



Educational Visits Policy

Date of last review:	March 2026	Review period:	2 Years
Date of next review:	March 2028	Written by:	Rebekah Thompson (Deputy Headteacher EVC)
Type of policy:	Non-statutory		
Signature:			

1. Aims and scope

Educational visits are activities arranged by, or on behalf of, our school, which require pupils to leave 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, provide enriching social and cultural experiences, teach life skills and develop independence.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our staff and pupils. The policy applies to all off-site activities taking place within and outside of normal school hours. This includes, but is not limited to:

- Visits to places of interest and other education providers
- Visits to community facilities
- Visits to workplaces and onwards destinations as part of our careers and transition curriculum
- Sporting activities
- Adventurous and recreational activities
- Residential trips

2. Legislation and guidance

This policy is based on the Department for Education's guidance on [Health and safety on educational visits 2018](#) and the following legislation and statutory guidance:

- **Equality Act 2010**
- **SEND Code of Practice**
- **Keeping Children Safe in Education 2025**

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

Guidance is available through Worcestershire County Council EVOLVE online portal, which refers to **Outdoor Education Advisors' Panel national guidance (OEAPNG)**.

Wyre Forest School holds a service level agreement with **S Puttock Educational Systems and Training Ltd** for training purposes, advice and 24 hour support.

3. Roles and responsibilities

3.1 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 governing body to approve residential trips of more than 24 hours

3.2 The educational visits co-ordinator (EVC)

The EVC's at Wyre Forest School are:

Rebekah Thompson (Deputy Headteacher)

Richard Liggitt

Their 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 visit lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving visits
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements

3.3 Visit lead (VL)

Every educational visit will have 1 member of staff designated as the visit lead. The visit lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Seek and obtain approval for all educational visits from the headteacher or designated member of SLT
- Assign staff roles
- Make sure the school has accurate and up-to-date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Complete the SEV and risk benefit assessment and ensure it is signed-off by EVC and pathway leader
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

3.4 Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for visits, as well as how to act while taking part. Staff will:

- Support the visit leader when planning off-site visits
- Work with the visit leader to carry out risk assessments
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and meet SEND and medical needs as required while on the visit
- Share any concerns or worries with the visit lead and others, as appropriate, including at the risk assessment stage

3.5 Parents and carers

By agreeing that pupils 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
- Sign and return consent forms 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 visit

4. Planning and preparation

The final decision on whether or not a visit will take place will be made by the headteacher. Prior to this, the pathway leader and EVC will assess suitability of the trip using the Social and Educational Visit form (SEV) at least 4 weeks prior to the visit. A risk benefit assessment (RBA) must then be signed off by the EVC's. The final decision will be based on 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
- Consideration of SEND and medical needs

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 and physical supplies
- Accommodation options, where needed

- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks
- How the needs of individual pupils will be met
- Ensure that that the standards in the statutory framework for the Early Years Foundation Stage are met

See **appendix 1** for our Visit Leader Checklist.

See **appendix 2** for our SEV form for the planning and approval of a visit.

See **appendix 3** for our Risk Benefit Assessment

In cases where a trip involves an overnight stay, a dangerous activity (such as horseriding) and/or travel over 50 miles, the headteacher or EVC will inform the local authority using the online EVOLVE portal. The local authority OS3 and OS4 forms will be completed.

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information.

Written parental consent will be required for trips that take place outside of normal school hours, and for any trips requiring a higher-than-normal level of risk assessment.

We will evaluate each visit after its conclusion to continually improve the planning and experience of our future visits.

4.1. SEND and medical needs

All pupils, regardless of background, needs or abilities, should be able to take part in every aspect of our school life, including visits.

Individual pupil needs will be taken into account at the planning stage of the visit. Modifications and reasonable adjustments will be made to the visit ensure the needs of all pupils can be met safely. In the rare event that a proposed visit cannot meet the needs of an individual safely, alternative provision will be arranged.

During the visit, pupils will have the same support that is available to them during the school day.

5. Risk assessment

Visit Leaders will carry out a full risk assessment at least 3 weeks before the start of visits, undertaking a pre-visit where possible.

This will be completed using the school's risk benefit assessment template, found in the OFF-SITE VISIT folder on TEAMS and in **appendix 3**, and approved by the EVC's. Existing risk assessments

(found in the agreed risk assessment folder) or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific needs, medical issues and allergies (for staff and pupils), the role of staff on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Visit leads and all staff accompanying the visit will raise any concerns or questions about potential risks and safety measures with the EVC's, headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the EVC's, a copy taken on the visit and another copy left in the agreed risk assessment folder (teams staffroom).

5.1 Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- The needs of all children can be met by the adults present (considering numbers of staff, skills, medical training, knowledge of pupils)
- At least 1 qualified paediatric first aider is present on all visits with EYFS pupils
- Appropriate first aid equipment will be taken on all visits, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any individual needs, medical issues or allergies at the start of the visit
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts

5.2 Transport

Transportation for trips will be organised by the school. In most cases, this will be using the school minibuses driven by WCC qualified drivers. Where necessary, approved coach companies may be used. We will make sure pupils and staff are transported safely and efficiently.

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.

We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

6. Communication and consent

Parents/carers will be asked to provide written consent for educational visits by signing and dating a yearly blanket consent form to be returned to the school. The blanket consent form covers sixth formers for their whole time in sixth form.

We will contact the parents and carers of pupils invited to take part in an educational visit via letter or email. We will always inform parents/carers as above about any off-site visits giving them an opportunity to withdraw their child.

We will always get written consent before taking nursery-age children off-site.

Parents/carers are asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached. This information is kept securely and centrally at school. It will be available during both the planning process and the visit itself.

In the case of overseas visits, parents will be asked to provide passport information and European Health Insurance Card or UK Global Health Insurance Card information, if available.

7. 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 senior leadership team who may activate our MOVE (Management of Visit Emergencies) plan. 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. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

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

All risk assessments will outline actions in case a pupil should be unaccounted for.

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 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.

8. Charging and insurance

We will follow our school's charging and remissions policy at all times.

Parents/carers won't be asked to pay for any educational visit that takes place during school hours. They also won't be asked to pay for any educational visit that takes place outside of school hours **if** it is part of our curriculum, a syllabus for a prescribed accreditation, or religious education.

Where necessary, we may ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

Our RPA insurance covers:

1. Under section 4 (Third Party Public Liability) where the school is legally liable to pay compensation in relation to damage to third party property or bodily injury to a third party (including pupils) arising from business/educational visits in the UK and temporary visits overseas. The limit of liability is unlimited;
2. Under section 9 (Personal Accident), in respect of compensation for accidental bodily injury to Employees, governors, trustees, volunteers and pupils of the Member whilst on the business of the Member school in the United Kingdom. This section will provide set monetary benefit to the injured person, whether the school is negligent or not. Benefits are only payable in the event of Accidental Death, Permanent Total Disablement or Loss of Limb or Eye of £100,000.
3. Under section 10 (United Kingdom Travel) Baggage or Money - Lost, damaged, stolen or destroyed, limited to £2,000 per person. Cancellation, curtailment, replacement, rearrangement and change of itinerary as a direct and necessary result of any cause outside the Members or Persons control, limited to £1,000 per person.

9. Residential visits

The headteacher, together with the governing body, will approve all residential trips longer than 24 hours.

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:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip

➤ All adults have had adequate safeguarding checks in line with school safeguarding policy.

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the [Foreign and Commonwealth Office's overseas travel guidance](#) and [foreign travel advice](#) when organising these visits.

10. Review

This policy will be reviewed every 2 years by the Educational Visits Coordinator. At every review, the policy will be shared with the full governing board.

11. Links with other policies

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Supporting pupils with medical conditions policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy
- Plan for the Management of Visit Emergencies (MOVE)

APPENDIX 1 Visit leader checklist
WFS Off-site VL Checklist 2025/26

Date of visit: **Location:** **Class:**

Paperwork can be found in TEAMS, Staffroom, Off-site visits

	1. SEV completed and signed off by pathway leader and Richard Liggitt (<u>at least 4 weeks before departure</u>). RL will hand to Lynn Hardiman.
	2.If there is a cost to visit, speak to pathway leader to identify budget and refer to Charging and Remissions policy
	3.Check that pupils have blanket consent for off-site visits (see office for support)
	4.Visit leader (VL) to conduct pre-visit to venue
	5. Communicate visit details to parents
	6.Complete Risk Benefit Assessment (RBA) and hand a paper copy to Richard Liggitt & Rebekah Thompson. (<u>at least 3 weeks prior to trip</u>). <u>Amendments may need to be made</u> . Place a copy of the agreed risk assessment in the 'AGREED RBA' folder in TEAMS. (Title the folder with activity & visit date eg... Tesco 17.9.25). <u>You cannot go on a visit until the RBA has been agreed</u> .
	7.All staff accompanying the visit must read and sign the RBA, querying any concerns with the VL- <i>the RBA may need to be updated in light of this and returned to RL/RT</i>
	8.Compile a single (if a one-off visit) or weekly visit register . This is given to Lynn Hardiman on departure to update the fire registers. Let Lynn know when you are back on site. Staff sign in/out in usual manner.
	9. All relevant paperwork should be downloaded onto all staff phones (RBA, photos of pupils, behaviour or medical info). Phones with SIM cards will be able to access the documents stored in onedrive. SIM cards can be collected from the office.
	10.Paper copy of care plans and controlled meds admin forms to be taken in a secure bag.
	Have a great visit!
	Evaluation

<p>On your return to school, complete the visit evaluation at the bottom of your agreed RBA stored in TEAMS. See RT/RL if there are any points to consider, this will support future visit planning.</p>
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APPENDIX 2 Social Educational Visit Form (SEV)

Social Educational Visit (SEV) Form

Social Educational Visits should be part of a sequence of learning with clearly identified and planned learning outcomes.

This form must be completed and approved for each educational activity which takes place off-site. Approval may also be given for block or regular activities which demonstrate planned progression of learning throughout.

Class: <i>If specific groups of pupils, please attach list of names</i>		Date of activity:	Time out:	Time in:
Destination address & contact details		Purpose of visit:		
Visit Leader: VL training up-to date?		Staff involved on day of visit:		
Driver:				
Main learning objectives:		Minibus reg: <i>check that minibus is suitable eg numbers, tail lift etc</i>	Do pupils require a packed lunch? <i>VL to arrange with kitchen</i>	If NO, what are your intended lunch plans?
Do you require a voluntary contribution from pupils for this visit? <i>(if yes, liaise with PL and refer to Charging and Remissions policy)</i>		If YES, amount:	Are students required to wear school uniform?	Are there any special clothing requirements (e.g. change of clothes, dress for suitable weather conditions, etc.)?
Are pupils allowed to bring spending money?		If YES, amount:	Any other special requirements or notes:	

For completion by pathway leaders		
Is the visit relevant to curriculum/planned sequence of learning/pupil need?		<i>Visit agreed by pathway leader</i>
If there is a cost, has budget been identified?		Name:
Has staffing been considered? <i>Eg numbers of staff accompanying visit, any cover required etc</i>		Signed:
Is the date appropriate? <i>Check and add to school calendar</i>		Date:
VL & PL will ensure information is communicated fully with parents		

Visit agreed by EVC	
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APPENDIX 3 Risk Benefit Assessment (RBA)

Wyre Forest School Venue Activity Group Specific Risk Benefit Assessment (RBA)

This document is designed to fulfill the requirement for a written risk assessment, applying the LEA generic risk assessment to the specific requirements of the **user, venue and activity**. *Risk headings and considerations in red are suggestions only and should not limit your comprehensive risk assessment.*

Venue/environment:			
Activity:			
Date:	Class:	Visit Leader (VL):	Date of Pre-Visit:
Pupils' full names:			
Staff full names:			

Benefits/objectives of visit:

- 1.
- 2.

Significant Hazards and Identification of Risk	Those that might be harmed:	Action to Control measures:	Residual Risk Rating
Personal Data Breach of personal data (pupil, staff, parent, carer)	Pupils and staff		Acceptable
Leaving School <ol style="list-style-type: none"> 1. Missing pupils 2. Vehicles in compound 3. Unaccompanied pupils 4. medication 	Pupils		

Travel 1. Vehicle breakdown 2. Road traffic accident 3. Travel sickness 4. Unsafe behaviour 5. Pupil absconding 6. Severe delays	Pupils, staff, public		
Venue 1. Parking 2. Toilets 3. Walking to venue 4. Stairs/floor surface/slips trips falls 5. Waterways/roads/barriers 6. Animals 7. Playground/sports facilities/ 8. shop displays/freezers/ 9. Members of public	Pupils, staff, public		
Activity	Pupils, staff, public		
Individual pupil needs	Pupils, staff, public		
Medical needs 1. Staff 2. Pupils :	Pupils and staff		
Missing pupil 1. Separation 2. absconding	Pupils		
Weather	Pupils, staff		
First aid			
Emergencies			

RBA's to be Shared with all Staff

Staff phones to be charged and switched on in case of emergency.

R Liggitt (EVC) R Thompson (Deputy Headteacher)

NAME	SIGNED	DATE

Visit Evaluation

Were the following arrangements suitable for the visit/fulfill the visit objectives?	yes	no	n/a	details
Transport				
Staffing ratio/deployment				
Venue				
Activity				
Meals and refreshments				
Actions in place to meet individual needs				
RBA				

Does the RBA requirement amendment? If so, state changes required and arrange a meeting with EVC:

Notes for future visits:

APPENDIX 4 OS3 Form



OS3 FORM

INFORMATION REQUIRED FROM PARENTS/GUARDIANS PRIOR TO RESIDENTIAL OFFSITE VISITS

Please complete and return this form to the school office as soon as possible.

PUPIL NAME: FORENAME & SURNAME

SCHOOL: Wyre Forest School

SECTION A

1. Address and telephone number where parent/guardian or other person with parental responsibility can be contacted in case of an emergency:

(a) Daytime	Name/Address: Tel:	(b) Evening	Name/Address: Tel:
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2. Does your child suffer from any allergies? If so, please give details:

3. If your child is taking medication, please give details of name, dosage, etc.:

4. If your child has suffered any infectious, contagious or other conditions in the last 3 months, please give details:

5. Has your child received a Tetanus injection in the last 5 years? YES / NO

6. Please give the name, telephone number and address of your family doctor:

7. Does your child have any specialist dietary requirements? If so, please tick the applicable boxes:

Vegetarian	<input type="checkbox"/>	
Diabetic	<input type="checkbox"/>	
Other	<input type="checkbox"/>	Please specify:

8. Does your child suffer from travel sickness? **YES / NO**

If so, what arrangements need to be made?

9. Is your child confident in water and if so, how far can they swim?

Cannot swim	<input type="checkbox"/>
Still at the beginner stage	<input type="checkbox"/>
Able to swim 25 metres	<input type="checkbox"/>
Able to swim longer distances (greater than 25 metres) with ease	<input type="checkbox"/>
A successful Bronze/Silver/Gold Life Saving Award holder	<input type="checkbox"/>

Please give any other details below:

10. Is there anything else (medical or otherwise) that you think we should know about your child?

SECTION B (to be completed in addition to SECTION A by parents/guardians of primary aged pupils and pupils with special needs)



1. Has your child been away from home without you before?	YES / NO
2. Does your child sleep with the light on?	YES / NO
3. Please give details of any significant bedtime routine:	

Signed: (Parent/Guardian) Date:

This form should be completed in full, signed, dated and returned to school with the OS4 Form.

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