Bushfield Road Infant School

Educational Visits Policy

Educational Visits Co-ordinator (EVC): Mr S Vessey, Deputy Headteacher
Visit management system: Evolve
Review date: November 2028

1. Purpose

Educational visits and learning outside the classroom enrich the curriculum and give pupils opportunities to develop knowledge, confidence and independence. They should support the school's values of **Kindness, Teamwork and Curiosity**, and be planned so that all pupils can take part safely and meaningfully.

This policy applies to visits and activities organised by the school off site, including local walks and visits, day trips and residential visits. It should be read alongside the school's health and safety, safeguarding, first aid, behaviour, SEND and charging policies.

2. Principles

The school will:

- plan visits around clear learning or personal-development outcomes;
- manage risks proportionately, focusing on the actual activities, pupils and circumstances;
- make reasonable adjustments so that pupils with SEND, medical needs or other barriers can participate;
- avoid cost being a barrier wherever possible, in line with the school's charging and remissions policy;
- ensure pupils are appropriately supervised and that staff know their roles;
- use Evolve to record, review and approve visits before they take place.

Visits should be worthwhile for pupils and affordable for families. Leaders should consider whether the intended learning can be achieved through a visit and how it connects to classroom learning before committing to costs.

3. Roles and responsibilities

Governing board and employer

The school's employer retains overall health and safety responsibilities. The governing board provides oversight of the school's arrangements through its normal health and safety and safeguarding responsibilities. It does not approve the detailed arrangements for individual visits unless the school's employer or local authority requires this.

Headteacher

The Headteacher is responsible for ensuring that:

- appropriate arrangements are in place for planning and approving visits;
- staff understand this policy and the relevant procedures;
- suitable staff are appointed to lead and supervise each visit;
- necessary employer, local authority or other external approvals are obtained.

Educational Visits Co-ordinator

Mr S Vessey, Deputy Headteacher, is the school's EVC. He will:

- support staff with visit planning and use of Evolve;
- check that visit plans, risk assessments and required information are complete and proportionate;
- check that the proposed leader and accompanying adults are suitable for the visit;
- ensure any additional approval required by the employer or local authority is sought;
- advise the Headteacher on whether the visit is ready for approval;
- help ensure that learning from visits, incidents and near misses informs future planning.

The EVC's review does not transfer the visit leader's responsibility for safe planning and conduct.

Visit leader

The visit leader is responsible for planning and leading the visit. They must:

- enter the visit on Evolve and complete the required planning information;
- set out the educational purpose and itinerary;

- complete or adapt a suitable risk assessment, including risks specific to the pupils attending;
- check transport, venue and provider arrangements;
- confirm supervision, first aid, medical and emergency arrangements;
- brief accompanying adults and pupils;
- take the visit information and emergency contacts with them;
- report and record accidents, incidents and near misses when they return.

Accompanying adults

All adults must follow the visit leader's instructions, maintain active supervision, support the needs and dignity of pupils, and report concerns promptly. Volunteers must be briefed about their responsibilities and the limits of their role. Adults must not be left in sole charge of pupils unless the Headteacher has agreed this and the arrangements are appropriate.

4. Planning and approval

No visit may take place until it has been submitted on Evolve, reviewed through the school's approval process and approved by the Headteacher or authorised senior leader.

The visit leader must allow enough time for the EVC to review the plan and for any changes or additional approvals to be completed. Higher-risk, residential, overseas or adventurous visits may require additional employer or local authority approval. Staff must follow the school's current employer and local authority requirements; Evolve approval alone does not replace any approval required by those bodies.

The Evolve record should include, as applicable:

- the visit's purpose, destination, dates, times and itinerary;
- transport and provider details;
- a proportionate risk assessment and control measures;
- staff and volunteer roles, supervision arrangements and contact details;
- pupil needs, including SEND, medical, dietary and accessibility arrangements;
- first-aid provision and emergency procedures;
- parent or carer information and consent arrangements;
- arrangements for payments, refunds and pupils who do not attend;
- any required external approval.

The visit leader should check that the plan remains suitable immediately before departure. If there is a significant change in circumstances—such as severe weather, transport disruption, a change of activity or a new risk—the leader must reassess and, where necessary, consult the EVC or Headteacher before proceeding.

5. Risk assessment and supervision

Risk assessment should be practical and specific. It should identify significant hazards and explain how they will be controlled before and during the visit. It should consider, where relevant:

- the age, number and needs of pupils;
- the venue, route, activities and expected conditions;
- road safety, public spaces, water, animals, weather and unfamiliar environments;
- pupil medical needs, medication and access to toilets, food and drinking water;
- separation, missing pupils and communication arrangements;
- behaviour, safeguarding and the suitability of the provider;
- transport, arrival, departure and handover arrangements.

The school does not set a single adult-to-pupil ratio for every visit. The visit leader, EVC and approving senior leader must decide what supervision is suitable in light of the pupils, destination, activities and risks. For infant pupils, the plan should give particular attention to close supervision, headcounts, transitions and clear adult responsibilities.

Adults should know the pupils they are responsible for and be positioned to supervise actively. Headcounts should take place at planned transition points and whenever the group moves or circumstances make this appropriate.

6. Inclusion and individual arrangements

The visit leader must identify barriers to participation early and speak with the relevant staff and families to plan suitable arrangements. This may include accessible transport or venues, additional adult support, adapted activities, rest breaks, sensory or communication support, medical equipment, medication and suitable food.

Pupils should not be excluded automatically because they have SEND, a medical need or a disability. Any decision that a pupil cannot safely participate must be based on an individual assessment of the risks and reasonable adjustments considered. The Headteacher must be involved in decisions about non-participation.

Where cost may prevent a pupil from taking part, the visit leader should speak with the Headteacher or designated senior leader before finalising arrangements. The school's charging and remissions policy applies.

7. Parents and carers

Parents and carers should receive clear information in good time, including the purpose, destination, timings, clothing or equipment needed, food arrangements, transport, cost and how to contact the school during the visit.

The school must obtain the consent required for the visit and its activities. Relevant medical, dietary, emergency-contact and other information should be checked before departure. Parents and carers should be told how medication will be managed and what to do if their child becomes unwell or cannot attend.

For regular, low-risk local visits, the school may use a consent arrangement that complies with its procedures. The visit leader must still ensure that parents and carers have been informed and that the Evolve record is complete.

8. Safeguarding and conduct

The school's safeguarding policy applies throughout every visit. Adults must maintain professional boundaries, follow safer working practises and report safeguarding concerns through the school's established procedures. Concerns should be passed to the Designated Safeguarding Lead (DSL) or deputy DSL as soon as possible.

Visit leaders must consider the safeguarding arrangements of external venues and providers, including how pupils will be supervised and how concerns will be reported. Staff must follow the school's procedures for photography, mobile phones and the handling of personal information.

Pupils should be briefed on expectations before the visit, including staying with the group, following adult instructions, road and venue safety, respectful conduct and what to do if separated.

9. Transport

Transport arrangements must be suitable for the pupils and the visit. The visit leader must check the provider, itinerary, pick-up and drop-off arrangements, seat belts and any accessibility or medical requirements.

Where school staff use vehicles, they must have the required driving authorisation, insurance and vehicle arrangements under the school's employer procedures. Pupils must be supervised during boarding, travel and disembarking. Staff must not use a mobile phone while driving.

10. First aid, medication and emergencies

The visit plan must identify the first-aid arrangements, including who will provide first aid, what equipment will be carried and how emergency assistance will be obtained. Provision must reflect the needs of the pupils and the activities planned. For Early Years outings, the school must ensure that the applicable paediatric first-aid arrangements are met.

Medication must be managed in line with the school's supporting pupils with medical conditions policy and the pupil's individual healthcare plan, where applicable. The visit leader

must ensure that necessary medication is available, accessible and handled by an adult who understands the arrangements.

The visit leader must carry the school's emergency contact information and know how to contact the school. In an emergency, they should prioritise immediate safety, contact the emergency services where needed, notify the school as soon as practicable and follow the school's emergency procedures. The Headteacher or senior leader will manage communication with families and any external agencies.

Accidents, incidents, near misses and safeguarding concerns must be reported promptly and recorded through the school's procedures. The Evolve record should be updated where relevant so that learning can inform future visits.

11. Attendance and pupils who do not attend

Pupils attending a school-arranged educational visit, supervised by school staff, should be recorded in accordance with the current attendance guidance. If a pupil does not attend the visit, the school must record the pupil's absence using the appropriate attendance code; absence must not be recorded as attendance at the visit.

Where a pupil does not take part, the school should make appropriate arrangements for their education and supervision on that day.

12. After the visit

The visit leader should report any significant issues, accidents, incidents or near misses to the EVC and Headteacher promptly. They should complete any required records and evaluate whether the visit achieved its intended purpose, whether the arrangements worked well and what should change next time.

13. Policy review

The Headteacher will review this policy at least annually and sooner if legislation, employer requirements, local authority procedures or school arrangements change.

Sources

- Department for Education, *Health and safety on educational visits*.
- Health and Safety Executive, *School trips and outdoor learning activities: Tackling the health and safety myths* and *Frequently asked questions – school trips*.
- Department for Education, *Working together to improve school attendance* (updated 9 July 2026).
- Department for Education, *Keeping Children Safe in Education* (2026).

- Department for Education, *First aid in schools, early years and further education*. (gov.uk)