


## Educational Visits Policy 2025-28

 <b>St George's CE First School and Nursery</b> Wonderfully made, inspired to shape the world	<b>Policy review Date</b>	November 2025
	<b>Date of next Review</b>	November 2028 or when new legislation comes into force
	<b>Who reviewed this policy?</b>	Governing Body
	<b>Date approved by Governing body</b>	September 2025
	<b>School Educational Visit Co-ordinators</b>	Lisa Browning

**This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community.**



## Key Contacts

Headteacher: Claire Martin  
Telephone number: 01527 62263  
Email: head@sgf.endeavourschools.org

Deputy Headteacher & EVC: Lisa Browning  
Telephone number: 01527 62263  
Email: lbrowning@sgf.endeavourschools.org

Chair of Governors: David Snell  
Telephone number: 01527 62263  
Email: dsnell@sgf.endeavourschools.org

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### 1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are a valuable way to enhance learning by providing a variety of 'real-life' opportunities for our children enabling them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good primary practice.

At St George's C of E First School and Nursery we believe in nurturing the whole child and therefore encourage staff to work outside the confines of the classroom. In doing so we aim to give pupils experiences they would not normally have, to gain knowledge by doing and seeing situations in real life. We want to inspire children by widening their opportunities through sharing memorable experiences with their peers and teachers and to broaden their horizons by taking an active part in their education and the education of others. All educational visits at St George's C of E First School and Nursery have specific learning outcomes which are planned for by staff and shared with pupils and parents.

"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 where we learn." Learning Outside the Classroom (DfES 2006)

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
  - Day visits to places such as museums and other cultural and educational institutions
  - Sporting activities
  - Adventurous and recreational activities
  - Residential trips organised by the school
  - Trips abroad organised by the school
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## 2. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2024](#)
- [statutory framework for the Early Years Foundation Stage.](#)

This policy also complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### Headteacher

The Headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the Educational Visits Co-Ordinator, have received any necessary training
- Working with the governing board to approve residential trips of more than 24 hours

### The Educational Visits Co-ordinator (EVC)

St George's C of E First School and Nursery follows guidance provided by DfE when choosing an EVC:

"The EVC should be specifically competent. The level of competence required can be judged in relation to the size of the establishment as well as the extent and nature of the educational visits planned. ...Evidence of competency may be through qualification, but more usually will be through the experience of practical leadership over many years of off-site education. Commonly but not exclusively, such competence will be identified in a person on the senior management team of the school."

Lisa Browning is the appointed EVCs at our school. Her role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

### Visit Leader

Every educational visit will have 1 member of staff designated as the visit leader. The visit leader will:

- Plan the proposed visit, considering the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the visit destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed

- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

## **Staff**

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the visit leader
- Communicate with parents and carers and make sure visits are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupils' behaviour and discipline as required while on the visit
- Share any concerns or worries with the visit leader and others, as appropriate

## **Parents and carers**

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

## **Volunteers**

Volunteers attending educational visits, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Remain under the supervision of school staff at all times
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the visit leader or other staff present as soon as possible
- Make sure pupils under their supervision act safely and appropriately, and raise any issues with staff as soon as possible

## **Pupils**

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the visit
- Dress and behave as expected for the length of the visit
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or visit supervisor

Pupils will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to always uphold the school's behaviour policy.

## 4. Planning and preparation

The decision on whether a visit will take place will be made by Claire Martin (headteacher) and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Inclusion and accessibility

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

See **appendix 1** for our visit information form for the planning and approval of a visit.

In cases where a visit involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the governing board.

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide visit information.

Written parental consent will be required for visits that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

### 4.1 Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

#### **SEND**

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the visit programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

## Challenging behaviour

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a visit to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the visit safely, such as adapting the itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

For residential visits, pupils will be required to sign a Behaviour Contract prior to the visit and parents advised that they may be asked to collect their child early if the Visit Leader decides to withdraw them from taking any further part in the visit.

## 5. Risk assessment

We will carry out a full risk assessment at least 2 weeks before the start of all visits.

This will be completed using the school's risk assessment template and in **appendix 2** and approved by the headteacher and EVC.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the visit destination as part of the planning and risk assessment process, but this is not mandatory.

Visit Leaders will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third-party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and another copy left with EVC.

### 5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all visits
- For EYFS, At least 1 qualified paediatric first aider is present on all visits
- Appropriate first aid equipment will be provided on all visits, in accordance with the school's first aid and health and safety policies. These can be found in the school's medical room
- All supervising adults will be made aware of any medical issues or allergies at the start of the visit
- Adults without a DBS check will not be left alone with pupils at any time
- The visit leader and staff will take regular headcounts and/or rollcalls

### 5.2 Transport

Transportation for visits will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

### 5.3 Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge or equivalent accreditation. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to make sure it's an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

## 6. Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. See **appendix 3** for our volunteer code of conduct for educational visits.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the visit.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

## 7. Communication and consent

**Blanket consent** – When a visit is part of a planned curriculum, in normal curriculum time then the blanket consent will cover the activity, although it is expected that parents will be informed.

These activities covered by blanket consent are straight forward, low risk e.g. on site activities, sporting activities at local schools, geography field work in the local community including visiting the town centre and traffic surveys along roads near to the school.

Blanket consent will be gained at the point when a pupil joins the school and will remain in place until they leave. The consent will be held centrally by the School Administrator.

As visits increase with distance then the complexity of the visit increases and therefore there is a need for **specific consent**.

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the visit. Communication will be via letter and information provided will include the date, travel times, destination, purpose of the visit, and the activities to be undertaken.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
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- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

In the case of overseas visits, they will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

## 8. Emergency procedures and incident reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The visit leader will be familiar with these plans for each visit.

In the case of an emergency, the visit leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the visit leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the visit leader will contact the school office who will notify the parents/carers. The visit leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

## 9. Charging and insurance

We will always follow our school's charging and remissions policy.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of the National Curriculum, a syllabus for a prescribed public examination, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the visit.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover, and loss of luggage and other personal items.

## 10. Residential visits

The headteacher, together with the governing board, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the visit leader will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities holds the LOTC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

## 11. Review

This policy will be reviewed every 3 years by the EVC. At every review, the policy will be shared with the full governing board.

## 12. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan

## Appendix 1: proposed visit planning information

To be completed by the staff member proposing the educational visit and submitted to the EVC.

**Name of staff member proposing the visit:**

**Date of request:**

**Response required by (date):**

### Proposed trip information

	VISIT INFORMATION
Destination	
Benefits & learning outcomes	
Trip date	
Travel distance	
Length of stay	
Purpose of visit / educational benefits	
Number and age of pupils	
Transport options	
Cost breakdown, including multiple options where available	
Resources required, including: <ul style="list-style-type: none"><li>&gt; Staffing</li><li>&gt; Volunteers</li><li>&gt; Physical supplies</li></ul>	
Accommodation options, where needed	
Insurance needed, where applicable	
Risk assessment plans and first aid provision	

Appendix 2: risk assessment template

<b>Title / Activity</b>		<b>Department</b>		<i>Risk Level Estimator</i>			
				<b>Likelihood</b>	<b>Highly Unlikely</b>	<b>Unlikely</b>	<b>Likely</b>
<b>Visit Date/s</b>		<b>Assessor Name(s)</b>		<b>Consequence</b>			
				<b>Slightly Harmful</b>	Trivial	Tolerable	Moderate
				<b>Harmful</b>	Tolerable	Moderate	Substantial
				<b>Extremely Harmful</b>	Moderate	Substantial	Intolerable
<b>Learning Outcomes</b>							

<b>- Activity - Hazard (potential to harm) - And Risk (consequence)</b>	<b>Who's at Risk?</b>	<b>Control Measures</b>	<b>Risk Evaluation</b>	<b>Benefits, Further Action Required + Implementation Date. Acceptable or Not</b>

## Appendix 3: Volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school visits. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to the visit leader at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself.

Volunteers agree to:

- Always remain professional and respectful with staff and pupils
- Listen to and act on instructions from staff
- Dress appropriately for the visits
- Arrive at the agreed time and remain until the visit is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible
- Attend the visit risk assessment briefing for with staff and visit leader

Volunteers agree **not** to:

- Exchange contact details with pupils
- Engage in physical contact with pupils
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupils
- Take photographs or record pupils without the permission of pupils and staff

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

**Signed:**

**Date:**