



St Michael's
C.E. Primary School

Educational Visits Policy

Last reviewed: September 2026
Next review due: September 2028



"Courage to Flourish in the Love of God"

Our Theologically Rooted Christian Vision



Courage to Flourish in the Love of God

"I have come that [you] may have life, and have it to the full" (John 10:10)



*"Be strong and courageous... the Lord your God will be with you
wherever you go." (Joshua 1:9)*

These biblical texts underpin our vision summary, 'Courage to Flourish in the Love of God'. Jesus' words from the New Testament describe his desire for everyone to be a full and flourishing version of their created selves, experiencing life in all its vibrant fullness, individually and in community. Our ambition is for everyone to encounter this fullness through the life and work of the school, whatever their background, beliefs or circumstances. God's words to Joshua from the Old Testament illustrate how life, and learning, can be challenging, bringing setbacks and discouragement. These words inspire us to keep on going in those circumstances, confident that God watches over us and walks beside us.

The joining of these biblical texts is meaningful for the particular circumstances of our school community. It gives coherence to our aspirational vision that will grow courage and resilience as enablers of 'life in all its fullness' for everyone. To support our vision, we have seven overarching Christian values:

COURAGE



Phillippians 4:13

"I can do all things through him who strengthens me."

HOPE



John 1:5

"The light shines in the darkness, and the darkness has not overcome it."

LOVE



1 Corinthians 13:4-8

"Love is patient and kind... it does not rejoice at wrongdoing but rejoices with the truth."

FORGIVENESS



1 John 1:9

"If we confess our sins, he is faithful and just and will forgive us"

TRUST



Proverbs 3:5-6

"Trust in the Lord with all your heart and lean not on your own understanding; in all your ways submit to him, and he will make your paths straight."

COMMUNITY



Hebrews 10:24

"Let us be concerned for one another, to help one another to show love and to do good."

THANKFULNESS



1 Thessalonians 5:18

"Be thankful in all circumstances, for this is God's will for you"

1. Aims and scope

Educational visits are activities arranged by, or on behalf of, St Michael's C.E. Primary School, which require pupils to leave the school premises. They include visits during the normal school day, visits outside normal school hours, sporting fixtures, adventurous activities, residential visits, visits overseas and routine visits within the school's Local Learning Area.

Well-planned educational visits enrich the curriculum, broaden pupils' experiences, promote independence, develop pupils' understanding of the wider world and support the school's vision: Courage to Flourish in the Love of God. This policy sets out how educational visits will be planned, approved, led, monitored and reviewed so that pupils and adults are kept safe and visits are inclusive, purposeful and well managed.

This policy applies to all staff, pupils, volunteers and other adults involved in educational visits. It should be read alongside the separate St Michael's Local Area Visits Policy, which sets out the operating procedure for routine walking visits within the local area.

2. Legislation, guidance and trust framework

This policy has been written with reference to the BDMAT Educational Visits Policy, DfE guidance on health and safety on educational visits, OEAP National Guidance, EVOLVE procedures and the school's Local Area Visits Policy. The school will also have regard to relevant statutory and non-statutory guidance, including Keeping Children Safe in Education, the Equality Act, the SEND Code of Practice and the Statutory Framework for the Early Years Foundation Stage.

BDMAT adopts OEAP National Guidance for the management of outdoor learning and off-site visits. All BDMAT employees must follow National Guidance and the requirements of trust policy. Where clarification is needed, staff must seek advice from the Educational Visits Co-ordinator, the Headteacher or the trust's educational visits advisor arrangements before the visit takes place.

EVOLVE is the school's required system for planning, recording, approving and evaluating educational visits. All educational visits must be recorded on EVOLVE, including Local Area Visits, unless the Headteacher or EVC confirms that an alternative recording process is appropriate in exceptional circumstances.

3. Categories of educational visit

Category	Examples	Approval and recording
Local Area Visit	Routine walking visits within the Local Learning Area, such as St Michael and All Angels' Church, Bartley Green Library, local shops, local area walks and other venues listed in the Local Area Visits Policy.	Recorded using the EVOLVE Local Area Visit module. Verbal approval from the Headteacher, Deputy Headteacher or EVC before leaving school. Parents informed in advance through

		Arbor. Blanket annual consent must be checked.
Routine day visit	Museum, theatre, farm, place of worship, local sporting fixture or other curriculum visit outside the Local Learning Area.	Full EVOLVE form, visit-specific planning and risk assessment. EVC review and Headteacher approval required.
Higher risk / additional risk visit	Visits involving water, outdoor/adventurous activity, remote locations, significant journey, public transport complexity or other elevated risk.	Full EVOLVE form. Submitted to EVC at least 6 weeks before the visit if external Educational Visit Advisor review is required. Headteacher approval and any advisor guidance must be acted upon.
Residential visit	Any visit involving an overnight stay.	Full EVOLVE form. Headteacher approval, LAB awareness/approval as appropriate and Educational Visit Advisor review. Parent information meeting or detailed briefing normally required.
Overseas visit	Any visit outside the United Kingdom.	Full EVOLVE form. Headteacher approval, LAB awareness/approval as appropriate, Educational Visit Advisor review and appropriate travel guidance, insurance and documentation checks.

4. Roles and responsibilities

4.1 BDMAT and the Local Academy Board

- BDMAT is the employer and holds overall responsibility for health and safety on educational visits.
- The Trust Board delegates the operational management of visits to the Headteacher.
- The Local Academy Board will receive reports on planned visits and feedback from visits that have taken place. High-risk, adventurous, residential and overseas visits must be appropriately reviewed and any guidance from the Educational Visit Advisor must be followed.

4.2 Headteacher

- Has operational oversight of all educational visits and gives final approval through EVOLVE when satisfied with arrangements.
- Ensures that a trained Educational Visits Co-ordinator is appointed and has access to appropriate advice, guidance and revalidation training.
- Ensures staff involved in educational visits understand this policy, the Local Area Visits Policy and relevant safeguarding, behaviour, first aid and medical procedures.
- Ensures that visit leaders are competent to lead the proposed visit and that staffing, risk management and emergency arrangements are suitable.
- Undertakes or delegates monitoring of visits, including field observation where appropriate.

4.3 Educational Visits Co-ordinator (EVC)

- Supports staff to plan visits using EVOLVE and ensures visit forms and supporting documents are completed correctly.
- Assesses whether the visit leader is competent and whether the proposed staffing, supervision, risk assessment and emergency arrangements are suitable.
- Liaises with the Educational Visit Advisor where required.
- Ensures visits requiring external advisor review are submitted at least 6 weeks before the visit and routine visits are submitted for EVC review at least 4 weeks before the visit, unless agreed otherwise by the Headteacher in exceptional circumstances.
- Checks that Local Area Visits are recorded correctly and that the separate Local Area Visits Policy is being followed.
- Supports the Headteacher to review visits, incidents and near misses so that learning informs future planning.

4.4 Visit Leader

- Takes overall responsibility for the supervision, conduct and safe management of the visit.
- Knows the pupils attending and considers SEND, medical, safeguarding, behaviour, mobility, anxiety, communication and other needs at the planning stage.
- Liaises with the EVC, SENDCo, DSL, class teacher, medical lead and other staff as needed.
- Completes the EVOLVE form, visit plan, risk assessment and any required provider checks within the required timescales.
- Appoints a deputy visit leader and ensures all adults understand their roles.
- Ensures parents and carers receive accurate information and that consent, medical and emergency contact information is in place.
- Ensures emergency medication, individual healthcare plans and first aid arrangements are available and understood.
- Briefs pupils and adults before the visit, including expectations, boundaries, road safety, lost child procedures and any venue-specific rules.
- Completes headcounts and dynamic risk assessment throughout the visit, stopping or adapting the activity if risks become unacceptable.
- Ensures the visit is evaluated on EVOLVE and that accidents, incidents or near misses are reported promptly.

4.5 Staff and other adults

- Follow the instructions of the Visit Leader and support the agreed risk control measures.
- Safeguard and promote the welfare of pupils throughout the visit.
- Supervise pupils actively and position themselves strategically, including on transport and when walking.
- Manage behaviour in line with the school's Positive Relationships and Behaviour Policy.
- Raise concerns immediately with the Visit Leader and stop or challenge any unsafe practice.
- Maintain professional boundaries and follow the Staff Code of Conduct at all times.

4.6 Pupils

- Follow instructions from staff and other supervising adults.
- Behave safely, sensibly and respectfully in line with the school's behaviour expectations.
- Stay with their group and report concerns, hazards or worries to an adult.
- Use transport safely, including wearing seatbelts where provided and remaining seated when required.

5. Planning and approval procedures

The decision to proceed with a visit will be based on educational purpose, curriculum value, cost, staffing, timing, inclusion, risk, transport, safeguarding and the likely impact on the normal running of the school. Visits should not be confirmed with parents or providers until the required internal approval has been agreed.

1. The member of staff proposing the visit discusses the idea with the EVC or Headteacher before making commitments.
2. The Visit Leader gathers key information, including destination, purpose, itinerary, travel arrangements, staffing, cost, provider details, first aid, insurance and proposed risk controls.
3. The Visit Leader completes EVOLVE and uploads relevant documents, including risk assessments, provider information, letters, pupil lists and medical arrangements.
4. The EVC reviews the visit and either returns it for amendments or submits it to the Headteacher.
5. The Headteacher approves the visit only when satisfied that the planning is suitable and proportionate.
6. Where required, the visit is reviewed by the Educational Visit Advisor and any advice is acted upon before the visit proceeds.
7. Parents and carers are informed and consent is obtained where required.
8. Final checks are completed before departure and the school office holds the agreed visit information.

For routine Local Area Visits, the separate Local Area Visits Policy applies. These visits must still be recorded on EVOLVE using the Local Area Visit module, parents must be informed in advance through Arbor and the annual blanket consent must be checked before the visit.

6. Risk assessment and risk management

Risk management must be proportionate to the nature of the visit. It should focus on significant risks and the actions needed to reduce those risks to an acceptable level. Risk assessment is not a one-off paperwork exercise; staff must continue to monitor changing conditions and dynamically risk assess throughout the visit.

- Risk assessments must consider the activity, location, timing, weather, transport, supervision, group needs, SEND, medical needs, behaviour, equipment, first aid, safeguarding and emergency arrangements.
- Provider risk assessments may be used to support planning, but the school remains responsible for its own pupils, supervision and travel arrangements.
- Where a provider holds the Learning Outside the Classroom Quality Badge or relevant licence, this may reduce the need for additional provider checks, but the Visit Leader must still ensure the provision is suitable for the group.
- An exploratory visit should be undertaken where practical, particularly for new or complex venues. If this is not possible, the Visit Leader must gather reliable information from the venue, provider, other schools or official sources.
- Visits involving water, adventurous activity, remote locations, residential stays, overseas travel or other elevated risks must be discussed early with the EVC.

7. Inclusion, SEND, medical needs and behaviour

St Michael's is committed to ensuring that educational visits are inclusive. Pupils should not be excluded from a visit because of SEND, disability, medical needs, behaviour, disadvantage or any other protected characteristic without careful consideration, reasonable adjustments and senior leader oversight.

- The Visit Leader must identify pupils who may need additional planning, support or reasonable adjustments.
- The SENDCo, medical lead, DSL and parents/carers should be consulted where needs are complex.
- Individual healthcare plans, emergency medication, allergies and care arrangements must be considered and shared with supervising adults on a need-to-know basis.
- Where a pupil's behaviour may present a risk, the school will consider reasonable adjustments such as increased staffing, adapted itinerary, clear expectations, targeted preparation or individual risk assessment.
- It may be reasonable in exceptional circumstances to decide that a pupil cannot safely attend a visit, but this decision must be made by the Headteacher following consideration of reasonable alternatives and the safety of the pupil and others.

8. Supervision, ratios and first aid

Supervision ratios must be determined by risk assessment rather than fixed numbers. The ratio must take account of the age and maturity of pupils, venue, activity, travel, SEND, medical needs, behaviour, experience of staff, weather and any guidance from the provider or Educational Visit Advisor.

- There must be enough competent adults to supervise the group safely and respond to emergencies.
- For mixed groups, the Visit Leader should consider the appropriate staff mix, including privacy, toileting, changing and residential arrangements.
- At least one supervising adult able to administer first aid must normally be present on visits. For EYFS pupils, a paediatric first aider with a current certificate must attend.
- A suitable first aid kit must be taken. Emergency medication must be taken and remain accessible.
- Regular headcounts must be completed, especially before departure, after toilet stops, after transitions, before and after transport, and before returning to school.

9. Transport

Transport must be planned carefully and included in the risk assessment. Unless agreed otherwise, visits will start and end at school. If using an external coach or transport provider, the Visit Leader must check that appropriate seatbelts, insurance and provider risk assessments are in place.

- Pupils must be briefed on safe behaviour when waiting for, boarding, travelling on and leaving transport.
- Adults should sit or stand in strategic positions rather than all sitting together at the front.
- Seatbelts must be worn where provided.
- Registers and headcounts must be completed before vehicles depart.
- Private cars must not be used to transport pupils unless specifically approved by the Headteacher and all safeguarding, insurance and parental consent requirements have been met.

Local Area Visits covered by the Local Area Visits Policy are walking visits only. Any local visit using another mode of transport requires a full EVOLVE form and a separate risk assessment.

10. Safeguarding, conduct and use of images

All adults involved in educational visits have a responsibility to safeguard and promote the welfare of pupils. The school's Child Protection and Safeguarding Policy and Staff Code of Conduct apply throughout all visits, including visits outside normal school hours and residential visits.

- The Visit Leader must be informed of pupils with specific safeguarding needs and share relevant information with supervising adults on a need-to-know basis.
- Where visits take place out of hours, there must be a clear way to contact a DSL or senior leader.
- Any safeguarding concern or disclosure must be reported to the DSL as soon as possible. If a child is at immediate risk of harm, staff must contact children's social care and/or the police immediately and inform the DSL as soon as possible.
- Adults must maintain professional boundaries, avoid being alone with a pupil where this can be avoided, and act openly and transparently.
- Staff and volunteers must not consume alcohol or illegal substances during visits and must not be under the influence of alcohol or drugs.

- Photographs and videos may only be taken in line with school consent, safeguarding and data protection procedures. Staff must consider whether publication of images could place any pupil at risk.
- Staff must not use personal social media to share images, comments or information about pupils or visits.

11. Communication, consent and charging

Parents and carers must receive clear, timely information about educational visits. Information will usually include the purpose of the visit, date, destination, travel arrangements, departure and return times, clothing/equipment, lunch arrangements, cost, behaviour expectations, medical arrangements and contact procedures.

- Routine Local Area Visits are covered by annual blanket consent. Staff must check that consent is in place and inform parents in advance through Arbor.
- Additional consent is required for residential visits, overseas visits, visits outside normal school hours, visits involving a higher level of risk and any visit where the Headteacher or EVC requires specific consent.
- Parents/carers must provide up-to-date emergency contact information, medical information, allergy information, dietary needs and any other information relevant to the visit.
- The school will follow its Charging and Remissions Policy. Where voluntary contributions are requested, no pupil will be treated differently because their parent/carer is unable or unwilling to contribute. However, if insufficient voluntary contributions are received, the visit may not be able to proceed.
- The school will ensure that appropriate insurance arrangements are in place for visits.

12. Emergency procedures and incident reporting

Emergency planning must be proportionate to the visit and must be shared with all adults before departure. The Visit Leader must carry key contact numbers and ensure the school office holds the visit itinerary, register, staff list, emergency contacts and any relevant medical information.

- In an emergency, the Visit Leader will assess the situation, safeguard the group, contact emergency services where necessary and inform school as soon as possible.
- The school office or senior leader will co-ordinate communication with parents/carers unless agreed otherwise.
- If a pupil needs medical treatment, a member of staff will accompany the pupil while the rest of the group remains supervised.
- If a pupil is missing, the Visit Leader will implement the lost child procedure, ensure the rest of the group is supervised, alert venue staff/security where relevant, contact school and contact police if the pupil is not found quickly or there is any concern that the pupil may be at risk.
- All accidents, incidents, safeguarding concerns and near misses must be reported in line with school and BDMAT procedures and recorded appropriately, including on EVOLVE where relevant.

13. Specific visit types

13.1 Residential visits

- Residential visits require early planning, Headteacher approval, LAB awareness/approval as appropriate and Educational Visit Advisor review through EVOLVE.
- Parents/carers must receive detailed information well in advance, including accommodation, sleeping arrangements, staffing, activities, costs, emergency contact arrangements, medical arrangements and behaviour expectations.
- Sleeping, washing, changing and supervision arrangements must protect privacy, dignity and safeguarding.
- All adults involved must have appropriate safeguarding checks and clear roles.

13.2 Coastal, water and swimming visits

- Visits near water or involving water-based activity require particular care and must be discussed with the EVC early.
- Water margins, tides, currents, weather, slips/trips, group control and rescue arrangements must be considered.
- Swimming and water-based activities must be supervised by appropriately qualified staff or providers.

13.3 Farm visits

- Farm visits require clear hygiene controls, including handwashing before eating and after contact with animals.
- Pupils must be briefed not to put fingers in mouths or eat/drink near animals.
- Staff and participants must be informed about the infection risk to anyone who is pregnant from contact with animals giving birth or recently given birth, particularly sheep, cattle and goats.

13.4 Sporting fixtures

- Sporting fixtures must be recorded and approved in line with EVOLVE and school procedures.
- Annual consent may be used where appropriate for off-site sport fixtures, but staff must check consent, medical needs and transport arrangements before each fixture.

14. Volunteers

Parent/carer volunteers and other helpers may support visits where appropriate. Volunteers must be selected fairly and with regard to the needs of the pupils, the setting, the risks of the visit and the volunteer's suitability, skills and previous conduct.

- Volunteers must receive a briefing before the visit, including expectations, safeguarding, confidentiality, behaviour, emergency procedures, first aid arrangements and who they are supervising.
- Volunteers without appropriate safeguarding checks must not be left alone with pupils or given sole responsibility for a pupil or group.

- Volunteers must follow the Volunteer Code of Conduct in Appendix 3.
- The Visit Leader remains responsible for the overall supervision and conduct of the visit.

15. GDPR, records and evaluation

- Personal information taken on visits must be limited to what is necessary, kept secure and returned to school after the visit.
- Visit paperwork containing personal data must be securely destroyed after the visit unless it is required for safeguarding, accident, incident, insurance or retention purposes.
- The Visit Leader must evaluate the visit on EVOLVE and report any learning points, incidents or near misses.
- The EVC and Headteacher will use evaluations to improve future planning and update risk assessments, procedures or staff guidance where needed.

16. Monitoring and review

The EVC and Headteacher will monitor the quality of visit planning, approval, implementation and evaluation. Monitoring may include EVOLVE checks, discussion with Visit Leaders, review of incidents and near misses, feedback from pupils and staff, and observation of visits. The Local Area Visits Policy will be reviewed in line with its own review cycle and the Local Learning Area will be reviewed regularly, including consideration of seasonal changes and feedback from Visit Leaders.

This policy will be reviewed every two years, or earlier if there are significant changes to trust policy, national guidance, school context, procedures or following a serious incident or near miss.

17. Links with other policies

- BDMAT Educational Visits Policy
- Local Area Visits Policy
- Child Protection and Safeguarding Policy
- Positive Relationships and Behaviour Policy
- Health and Safety Policy
- First Aid and Medicines in School Policy
- Supporting Pupils at School with Medical Conditions Policy
- Special Educational Needs and Disability Policy
- Equality Information and Objectives
- Accessibility Plan
- Charging and Remissions Policy
- Critical Incident / Business Continuity procedures
- Outdoor Learning Policy

Appendix 1: Educational visit planning checklist

Area	Questions / information required
Purpose	What is the educational purpose? How does the visit link to curriculum, enrichment, personal development or school vision?
Destination	Address, contact details, website, provider name, venue risk information and accessibility information.
Dates and timings	Departure and return times, itinerary, key transitions, meal times and contingency arrangements.
Pupils	Names, year group, class, SEND, medical needs, allergies, behaviour plans, safeguarding considerations and reasonable adjustments.
Staffing	Visit Leader, first aider, staff list, volunteers, ratios and deployment plan.
Transport	Walking, coach, minibus, public transport or other. Provider details, seatbelts, insurance and supervision arrangements.
Costs	Full cost, voluntary contribution, subsidy, charging/remissions considerations and cancellation arrangements.
Consent and communication	Parent letter/Arbor message, consent requirements, emergency contacts, medical updates and information meeting if needed.
Risk management	Risk assessment, provider risk assessments, exploratory visit/research, weather, first aid, emergency procedures and lost child arrangements.
Approval	EVOLVE completed and submitted to EVC 4 weeks before routine visits or 6 weeks before visits requiring advisor review.

Appendix 2: Risk assessment prompt sheet

Risk area	Prompts to consider
People	Age, maturity, SEND, medical needs, allergies, anxiety, behaviour, group dynamics, staffing competence and volunteer suitability.
Place	Venue, boundaries, public access, toilets, changing, accessibility, security, fire procedures, shelter, road crossings and water margins.
Activity	Curriculum task, physical demands, equipment, provider instruction, adventurous elements, weather sensitivity and alternatives.
Travel	Mode of transport, boarding, seating, seatbelts, walking route, road crossings, travel sickness, emergency stops and supervision positions.
Safeguarding	DSL contact, vulnerable pupils, professional conduct, photographs, phones, social media, toileting/changing and residential arrangements.
Medical / first aid	First aider, first aid kit, medication, inhalers, EpiPens, IHPs, emergency services, nearest hospital and communication with parents.
Emergency	Lost child, serious injury, lockdown/security issue, late return, transport breakdown, extreme weather and critical incident communication.
Review	What happened last time? Any provider changes? Any incidents or near misses? What needs updating?

Appendix 3: Volunteer code of conduct

Volunteers supporting educational visits are acting on behalf of the school and must follow the expectations below. A copy may be shared with volunteers before the visit and kept by the school where required.

Volunteers agree to:

- Follow the instructions of the Visit Leader and school staff.
- Remain professional, respectful and calm with pupils, staff, other adults and members of the public.
- Supervise the pupils allocated to them and report concerns immediately to a member of staff.
- Maintain confidentiality and avoid discussing pupils with other parents or members of the public.
- Model safe and positive behaviour, including road safety and respectful conduct.
- Attend the briefing and ask if anything is unclear.

Volunteers agree not to:

- Be left alone with pupils unless this has been specifically agreed and the appropriate checks are in place.
- Use physical contact unless necessary to keep a pupil safe or specifically directed by a member of staff.
- Take photographs or videos of pupils unless specifically asked to do so by school staff and in line with consent arrangements.
- Share information, photographs or comments about the visit or pupils on social media.
- Exchange contact details with pupils.
- Smoke, vape, drink alcohol, use illegal substances or be under the influence of alcohol or drugs during the visit.

Volunteer name: _____

Signed: _____ **Date:** _____

Appendix 4: Visit leader final checks

- EVOLVE approved and any Educational Visit Advisor guidance actioned.
- Final pupil list, staff list and emergency contacts left with the school office.
- Register completed before departure and arrangements made for absent pupils.
- Risk assessment and itinerary taken on the visit.
- First aid kit, emergency medication and IHPs taken and allocated to named adults.
- Adults briefed on roles, groups, timings, supervision positions, boundaries, toileting, first aid and emergency procedures.
- Pupils briefed on behaviour, safety, road crossings, transport, toilets, boundaries, what to do if separated and who to speak to if worried.
- Parents informed of any changes to timings, clothing, weather arrangements or return plans.
- Mobile phone charged and school has the contact number.
- After the visit: evaluate on EVOLVE, report incidents/near misses and securely manage personal data.