



## Educational Visits Policy (Whole School including EYFS)

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<b>References (including legal and others eg ISBA):</b>	Outdoors Education Advisors Panel; Employer guidance; Guidance for the Management of Outdoor Learning, Educational visits and Learning Outside the Classroom; <a href="http://www.oeapeg.info">www.oeapeg.info</a> HSE: School trips and outdoor learning activities. Tackling the health & safety myths.
<b>ISI Reg:</b>	Para 11, Part 3 ISSR, Standard 9 NMS & App A NMS. EYFS 3.
<b>Other related policies and documents:</b>	WBS Transport (prev Mini-bus) Policy; Post Covid Residential Trip Initial Approval Process Flowchart; Guide to organising a school day educational visit – Planning Timelines; Organising a school residential educational visit – Planning Timelines; Educational Visits Procedures for staff.

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### 1. Introduction

This policy covers the procedures for staff to follow when organising an educational visit.

### 2. Policy statement

Woodbridge School educational visits policy is based on and in line with National Guidance for the Management of Outdoor Learning, Educational visits and Learning Outside the Classroom (National Guidance - NG).

The national guidance website is: <http://oeapng.info/>

Links to NG are contained within this document.

These links offer visit leaders additional advice and guidance as required, and leaders should use their own judgement in conversation with the EDUCATIONAL VISITS COORDINATOR (EVC) as to whether they need to take measures additional to those covered in the School procedures as written

### 3. Objectives

The objectives of this policy document are to:

- ensure that visits are well planned and significant risks are identified and managed
- ensure that all educational visits are educationally valid
- outline the legal requirements and responsibilities
- provide a mechanism for the approval of all educational visits

This is a working document.

Definitions:

Educational visits: Any visit made by a pupil beyond the confines of the Senior School, Prep School

Visit: Any School activity by one or more pupils off-site.

Supervisor: any adult authorised by the Head

## 4. Responsibilities

### Governors

As employers they are legally responsible for the health and safety of participants on educational visits. The Governors should

- ensure that there is in place a written procedure for educational visits which participants should follow;
- provide for the assessment of the risk of activities and the introduction of measures to control those risks;
- ensure that mechanisms are in place to inform employees about these measures;
- satisfy themselves that systems are in place to confirm in the case of each educational visit that the risk assessment has been carried out, that appropriate safety measures are in place and that training needs have been addressed;
- ensure that systems are in place to ensure that the educational visit has an educational purpose and that the educational visits procedures are being complied with;
- Require that they are informed about less routine educational visits well in advance.

Refer to NG: [Member of a Management Board or Governing Body](#) and [Management Board and Governor Check List](#)

### Head

The Head should ensure that the visit leader is competent and that the educational visits policy is complied with. This is delegated day to day to the EVC. If the Head is taking part in the visit then they should follow the instructions of the visit leader. This applies to anyone in the SMT/SLT.

Refer to NG: [Headteacher](#) & [Head or Manager Check List](#)

### Teachers

Teachers should take care of their own and others' health and safety, co-operate with their employers over safety matters, carry out activities in accordance with training and instructions, and inform the employer of any serious risk. Teachers and other staff (all visit supervisors) have a common law duty to act as any reasonable prudent parent would do in the same circumstance.

### Visit Leader

One adult should have overall responsibility for the visit which includes the health and safety of the participants.

The visit leader should:

1. Obtain the Head's, or their nominated deputy's, prior agreement before any educational visits visit takes place.
2. Follow the School's Educational visits policy.
3. Appoint a deputy
4. Ensure that all supervisors are vetted.
5. Define each additional supervisor's role and tasks and ensure they are fully aware of what the visit involves.
6. Be able to control and lead pupils of the relevant age range.

7. Be competent to instruct / supervise pupils in the activities.
8. Be familiar with the location where the visit is taking place.
9. Actively promote and champion safeguarding issues in accordance with the School's policies and procedures.
10. Ensure adequate first aid provision.
11. Undertake and complete the planning and preparation of the visit including the briefing of participants and parents.
12. Provide adequate information about the visit to allow parents to decide whether to send their child on the visit
13. Assess the suitability of the pupils for the visit.
14. Ensure that the supervision ratio is appropriate.
15. Ensure that an Evolve form is submitted.
16. Ensure that nominal rolls are accurate.
17. Ensure that risk assessments are complete, for example almost all trips will have generic risk assessments for travel, medical and weather, which the Visit Leader will need to tailor to the event. If the core activity is of a hazardous nature or has some hazardous elements to it, then specific risk assessments for each of its elements are required.
18. Ensure that all supervisors are aware of risk assessments and emergency procedures.
19. Ensure that all supervisors have details of all participants' special educational and medical needs.
20. Brief parents and pupils on their responsibilities.
21. Ensure that there is appropriate insurance for the visit.
22. Ensure that finance is approved.
23. Be able to stop any activity or visit if deemed unsafe.
24. Ensure that any volunteers are DBS checked as per the school's safer recruitment policy and procedures.
25. Produce a staff handbook/instruction that lists all details for the trip/visit.
26. Be aware of allergies and the need to discuss with parents how to manage each case.
27. Complete a post visit evaluation

Students with AAls must have two on their person for any trip.

Students with asthma should bring their inhalers on all trips. Trip Leaders will carry spares.

Trip Leaders should check with the School Nurse / Matron if unsure about AAls and / or inhalers.

Refer to NG: [Visit or Activity Leader](#) and [Visit Leader Check List](#)

## **5. Compliance and Monitoring arrangements**

This policy will be subject to a thorough review process including consideration at the Education Committee on an annual basis. This will ensure that practice across the whole school is in line with this policy, the Complaints procedure and with current guidance and legislation.