Rimrose Hope CE Primary School



Educational Visits Policy 2026 - 2028

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Introduction

Rimrose Hope CE Primary School believes that learning beyond the classroom is an essential part of a broad, balanced and ambitious curriculum.

Educational visits, residential experiences, visitors, sporting fixtures, outdoor learning and enrichment opportunities provide valuable experiences that support children's academic achievement, personal development, social skills and wellbeing.

We are committed to providing a rich programme of educational experiences whilst ensuring the highest standards of safeguarding, health and safety and inclusion.

Educational visits should support our vision of developing trustworthy, kind, caring, honest and respectful individuals who are prepared to make a positive contribution to their communities and the wider world.

Aims

Educational visits and events should:

- Enhance and enrich curriculum learning.
- Develop independence and resilience.
- Promote curiosity and enjoyment.
- Extend cultural capital and life experiences.
- Foster teamwork and cooperation.
- Develop confidence and social skills.
- Promote spiritual, moral, social and cultural development.
- Support physical and emotional wellbeing.
- Enable children to apply learning in real-life contexts.

The school aims to provide a range of educational visits and enrichment opportunities for all pupils throughout their time at Rimrose Hope CE Primary School.

Legislative Framework

This policy has regard to:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- Equality Act 2010
- SEND Code of Practice 2015
- Keeping Children Safe in Education 2025
- DfE Health and Safety on Educational Visits Guidance
- Outdoor Education Advisers' Panel (OEAP) National Guidance
- First Aid Regulations

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour and Relationships Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Charging and Remissions Policy
- Online Safety Policy
- SEND Policy
- Critical Incident Plan

Roles and Responsibilities

Governing Body

The Governing Body will:

- Monitor educational visit arrangements.
- Ensure suitable policies are in place.
- Receive reports through the Headteacher's Report.
- Be informed of residential and overseas visits.

Headteacher

The Headteacher will:

- Ensure visits comply with statutory requirements.
- Approve all educational visits.
- Ensure suitable staffing and supervision arrangements.
- Ensure appropriate insurance arrangements exist.
- Support visit leaders where required.

Educational Visits Coordinator (EVC)

The Educational Visits Coordinator is:
Lawrence Crilly (Headteacher)
The EVC will:

- Support staff planning visits.
- Review risk assessments.
- Ensure EVOLVE procedures are followed where required.
- Maintain oversight of educational visits.
- Monitor compliance with this policy.

Visit Leaders
Visit Leaders are responsible for:

- Planning and organising visits.
- Completing risk assessments.
- Ensuring suitable staffing.
- Briefing adults and volunteers.
- Managing visits safely.
- Reporting concerns and incidents.

Visit Leaders must be competent and appropriately experienced for the activities they lead.

Equality, Inclusion and SEND

Rimrose Hope CE Primary School is committed to ensuring that educational visits are accessible to all pupils wherever reasonably possible.
When planning visits, staff must consider:

- SEND needs.
- Medical needs.
- Mobility requirements.
- Behaviour support plans.
- Communication needs.
- Emotional wellbeing needs.
- Individual risk assessments.

Reasonable adjustments will be made wherever possible to support participation.

No child will be excluded from participation solely because they have SEND or a medical condition unless participation would create an unmanageable risk to themselves or others. Parents and carers will be involved in planning where additional support is required.

Planning Educational Visits

Educational visits should be planned well in advance.
The following process should be followed:
Stage 1 – Initial Proposal

- Discuss with EVC.
- Identify educational purpose.
- Consider staffing requirements.
- Consider costs.

Stage 2 – Approval

- Complete visit planning documentation.
- Complete risk assessment.
- Obtain Headteacher approval.

Stage 3 – Organisation

- Confirm venue.
- Confirm transport.
- Arrange staffing.
- Inform kitchen regarding packed lunches.
- Send letters to parents.

Stage 4 – Final Checks

- Review weather forecast.
- Confirm medical arrangements.
- Brief adults and volunteers.
- Review risk assessment.

Risk Assessment

All visits require a suitable and proportionate risk assessment.
Risk assessments should consider:
Generic Risks (Risks common to most visits)
Examples:

- Travel
- Road crossings
- Public places
- Weather conditions

Visit Specific Risks (Risks unique to the venue or activity)
Examples:

- Water hazards
- Adventure activities
- Farms and animals
- Outdoor environments

Dynamic Risks (Risks which emerge during the visit)
Staff are expected to continually assess changing circumstances and take appropriate action.

Staffing and Supervision

There are no nationally prescribed staffing ratios.
Ratios will be determined by professional judgement and risk assessment.
Factors considered include:

- Age of pupils.
- SEND needs.
- Medical needs.
- Behavioural needs.
- Nature of activity.
- Environment.
- Transport arrangements.
- Experience of staff.

As guidance:
Group Suggested Ratio
Nursery 1:2–4
Reception 1:4–6
KS1 1:6–10
KS2 1:10–15
Additional adults may be required where pupils have SEND, medical or behavioural needs.

Volunteers

The school values the contribution of volunteers.
Volunteers will:

- Receive an appropriate briefing.
- Follow staff instructions.
- Work under the direction of school staff.
- Follow safeguarding requirements.
- Respect confidentiality.

Volunteers must not:

- Take children away from the group without staff permission.
- Use personal social media during visits.
- Share photographs of pupils.
- Bring younger siblings on educational visits.

The school reserves the right to withdraw volunteer support arrangements where necessary.

Safeguarding

Safeguarding arrangements apply at all times during visits.
Staff must:

- Follow safeguarding procedures.
- Maintain professional boundaries.
- Supervise pupils appropriately.
- Respond to concerns immediately.
- Record concerns in accordance with school procedures.

All volunteers will receive safeguarding guidance before accompanying visits.

11. Medical Needs and First Aid

The Visit Leader must ensure:

- Medical information is available.
- Healthcare plans are reviewed.
- Medication accompanies the child.
- Appropriate first aid provision is available.

Particular consideration must be given to:

- Asthma
- Diabetes
- Severe allergies
- Epilepsy
- Mobility needs

Medication must remain accessible throughout the visit.

Transport

All transport arrangements must be risk assessed.

When travelling by coach, minibus or school bus:

- Seat belts must be worn.
- Pupils remain seated.
- Appropriate supervision is maintained.
- Registers are completed before departure and return.

Staff should be positioned throughout the vehicle to supervise effectively.

Local Walks

Local walks form an important part of the curriculum.

Local visits should:

- Follow agreed walking routes.
- Be risk assessed.
- Maintain appropriate staffing.
- Ensure children understand safety expectations.

Children should walk furthest away from the road wherever possible.

Adults should position themselves strategically throughout the group.

Water-Based Activities

Visits involving:

- Rivers
- Canals
- Lakes
- Beaches
- Swimming pools

Water sports require specific risk assessments.

Activities requiring specialist instruction must be delivered by appropriately qualified providers.

Residential Visits

Residential visits require additional planning.

Considerations include:

- Sleeping arrangements.
- Medical needs.
- Medication storage.
- Safeguarding arrangements.
- Emergency procedures.
- Behaviour expectations.

Separate staff accommodation should be provided where possible.

A residential visit briefing should be provided to parents.

External Providers

The school will seek assurance that external providers have:

- Appropriate qualifications.
- Suitable insurance.
- Robust safeguarding arrangements.
- Appropriate risk assessments.
- Relevant licences where required.

Evidence may include:

- LOtC Quality Badge
- Adventure Activities Licensing Authority approval
- Provider risk assessments

Photography and Social Media

School photography permissions apply during educational visits.

Adults must not:

- Upload photographs to personal social media accounts.
- Share photographs through personal messaging services.
- Identify pupils online.

Any photographs taken must comply with school procedures.

Behaviour During Visits

The Behaviour and Relationships Policy applies during all visits.

Pupils are expected to:

- Follow instructions.
- Behave safely.
- Show respect.
- Represent the school positively.

Where behaviour creates a significant safety concern:

- Parents may be contacted.
- Additional supervision may be required.
- Participation in future visits may be reviewed.

The school will always consider reasonable adjustments and support strategies before restricting participation.

Critical Incidents and Emergencies

In the event of an emergency:

Visit Leader

1. Ensure immediate safety.
2. Contact emergency services if required.
3. Contact school.
4. Follow advice given.

School

The Headteacher will:

- Coordinate communication.
- Contact families.
- Liaise with governors.
- Liaise with the Local Authority.
- Manage media enquiries.

Staff should never provide media statements.

School Bus Visits

Where the school bus is used:

- Driver instructions must be followed.
- Seat belts must be worn.
- Appropriate supervision maintained.
- Registers completed before departure and return.

The same safeguarding and behaviour expectations apply as for all other transport.

Educational Visits Checklist

Prior to every visit:

✓ Educational purpose identified
✓ Risk assessment completed
✓ Staffing arrangements agreed
✓ First aid arrangements confirmed
✓ Medical information checked
✓ Transport booked
✓ Parent information issued
✓ Consent obtained
✓ Emergency contacts available
✓ Volunteers briefed
✓ Behaviour expectations shared

Policy Approval

Headteacher: Lawrence Crilly
Chair of Governors: Paul Cummins
Approved: Autumn 2026
Review Date: Autumn 2028

Appendix A - Medical Checklist

✓ Inhalers
✓ EpiPens
✓ Diabetes equipment
✓ Healthcare plans
✓ Medication consent forms
✓ First aid kit
✓ Emergency contacts