



EDUCATIONAL VISITS POLICY

Policy review: September 2026
Next Review: September 2027

1. Introduction

Fens Primary School recognises that learning outside the classroom is an essential element of a broad and balanced curriculum. Educational visits and off-site activities enrich learning, support personal development, promote wellbeing and help pupils develop confidence, resilience and independence.

The school is committed to providing high-quality educational visits that are well planned, effectively supervised and appropriately managed to ensure the safety and wellbeing of all participants.

All educational visits will be organised in accordance with:

- The Outdoor Education Advisers' Panel (OEAP) National Guidance
- Employer and Local Authority guidance
- Health and Safety legislation
- Equality Act 2010
- Keeping Children Safe in Education (2026)
- The school's safeguarding and health and safety policies

2. Purpose

This policy aims to:

- Promote high-quality learning outside the classroom.
- Ensure educational visits are planned and managed safely.
- Clarify roles and responsibilities.
- Ensure legal compliance.
- Promote inclusion and equality of opportunity.
- Support effective risk management.
- Protect the welfare of pupils, staff and volunteers.

3. Scope

This policy applies to:

- Curriculum visits
- Sporting fixtures
- Residential visits
- Outdoor learning activities
- Adventure activities
- Educational visits in the UK
- Educational visits overseas
- Regular off-site activities
- Visits conducted during and outside the normal school day

The policy applies to all pupils, staff, governors, volunteers and accompanying adults involved in educational visits.

4. Guiding Principles

The school believes that all children should have access to educational visits regardless of background, need or circumstance.

Educational visits should:

- Have a clear educational purpose.
- Support the curriculum.
- Be inclusive.
- Be appropriately planned.
- Be appropriately supervised.
- Promote children's personal development.
- Be accessible wherever reasonably practicable.

5. Equality, Inclusion and Accessibility

The school is committed to meeting its duties under the Equality Act 2010.

Reasonable adjustments will be made wherever possible to enable pupils with:

- Special Educational Needs and Disabilities (SEND)
- Medical conditions
- Additional vulnerabilities
- Behavioural needs

to participate safely in educational visits.

Each visit will consider:

- Accessibility requirements.
- Medical needs.
- Behaviour support needs.
- Individual risk assessments where required.

The school will seek to ensure that no pupil is unfairly disadvantaged from participating in educational opportunities.

6. Safeguarding

The welfare of children is paramount.

All educational visits will be conducted in accordance with:

- The Child Protection and Safeguarding Policy
- Keeping Children Safe in Education
- Staff Code of Conduct
- Behaviour Policy

Staff must remain vigilant to safeguarding concerns at all times when off site.

Any safeguarding concern identified during a visit must be reported immediately to the Visit Leader and managed in accordance with school procedures.

Where appropriate, safeguarding arrangements will be specifically considered during the planning phase of educational visits.

7. Roles and Responsibilities

Governing Body

The Governing Body will:

- Ensure an Educational Visits Policy is in place.
- Monitor implementation of the policy.
- Promote compliance with employer guidance.
- Ensure appropriate training and support are available.

Headteacher

The Headteacher will:

- Support educational visits that provide effective learning opportunities.
- Ensure appropriate arrangements are in place for approval and monitoring.
- Ensure competent staff lead visits.
- Ensure staff receive appropriate training.
- Inform governors regarding educational visit provision.

The Headteacher retains overall responsibility for educational visits.

Educational Visits Coordinator (EVC)

The EVC will:

- Hold current OEAP-approved training.
- Support the planning and approval of visits.
- Monitor compliance with employer guidance.
- Ensure appropriate risk management arrangements are in place.
- Support Visit Leaders.
- Maintain appropriate records.
- Review practice and procedures.
- Coordinate emergency arrangements.
- Ensure required approvals are obtained.

Visit Leader

The Visit Leader has overall responsibility for the organisation and conduct of the visit.

The Visit Leader will:

- Ensure the visit has a clear educational purpose.
- Undertake planning and preparation.
- Complete required documentation.
- Carry out risk assessments where appropriate.
- Ensure suitable supervision arrangements are in place.
- Brief accompanying adults.
- Ensure emergency procedures are understood.
- Monitor health, safety and welfare throughout the visit.

Accompanying Staff and Volunteers

Accompanying adults will:

- Follow instructions provided by the Visit Leader.
- Support pupil safety and wellbeing.
- Maintain professional conduct.
- Report concerns immediately.

Volunteers must not be given sole responsibility for groups of pupils unless specifically authorised and risk assessed.

8. Educational Visits Approval

Educational visits will be approved in accordance with school and employer procedures.

Category 1 Visits

Routine local visits undertaken as part of normal school activities.

Examples:

- Local walks
- Community visits
- Sporting fixtures
- Swimming sessions

Approval by appropriate delegated staff through established procedures.

Category 2 Visits

Curriculum-based visits beyond the immediate locality.

Examples:

- Museums
- Educational centres
- Theatres
- Environmental studies

Approval required from:

- Educational Visits Coordinator
- Headteacher

Category 3 Visits

Higher-risk visits including:

- Residential visits
- Adventurous activities
- Overseas visits
- Visits to remote environments

Approval required from:

- Educational Visits Coordinator
- Headteacher
- Employer or Local Authority arrangements where required

Required documentation and approvals must be completed within prescribed timescales.

9. Risk Management

The school follows the principle of proportionate risk management.

Risk management will include:

- Identification of foreseeable hazards.
- Assessment of risks.
- Control measures.
- Supervision arrangements.
- Emergency planning.

Risk assessments may be:

- Written.

- Venue-specific.
- Dynamic.
- Activity-specific.

The level of assessment will be proportionate to the activity.

10. Emergency Planning

All visits must have appropriate emergency arrangements.

Visit Leaders must ensure:

- Emergency contact details are available.
- Medical information is carried securely.
- Emergency procedures are understood by accompanying adults.
- Appropriate communication arrangements are in place.

In the event of a serious incident:

- The safety and welfare of pupils will be prioritised.
- Emergency services will be contacted where required.
- School leadership will be informed as soon as reasonably possible.
- Parents will be contacted through agreed procedures.

Media enquiries should be referred to the Headteacher.

11. Medical Needs and First Aid

The school recognises its responsibilities towards pupils with medical conditions.

Planning for visits must consider:

- Healthcare plans.
- Medication requirements.
- Allergies.
- Asthma.
- Diabetes.
- Epilepsy.
- Other identified health needs.

Where required:

- Medication must accompany pupils.
- Appropriate staff must be identified and briefed.
- Emergency medication must be easily accessible.

The school will follow its Supporting Pupils with Medical Conditions Policy and Administration of Medicines Policy and is compliant with new regulations relating to Benedict's Law.

Suitable first aid provision must be available on every visit.

12. Supervision

Effective supervision is essential.

The level of supervision will be determined through risk assessment and consideration of:

- Age of pupils.
- Needs of pupils.
- Nature of the activity.
- Environment.
- Experience of staff.

The following ratios may be used as guidance only:

Year Group	Typical Minimum Ratio
EYFS	1:5
Year 1	1:6
Year 2	1:8
Year 3 & 4	1:10
Year 5 & 6	1:12

These ratios are not fixed requirements and may be increased where risk assessment identifies a need.

Pupils who receive one-to-one support during the school day may require equivalent support during educational visits based on individual needs assessments.

13. Educational Visits and Behaviour

The Behaviour Policy applies during all educational visits.

Pupils are expected to:

- Follow instructions.
- Behave responsibly.
- Treat others with respect.
- Follow safety requirements.

Where behaviour presents a significant risk to safety, participation in a visit may be reviewed following discussion with parents and relevant staff.

Reasonable adjustments will always be considered for pupils with identified needs.

14. Parental Information and Consent

Parents will receive appropriate information regarding educational visits.

Information may include:

- Purpose of the visit.
- Travel arrangements.
- Timings.
- Costs.
- Clothing requirements.
- Medical arrangements.
- Emergency contact information.

Parental consent will be obtained where required by school procedures and employer guidance.

15. Insurance

The school will ensure appropriate insurance arrangements are in place for educational visits.

Additional insurance requirements for residential, adventurous or overseas visits will be considered during the planning process.

16. Record Keeping

Records will be maintained in accordance with school procedures and data protection requirements.

These may include:

- Visit plans.
- Risk assessments.
- Consent records.
- Medical information.
- Incident reports.
- Evaluation documents.

17. Monitoring and Quality Assurance

The EVC and Headteacher will monitor educational visits to ensure:

- Compliance with policy.
- Effective risk management.
- Positive learning outcomes.
- Continuous improvement.

Feedback from pupils, staff and parents may be used to improve future visits.

18. Review of Policy

This policy will be reviewed annually or sooner if:

- Legislation changes.
- Employer guidance changes.
- Significant incidents occur.
- School procedures require amendment.

Related Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Behaviour Policy
- Supporting Pupils with Medical Needs Policy
- Administration of Medicines Policy
- First Aid Policy
- SEND Policy
- Equality Information and Objectives
- Data Protection Policy

Signed: _____ (Headteacher)

Date: _____

Signed: _____ (Chair of Governors)

Date: _____