



The Flourish Federation

EDUCATIONAL VISITS POLICY

Ratified	11 th July 2026	Review	July 2029
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Policy Statement

The Flourish Federation is committed to providing high-quality educational visits that enhance pupils' learning, personal development and wellbeing. We recognise that learning beyond the classroom plays an important role in delivering a broad and balanced curriculum and are committed to ensuring that all visits are planned, managed and delivered safely through proportionate risk management and effective safeguarding arrangements.

1. Introduction

The Flourish Federation believes that educational visits are an integral part of providing a broad, balanced and enriching curriculum. Visits beyond the classroom offer valuable opportunities to extend learning, develop independence, promote personal development and enhance pupils' understanding of the wider world.

Educational visits support curriculum objectives, encourage curiosity and resilience, and enable pupils to develop social, cultural and life skills that cannot always be achieved within the classroom environment.

The Federation is committed to ensuring that all educational visits are planned and managed effectively so that pupils, staff and volunteers can participate safely. We recognise that learning outside the classroom involves managed risk, and we aim to strike an appropriate balance between providing enriching opportunities and ensuring the health, safety and welfare of everyone involved.

This policy applies to all educational visits, residential visits, sporting fixtures, fieldwork, outdoor learning, curriculum enrichment activities and any off-site activity organised by the Federation. It also applies where learning takes place outside the normal classroom environment but remains under the supervision of school staff.

2. Aims

This policy aims to:

- provide a consistent framework for planning and managing educational visits;
- ensure visits have a clear educational purpose linked to the curriculum or pupils' wider development;
- safeguard the health, safety and wellbeing of pupils, staff and volunteers;
- ensure compliance with relevant legislation and national guidance;
- promote inclusion by enabling all pupils to participate wherever reasonably practicable;
- clarify the responsibilities of governors, leaders, staff, volunteers, parents and pupils.

3. Legal Framework

This policy should be read alongside:



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- The Federation Health and Safety Policy
- The Federation Safeguarding and Child Protection Policy
- The Federation Charging and Remissions Policy
- Keeping Children Safe in Education (current edition)
- Equality Act 2010
- Supporting Pupils at School with Medical Conditions (DfE)
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- DfE guidance relating to health and safety on educational visits
- Health and Safety Executive (HSE) guidance on school trips and outdoor learning

4. Roles and Responsibilities

Governing Body

The Governing Body is responsible for ensuring that:

- appropriate policies are in place to support educational visits;
- educational visits contribute positively to pupils' education;
- arrangements exist for managing health, safety and safeguarding risks appropriately.

The Governing Body delegates the operational approval and management of educational visits to the Headteachers unless otherwise required.

Headteachers

The Headteachers are responsible for ensuring that:

- this policy is implemented consistently;
- visits have a clear educational purpose;
- suitable planning, approval and risk management arrangements are in place.
- visit leaders are competent and appropriately experienced;
- appropriate staffing arrangements are agreed;
- suitable emergency procedures are established;
- educational visits comply with safeguarding, health and safety and legal requirements.

Visit Leader

Every educational visit will have an identified Visit Leader.

The Visit Leader is responsible for:

- planning the visit;
- ensuring appropriate risk assessments are completed;
- briefing accompanying staff and volunteers;
- ensuring appropriate supervision arrangements;
- considering pupils' medical, behavioural and SEND needs;



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- maintaining appropriate communication with the school throughout the visit where necessary;
- dynamically assessing risk throughout the visit;
- reporting any accidents, incidents or concerns following the visit.

Staff

Staff accompanying visits are responsible for:

- following the instructions of the Visit Leader;
- supervising allocated groups of pupils;
- promoting high standards of behaviour;
- reporting concerns immediately;
- acting in accordance with safeguarding procedures at all times.

Volunteers

Volunteers play an important role in supporting educational visits but remain under the direction of school staff.

Volunteers must:

- receive appropriate briefing before the visit;
- follow staff instructions at all times;
- maintain appropriate professional boundaries;
- respect confidentiality;
- never assume sole responsibility for pupils unless specifically authorised by the Headteacher.

DBS checks will be undertaken where required in accordance with current safeguarding guidance.

Parents and Carers

Parents and carers are expected to:

- provide accurate emergency contact information;
- inform the school of relevant medical conditions or changes;
- ensure pupils arrive appropriately equipped for the visit;
- provide consent where required.

Pupils

Pupils are expected to:

- behave responsibly;
- follow instructions promptly;
- demonstrate respect towards others, property and the environment;
- understand that school behaviour expectations continue to apply throughout the visit.



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5. Planning Educational Visits

All educational visits must have a clear educational purpose and contribute positively to pupils' learning or personal development.

Planning should be proportionate to the nature and complexity of the visit.

When planning visits, consideration should include:

- educational objectives;
- suitability of the venue;
- age and maturity of pupils;
- medical needs;
- SEND;
- behavioural needs;
- transport arrangements;
- weather conditions;
- staffing;
- emergency arrangements.

Where appropriate, a preliminary visit should be undertaken to familiarise staff with the venue and identify any additional considerations.

Visit Leaders should also consider the competence and experience of any external providers delivering activities.

Visits involving higher-risk activities or unfamiliar locations will require more detailed planning than routine local visits.

6. External Providers

Where external organisations are engaged to deliver activities, the Visit Leader will ensure that:

- the provider is suitable and competent;
- appropriate insurance is in place;
- relevant licences or accreditations are held where required;
- safeguarding arrangements are appropriate;
- provider risk assessments are reviewed where necessary.

The use of an external provider does not remove the Federation's responsibility for the health, safety and welfare of pupils.

7. Risk Management



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The Federation recognises that risk cannot be eliminated entirely. Effective educational visits involve identifying foreseeable risks and implementing sensible, proportionate measures to manage them.

Risk assessments should:

- identify significant hazards;
- consider who may be harmed;
- evaluate existing control measures;
- identify additional precautions where necessary;
- remain proportionate to the activity.

Where a pupil is known or assessed to present a foreseeable risk of absconding, wandering or other behaviour that may place themselves or others at increased risk, the Visit Leader must ensure that this is specifically considered within the risk assessment. Appropriate control measures should be identified before the visit, taking account of the pupil's individual needs, the environment, staffing arrangements and any reasonable adjustments required. All accompanying adults should be briefed on the agreed control measures and emergency procedures prior to departure.

Risk assessment is an ongoing process -The level of documentation should be proportionate to the complexity and level of risk presented by the visit.

Visit Leaders are expected to undertake dynamic risk assessment throughout the visit and adapt plans where circumstances change.

A visit should be modified, postponed or cancelled if conditions present an unacceptable level of risk.

8. Staffing and Supervision

Appropriate supervision is essential to the safe and successful delivery of every educational visit.

The level of supervision required will be determined through the planning process and risk assessment, taking into account:

- the age, maturity and number of pupils;
- pupils' medical, behavioural and SEND needs;
- the nature of the activity;
- the environment and location;
- transport arrangements;
- the experience and competence of accompanying adults.

There are no fixed staffing ratios for educational visits. Instead, staffing arrangements will be proportionate to the assessed level of risk. As a general guide, the Federation will normally provide a minimum of two adults on off-site visits wherever reasonably practicable.



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Higher-risk activities, residential visits and visits involving adventurous activities or water will require enhanced supervision.

Each member of staff must know which pupils they are supervising and retain responsibility for those pupils throughout the visit.

The Visit Leader retains overall responsibility for the group at all times.

9. Medical Needs and First Aid

The Federation is committed to ensuring that pupils with medical conditions, disabilities or special educational needs are able to participate fully in educational visits wherever it is safe and reasonable to do so.

Planning will include consideration of:

- individual healthcare plans;
- medication requirements;
- severe allergies and emergency medication;
- allergies and dietary needs;
- emergency procedures;
- reasonable adjustments required under the Equality Act 2010.

Parents and carers must ensure the school has up-to-date medical information before any visit takes place.

Medication required during the visit must accompany the pupil and be administered in accordance with the Federation's Supporting Pupils with Medical Conditions Policy.

Suitable first aid provision must be available for every visit.

Residential visits will include at least one appropriately trained first aider. Wherever possible, day visits will also include a member of staff with a current first aid qualification.

Visit Leaders must ensure that emergency contact details and relevant medical information are readily accessible throughout the visit.

10. Transport

Transport arrangements form an important part of the visit planning process and must be considered within the overall risk assessment.

Where transport is arranged by the Federation:

- only reputable operators will be used;
- vehicles must comply with all legal safety requirements;
- seat belts must be available and worn where fitted;
- drivers must hold the appropriate licences and insurance.



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Where public transport is used, pupils will receive clear instructions regarding expected behaviour and safety.

Where staff transport pupils in private vehicles:

- the arrangement must be approved by the Headteacher;
- appropriate business insurance must be in place;
- the vehicle must be roadworthy and legally compliant;
- parents must be informed where appropriate.

Where pupils walk to a local venue, appropriate road safety procedures and supervision arrangements must be in place.

Pupils should never travel alone unless this has been specifically planned, risk assessed and agreed with parents.

11. Parental Information and Consent

Parents and carers will receive appropriate information regarding educational visits, including:

- educational purpose;
- destination;
- dates and timings;
- transport arrangements;
- clothing and equipment requirements;
- costs or voluntary contributions where applicable;
- emergency contact arrangements.

The Federation may obtain annual consent for routine local visits undertaken during the normal school day.

Specific written consent will normally be obtained for:

- residential visits;
- adventurous activities;
- visits outside normal school hours;
- visits involving higher levels of risk;
- activities where additional medical or safeguarding considerations apply.

Parents must notify the school promptly of any changes to emergency contacts, medical information or other relevant circumstances.

Parents will be informed if there are any significant changes to the planned arrangements.

12. Safeguarding

Safeguarding remains paramount throughout every educational visit.



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All adults accompanying visits are expected to uphold the Federation's safeguarding policies and professional standards.

Volunteers will receive appropriate guidance regarding:

- safeguarding expectations;
- confidentiality;
- appropriate conduct;
- reporting concerns;
- supervision arrangements.

Volunteers are not a replacement for school staff and will not normally be placed in sole charge of pupils.

Where overnight accommodation is involved, suitable arrangements will be made to ensure pupils' privacy, dignity and safety.

Staff and volunteers must follow the Federation's expectations regarding the use of mobile phones, photography and social media during visits.

Any safeguarding concern arising during a visit must be reported immediately to the Visit Leader and dealt with in accordance with the Federation's Child Protection and Safeguarding Policy.

13. Behaviour and Inclusion

Educational visits are an extension of school life and pupils are expected to demonstrate the same high standards of behaviour expected within school.

Visit Leaders will communicate expectations clearly before the visit.

Where concerns exist regarding a pupil's behaviour, medical needs or ability to participate safely, an individual assessment will be undertaken.

The Federation is committed to inclusion and will consider reasonable adjustments to enable pupils to participate wherever practicable.

A decision not to allow a pupil to attend a visit will only be taken where:

- all reasonable adjustments have been considered;
- risks cannot be managed safely;
- participation would present an unacceptable risk to the pupil, other pupils or staff.

Such decisions will be made by the Headteacher, taking account of available evidence, professional advice where appropriate and the individual circumstances of the pupil.

Where a pupil is unable to participate, suitable educational provision will be made within school wherever possible.



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14. Emergency Procedures

All educational visits must include appropriate arrangements for responding to emergencies.

Visit Leaders must ensure:

- emergency contact details are readily available;
- accompanying adults understand emergency procedures;
- pupils know what to do if separated from the group where appropriate;
- communication with the school can be maintained.

In the event of a serious incident:

1. The immediate safety and welfare of those involved will take priority.
2. Emergency services will be contacted where required.
3. The school will be informed as soon as reasonably practicable.
4. The Headteacher will coordinate communication with parents and external agencies where necessary.
5. Appropriate records of the incident will be maintained.

Where a pupil becomes separated from the group or absconds, staff should act in accordance with the agreed emergency procedures and the individual risk assessment. The immediate priority is to protect the safety of all pupils and staff. Emergency services should be contacted without delay where there is an immediate risk to life, where the pupil cannot be located promptly, or where circumstances indicate that police assistance is required. The Headteacher must be informed as soon as reasonably practicable.

Visit Leaders should be prepared to adapt or abandon planned activities if circumstances change and continuing would no longer be safe.

The Headteacher will determine whether the Local Authority, Governing Body, insurers or other relevant agencies need to be informed.

15. Monitoring, Evaluation & Learning

Following significant educational visits, Visit Leaders should undertake a review to identify:

- whether educational objectives were achieved;
- any health and safety issues encountered;
- effectiveness of risk management arrangements;
- lessons learned for future visits.

Any accidents, incidents or near misses will be reviewed to identify opportunities for improvement.

Educational visit documentation will be retained in accordance with the Federation's record retention arrangements.



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16. Monitoring and Review

The Governing Body will review this policy every three years, or sooner where there are significant changes to legislation, statutory guidance or local procedures.

This policy will also be reviewed following any significant incident arising from an educational visit where lessons learned indicate that amendments are required.

The Headteachers are responsible for ensuring that this policy is implemented consistently across the Federation and that educational visits continue to provide safe, enriching opportunities for all pupils.

Appendices

The following documents support the implementation of this policy and are maintained separately to ensure they remain up to date:

- Appendix A – Educational Visit Planning Checklist
- Appendix B – Educational Visit Risk Assessment
- Appendix C – Emergency Contact Information
- Appendix D – Parent Information and Consent Form
- Appendix E – Medical Information Form
- Appendix F – Coach Travel Guidance
- Appendix G – Emergency Procedures
- Appendix H – Educational Visit Evaluation Form