



Reepham Church of England Primary School

Educational Visits Policy

1. Aims

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 an important part of the curriculum, and they offer rich learning opportunities for pupils. They form an integral part of our approach to furthering our pupils' education and personal growth.

In order to maintain safety of pupils and staff during an Educational Visit (EV), the following policy must be rigidly adhered to. The approval process for an Educational Visit is deliberately rigorous to ensure maximum levels of safety.

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

2. Legislation

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
- Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

3. Role and responsibilities

Headteacher

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



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Educational Visits Co-ordinator

The educational visits co-ordinator (EVC) [Miss Nicola Rawlings] is the appointed EVC at our school. Their 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

Trip lead

Every educational visit will have 1 member of staff designated as the trip lead.

The trip lead will:

- Plan the proposed visit, taking into account 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 trip 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 trip lead
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate



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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 school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting 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 trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times.

4. Planning and preparation

The decision on whether or not a visit will take place will be made by the 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
- Any other factors deemed appropriate and relevant

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



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- 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

In cases where a trip 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 trip information. Written parental consent will be required for trips 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.

5. 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 trip 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 trip 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 trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

6. Risk Assessment

A comprehensive risk assessment will be carried out by the group leader before the proposed EV is put forward to the EVC/Head Teacher. It will assess the risks that are reasonably practicable and could be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:



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- What are the hazards and likelihood of them happening?
- Who might be affected by them?
- What safety measures are needed to reduce risks (to an acceptable level)?
- Can the group leader put the necessary safety measures in place?

All EVs (with the exception of visits in our Local Learning Area and sporting events) will require completion of a risk assessment using EVOLVE (<http://evolve.edufocus.co.uk>) at least two weeks prior to the visit commencing, and will require approval from the EVC and the Headteacher.

A preliminary visit is highly recommended where possible, even if this is limited to contact with other schools that have performed an identical/similar EV. The EVC is likely to refuse an EV with no preliminary visit.

All adults participating in the EV are required to read the risk assessment. They should be familiar with the potential risks, action taken to prevent these, and the emergency plan. The lead teacher and all staff involved in an EV have the Standard of Care (formerly ‘in loco parentis’) and it cannot be delegated (eg: tour guides, sports centre staff, instructors, etc). Potential threats of terrorist activity should be considered when planning an EV abroad or to a major city. Threat levels can be assessed at <https://www.mi5.gov.uk/threat-levels>. The Educational Visits Co-Ordinator (EVC), Headteacher and governing body reserve the right to refuse any EV from taking place.

It is the decision of the Headteacher and EVC to determine whether or not an adult is competent to lead an EV based on the nature of the visit.

7. Staff ratios and first aid

On any EV, even within walking distance of school, the agreed minimum ratio of adults to pupils should be adhered to unless the EVC/Headteacher consider the risks to be minimal in exceptional circumstances (note: activity leaders such as swimming instructors must never be included as part of the ratio):



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Category	Year	Ratio (adult:pupil)
Category A (A visit with risks similar to those in every-day life.)	EYFS*	1:6
	KS1	2:15 – 1:8 thereafter
	KS2	1:12
Category B (A visit with risks beyond those presented in every-day life.)	EYFS*	1:4
	KS1	2:12 – 1:8 thereafter
	KS2	1:10
Category C (Adventurous activities or those in or close to water. Also visits abroad.)	EYFS*	1:4
	KS1	2:10 – 1:5 thereafter
	KS2	2:15 – 1:5 thereafter

On any EV, we will make sure:

- At least 1 qualified paediatric first aider is present on all EYFS trips.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school’s first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- The trip lead will take regular headcounts and/or rollcalls

8. 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

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



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concerns, emergency procedures and contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

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.

9. Transport

Transportation for trips 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. The visit Lead will have ensured the Vehicle Risk Management form is attached to their risk assessment and will carry out visual checks prior to the coach departing.

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

10. Communication and consent

The school will collect 'blanket written consent' from parents via an emailed letter (consent for any EVs taking place during school operating hours). For a category B or C visit, additional consent may be collected. Information provided will include the date, travel times, destination, purpose of the visit, and the size of the group attending.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Clothing and equipment required, and whether this is provided by the school
- Where required, parents/carers will be asked to provide written consent for educational visits by accessing Arbor to review the information and then agree. 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.

11. 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



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The trip leader will be familiar with these plans for each visit. In the case of an emergency, the trip 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 trip 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 trip leader will contact the school office who will notify the parents/carers. The trip 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 and trips 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.

12. Charging and insurance

We will follow our school's charging and remissions policy at all times.

Parents/carers will not 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 trip.

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.

13. Residential Visits



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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 trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained
- All adults, including volunteers, 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. 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

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.

14. Local Learning Area/Sporting Events

A visit taking place in the Local Learning Area will follow the separate Local Learning Area Policy. There is no need for any additional risk assessment for these visits.

This policy was ratified Autumn 2025 and will be reviewed every 3 years.