St Benedict's Catholic School

Developing Wisdom, Compassion and Resilience through Prayer and Work

Educational Visits Policy 2026

Contents

1. Aims and scope 2
2. Legislation and guidance 2
3. Roles and responsibilities 3
4. Planning and preparation 6
5. Risk assessment 8
6. Volunteers 10
7. Communication and consent 10
8. Emergency procedures and incident reporting 11
9. Charging and insurance 11
10. Residential visits 12
11. Review 12
12. Links with other policies 12

1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require Students to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are a valuable way to supplement and enhance the curriculum, expand Students' educational opportunities, provide enriching religious, social and cultural experiences, teach life skills and promote independent learning, all of which help to provide a foundation for lifelong learning. They form an integral part of our approach to furthering our students' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our students and staff, and, in so far as possible, that our visits are available to all Students. It sets out the roles and responsibilities of staff, Students and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours, including weekends and holiday periods. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other religious, cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school
- Trips abroad organised by the school

2. 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

https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

This policy also complies with our funding agreement and articles of association. This policy should be read alongside the school's Allergy Awareness Policy and Supporting students Medical Needs Policy.

Allergy Awareness Policy

3. 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 local governing body to approve residential trips of more than 24 hours

The educational visits co-ordinator (EVC) Phil Taylor is the appointed EVC at our school. His 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 a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher when they're approving trips
- Access any necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements
- Support staff in developing the competence, confidence and experience required to lead educational visits safely and effectively through guidance, training and mentoring where appropriate.
- Promote the use of EVOLVE and OEAP National Guidance to support high-quality planning and risk management.
- Monitor educational visits and share good practice across the school to continually improve learning outside the classroom experiences.

3.2 Trip lead

Every educational visit will have one member of staff designated as the Trip Lead.
The Trip Lead is responsible for ensuring that the visit is planned, managed and conducted in accordance with this policy, EVOLVE procedures and any relevant guidance.
The Trip Lead will:

- Plan the proposed visit, taking account of the educational aims, health and safety considerations and welfare of all participants.
- Ensure sufficient information is obtained about the destination, activities, travel arrangements and any external providers to enable appropriate planning and risk assessment.

- Ensure that the needs of all participants are considered, including SEND needs, medical conditions, allergies, behavioural needs and any reasonable adjustments required.
- Complete all required planning documentation, risk assessments and approval procedures within the required timescales.
- Ensure that appropriate supervision arrangements, staffing levels, first aid provision and emergency procedures are identified through the risk assessment process.
- Verify that external organisations and activity providers have appropriate safety standards, licences and insurance where required.
- Ensure that parents and carers are provided with accurate information regarding the visit, including travel arrangements, equipment requirements, costs, behaviour expectations and consent arrangements.
- Brief participating staff, volunteers and students on the purpose of the visit, expected standards of behaviour, relevant risks, responsibilities and emergency arrangements.
- Assign responsibilities to accompanying staff and ensure that all members of the visit team understand their role.
- Ensure that all necessary equipment, documentation, emergency contact information and medical information are available throughout the visit.
- Make decisions during the visit where circumstances require changes to planned arrangements, applying dynamic risk assessment where appropriate.
- Maintain oversight of the visit and ensure that staff remain capable of fulfilling their responsibilities throughout.
- Report any concerns, incidents, accidents or near misses in accordance with school procedures.
- Complete any required post-visit evaluation and review process to support future educational visits.

3.3 Staff

Staff have a responsibility to make sure all Students 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:

- Take on roles of responsibility designated by the Trip Leader.
- Ensure they are aware of the risk assessments completed by the Trip Lead which can be found on Evolve.
- Communicate with parents and carers and make sure trips are inclusive of all Students' 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
- For the purposes of trips and visits, trainee teachers on placement with the school may be used as part of supervision ratios. The expectations of them will be in line with those for staff members but planning will consider their level of experience.

3.4 Parents and carers

By agreeing that Students 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. If necessary, complete an Individual Healthcare Plan (IHP) and/or Administration of Medicine Form. (Staff cannot be responsible for any medical history that is not disclosed).
- Sign and return consent via ParentPay 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
- Update staff if medical conditions/needs change.

3.5 Volunteers

Volunteers attending school trips, including parent/carer volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for Students
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure Students under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

3.6 Students

Our school conduct and engagement policy also applies to all educational visits. This includes the expectation that Students 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
- Students will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to always uphold the school's behaviour policy.

4. Planning and preparation

The decision on whether or not a visit will take place will be based on all relevant 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
- Inclusion and accessibility
- 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, volunteers, and physical supplies
- Accommodation options, where needed
- Insurance needed, where relevant
- Risk assessment plans and first aid provision
- What safety measures can be put in place to reduce any risks

In cases where a visit involves an overnight stay, overseas travel or adventurous activities requiring additional approval, the Educational Visits Co-ordinator (EVC) and Headteacher will review all planning documentation and risk assessments before submission through EVOLVE and, where required, to the Local Governing Body for approval. Visits will not proceed until all relevant approvals have been obtained.

Once proposal has been approved by the Headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information. Adventurous activities and residential trips will be submitted to Suffolk via Evolve for approval.

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.

Local Curriculum Visits

Local curriculum visits form an important part of the educational offer at St Benedict's Catholic School.

Local curriculum visits should normally:

- Take place during the school day;
- Support curriculum delivery or enrichment;
- Be undertaken on foot;
- Be capable of being completed within the allocated lesson time or school day; and
- Allow students to return to school prior to their normal dismissal time.

Local curriculum visits should be appropriately planned, supervised and recorded in accordance with school procedures and this policy.

4.1. Inclusion

All Students, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits. All visits must comply with the Equality Act 2010.

Special educational needs (SEND)

If a pupil with a disability or an education, health and care plan (EHCP), or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will aim to 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 Students.

If a pupil with a disability or an Education, Health and Care Plan (EHCP), or any other specific need (including medical conditions and allergies), is participating in the visit, they will have the same support that is available to them during the school day.

Educational visits should be planned to ensure that medical, dietary, allergy, SEND and pastoral needs are carefully considered and, where reasonably practicable, accommodated through the planning process.

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

Additional risk assessments may be carried out to ensure the safety, wellbeing and inclusion of all students and staff.

Challenging behaviour

The school believes that educational visits should be accessible to all students wherever reasonably practicable and will seek to support participation through appropriate planning, risk assessment and reasonable adjustments.

Where a student has behavioural, pastoral, medical or additional support needs, the Trip Lead will consider these as part of the planning and risk assessment process and, where appropriate, consult with relevant school staff and parents/carers.

Decisions regarding participation will be based upon the individual circumstances of the student, the nature of the visit, the level of supervision available and any risks identified through the planning process.

Where reasonable adjustments can be implemented to enable safe participation, these will be considered and applied where appropriate.

However, where the risk assessment identifies that a student's participation may present a significant safeguarding risk, or a risk to their own safety or the safety and wellbeing of others, and where those risks cannot be reasonably reduced through appropriate adjustments or additional control measures, the school may determine that the student is unable to take part in the visit.

Any such decision will be made on an individual basis and will consider all relevant information, including the views of parents/carers and relevant school staff.

5. Risk assessment

We will carry out a risk assessment for all educational visits prior to approval and departure. This will be completed by the trip lead, who must have suitable skills, competence and knowledge of the visit, using the school's risk assessment templates and procedures. Risk assessments will be reviewed as part of the school's educational visits approval process. Existing risk assessments, provider information and those supplied by the destination may also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and Students), 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.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the Headteacher and, where appropriate, third-party vendors.

All educational visits must be reviewed as part of the school's approval process prior to departure. Risk assessments will be reviewed by the Educational Visits Co-ordinator (EVC) and, where appropriate, the Headteacher, to ensure that suitable planning and control measures are in place.

Dynamic Risk Assessment

Educational visits take place in changing and dynamic environments. Visit leaders are expected to continually assess circumstances throughout the visit and make reasonable adjustments where conditions differ from those anticipated during planning.

Where necessary, activities, routes, timings or supervision arrangements may be modified to maintain the safety and wellbeing of participants.

5.1 Staff ratios and first aid

Staffing and supervision arrangements will be determined through the risk assessment process and will take account of:

- The age, maturity and needs of the students;
- The nature of the visit and activities;
- The environment and location;
- Medical, SEND and behavioural considerations;
- Staff competence and experience;
- The consequences of a member of staff becoming unavailable during the visit.

Appropriate supervision will therefore vary according to the circumstances of each visit.

- Appropriate first aid provision will be determined through the risk assessment process, taking account of the nature of the visit, the needs of the group, the activities being undertaken and the availability of emergency medical assistance.

- https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- Supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Emergency medication, including adrenaline auto-injectors and inhalers where required, will be readily accessible throughout the visit.
- The needs of students with medical conditions or allergies will be considered as part of the visit planning and risk assessment process.
- Educational visits will operate in accordance with the school's Allergy Awareness Policy.
- Adults without a DBS check will not be left alone with Students at any time
- Provision will be made for regular headcounts and/or rollcalls

5.2 Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure Students, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

5.3 Use of external organisations

As part of the risk assessment process, we will check that 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's an appropriate organisation to use.

6. Volunteers

Where appropriate, parents and carers or other parties with close links (e.g. Ex-pupils or retired staff) to the school may be asked to volunteer to attend and supervise students alongside staff members on trips. This will only be used when trips cannot be safely staffed by colleagues. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, while taking into consideration:

- Where practical and as required by the nature of visits (i.e. when volunteers may be left with Students without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks. Those with current DBS checks or who are signed up to the update service will always be given preference over those who are not.
- The needs of the students going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience
- Volunteers will receive a full induction from staff members prior to or on the day of the visit (prior to departure) including on their responsibilities and expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.
- At no point will volunteers on whom no safeguarding checks have been carried out be left alone with Students or given sole responsibility for the care of any pupil.

7. Communication and consent

We will contact the parents and carers of Students invited to take part in an educational visit soon as reasonably possible before the proposed date of the trip. Communication will be via letter or email and information provided will include the date, travel times, destination and purpose of the visit.

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 Students' failure to meet these standards
- Where required, parents/carers will be asked to provide written consent for educational visits by completing the consent details on parent pay- even where there is no cost for the trip.

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.

Parents/carers are responsible for ensuring that the school is informed of any changes to medical information, medication, allergies, dietary requirements or emergency contact details that may be relevant to the safe participation of their child.

Where demand for a visit exceeds the number of available places, the school will apply a fair and transparent allocation process. The allocation process used will be communicated clearly to students and parents/carers prior to places being allocated.

In the case of overseas trips, they will be asked to provide passport information. Parents/carers remain responsible for ensuring that any necessary VISAs and permissions are in place where students are travelling on a non-GB Passport.

8. 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.

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

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.

9. Charging and insurance

We will follow the Our Lady of Walsingham CMAT charging and remissions policy at all times. The school continues to buy into the RPA scheme and will ensure that terms of this cover apply for all trips.

10. Residential visits

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

For visits abroad, we will make sure that any organisation providing activities holds the LOtC Quality Badge or similar local accreditation. Where this is not in place additional checks will be put in place with guidance sought from Suffolk EVOLVE team. We will follow the Foreign, Commonwealth and Development Office's overseas travel guidance and the government's foreign travel advice when organising these visits.

11. Review

This policy will be reviewed every 2 years

12. Links with other policies

This policy links with the following policies and procedures:

Allergy Awareness Policy

Health and safety policy

Charging and remissions policy

Conduct and Engagement policy

Safeguarding policy

First aid policy

Supporting Students with medical conditions policy

Special educational needs (SEN) policy

Equality information and objectives

Accessibility plan