



Educational Visits Policy

St Barnabas CofE Primary School

Approved by:	St Barnabas LGB
Last reviewed on:	March 2026
Next review due by:	March 2029

This policy supersedes all previous Educational Visits policies



Introduction

Educational visits and visitors play a vital role in enriching the curriculum, enhancing pupil engagement and deepening understanding. Staff at St Barnabas give significant time and commitment to ensure pupils have meaningful, safe and valuable learning experiences outside the classroom.

Aims of Educational Visits

- Enhance learning through real-world experiences.
- Provide opportunities for cultural, physical, spiritual and social development.
- Ensure Year 6 pupils access a residential experience.
- Promote independence, teamwork and confidence.

Legal and Statutory Framework

This policy follows:

- Department for Education (DfE) “Health and Safety on Educational Visits” guidance (2018)
- Outdoor Education Advisors Panel (OEAP) National Guidance.
- Educational visits operate fully within safeguarding expectations outlined in Keeping Children Safe in Education (KCSIE).

Roles and Responsibilities

CEO: Holds overall responsibility for educational visits across the Trust.

Headteacher: Approves visits, ensures procedures are followed, confirms staffing is sufficient and competent.

Educational Visits Coordinator (EVC): Oversees planning; supports staff; ensures training; checks documentation; ensures compliance with OEAP guidance.

Visit Leader: Plans, prepares and leads the visit, completes risk assessments, briefs staff and pupils, ensures safeguarding measures, manages the visit on the day.

Accompanying Adults: Follow Visit Leader instructions, uphold safeguarding responsibilities, support supervision and behaviour expectations.

Staff Competence and Training

Visit Leaders must be judged competent by the Headteacher. New EVCs must attend LA training within their first term and refresher training every three years.

Inclusion and Equal Opportunities

All visits must be accessible to all pupils regardless of SEND, medical needs, background or faith. Adjustments should be made to ensure reasonable access for all participants.

Visit Planning and Approval Process

- All visits require clearly defined educational objectives.
- Risk assessments must be completed and stored electronically in the correct year-group folder.
- Paperwork must be submitted to the EVC and Headteacher at least two weeks before the visit.
- Staff must use the school's approved templates for checklists, letters, consent forms and risk assessments.
- High-risk or residential visits may require Trust-level approval.

Safeguarding Requirements

- All supervising adults must be DBS-checked unless otherwise risk-assessed for one-off events.
- A qualified First Aider must attend all visits.
- Medical needs must be planned for, including medication, care plans and staff training.
- Concerns about a child or adult during the visit must be reported immediately to the DSL.
- Adults must follow the school's code of conduct including mobile phone and photography rules.

Supervision and Ratios

While ratios are risk-based, the following are recommended minimums:

- EYFS 1:4;
- Years 1–3: 1:6;
- Years 4–6: 1:10.
- Dynamic risk assessment should be used on the day

Transport and Walking Guidance

- Approved coach companies must be used.
- Seatbelts must be worn.
- When walking outside school, staff must position themselves strategically (front, rear, distributed).

Residential Visits

Residential visits require enhanced planning and include:

- Pre-visit parental meeting.
- Detailed medical/dietary planning.
- Night-time supervision arrangements.

- Higher-risk activity provider compliance checks.
- Insurance coverage through RPA.

Emergency Procedures

Visit Leaders must carry an emergency pack including contact numbers, pupil information, care plans, risk assessment and first aid supplies. Serious incidents must be reported to the Headteacher immediately.

Charging, Voluntary Contributions and Remissions

In accordance with the Education Act 1996 and DfE “Charging for School Activities” guidance, the school:

- Cannot charge for education during school hours, including transport.
- May request voluntary contributions for visits; pupils will not be excluded if families cannot contribute.
- May charge for optional extras, including board and lodging on residential.
- Must offer remissions for eligible families (benefits-based FSM etc.).

A full Charging & Remissions Policy is available and applies to all educational visits

Post-Visit Evaluation

Visit Leaders must complete a short evaluation identifying successes and issues to support future improvement.

Review Date

This policy will be reviewed in Spring Term 2029.