



St Marys Catholic Primary School

Educational Visits Policy

1.0 Document Control and Approval

1.1 Policy Title, Version, and Status

Policy Title: Educational Visits Policy

Version: 1

Date of Approval: September 2025

Review Cycle: This policy will be reviewed every 2 years or sooner if required by changes in statutory guidance or school circumstances.

1.2 Approval and Review

This policy is subject to approval by the Governing Body of St Marys. The approval process ensures that all statutory and regulatory requirements are met and that the policy reflects current best practice. The policy will be reviewed on or before September 2026, or earlier if there are significant changes to legislation, statutory guidance, or local authority requirements. Interim updates may be made by the Headteacher or Educational Visits Co-ordinator (EVC) in consultation with the Governing Body to ensure ongoing compliance with new or updated guidance.

1.3 Policy Owner and Contacts

Policy Owner: Laura Concannon, Headteacher

Educational Visits Co-ordinator (EVC): Fiona Clipson

2.0 Policy Statement and Scope

2.1 Policy Statement

At St Marys, we are committed to providing a broad, balanced, and enriching curriculum that extends beyond the classroom. Educational visits and off-site activities are a vital part of our pupils' learning, personal development, and wellbeing. We believe that well-planned visits support the aims of the 2014 National Curriculum, contribute to pupils' cultural capital, and foster independence, resilience, and lifelong learning.

Our policy is to ensure that all educational visits are safe, inclusive, and accessible, and that they are planned and delivered in line with current statutory requirements, sector best practice, and the principles of safeguarding and equal opportunities. We are committed to following the Outdoor Education Advisers' Panel (OEAP) National Guidance and to promoting the highest standards of health, safety, and welfare for all participants.

2.2 Scope

This policy applies to all educational visits and off-site activities organised by St Marys, including but not limited to: day visits, residential trips, overseas visits, adventurous activities, sports fixtures, fieldwork, curriculum enrichment activities, and digital or virtual visits. It covers all pupils on roll, staff, volunteers, and any other adults involved in the supervision or delivery of visits.



The policy also applies to visits organised jointly with other schools or organisations, and to visits led by external providers on behalf of the school. Where activities are delivered by third parties, the school will ensure that appropriate due diligence and safeguarding checks are undertaken.

3.0 Legal and Statutory Framework

3.1 Legislative Context

The organisation and management of educational visits at [School Name] are governed by a range of legislation designed to safeguard the health, safety, and welfare of pupils, staff, and others. The primary legislation includes:

- **Health and Safety at Work etc. Act 1974:** Requires employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees and others affected by their activities, including pupils on educational visits.
- **Management of Health and Safety at Work Regulations 1999:** Requires risk assessments to be carried out and appropriate measures to be put in place to manage risks.
- **Children Act 2004:** Places a duty on schools to safeguard and promote the welfare of children.
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013:** Requires the reporting of certain incidents, accidents, and near misses.

These legal duties apply to all off-site activities and visits, regardless of duration or location.

3.2 Statutory and Regulatory Guidance

Our policy and procedures are informed by the following statutory and regulatory guidance:

- **DfE "Health and Safety on Educational Visits" (2018):** Sets out the Department for Education's expectations for the safe management of educational visits.
- **Keeping Children Safe in Education (KCSIE):** Statutory guidance on safeguarding and child protection, which applies to all activities, including off-site visits.
- **OEAP National Guidance:** The recognised sector standard for educational visits, providing detailed advice on planning, risk management, and delivery of visits.
- **Health and Safety Executive (HSE) Guidance:** Overarching requirements for health and safety in schools.

These documents are referenced throughout this policy and underpin our approach to educational visits.

3.3 Local Authority and Trust Requirements

St Marys will comply with any additional requirements set by West Northants Council and may include the use of specific forms, notification procedures, or approval processes for certain types of visits. The EVC is responsible for ensuring that all such requirements are met and that the school remains up to date with any changes.

4.0 Roles and Responsibilities

4.1 Governing Body

The Governing Body of St Marys has overall responsibility for the oversight of educational visits. This includes:



- Approving this policy and monitoring its implementation.
- Approving high-risk, residential, and overseas visits, or delegating this function to a relevant committee.
- Ensuring that the school has appropriate procedures for the planning, approval, and evaluation of visits.
- Receiving regular reports on educational visits, including any incidents, near misses, or lessons learned.
- Ensuring that the school complies with all relevant statutory and regulatory requirements.

Governors will receive appropriate training and information to fulfil their responsibilities and will be involved in the review of this policy.

4.2 Headteacher

The Headteacher has overall responsibility for the implementation of this policy and for ensuring that educational visits are managed in accordance with statutory duties and best practice. The Headteacher will:

- Appoint a suitably competent Educational Visits Co-ordinator (EVC) and ensure they have access to appropriate training and support.
- Ensure that adequate resources are allocated for the safe planning and delivery of visits, including staff time, training, and equipment.
- Approve all visits (or delegate approval of routine visits to the EVC), ensuring that all necessary documentation is completed and that visits are appropriately risk assessed.
- Ensure that all staff and volunteers are competent, trained, and supported to fulfil their roles.
- Ensure that safeguarding and health and safety requirements are met at all times.
- Report to the Governing Body on the implementation of this policy and any significant incidents or developments.

4.3 Educational Visits Co-ordinator (EVC)

The EVC is a key member of staff with specific responsibility for supporting the planning, approval, and management of educational visits. The EVC will:

- Undertake appropriate OEAP training and keep up to date with changes in guidance and best practice.
- Support and advise staff in the planning and organisation of visits, including the completion of risk assessments and visit documentation.
- Oversee the approval process for visits, ensuring that all necessary checks are completed and that visits are compliant with this policy and OEAP National Guidance.
- Maintain records of all visits, including risk assessments, parental consents, and incident reports.
- Liaise with the Headteacher, Governing Body, Local Authority, and external providers as required.
- Monitor the evaluation of visits and ensure that lessons learned are shared and acted upon.
- Ensure that all staff involved in visits have access to relevant training and support.

4.4 Visit Leaders and Accompanying Staff

Visit Leaders are responsible for the safe and effective delivery of educational visits. They must:

- Be competent and suitably experienced for the proposed activity and group.
- Complete all required planning, risk assessments, and documentation in consultation with the EVC.
- Attend relevant training (e.g., OEAP, safeguarding, first aid, activity-specific qualifications).
- Ensure that all accompanying staff and volunteers are briefed on their roles and responsibilities.



- Maintain effective supervision and uphold the highest standards of safeguarding and conduct throughout the visit.
- Communicate clearly with pupils, parents, and colleagues before, during, and after the visit.
- Respond appropriately to emergencies, incidents, or changes in circumstances, following the school's emergency procedures.

Accompanying staff and volunteers must support the Visit Leader, follow instructions, and model safe and responsible behaviour at all times.

4.5 Pupils and Parents/Carers

Pupils are expected to:

- Follow instructions from staff and act responsibly at all times.
- Show respect for others, the environment, and the communities they visit.
- Participate fully in pre-visit briefings and activities.

Parents and carers are expected to:

- Provide accurate and up-to-date information about their child's medical, dietary, and other needs.
- Complete and return consent forms promptly.
- Support the school's expectations for behaviour and safety.
- Communicate any concerns or queries to the Visit Leader or EVC in advance of the visit.

The school will work in partnership with parents and carers to ensure that all pupils can participate safely and successfully in educational visits.

5.0 Planning and Approval of Educational Visits

5.1 Visit Planning Process

All educational visits must be planned in accordance with OEAP National Guidance and the school's procedures. The planning process includes:

1. **Initial Proposal:** Staff wishing to organise a visit must discuss their proposal with the EVC at the earliest opportunity. The EVC will advise on feasibility, staffing, and any specific requirements.
2. **Preliminary Risk-Benefit Assessment:** An initial assessment of the educational value, risks, and benefits of the visit must be undertaken. This includes consideration of the needs of the group, the nature of the activity, and the suitability of the venue or provider.
3. **Detailed Planning:** The Visit Leader, with support from the EVC, will complete all necessary planning, including:
 - Completion of OEAP model risk assessment forms.
 - Booking transport, venues, and activities.
 - Arranging appropriate supervision and staffing.
 - Consulting with parents/carers and obtaining medical and emergency information.
 - Making reasonable adjustments for SEND and medical needs.
 - Preparing contingency and emergency plans.
4. **Pre-Visit Checks:** Where possible, the Visit Leader should undertake a pre-visit to the venue to assess risks and suitability.



5. **Briefing and Preparation:** All staff, volunteers, and pupils must be briefed on the visit's aims, itinerary, behaviour expectations, and safety procedures.
6. **Documentation:** All required documentation (risk assessments, parental consents, emergency contacts, etc.) must be completed and submitted for approval.

5.2 Approval Procedures

The approval process for educational visits at St Marys is as follows:

- **Routine Visits (e.g., local day trips):** Approval by the EVC and Headteacher, provided all documentation is complete and risks are appropriately managed.
- **High-Risk, Residential, or Overseas Visits:** Approval by the Headteacher and Governing Body (or delegated committee), following submission of a detailed visit plan, risk assessments, and evidence of staff competence.
- **Adventurous Activities:** Additional checks may be required, including verification of provider licences and staff qualifications.

All visit proposals must be submitted for approval in accordance with the school's published timescales (e.g., at least 6 weeks before the visit). No visit may proceed without formal approval.

5.3 Parental Consent

Parental consent is required for all off-site visits. The school may use annual blanket consent for routine, low-risk activities, but separate, visit-specific consent must be obtained for residential, overseas, or high-risk activities.

Parents/carers will be provided with clear information about the visit, including its purpose, itinerary, costs, supervision arrangements, and any specific requirements. Consent forms must include emergency contact details, medical information, and any other relevant data.

All consent forms will be securely stored in accordance with data protection requirements.

6.0 Risk Management and Safeguarding

6.1 Risk Assessment

A suitable and sufficient risk assessment must be completed for every educational visit, using OEAP model templates. The risk assessment will:

- Identify potential hazards associated with the visit.
- Assess the likelihood and potential impact of each hazard.
- Identify control measures to reduce risks to an acceptable level.
- Consider the specific needs of the group, including SEND, medical, or behavioural needs.
- Include a risk-benefit analysis, recognising the educational value of the activity.

Risk assessments must be reviewed and updated as necessary, particularly if there are changes to the itinerary, group, or circumstances. Copies of risk assessments must be shared with all staff and made available to parents/carers on request.

6.2 Supervision and Ratios



Appropriate supervision is essential for the safety of all participants. The required staff-to-pupil ratio will depend on the age, maturity, and needs of the group, the nature of the activity, and the risks involved. As a minimum, the school will follow OEAP and Local Authority guidance on ratios, but higher levels of supervision may be required for high-risk or complex visits.

Supervision arrangements will ensure that:

- There is always a sufficient number of competent adults to supervise the group, including at least one member of staff with first aid training.
- Mixed-gender groups are accompanied by staff of both genders, where possible.
- Additional support is provided for pupils with SEND or medical needs.
- Volunteers are appropriately vetted and briefed.

Staff must maintain effective supervision at all times and be able to account for all pupils.

6.3 Safeguarding and Child Protection

Safeguarding is paramount on all educational visits. All staff and volunteers involved in visits must have completed safeguarding training in line with KCSIE and the school's safeguarding policy.

Key safeguarding measures include:

- Ensuring all staff and volunteers have appropriate Disclosure and Barring Service (DBS) checks.
- Clear procedures for managing disclosures or concerns during visits.
- Maintaining appropriate boundaries and professional conduct at all times.
- Ensuring that pupils know how to seek help or report concerns.
- Liaison with the Designated Safeguarding Lead (DSL) before, during, and after visits as required.

Any safeguarding concerns or incidents must be reported immediately to the DSL and recorded in line with school procedures.

6.4 First Aid and Medical Needs

Every visit must include provision for first aid, with at least one member of staff holding a current first aid qualification. The Visit Leader is responsible for:

- Ensuring that all medical and emergency information is collected and shared with relevant staff.
- Carrying an appropriate first aid kit and any necessary medication.
- Making arrangements for the safe administration of medication, in line with the school's policy.
- Planning for the needs of pupils with allergies, medical conditions, or disabilities, including emergency procedures.

Parents/carers must provide up-to-date medical information and consent for the administration of medication or treatment.

7.0 Staff Competence, Training, and Support

7.1 Staff Competence and Selection

All staff and volunteers leading or accompanying educational visits must be competent for their roles. The selection of Visit Leaders and staff will be based on:

- Relevant experience of working with children and young people.



- Knowledge of the group, activity, and environment.
- Completion of appropriate training (e.g., OEAP, first aid, safeguarding).
- Personal qualities such as reliability, judgement, and communication skills.

For adventurous or high-risk activities, staff must hold any required qualifications or accreditations.

7.2 Training and Induction

Mandatory and recommended training for staff involved in educational visits includes:

- OEAP recognised Educational Visits Co-ordinator training for the EVC.
- Visit Leader training for all staff leading visits.
- Safeguarding and child protection training (in line with KCSIE).
- First aid training (with at least one qualified first aider on every visit).
- Activity-specific training or qualifications as required (e.g., water sports, climbing).
- Induction for new staff and volunteers, including familiarisation with this policy, risk assessments, and emergency procedures.

Records of staff training and qualifications will be maintained by the EVC.

7.3 Ongoing Support and Supervision

The school is committed to supporting staff before, during, and after educational visits. Support mechanisms include:

- Access to the EVC for advice and guidance at all stages of planning and delivery.
- Pre-visit briefings and planning meetings.
- Clear lines of communication during visits, including emergency contact arrangements.
- Debriefing and evaluation meetings after visits to share learning and address any issues.
- Opportunities for staff to access further training and professional development.

Staff are encouraged to seek support whenever needed and to share any concerns or suggestions for improvement.

8.0 Inclusion, Accessibility, and Equal Opportunities

8.1 Inclusive Practice

St Marys is committed to ensuring that all pupils, regardless of background, ability, or need, have access to the full range of educational visits and off-site activities. We recognise the value of inclusion and the importance of removing barriers to participation.

All visits will be planned with inclusion in mind, and reasonable adjustments will be made to enable all pupils to take part.

8.2 Reasonable Adjustments

The school will work closely with pupils, parents/carers, and relevant professionals to identify and implement reasonable adjustments for pupils with SEND, medical needs, or disabilities. This may include:

- Adapting activities or itineraries.



- Providing additional adult support.
- Arranging accessible transport or accommodation.
- Ensuring that venues and providers can meet individual needs.

Where a pupil's participation presents significant challenges, a risk assessment and planning meeting will be held with parents/carers to agree the best way forward. The school will always seek to enable participation wherever possible.

8.3 Financial Considerations

We are committed to minimising financial barriers to participation in educational visits. Our approach includes:

- Transparent communication about costs and payment arrangements.
- Adherence to the school's charging and remissions policy, in line with DfE guidance.
- Provision of financial support or subsidies for disadvantaged pupils, including those eligible for Pupil Premium.
- Offering a range of visits at different price points to ensure accessibility.

No pupil will be excluded from a curriculum-based visit due to inability to pay. Parents/carers experiencing financial hardship are encouraged to contact the school in confidence.

9.0 Emergency and Critical Incident Procedures

9.1 Emergency Planning

Every educational visit must have a visit-specific emergency plan, which is shared with all staff and volunteers. The emergency plan will include:

- Clear roles and responsibilities for staff in the event of an emergency.
- Communication protocols, including contact details for the school, parents/carers, and emergency services.
- Procedures for managing accidents, illness, lost pupils, or other incidents.
- Arrangements for contacting the Headteacher, EVC, and Designated Safeguarding Lead as required.

All staff must be familiar with the emergency plan and know how to implement it.

9.2 Critical Incident Response

In the event of a serious incident, accident, or emergency during a visit, the Visit Leader will:

- Take immediate action to safeguard the group and provide first aid as necessary.
- Contact emergency services if required.
- Notify the school as soon as possible, following the agreed communication protocol.
- Record all relevant details and decisions.
- Liaise with the Headteacher, EVC, and parents/carers as appropriate.
- Follow the school's critical incident and safeguarding procedures.

The school will provide support to pupils, staff, and families affected by any incident, and will liaise with the Local Authority and other agencies as necessary.



9.3 Reporting and Recording

All incidents, accidents, and near misses must be recorded promptly using the school's reporting forms. Where required, incidents will be reported to the Health and Safety Executive under RIDDOR.

A post-incident review will be conducted to identify lessons learned and to inform future planning and risk management.

10.0 Evaluation, Monitoring, and Review

10.1 Post-Visit Evaluation

Every educational visit will be evaluated to assess its success, safety, and educational value. The evaluation process includes:

- Gathering feedback from staff, pupils, and parents/carers.
- Reviewing the effectiveness of risk management and supervision.
- Recording any incidents, near misses, or issues encountered.
- Identifying good practice and areas for improvement.

The Visit Leader is responsible for completing a post-visit evaluation form, which is reviewed by the EVC and Headteacher.

10.2 Monitoring Compliance

The EVC and Headteacher will monitor compliance with this policy and statutory guidance through:

- Regular audits of visit documentation and risk assessments.
- Spot checks of planning and delivery processes.
- Review of incident and accident records.
- Reporting to the Governing Body on compliance and any issues arising.

Where non-compliance is identified, appropriate action will be taken to address it.

10.3 Policy Review and Updates

This policy will be reviewed regularly by the EVC and Headteacher, in consultation with the Governing Body. The review will consider:

- Updates to OEAP National Guidance, statutory requirements, or Local Authority procedures.
- Lessons learned from incidents or evaluations.
- Feedback from staff, pupils, and parents/carers.

Any necessary amendments will be made promptly, and all staff will be informed of changes.

11.0 Record Keeping and Data Protection

11.1 Documentation Requirements

The following records will be maintained for all educational visits:



- Completed risk assessments and visit plans.
- Parental consent forms and medical information.
- Staff training and qualification records.
- Incident and accident reports.
- Post-visit evaluations.

Records will be retained for the period specified in the school's data retention policy and stored securely in accordance with data protection requirements

11.2 Data Protection and Confidentiality

Personal data collected for educational visits will be processed in line with the General Data Protection Regulation (GDPR) and the school's data protection policy.

Data will be:

- Collected only for specified, legitimate purposes.
- Stored securely and accessed only by authorised staff.
- Shared only as necessary for the safe management of the visit.
- Retained for no longer than necessary and disposed of securely.

Parents/carers and staff have the right to access their personal data and to request corrections or deletions as appropriate.

12.0 Communication and Information Sharing

12.1 Information for Parents/Carers

Parents/carers will be provided with clear, timely, and comprehensive information about all educational visits, including:

- The purpose and educational value of the visit.
- The itinerary, timings, and transport arrangements.
- Costs, payment options, and financial support available.
- Supervision and staffing arrangements.
- Behaviour expectations and code of conduct.
- Medical, dietary, and other requirements.
- Emergency contact details and procedures.

Pre-visit meetings may be held for complex or residential visits to answer questions and address concerns.

12.2 Pupil Briefings

Pupils will be prepared for educational visits through age-appropriate briefings and activities. These will cover:

- The aims and learning objectives of the visit.
- Behaviour expectations and the importance of acting responsibly.
- Safety information, including what to do in an emergency.
- Groupings, supervision arrangements, and points of contact.
- Any specific requirements or activities.



Pupils will be encouraged to ask questions and to take an active role in ensuring their own safety and wellbeing.

12.3 Liaison with External Providers

Where visits involve external venues, activity providers, or transport companies, the school will:

- Undertake due diligence checks, including health and safety, insurance, and safeguarding arrangements.
- Use providers with appropriate licences or accreditations (e.g., Adventure Activities Licensing Authority).
- Agree clear roles and responsibilities for supervision and risk management.
- Ensure that all relevant information is shared with providers and that communication is maintained before, during, and after the visit.

The Visit Leader is responsible for ensuring that all external providers meet the school's standards and requirements.

13.0 Appendices

13.1 OEAP Model Forms and Templates

The following OEAP-approved forms and templates are used by St Marys for planning, risk assessment, consent, and evaluation:

- Visit Proposal Form
- Risk Assessment Template
- Parental Consent Form (annual and visit-specific)
- Staff Briefing Form
- Pupil Medical and Emergency Information Form
- Post-Visit Evaluation Form

These documents are available from the EVC or via the school's staff portal. For further guidance, refer to OEAP National Guidance (www.oeapng.info).

13.2 Sample Risk Assessment

Sample Risk Assessment for Local Museum Visit

- **Hazard:** Road crossing en route to museum
Risk: Pupils may be struck by vehicles
Control Measures: Staff to supervise crossing; use pedestrian crossings; brief pupils on road safety; maintain staff-pupil ratios
- **Hazard:** Lost pupil
Risk: Pupil separated from group
Control Measures: Regular headcounts; clear groupings; pupils briefed on what to do if lost; staff carry mobile phones
- **Hazard:** Medical emergency
Risk: Pupil has asthma attack
Control Measures: First aider present; inhalers carried; medical information checked; emergency contact details available



A full risk assessment template and completed example are available from the EVC.

13.3 Emergency Contact and Procedures Template

Emergency Contact Details:

- School Emergency Contact: **01295 660258**

Emergency Procedures:

1. Ensure the safety of the group.
2. Administer first aid as required.
3. Contact emergency services if necessary.
4. Notify the school using the emergency contact numbers.
5. Record all actions and decisions.
6. Follow instructions from the Headteacher/EVC.

A full emergency plan template is available from the EVC.

14.0 References

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Children Act 2004
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Department for Education (DfE): "Health and Safety on Educational Visits" (2018)
- Keeping Children Safe in Education (KCSIE)
- Outdoor Education Advisers' Panel (OEAP) National Guidance: www.oepng.info
- Health and Safety Executive (HSE) Guidance
- West Northants Educational Visits Procedures (if applicable)
- St Marys Catholic Primary School Safeguarding and Child Protection Policy
- St Marys Catholic Primary School Data Protection Policy
- St Marys Catholic Primary School Charging and Remissions Policy