adventurous Activities and Overseas Visits should be submitted to Email schoolsafety@birmingham.gov.uk The adviser monitors these visits on behalf of the employer.

Safety Services (WS)
P.O. Box 15630
Birmingham
B2 2QF
0121 303 2420



Risk Management

This aspect is described in NG guidance and school specific forms for recording are in the resource section on EVisit. Risk Assessments need to be completed for each visit. Repeat visits can use the same assessment but group complexities may change, all changes must be documented and dated before being uploaded to EVisit. Venues will provide risk assessments which need to be considered and shared with all staff on a visit. These also need to be uploaded to EVisit.

NG 4.3c Risk Management www.oepng.info/downloads/download-info/4-3c-risk-management/

Parental Consent

See school policy for consent.

- Blanket parental consent for a range of regularly occurring activities or a specific programme which is likely to be in Zone 1 visits has been obtained and is kept up to date.
- In the interests of good relations between the establishment and the home, it is good practice to ensure that those in a position of parental authority are fully informed prior to any visit taking place.
- When an activity is part of the establishment's curriculum or normal working practices and no parental contributions are requested, there may not be a need for specific parental consent.
- Zone 2 visits *may* require specific formal consent.
- Zone 3 visits would require specific formal consent.
- Consult your EVC <http://oepng.info/downloads/download-info/4-3d-consent/> **NG 4.3d Consent**

Group Management

Details will be added to the Risk Assessment for any trip with regards to group management and staff ratios. **NG 4.3b Ratios**

Full details about group management, ratios, supervision of group, medical conditions can be found below. <https://oepng.info/visit-leader/>

Behaviour and Inclusion

The Schools inclusion policy and behaviour standards will be applied to all visits. For purposes of inclusion, specific advice on this issue is contained in the document below.

<http://oepng.info/downloads/download-info/3-2e-inclusion/> **NG 3.2e Inclusion**

Pre Checking Venues and Providers

Visit leaders must research the suitability of the venue and that the provision will meet the intended learning outcomes with groups needs being met.

If the visit has taken place in previous years then reflection and evaluation must be taken into consideration prior to rebooking. **NG 4.4h Using external providers and facilities. Other documents in section 4.4 are also useful.**

External Providers

Birmingham City Council endorses and supports the Learning Outside the Classroom Quality Badge. Therefore any outside organisation that holds this award does not need an evaluation, and safety paperwork does not need to be examined. Providers who do not hold the LOTC QB will need checking prior to a visit taking place. See questionnaire link below:

<http://oeapng.info/downloads/download-info/8p-provider-questionnaire/> **NG 8p Provider Questionnaire**

Adventure Providers Assurances

Reference should be made to Nationally accredited provider schemes. Note: Notification is required for all Adventurous Activity visits e.g. annual residential visits. <https://oeapng.info/downloads/download-info/4-2b-residentials/>

Emergency Procedures

Schools must have emergency planning procedures in place in the event of a critical incident. Every visit leader and assistant leader must be familiar with emergency planning procedures and reporting mechanisms.

The schools Emergency Procedure is outlined in the Critical Incident Plan which addresses all critical incidents.

<http://oeapng.info/downloads/download-info/4-1c-emergency-procedures-for-visit-leaders/>

NG 4.1c Off Site Visit Emergencies: Guidance for Leaders

The EVC and Senior staff have access to the Critical Incident plan, and the advice below

<http://oeapng.info/downloads/download-info/4-1b-emergency-planning-the-establishments-role/>

NG 4.1b Offsite Visit emergencies: The Establishment's Role

Transport

Transport requests must be booked in advance. The Business Manager will be notified once a visit is added to EVisit. It is important to have discussions regarding the most cost effective use of transport and its availability, these need to happen prior to submission of visits. Use of the school minibus would be preferable when suitable for the size of the group/staffing etc. School minibus is equipped to take a wheelchair.

National Guidance contains full information for cars, minibuses and public transport.

Evaluation

Staff should follow the school Evaluation procedure. They should complete the evaluation to aid and inform future visits. Involvement of young people in this process can enhance the evaluation. Any 'Near Misses' must be documented and shared to improve and learn from such events.

Insurance

The school has carefully considered the appropriate insurance for the activity or visits undertaken and due reference is made to the BCC guidance Section 14 and **NG 4.4c Insurance**

Finance

All financial details for a visit will follow school processes, including timely budget preparation, accounting and collection of monies. Charges for parents fit with the school charging policy. Parents must have sufficient notice of charges to enable them to make payments, and communication should include the cut off point to enable the school to withdraw from the financial arrangements with providers if the visit is cancelled. All payments must be made via the online payment system: SQUID.

Parents will also be told of any arrangements that the school has for any young people that can not afford a visit.
<http://oeapng.info/downloads/download-info/3-2c-charges-for-off-site-activity/>

Help and Support

Support, advice and professional discussion are available from the EVC. The school has a flow chart in place to assist visit leaders in the process. All documents are available on EVisit and SharePoint and the staff shared folder at school.

This policy links and integrates to the following School policies: Emergency Planning, School Charging Policy, Behaviour Policy, PE and Outdoor Learning Policy

Policy Date: March 2026

Policy Review Date: March 2028

Review undertaken by _____

For advice and support, please contact Educational Visits and Outdoor Learning Advisers,
Tom Lilley Tom.Lilley@shapestone-oc.co.uk 07980266367; Richard Batty Richard.Batty@shapestone-oc.co.uk
07432053936 Educational Visits and Outdoor Learning Advisers