



Beechcroft Infants School – Educational Visits Policy

Reviewed: December 2025 • Next Review: December 2026

1. Introduction

This policy sets out the procedures for staff to follow when organising any educational visit or learning outside the classroom (LOtC). It enables high-quality off-site learning while ensuring proportionate, sensible risk management and strong safeguarding practice. The policy applies to all pupils, including those in the Early Years Foundation Stage (EYFS).

2. Scope and Definitions

- Educational visit: Any activity involving pupils beyond the school site, during or outside normal school hours.
- Visit: Any off-site school activity by one or more children.
- Supervisor: Any adult authorised by the Headteacher to supervise pupils off-site.
- Adventurous or higher-risk activities: as defined by OEAP National Guidance (e.g., water-margin, climbing wall, etc.).

3. Legal and Guidance Framework

Beechcroft Infants School follows employer-recognised National Guidance and statutory advice, including:

- OEAP National Guidance for the management of outdoor learning, off-site visits and LOtC.
- Department for Education (DfE): Health and safety on educational visits (consent, proportionate planning, using outside organisations).
- Keeping Children Safe in Education (KCSIE) 2025: statutory safeguarding duties, safer recruitment/DBS, information sharing.

Where this policy is silent, staff must consult OEAP National Guidance and seek advice from the Educational Visits Coordinator (EVC) and Headteacher.

4. Policy Statement

- Educational visits are valued as an integral part of Beechcroft Infants School education.
- Visits must be educationally justified, inclusive and age-appropriate.
- Planning must be proportionate and focus on genuine risks, avoiding unnecessary bureaucracy.
- All visits must comply with this policy, OEAP National Guidance, DfE guidance and KCSIE 2025.

5. Objectives

- Ensure that all educational visits are educationally valid and purposeful.
- Clarify the legal requirements and responsibilities.
- Provide a mechanism for the approval of all educational visits and proportionate risk management.
- Strengthen safeguarding practice, provider assurance and parental communication.

6. Roles and Responsibilities

Governors

- Act as employer body for health and safety of participants on educational visits.
- Ensure written procedures are in place and monitored, including risk assessment and training.
- Require early notification of less routine visits and ensure educational purpose and compliance.

Headteacher

- Ensure visit leaders are competent and policy is complied with (delegated day-to-day to the EVC).
- Appoint, support and ensure training for the EVC.
- Approve visits and ensure suitable staffing, ratios and first aid.

Educational Visits Coordinator (EVC)

- Support visit leaders with planning; check competence and ratios; quality-assure risk management.
- Coordinate approvals and maintain visit records.
- Ensure incident readiness, post-visit review and staff access to current OEAP guidance.

Designated Safeguarding Lead (DSL)

- Ensure visit leaders are briefed on relevant safeguarding vulnerabilities, information sharing and reporting procedures while off-site.
- Confirm appropriate vetting/DBS in line with KCSIE and school policy.

Teachers and Supervisors

- Take reasonable care for health and safety; follow training and instructions; act as a prudent parent would.
- Understand the visit plan, emergency procedures and their supervisory role.

Visit Leader

- Hold overall responsibility for the visit, including the health and safety of participants.
- Seek prior approval from the Headteacher or nominated deputy before any visit takes place.
- Plan and prepare the visit; brief participants and volunteers; appoint a deputy.
- Ensure suitable supervisors; define roles and tasks; confirm competence for activities and familiarity with locations.
- Champion safeguarding in line with school policy and KCSIE; ensure adequate first aid.
- Complete proportionate risk assessments (generic, event-specific and dynamic).
- Ensure appropriate insurance and be able to stop any activity if deemed unsafe.
- Ensure volunteers have read and signed the school Visitor/Volunteer agreement.

7. Planning, Approval and Record-Keeping

- All visits require Headteacher/EVC approval before parent communication or bookings.
- Documentation must include: purpose/outcomes, itinerary, supervision plan and ratios, risk assessment, safeguarding considerations, medical/first-aid plan, transport, insurance, emergency plan and provider checks.
- Records are retained in line with the school retention schedule.

8. Risk Management

Apply proportionate, sensible risk management focusing on genuine risks to achieve the educational purpose. Use:

- Generic risk assessments (e.g., travel, weather, medical).
- Event-specific risk assessments tailored to the activity and venue.
- Dynamic risk assessment to manage change during the visit.
- Ensure suitable first aid cover and access to emergency contacts.

9. Safeguarding, Vetting and Conduct

- All visits follow KCSIE 2025 and the school Safeguarding/Child Protection Policy.

- Volunteers and staff are vetted according to role and level of contact (DBS) and briefed on reporting concerns off-site.
- The DSL provides need-to-know safeguarding information for participating pupils, including any one-to-one or intimate care arrangements.

10. Inclusion, Medical Needs and Reasonable Adjustments

- Visits are inclusive and accessible; reasonable adjustments are made to meet duties under the Equality Act 2010.
- Medication and healthcare plans are implemented off-site with clear delegation and recording.

11. Staffing, Competence, Training and Supervision

- Leaders and supervisors must be competent for the group, activity and environment; EVC oversees sign-off.
- Ratios are determined by risk assessment, considering EYFS/KS1 age, activity and environment.
- The school ensures EVC and Visit Leaders receive appropriate training aligned to OEAP guidance.

12. Provider Assurance and Third-Party Activities

- Check safety standards and public liability insurance for any outside organisation delivering activities.
- Prefer providers with the Learning Outside the Classroom (LOtC) Quality Badge; if not held, complete an alternative assurance process before booking.

13. Consent and Communication with Parents/Carers

- Routine curriculum visits during the school day may be covered by general consent given at enrolment; parents/carers will be informed in advance.
- Written consent is required for visits outside normal hours or with higher levels of risk.
- Provide clear information on purpose, timings, supervision, travel, costs, clothing/equipment, food, medical arrangements, contact details and behaviour expectations.

14. Transport and Insurance

- Transport must be suitable and compliant (e.g., licensing/insurance, seatbelts, child restraints as appropriate).
- Confirm insurance covers the visit's activities and participants before departure.

15. Data Protection

- Personal data used for visits is processed in line with UK GDPR and school data protection policies.
- Carry only data necessary for safe management off-site.

16. Monitoring, Review and Evaluation

- EVC/SLT will monitor visits and documentation; lessons learned inform updates.
- Policy reviewed annually or earlier if guidance changes.

Appendix A – Visit Leader Planning Checklist (Summary)

- Define educational purpose/outcomes; consider inclusion.
- Initial risk assessment; determine supervision and first aid.
- Discuss plan with EVC/Head; confirm staffing competence and ratios.
- Provider assurance: LOtC Quality Badge preferred or complete alternative checks; confirm insurance.
- Parent/carer communication and consent (as required).
- Safeguarding: DSL briefing on pupil vulnerabilities; confirm DBS/volunteer checks.
- Finalise itinerary, equipment and finance; brief staff/volunteers/pupils.
- Dynamic risk assessment during visit; manage changes.
- Post-visit review to capture learning/near-misses.

Appendix B – Provider Assurance

- Preferred: provider holds LOtC Quality Badge (record certificate/check).
- If not: complete provider assurance form covering safety management, qualifications, safeguarding, insurance, ratios, equipment maintenance.

References

- Outdoor Education Advisers Panel (OEAP) – National Guidance: <https://oeapng.info/>
- Department for Education – Health and safety on educational visits:
<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- Keeping Children Safe in Education (KCSIE) 2025:
https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf