Educational Visits and Outdoor Learning Policy 2026 - 2029

Approved by:	Nicky Murrell	**Date:** September 2026
Last reviewed on:	September 2026	
Next review due by:	September 2029	

Holywell Primary School, Upchurch
Educational Visits and Outdoor Learning Policy

Holywell School is a safe school and follows Government PREVENT protocols to ensure it stays that way.

INTRODUCTION

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

These often are the most memorable learning experiences; helping us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and vice versa.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.

Holywell School has formally adopted, through its Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to. Visit leaders must fill in risk assessment and E-Go forms to receive approval whenever necessary.

Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits are available to view at http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment

CONVENTION ON THE RIGHTS OF THE CHILD

As a school that respects the rights of the children and adults in our school family, community and beyond, we aim for each school policy to adhere to articles from ***UNICEF's Convention on the Rights of the Child***.

In this policy, we are working towards the following articles:

- ***Article 15*** **-** We aim for all members of the school community to treat each other with respect.

AIMS

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school.

The range of opportunities and activities are outlined in the school prospectus along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework, etc)
- School teams
- Regular nearby visits (village halls, libraries, shops, parks and woodlands, places of worship, farms)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventurous activities, which might be classed as higher risk.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

LEGISLATION AND GUIDANCE

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:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2026

This policy also complies with our funding agreement and articles of association.

ROLES AND RESPONSIBILITIES

Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training
- Working with the governing body to approve residential trips of more than 24 hours
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The Educational Visits Co-ordinator (EVC)

The Headteacher has appointed the School Business Manager as Educational Visits Coordinator (EVC). Their EVC training is current and the EVC training provider is the LA and the school uses the EVOLVE management system to track visits.

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 suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

Trip lead

Every educational visit will have 1 member of staff designated as the trip lead. The trip 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 trip 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

Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents and carers and make sure trips 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 trip lead and others, as appropriate

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 if applicable
- Sign 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 trip

Volunteers

Volunteers attending school trips, 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 trip lead 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

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 trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip 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.

PLANNING AND PREPARATION

The decision on whether or not a visit will take place will be made by the Headteacher, and 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

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, volunteer, 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

Exploratory/preliminary visits

Where appropriate, a preliminary visit should be undertaken. Where this is not practical, sufficient information must be obtained from reputable sources to allow robust planning and risk assessment.

Exploratory visits contribute to overall planning by ensuring the venue:

- can be assessed with regard to its ability to meet the aims and objectives of the visit;
- can be effectively assessed for risk;
- can cater for the individual needs of the group;
- can direct the visit's itinerary to make the best use of the venue's educational potential.

Exploratory visits contribute to overall planning by ensuring that the Group Leader:

- is familiar with the geographical, logistical and social aspects of the venue;
- has obtained names and addresses of other schools that have used the venue;
- has met staff at the venue and has obtained advice from them.

If an exploratory visit is not possible the Group Leader should obtain written information from the venue, from other schools who have recently visited it, and from local organisations such as tourist boards in order to complete a risk assessment - good practice would suggest the visit should not take place if this is the case.

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

Approval procedures and risk assessments

The Headteacher has appointed the School Business Manager as Educational Visits Coordinator (EVC).
The Governing Body has delegated the consideration and approval of educational visits (which last no longer than one day) and other offsite activities to the EVC and has nominated the EVC as signatory, as necessary, on behalf of the Governing Body.

Before a visit is advertised to parents, the EVC must approve the initial plan submitted on a Risk Assessment Form (See Appendix A). Risk assessments must be completed and approved before the visit takes place.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

In some cases, generic risk assessments may be available but these must be re-evaluated in light of the proposed offsite activity and amended where necessary.

Visits should be logged via the on-line visit Notification and Approval system 'Evolve' together with an uploaded copy of the risk assessment. The EVC will review and approve the visit and send the form to the Headteacher for approval.

Once the risk assessment has been approved by the EVC, and the Headteacher/Governing Board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for any visits outside of the immediate local area of the school, visits that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

For out-of-hours clubs, school teams and nearby visits, parents/carers will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school.

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

If a pupil has SEND, an EHC Plan, a disability, a medical condition or any other additional need, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

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

Other Considerations
Other factors to be considered during the initial planning may include:

- the facilities/equipment/clothing to be provided by parents for the visit
- the facilities/equipment/clothing to be provided by the School for the visit
- the facilities/equipment/clothing to be provided by the venue for the visit
- identification of the need for and subsequent provision of relevant staff training
- the designation of someone to record the details of the visit and to carry accident forms
- transport arrangements
- insurance arrangements
- information to the provider, e.g. names, ages, genders, special dietary requirements
- arrangements for communication between the group and the school
- supervision ratios

- contingency measures for enforced change of plan, late return, sending pupils home early or other emergency arrangements
- measures to keep parents fully informed
- the preparation of pupils - to include knowledge and learning skills, safety awareness, code of behaviour

Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required dependent on the activities being undertaken and the age and maturity of the pupils. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- For Key Stage 1 at least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, 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 trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or rollcalls

First aid considerations must form part of the risk assessment - these considerations should include:

- the numbers in the group and the nature of the activity
- the nature of any likely injuries and how effective first aid would be
- the distance to the nearest hospital and availability of transport. N.B. All adults in the group should know how to contact the emergency services

Transport

In most cases, transportation for trips will be organised by the school. For some local visits, such as sports events, we may ask parents/carers to arrange transport for their child/other children. In this case the responsibility and risk remains with the parents/carers.

Staff who have business insurance may also transport children to/from local visits or events.

Where private vehicles are used to transport pupils, the school will ensure that drivers hold a valid driving licence appropriate for the vehicle being used and have suitable insurance that covers the transportation of pupils on school business. The school may request evidence of driving licences, insurance, MOT certificates and vehicle roadworthiness where appropriate. All passengers must wear seatbelts and appropriate child restraints must be used in accordance with current legal requirements. Drivers are responsible for ensuring that vehicles are safe, roadworthy and compliant with all relevant legislation before undertaking any journey on behalf of the school.

In all cases, we will ensure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision where appropriate.

Use of external organisations

As part of the risk assessment process, we will check any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it is an appropriate organisation to use.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

VOLUNTEERS

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

Parents/carers selected to volunteer will be informed at least one week ahead of the visit. They will also be asked to confirm they agree with the expected behaviour.

Volunteers will receive a full induction from the Visit Leader 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 timetable of the trip.

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.

THE EXPECTATIONS OF PUPILS AND PARENTS

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the conditions of booking by the parents, and will include guidance in relation to the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

If a pupil behaves unacceptably in school prior to the trip he/she will not be able to attend. This may also impact on their inclusion for further trips. Should the pupil be excluded from the trip after contributions have been paid, the parents will not receive a refund as tickets and transport will have already been paid for in full.

COMMUNICATION AND CONSENT

We will contact the parents and carers before the proposed date of the trip. Communication will be via letter and 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
- Clothing and equipment required, and whether this is provided by the school

- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits by signing and dating a form to be returned to the school.

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.

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

To safeguard pupils and staff during educational visits, the use of mobile phones, photography and social media must be appropriate and in line with the school's safeguarding, online safety and data protection policies. Staff and volunteers must not share images, personal information or location details of pupils on personal social media accounts. Any photographs taken during a visit must be in accordance with parental permissions and the school's procedures for the use and storage of images.

EMERGENCY PROCEDURES AND INCIDENT REPORTING

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 trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

In the case of a major emergency the school will appoint a member of the SLT as the emergency school contact. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

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

In the event that a pupil is unaccounted for, an immediate search of the area will be undertaken and the Visit Leader will carry out a headcount and alert venue staff where appropriate. The response will be proportionate to the circumstances and the level of risk. Where there are safeguarding concerns, the police may be contacted immediately. The Headteacher or emergency school contact will be informed as soon as possible, and parents/carers will be kept updated throughout the incident.

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, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

Dealing with accidents and emergencies
In the event of a pupil injuring himself or herself, dealing with that incident must take priority. **All participation in such activities must stop** and pupils must be instructed to rest quietly and not to make any further use any equipment/hardware associated with the accident, until the incident has been dealt with and the welfare of the injured party has been organised. Pupils must be made aware of the circumstances leading up to the accident and an appropriate short discussion about the incident should serve as an example to others.

Small cuts and abrasions can be dealt with using the first aid bag but more serious incidents should receive the attention and evaluation of a qualified 'first aider'.

All accidents however minor should be reported in the school accident log as soon after the end of the visit - if the visit is residential the incident should be written up as soon as possible on return to the school.

CHARGING AND INSURANCE

We will follow our school's charging and remissions policy at all times.

Visits which occur during school hours must be provided free of charge. However, parents/carers can be asked to make a voluntary contribution towards the cost of the visit through the School Enrichment Fund (except for residential visits).

For the School Enrichment Fund and payment for residential visits parents/carers will be given the option to pay in instalments and the School Business Manager will produce a paying-in booklet for this purpose.

If insufficient voluntary contributions are forthcoming the visit may have to be cancelled – parents/carers must be notified of this contingency. Pupils whose parents/carers do not contribute cannot be discriminated against.

Parents/carers eligible under the school's Charging and Remissions Policy, including those in receipt of qualifying benefits, may receive support with costs where permitted by legislation, for visits which:

- take place during school hours or
- are not optional extras

The parents' agreement to meet the costs of an optional extra visit before the visit is planned in detail will always be obtained in writing.

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

RESIDENTIAL VISITS

The Headteacher, together with the Local Governing Body, will approve all residential trips longer than 24 hours.

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the Visit Leader will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained and up to date
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time 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 this 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 make sure any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the Foreign, Commonwealth and Development Office (FCDO) overseas travel guidance and foreign travel advice when organising these visits.

ADVENTUROUS ACTIVITIES AND EXTERNAL PROVIDERS

Where educational visits include adventurous activities or activities that present a higher level of risk, the school will ensure that appropriate planning, risk assessment and supervision arrangements are in place. Activity providers must hold suitable qualifications, licences, insurance and accreditations relevant to the activities being undertaken. Where applicable, providers should hold the Learning Outside the Classroom (LOtC) Quality Badge or any required licences for adventurous activities. The Educational Visits Co-ordinator (EVC) and Visit Leader will satisfy themselves that external providers are competent to deliver activities safely and that clear arrangements are in place regarding responsibilities for supervision, safeguarding, emergency procedures and risk management. Schools using an outside organisation to provide an activity must check the organisation has appropriate safety standards and public liability insurance.

AFTER THE VISIT

- The Visit Leader should evaluate the visit as soon after the event as possible. This should be logged onto Evolve and acknowledged by the EVC. Any health and safety considerations, modifications or comments should be noted for future visits.
- Appropriate comments/praise for good conduct and behaviour can be made in assemblies.
- The Headteacher may include, in the next newsletter, a write up of the visit.

REVIEW

This policy will be reviewed every 3 years by the EVC. At every review, the policy will be shared with the Local Governing Board.

LINKS WITH OTHER POLICIES

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- Additional Educational Needs & Disability Policy
- Equality information and objectives
- Accessibility plan

Appendix 1: Risk Assessments

GENERAL RISK ASSESSMENT

Ref No if any:	1 Negligible	1 Improbable	9 or above	Further
Date:	2 Minor injury	2 Possible	further	assessment
Assessor:	3 Major injury	3 Occasional	immediate	needed?
Location:	4 Single death	4 Fairly frequent	assessment	
	5 Multi-death	5 Frequent	needed	YES / NO
	6 Multi-offsite	6 Certainty		

Aims of Visit:	

IDENTIFIED HAZARDS	**SEVERITY**	**PROBABLE FREQUENCY**	**RISK SCORE**	**YES/NO**
Consider such hazards as: slips, trips & falls; burns; chemicals; falling from height; fire; electrocution; amputation; suffocation; noise; crushing; gas; poisoning; fracture; dislocation; strain; sprain; machinery; vehicles; tools; animals; weather; etc.	enter numbers 1 to 6	enter numbers 1 to 6	calculated by severity x probable frequency	

Timeline for approval	
In school 'exciting' activities	**1 week notice for approval**
Local Area activities	**1 week notice for approval**
Kent-based Activities	**4 weeks notice for approval**
UK-based Activites (non-adventurous)	**4 weeks notice for approval**
UK-based Activites (adventurous)	**7 weeks notice for approval**
International Activities	**8 weeks notice for approval**

Approved by:

Approval Date:

Is the visit able to go ahead?	YES	NO

DETAILED RISK ASSESSMENT

Ref No if any:	
Date:	
Assessor:	
Location:	

HIGH RISK HAZARD / HARM POTENTIAL (above 9)		SEVERITY 1 to 6	FREQUENCY 1 to 6	RISK RATING (auto calc.)
1				
	RISK POTENTIAL			0
FACTORS THAT INCREASE RISK				
1				
2				
3				
4				
5				
5				
6				
	RISK POTENTIAL			0
CONTROLS NEEDED TO REDUCE POTENTIAL				
1				
2				
3				
4				
5				
6				
7				
	REVISED SCORE			0
OTHER MEASURES RECOMMENDED				
1	Check weather reports prior to the visit.			
2	Mobile phone to be carried by all members of staff. Emergency contact details to be held at school.			
3	Medical/consent forms with each group leader			
4	Children to be supervised at all times.			
5	Head counting at frequent intervals			
REVIEW DATE:				

BRIEF EVALUATION OF VENUE AND ACTIVITY:

ON THE DAY Checklist

		Yes	No	N/A
1	Has the Risk Assessment been approved by the EVC?			
2	Are all adults and children aware of who the Visit Leader is?			
3	Has the Visit Leader informed the Office Staff that they are leading?			
4	Does the Visit Leader have the school mobile phone and have checked for charge and credit?			
5	Are all adults appraised of the order of the day?			
6	Are all adults aware of children in their group?			
7	Are all adults aware of any potential risks with key children and how to deal with those risks should they arise?			
8	Does EACH adult have a copy of the Risk Assessment?			
9	Does each adult have a contact number in case of emergency?			
10	Has permission been granted for EVERY child on the visit?			
11	Does the Visit Leader have all of the contact and medical information?			
12	Do the relevant adults have medication (eg: inhalers) for children in their group?			
13	Are children wearing Holywell wristbands?			
14	Does each adult have a hi-vis vest?			
15	Have all resources been gathered for coach (bucket, carrier bags, spare clothes as nec.)			
16	Who is named contact at school?			