



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**



**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

Educational excellence for our City

Educational Visits Policy

Responsible Board/Committee	Academy Trust Audit, Risk and Compliance Committee
Policy Type	Central Policy (Group B)
Policy Owner	Risk and Compliance
Statutory	No
Publish Online	No
Last Review Date	March 2025
Review Cycle	Annual This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
Next Review Date	March 2026
Version	2

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1. Purpose

Educational visits are activities arranged by, or on behalf of, our School, requiring pupils to leave the School premises, having been authorised to do so by the Headteacher or another designated staff member. These visits are a valuable means of supplementing and enhancing the curriculum, expanding pupils' education and providing enriching social and cultural experiences. They also teach life skills, promote independent learning, and provide a foundation for lifelong learning. They form an integral part of our approach to furthering our pupils' education and personal growth.

This policy outlines the School's approach to planning and operating educational visits to ensure the health and safety of our pupils and staff and that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils, and volunteers regarding visits.

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

- Visits to places of interest in the local area.
- Day visits to locations 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.

1.1 Visits Categories

School visits generally fall into two main categories:

- Routine Visits
- Visits Requiring a Risk Assessment and Additional Planning

Routine Visits

These involve only everyday levels of risk, such as the potential for slips or minor accidents. They are covered by the school's existing policies and procedures and require minimal additional planning beyond the educational purpose. Routine visits can typically be treated as lessons conducted in a different environment.

Visits Requiring a Risk Assessment and Additional Planning

These visits fall outside the scope of the school's standard policies. Additional planning is required due to factors such as:

- Distance from the school
- Nature of the activity
- Specific location
- Requirement for staff with specialised skills

In some cases, it may be sufficient to review and adapt existing plans from previous similar visits. However, certain visits will necessitate a full risk assessment, comprehensive planning, and the formal approval of the headteacher or Trust.

The person responsible for organising such visits should:

- Possess the necessary skills, authority, and competence
- Have a clear understanding of the associated risks
- Be familiar with the planned activities

Planning should be practical and focused on managing real risks in a proportionate and reasonable manner.

2. Roles and responsibilities

2.1 Outdoor Education Adviser

The Outdoor Education Adviser is responsible for providing expert guidance and support to ensure safe, high-quality outdoor learning and educational visits. They work to develop and implement effective outdoor learning programmes, ensuring compliance with safety regulations, and advocating for best practices in the field. The *Foundation Leader of Education – Educational Visits* acts as the Outdoor Education Adviser.

Key Responsibilities of an Outdoor Education Adviser:

- Providing expert advice & guidance on planning, conducting, and evaluating outdoor education programs, ensuring they align with educational goals and safety standards.
- Developing and implementing policies and procedures for outdoor learning and educational visits, ensuring they are up-to-date and effective.
- Training and support to school staff and volunteers, equipping them with the skills and knowledge needed to deliver safe and engaging outdoor learning experiences.
- Advisers are responsible for assessing and managing risks associated with outdoor activities, ensuring that all safety regulations are followed and that appropriate measures are in place.
- Monitoring and evaluation of outdoor learning and educational visits, evaluating the effectiveness of programs and identifying areas for improvement.
- Promoting best practices, encourage professional development, and contribute to the development of new and innovative approaches to outdoor education.
- They champion the benefits of outdoor learning and help to raise awareness of its importance in education.

2.2 Headteacher

The Headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any non-adventurous educational visit of less than 24 hours.
- Making sure staff, including the Educational Visits Co-ordinator, have received any necessary training.
- Working with the Trust to approve residential visits of more than 24 hours.
- Keeping the School Governing Body informed of educational visits plans through the Headteacher Report.

2.3 The educational visits co-ordinator (EVC)

Ian Shaw and Lyndsey Maginnis are the appointed EVCs 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 Visit Lead for each visit
- Assess outside activity providers.
- Advise the Headteacher and Trust when they're approving trips.

- Access the necessary training, advice, and guidance.

2.4 Visit Leader

Every educational visit will have one member of staff designated as the Visit Lead. The Visit 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 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.
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements.

2.5 Staff

Staff are responsible for ensuring all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for visits and how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher or the Trust as required.
- 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 pupil behaviour and discipline as required while on the visit.
- Share any concerns or worries with the Visit Leader and others as appropriate.

2.6 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.
- Complete 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 visit.

2.7 Volunteers

Volunteers attending school visits, 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 Visit Leader 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.

2.8 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 uphold the school's behaviour policy at all times.

3. Procedures

Planning and preparation

3.1 General

The Headteacher will decide on whether or not a visit will take place 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
- 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
- Resources, including staffing, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance details, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- Any additional minimum standards, depending on the age of the children

If a visit involves activities lasting more than 24 hours, an overnight stay, adventurous activities, and/or travel overseas, the Headteacher will seek approval from the Trust.

Once the risk assessment has been approved by the Headteacher (and the Trust where relevant), staff will communicate with parents/carers and provide visit information.

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

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

3.2 Inclusion

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

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 implementing other adjustments as appropriate.

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

3.3 Pupil Behaviour

While on school visits, students are expected to conduct themselves with respect, responsibility, and courtesy at all times, adhering to all instructions from staff, staying with the group, and representing our school positively by following proper etiquette, using appropriate language, and being mindful of the environment and local customs at our destinations.

In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from attending a visit to protect their safety and that of everyone else on the visit if they are not complying with the school's behaviour and expectations policy. However, we will only do this where it is necessary and after considering whether there are other ways to enable a pupil to attend a visit safely.

Risk assessment

3.4 Requirements

Risk assessments are to be completed at least one month before the start of all visits using the school's risk assessment template. This will then be attached to the school's EVOLVE log to be approved by the Headteacher or the Trust, as necessary.

A risk assessment identifies hazards that may cause harm and then identifies the control measures that will reduce the risk to acceptable levels.

Risk assessments are a legal requirement and should be recorded and reviewed.

Risk assessments illustrate good practice, forethought, planning, and collective expertise. They are most effective when discussed with staff and volunteers. School risk assessments must be completed and used in conjunction with venue/external provider risk assessments.

The Visit Leader should then ensure that those risk assessments are appropriate or should make any necessary additions or changes. The document dated by the Visit Leader confirms that all staff/volunteers on the visit have read, understood and adopted the risk assessment.

The risk assessment will include information on any specific reasonable adjustments to support pupils with SEND, medical issues and allergies (for staff and pupils), visit staffing, any equipment needed, venue/environment considerations, travel logistics, and emergency procedures.

Where practical, staff may make a preliminary visit to the location/venue 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 EVC & Headteacher and, where appropriate, third party vendors. Every risk assessment will be approved by the Headteacher and shared with the staff attending the visit (with a copy remaining with them for the duration of the visit), as well as a copy being retained by the EVC.

The 'STAGED' approach

The following variables, common to all visits, provide a useful guide about what needs to be considered when planning a visit and managing the risks involved:

Staff Timing

Activities

Group

Environment(s)

Distance

3.5 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 one supervising adult able to administer first aid is present on all visits.
- Appropriate first aid equipment will be taken on all visits 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 visit.
- Adults without a DBS check will not be left alone with pupils at any time.
- The visit lead will take regular headcounts and/or roll calls.

3.6 Transport

Transportation for visits will be organised by the school, in line with our safety procedures.

We will ensure 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.

3.7 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, accreditations, and liability insurance.

Where appropriate, the School will check additional details as outlined in the DfE's guidance on [health and safety on educational visits](#) to ensure it is an appropriate organisation to use. We will have a written agreement with each external organisation outlining what everyone is responsible for during the activity.

Volunteers

3.8 Requirements

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on visits. Where more parents/carers volunteer than required for 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 visit
- The setting and circumstances of the visit
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks before the visit and asked to confirm their attendance in writing. They will also be asked to confirm their agreement with the expected behaviour.

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

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.

Communication and consent

3.9 Information to be provided

We will contact the parents and carers of pupils invited to participate in an educational visit as soon as possible before the proposed visit date. 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
- Pupil-to-staff ratios
- Clothing and equipment required, and whether the school provides this
- Expected behaviour and consequences of pupils' failure to meet these standards

3.10 Consent processes

Where required, parents/carers will be asked to provide formal consent for educational visits.

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, dietary requirements, and emergency contact numbers where they can be reached.

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

Emergency procedures and incident reporting

3.11 Planning

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.

3.12 Incidents

In the case of an emergency, the Visit Leader or other supervising adult will contact the School office or Emergency out-of-hours number. The School will then contact parents/carers as required and inform them of changes to plans or cancellations of visits and/or alternative travel plans. If the school office is not immediately available, the Visit Leader will contact parents/carers. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

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

If a pupil is unaccounted for, the Visit Leader will search the area while another staff member remains in charge of other pupils. In the unlikely event that a pupil cannot be found, the Visit Leader will contact the emergency services and provide them with the relevant information so they can take over the search, staying with them where possible to comfort the pupil when found. The Visit Leader or other lead staff member will then contact the school office, who will notify the parents/carers. The remaining staff and adults will return to the school with the rest of the pupils or return to their accommodation if on a residential visit.

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, including 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 to the visit itself. This will help to evaluate whether planning worked and learn from any incidents that took place.

Charging and insurance

3.13 Contributions

We will follow the Trust's charging and remissions policy at all times.

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 participate fully in the visit.

3.14 Insurance

We will make sure adequate insurance is in place for all visits, 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.

Information can be found here: <https://www.gov.uk/government/publications/risk-protection-arrangement-rpa-for-academies/academies-risk-protection-arrangement-rpa/>.

Insurance queries can be directed to: riskandcompliance@ke vibham.org.

Residential visits

3.15 Additional requirements

The Headteacher, together with the Trust, will approve all residential visits lasting longer than 24 hours.

The planning and preparation outlined in this policy will apply to residential visits and one-day visits. In addition, the visit lead will make sure:

- Staff have received any necessary training.
- All necessary permissions and medical forms are obtained at least one month before the start of the visit.
- All adults, including volunteers, have had adequate safeguarding checks, including the relevant DBS checks.

Parents and carers will be provided with information about the visit and asked for permission as soon as possible before the first day of the visit. The information shared with parents will include:

- The dates and times 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 these 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 ensure that any organisation providing activities holds the LOfC 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.

4. Compliance and monitoring

Compliance and monitoring checks will be conducted by the Risk and Compliance team through the EVOLVE system.

5. References, legislation and guidance

This policy links with the following Trust-wide and school policies and procedures:

- Health and Safety Policies and Procedures
- Charging and Remissions Policy
- Behaviour Policy
- Safeguarding and Child Protection Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Equality, Diversity, and Inclusion Policy
- Accessibility Plan

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:

[National Guidance – OEAP](#)

[Equality Act 2010](#)

[SEND Code of Practice](#)

[Keeping Children Safe in Education.](#)