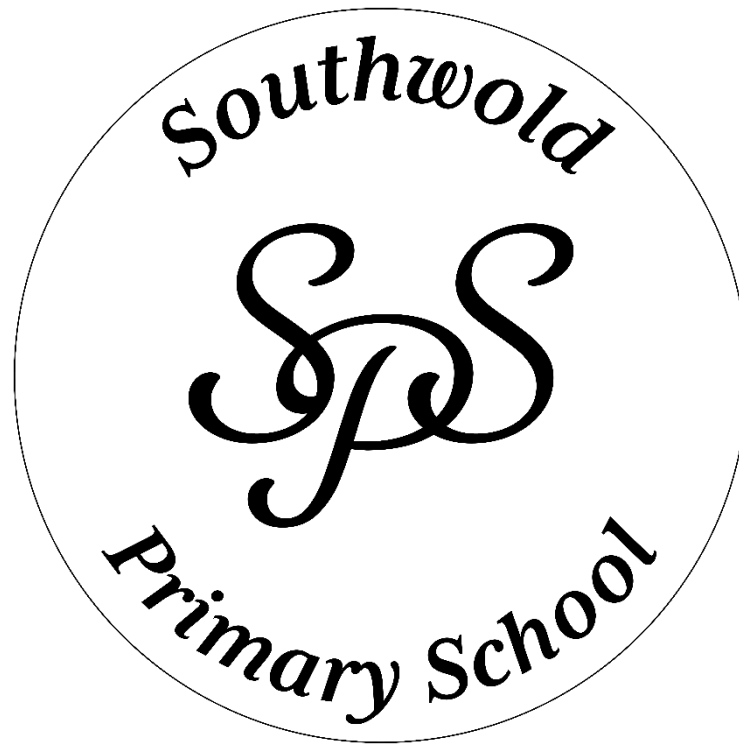




Educational Visits Policy

Date adopted by Governors: 23.06.26

Review date: 23.06.28

Policy owner: Yolanda Salmeron - Headteacher

Educational Visits Coordinator (EVC): Matthew McArthur

1. Purpose

Southwold Primary School believes that educational visits are an integral part of the curriculum and significantly enhance pupils' learning experiences. This policy sets out the procedures and expectations to ensure that all visits are:

- Safe, well-planned, and inclusive
- Curriculum-linked and purposeful
- Compliant with legal and safeguarding requirements

2. Aims

Educational visits will:

- Enrich and extend the curriculum
- Support personal, social, and emotional development
- Provide real-world learning opportunities
- Promote independence and resilience
- Ensure all pupils have equal access

3. Scope

This policy applies to:

- Day visits (local and residential)
- Off-site sporting activities
- Outdoor learning experiences
- Visits during and outside the school day

4. Roles and Responsibilities

4.1 Headteacher

The Headteacher will:

- Ensure an effective educational visits policy is in place
- Approve or delegate approval of visits

- Ensure staff are competent and trained
- Ensure appropriate insurance is in place

4.2 Educational Visits Coordinator (EVC)

The EVC is responsible for:

- Supporting staff in planning visits
- Ensuring risk assessments are appropriate
- Checking staff competence and ratios
- Monitoring compliance with this policy
- Liaising with the Local Authority (Nottingham City Council if applicable)

4.3 Visit Leader

The Visit Leader must:

- Plan and organise the visit
- Complete risk assessments
- Ensure safeguarding procedures are followed
- Ensure adequate supervision ratios
- Brief staff, volunteers, and pupils
- Carry emergency contact information

4.4 Staff and Volunteers

All accompanying adults must:

- Follow the instructions of the Visit Leader
- Act responsibly and prioritise pupil welfare
- Not be left alone with pupils unless approved and DBS-checked

5. Planning Educational Visits

All visits must be planned in advance and include:

- Clear learning objectives
- Risk assessments required for visit i.e. coach, bus, walk etc.
- Parental consent (written where required)
- Itinerary
- Appropriate supervision ratios
- First aid provision

All visit documentation must be completed at least four weeks prior to the trip. The visit must be processed using Evolve, ensuring that all required documentation is fully completed, submitted, and uploaded within this timeframe.

5.1 Approval Levels

- Local, low-risk visits: Approved by EVC/Headteacher
- Higher-risk or residential visits: Approved by Headteacher and Governing Body (if required)

6. Risk Management

Risk assessments must:

- Identify hazards
- Assess likelihood and severity
- Include control measures
- Be proportionate and practical

Dynamic risk assessment should be carried out during the visit.

7. Safeguarding

Safeguarding remains a priority at all times:

- All staff must follow the school's Safeguarding and Child Protection Policy
- Appropriate staff-to-pupil ratios must be maintained
- Clear procedures for lost children must be agreed
- Staff must avoid 1:1 unsupervised situations unless necessary and safe

8. Supervision Ratios (Guidance)

Typical ratios:

- Early Years: 1 adult to 4–6 pupils
- Key Stage 1: 1 adult to 6–8 pupils
- Key Stage 2: 1 adult to 10–15 pupils

Ratios may vary depending on the nature of the activity and pupil needs.

9. Inclusion and Accessibility

Southwold Primary School is committed to inclusion:

- All pupils should have access to visits
- Adjustments will be made for pupils with SEND
- Risk assessments will consider individual needs
- Financial support may be provided where appropriate

10. Medical Needs

- Medical information must be collected prior to visits
- Medication must be carried and administered in line with school policy
- At least one trained first aider must accompany the visit
- At least one paediatric first aider must accompany any EYFS visit

11. Transport

Transport must:

- Be safe and appropriate for the group
- Use reputable providers booked through Local Authority for coach companies, other known reputable companies if coach not required etc.)
- Ensure seatbelts are worn where available

Staff must ensure:

- Safe embarkation and disembarkation
- Clear supervision during travel

12. Residential Visits

Additional requirements include:

- Enhanced planning and risk assessment
- Pre-visit by staff where possible
- Clear arrangements for accommodation, supervision, and behaviour
- Separate sleeping arrangements for staff and pupils
- Gender considerations and safeguarding measures

13. Behaviour Expectations

Pupils are expected to:

- Represent the school positively
- Follow instructions at all times
- Respect others and the environment

Sanctions may apply if standards are not met.

14. Emergency Procedures

The Visit Leader must:

- Carry emergency contact details – this must be stored securely in the designated blue bag obtained from the school office. The bag must be kept locked with a padlock at all times in accordance with GDPR requirements.
- Have access to a mobile phone
- Follow the school's critical incident procedures

In case of emergency:

1. Ensure safety of all pupils
2. Contact emergency services if required

3. Inform the school immediately
4. Follow guidance from the Headteacher

15. Insurance

All visits must be covered by:

- Appropriate school insurance
- Additional cover for higher-risk activities where necessary

16. Monitoring and Review

- Visits will be evaluated after completion
- Feedback will inform future planning
- This policy will be reviewed annually or as required

17. Related Policies

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Behaviour Policy
- SEND Policy
- First Aid Policy

18. Continuing Professional Development (CPD)

The school is committed to ensuring that staff responsible for educational visits are appropriately trained and competent.

- The Educational Visits Coordinator (EVC) must complete accredited EVC training and refresh this in line with Local Authority or national guidance (typically every 3 years or as required).
- The EVC will undertake ongoing professional development to remain up to date with current legislation, guidance, and best practice.

- The Headteacher must maintain a clear understanding of their responsibilities for approving and overseeing educational visits. This includes engaging in relevant training, briefings, and updates.
- The school will ensure both the EVC and Headteacher access appropriate updates and refresher training to maintain high standards of safety and compliance.