

Educational Visits and Outings Policy

Nature Beanz Adventures

Policy Title: Educational Visits and Outings Policy

Effective Date: March 2025

Reviewed By: Gareth Jones

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Next Review: March 2026

1. Introduction

Nature Beanz Adventures is committed to providing enriching educational experiences for our participants through educational visits and outings, including activities at our bushcraft site at Werneth Low and other excursions outside of our alternative provision location. These activities are integral to our learning programs, allowing participants to engage with nature, develop outdoor skills, and gain real-world experiences.

This policy outlines the procedures and guidelines for planning, conducting, and evaluating educational visits and outings to ensure the safety and well-being of all involved.

2. Purpose

The purpose of this policy is to:

- Ensure that all educational visits and outings are well-planned and executed safely.
 - Provide clear guidelines for staff, volunteers, and participants regarding the conduct of educational visits.
 - Promote the benefits of outdoor education and real-world learning experiences.
 - Ensure that all trips and visits, including those to our bushcraft site at Werneth Low, are conducted in compliance with relevant legislation and best practices.
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3. Scope

This policy applies to:

- All **staff, volunteers, and contractors** involved in organizing or leading educational visits and outings.
 - All **participants** attending visits and outings organized by Nature Beanz Adventures.
 - Any **external partners** involved in facilitating or supporting educational visits.
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4. Educational Visits and Outings Procedures

4.1. Planning and Approval

All educational visits, including those to the bushcraft site at Werneth Low and other off-site locations, must be planned and approved in advance. The following steps are required:

- **Risk Assessments:** A comprehensive risk assessment must be conducted for each visit, including potential hazards, emergency procedures, and specific needs of participants.
- **Parental/Carer Consent:** Written consent must be obtained from parents or carers for all participants attending the visit.
- **Staffing:** A sufficient number of qualified staff and volunteers must be assigned to supervise the participants based on the number and needs of the group.
- **Transport:** Safe and reliable transport arrangements must be secured for the visit.
- **Medical Information:** Any relevant medical information about participants must be collected in advance to ensure appropriate care and support during the visit.

4.2. On the Day of the Visit

- **Staff Roles and Responsibilities:** Each staff member and volunteer must be briefed on their specific roles and responsibilities before departure.
- **Health and Safety Briefing:** All participants must receive a safety briefing before the visit, outlining any specific risks and expected behaviour.
- **Headcount:** A headcount must be taken before leaving the provision, upon arrival at the destination, and at regular intervals during the visit.
- **Emergency Procedures:** Staff must be familiar with emergency procedures for the specific visit, including the nearest hospital and evacuation routes. A first-aid kit must be carried at all times.

4.3. Types of Visits

- **Bushcraft Site at Werneth Low:** Visits to our bushcraft site include outdoor activities such as fire-building, shelter construction, and survival skills training. Special attention must be paid to the safe use of equipment, fire safety, and environmental impact.

- **Other Off-Site Visits:** Educational outings may include visits to museums, nature reserves, parks, and other locations that support the curriculum. All visits should offer hands-on, real-world learning opportunities.

4.4. Behaviour Expectations

- **Respect and Responsibility:** Participants are expected to behave respectfully towards others, the environment, and any facilities visited.
 - **Supervision:** Participants will be closely supervised at all times. Staff should actively engage with participants to ensure their safety and well-being.
 - **Participant Agreement:** Participants must sign a code of conduct (or agreement) outlining expected behaviour during the visit.
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5. Risk Assessment and Safety

5.1. Risk Assessment

A detailed risk assessment must be completed for each visit. This includes:

- Identifying potential hazards (e.g., weather conditions, terrain, water sources).
- Mitigating risks through supervision, equipment checks, and ensuring that all safety protocols are followed.
- Emergency protocols, including contact details for all staff and the nearest hospital or emergency services.

5.2. Emergency Procedures

In case of an emergency:

- Contact emergency services immediately.
 - Ensure that a first-aid trained staff member is available at all times.
 - Notify parents/carers as soon as possible if a situation arises that may affect the participants' safety or well-being.
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6. Monitoring and Evaluation

After each visit, a debrief meeting will be held to:

- Review the success and challenges of the visit.
- Identify any areas for improvement.

- Collect feedback from participants, staff, and volunteers.

This feedback will inform future visits and help to continually improve the safety and experience of our educational outings.

7. Roles and Responsibilities

- **Trip Leader:** The designated staff member responsible for the overall planning, supervision, and safety of the visit.
 - **Supervising Staff/Volunteers:** Support the trip leader by ensuring the safety of participants, managing behaviour, and assisting with activities.
 - **Participants:** Follow all instructions, behave responsibly, and respect the guidelines set for the visit.
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8. Review and Amendments

This policy is reviewed regularly to ensure its continued effectiveness and compliance with legal and safety standards