



Kingsway Primary School — Educational Visits Policy

This policy sets out the arrangements for planning, approving, and managing all educational visits undertaken by Kingsway Primary School. It applies to all staff, governors, volunteers, and accompanying adults involved in organising or supervising any off-site activity or in-school external provider visit.

Committee Responsible

Full Governing Body

Policy Author

Kate Baskeyfield, Headteacher

Date Reviewed

September 2025

Next Review Date

September 2028

1. Policy Control Information

Field	Detail
Policy Title	Educational Visits Policy
School	Kingsway Primary School
Local Authority	Trafford
EVOLVE Lead (Headteacher / Approver)	Kate Baskeyfield — Headteacher
Educational Visits Coordinator (EVC)	Sandra Townsend — Office Manager / Admin Lead
Chair of Governors	Helen Johnson
Date Reviewed	September 2025
Next Review Date	September 2028
Review Frequency	Every three years, or sooner following a significant incident or change in statutory guidance

Statutory and Regulatory Framework

This policy is written in accordance with the following statutory guidance and legislation:

- **DfE Health and Safety on Educational Visits (2018)** — primary statutory guidance for all maintained schools
- **OEAP National Guidance (oeapng.info)** — adopted by Trafford LA; all visits must comply
- **Health and Safety at Work Act 1974** — employer duty of care to employees and others
- **Management of Health and Safety at Work Regulations 1999** — risk assessment obligations
- **RIDDOR 2013** — reporting of injuries, diseases and dangerous occurrences
- **Equality Act 2010** — duty to make reasonable adjustments; no pupil excluded on grounds of protected characteristic
- **Children Act 1989 / 2004** — safeguarding and welfare of children
- **Adventure Activities Licensing Regulations 2004** — licensing requirements for certain adventurous activities
- **Trafford EVOLVE Off-Site Visits Management SLA** — all visits planned and approved via the EVOLVE system

2. Scope and Definition

What This Policy Covers

This policy applies to all staff, governors, volunteers, and other adults involved in organising or supervising educational visits on behalf of Kingsway Primary School. It covers all activities that take pupils off the school premises, whether during or outside normal school hours, and all in-school visits by external providers.

Definition of an Educational Visit

For the purposes of this policy, an **educational visit** is any educational, cultural, sporting, or enrichment activity that requires pupils to leave the school premises, or that brings an external provider into school, having been authorised by the Headteacher. This includes:

Local Visits Places of worship, community spaces, local parks, and neighbourhood walks	Day Visits Museums, galleries, theatres, science centres, and places of educational interest	Sporting Activities Swimming sessions, inter-school fixtures, and sports tournaments
Adventurous Activities Outward bound, climbing, water-based, and open-country activities	Residential Visits Overnight or multi-night stays, including Year 6 residential	Overseas Visits Any visit outside the United Kingdom
In-School Visits Visiting theatre companies, professional speakers (e.g. dentists, scientists, authors)		

Aims

- Provide memorable, curriculum-linked learning experiences beyond the classroom
- Develop pupils' independence, resilience, and understanding of the wider world
- Ensure every visit is safe, well-planned, inclusive, and educationally purposeful
- Meet all statutory and LA requirements, including full compliance with the Trafford EVOLVE system

3. Roles and Responsibilities

Clear accountability is fundamental to safe visit management. The responsibilities below apply to all visits, regardless of type or scale. Where named individuals are absent, their line manager or designated deputy assumes responsibility.

Governing Body — Helen Johnson (Chair)

- Holds strategic oversight of the Educational Visits Policy and approves it every three years
- Satisfies itself that the school has robust systems for planning, approving, and reviewing visits
- Receives an annual summary of visits undertaken and any incidents or near-misses
- Ensures the school maintains adequate insurance cover for all visit types

Headteacher / EVOLVE Lead — Kate Baskeyfield

- Holds overall responsibility for the safety and educational quality of all visits
- Acts as the **EVOLVE Lead** for Kingsway: the named approver within the Trafford EVOLVE system with authority to approve or reject visit submissions
- Authorises all visits before they proceed; no visit may take place without Headteacher sign-off
- Ensures the EVC (Sandra Townsend) is appropriately supported and that class teachers receive the guidance they need to plan and lead visits safely

Deputy Headteacher — Claire Lowe

- Acts as Headteacher in Kate Baskeyfield's absence, including EVOLVE approval authority
- Supports the EVC in monitoring compliance with this policy
- Oversees safeguarding considerations for all visits in conjunction with the DSL

Assistant Headteacher for Inclusion — Paul Walker

- Ensures that pupils with SEND, EAL, or other additional needs are fully included in visit planning
- Advises Group Leaders on reasonable adjustments and individual risk assessments
- Liaises with Elizabeth Dunstan (Pastoral Lead / SEND Family Liaison) on family communication

3. Roles and Responsibilities (continued)

Pastoral Lead / SEND Family Liaison — Elizabeth Dunstan - Communicates with families of pupils with SEND or complex needs regarding visit arrangements - Ensures individual medical, dietary, and welfare information is captured and shared with Group Leaders - Supports families who may have concerns about their child's participation	Deputy DSL — Bethany Jones - Supports safeguarding considerations for visits, including DBS checks for volunteers - Acts as the safeguarding point of contact at school base during visits where the DSL is off-site	Site Manager — Nazim Dervish - Ensures the school premises are secure and appropriately managed during off-site visits - Provides first aid equipment and checks that visit first aid kits are stocked and in date
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EVC — Sandra Townsend (Office Manager / Admin Lead)

Sandra Townsend acts as the school's Educational Visits Coordinator. She is the central point of coordination for all visit planning and EVOLVE administration. The EVC's responsibilities include:

- Supporting and advising class teachers (Group Leaders) throughout the planning, approval, and evaluation of visits
- Checking that all EVOLVE submissions are complete, accurate, and compliant before they reach the Headteacher for approval
- Maintaining the school visit diary and coordinating transport and venue bookings
- Maintaining records of staff visit leader competence and first aid qualifications
- Ensuring risk assessments are submitted and reviewed after each visit
- Keeping up to date with OEAP National Guidance, DfE guidance, and Trafford LA requirements, and communicating updates to staff
- Processing payments through the school's electronic payment system and communicating trip financial information to families
- Informing kitchen staff of any visit-related changes to school lunch arrangements
- Reporting to the Headteacher on visit activity, incidents, and policy compliance
- Completing and maintaining EVC training as required by Trafford's Outdoor Education Adviser

Class Teachers (Group Leaders / Visit Leaders)

Class teachers act as Group Leaders for visits they organise. They hold day-to-day responsibility for the safety and welfare of pupils during the visit and are responsible for completing all EVOLVE documentation for their own trips. Their responsibilities include:

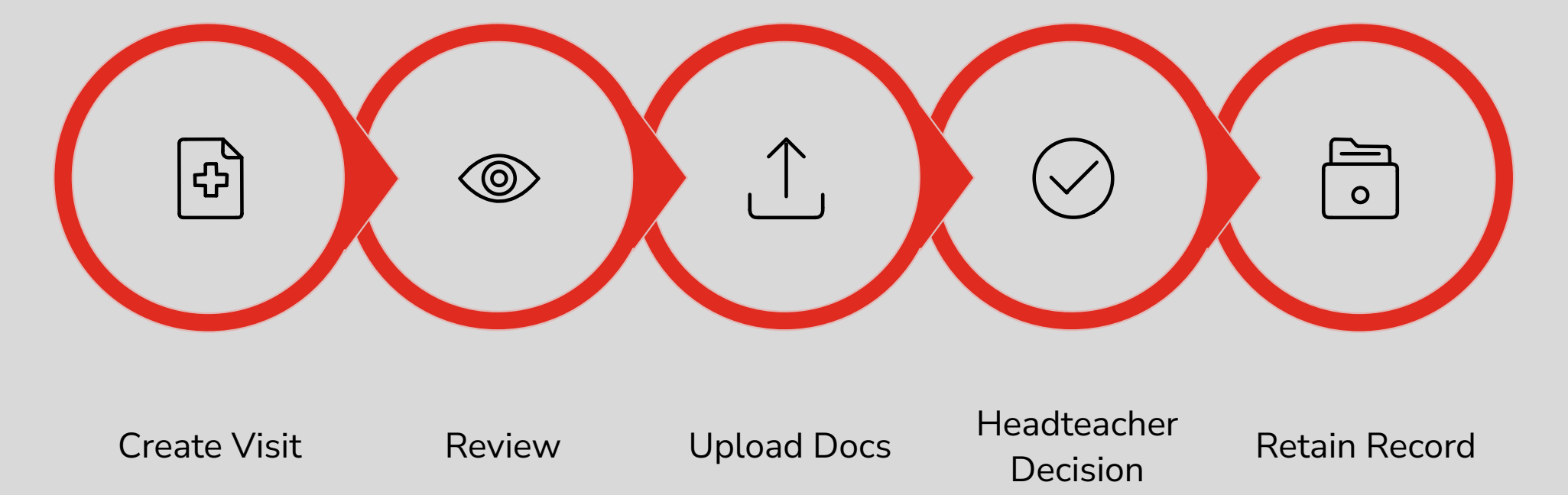
- Creating and completing the visit record in EVOLVE, including risk assessment, staffing, and consent arrangements, and submitting it to the EVC for review
- Completing a written risk assessment specific to the visit and ensuring it is reviewed by the EVC before submission
- Ensuring all parental consent forms are collected and uploaded to EVOLVE before the visit proceeds
- Briefing all accompanying adults in writing before departure (group lists, individual pupil needs, responsibilities, and emergency contacts)
- Conducting regular headcounts and maintaining the group register throughout the visit
- Contacting school on arrival at the venue and on departure to return
- Completing a post-visit evaluation (Appendix D) within five school days of return and submitting it to the EVC

 **Accompanying Adults (including Parent Volunteers):** Must support the Group Leader, follow all instructions, adhere to the Safeguarding Policy, and must not be left unsupervised with children unless they hold a current DBS check. Adults must never transport a pupil alone in a private vehicle without prior written Headteacher authorisation.

4. The EVOLVE System — Planning and Approval

Kingsway Primary School uses the **Trafford EVOLVE system** for the planning, recording, and approval of all off-site visits and related activities. EVOLVE is the LA-mandated platform aligned to OEAP National Guidance. **No visit may proceed without a completed and approved EVOLVE submission.** Class teachers are responsible for creating and completing their own visit records in EVOLVE; Sandra Townsend (EVC) coordinates, checks, and supports all submissions before they reach the Headteacher for final approval.

EVOLVE Approval Pathway



Timescales for Submission

Visit Type	Minimum Notice to EVC	Minimum Notice to Headteacher
Local / half-day visit	2 weeks	1 week
Full-day visit	3 weeks	2 weeks
Residential visit	Half a term	6 weeks
Overseas visit	One full term	Half a term
Adventurous activity	Half a term	6 weeks

Annual Visit Planning

- Where possible, visit dates are confirmed at the start of each academic year to allow timely booking of transport, venues, and insurance
- The school visit diary is maintained by Sandra Townsend (EVC) and shared with SLT termly
- Sandra Townsend (EVC) provides an annual summary of visits to the Headteacher and Governing Body

5. Risk Assessment

Risk assessment is a legal requirement under the **Management of Health and Safety at Work Regulations 1999** and is central to safe visit planning. At Kingsway, risk assessment is a dynamic, ongoing process — not a one-off form-filling exercise.

Principles

- Every visit requires a written risk assessment, completed by the Group Leader and reviewed by the EVC before EVOLVE submission
- Risk assessments must be **specific to the visit** — generic templates must be adapted to reflect the actual venue, route, group, and activities planned
- Risk assessments must identify hazards, assess likelihood and severity, and record control measures
- Individual pupil needs (medical, SEND, behavioural) must be incorporated into the risk assessment
- Where the LA or OEAP holds a generic risk assessment for a venue or activity type, this may be used as a starting point but must be supplemented with visit-specific information

Pre-Visit Reconnaissance

- For new venues or high-risk activities, the Group Leader (or EVC) should conduct a pre-visit reconnaissance where practicable
- Reconnaissance findings must be recorded and attached to the EVOLVE submission

Dynamic Risk Assessment

- Group Leaders must continuously assess risk throughout the visit and respond to changing conditions (weather, crowd levels, pupil behaviour, venue changes)
- If at any point the Group Leader judges that the risk to pupils is unacceptable, they have the authority — and the duty — to curtail or abandon the visit
- Any significant changes to planned activities during a visit must be communicated to the school base immediately

Post-Visit Review

- Risk assessments are reviewed and updated following each visit, incorporating lessons learned
- Any near-miss or incident must be recorded and the risk assessment revised before the visit is repeated

See **Appendix B** for the school's Risk Assessment Template.

6. Parental Consent

Kingsway Primary School requires **individual written parental consent** for all educational visits. This approach ensures that parents are fully informed about each specific visit and have the opportunity to provide up-to-date medical, dietary, and welfare information relevant to that visit. Blanket or annual consent is not accepted for any visit type.

Consent Requirements by Visit Type

Visit Type	Consent Required	Notice to Parents
Local / half-day visit	Individual written consent	Minimum 2 weeks
Full-day visit	Individual written consent	Minimum 2 weeks
Sporting activity / fixture	Individual written consent	Minimum 1 week
Adventurous activity	Individual written consent + medical form	Minimum 4 weeks
Residential visit	Individual written consent + full medical/emergency form	Minimum half a term
Overseas visit	Individual written consent + full medical/emergency form + passport details	Minimum one term

Consent Process

- Consent letters are issued by the Group Leader and distributed via the school office; digital consent via the school's electronic payment and communication system is acceptable
- No pupil may participate in a visit without a signed consent form on file
- Where consent is not returned, the Group Leader must contact the parent directly; if consent cannot be obtained, the pupil must remain at school with appropriate supervision
- Consent forms must include: visit details, date and time, destination, cost, clothing/equipment requirements, and a request for up-to-date medical and emergency contact information
- Completed consent forms are retained by the school office and uploaded to EVOLVE

Withdrawal of Consent

- Parents may withdraw consent at any time before the visit; the Group Leader must be notified immediately
- Where a pupil is withdrawn, the school will arrange appropriate in-school provision

7. Staffing Ratios and Supervision

All visits must be individually risk-assessed to determine the appropriate level of adult supervision. The ratios below are **minimum** requirements; the Group Leader and EVC may determine that a higher ratio is necessary based on the nature of the visit, the age and needs of the group, or the environment.

Minimum Adult-to-Pupil Ratios

Year Group / Activity Type	Minimum Ratio
Reception (EYFS)	1:6 (higher ratio recommended for off-site)
Years 1–3	1:8
Years 4–6	1:10
Adventurous activities	1:10 (or as specified by the activity provider)
Residential visits	1:10 (overnight supervision arrangements to be specified in risk assessment)
Pupils with an EHCP or high-level SEND	Individual assessment — see Section 10

Staffing Requirements

- At least one qualified first aider must accompany all visits; for residential and adventurous visits, at least two first aiders are required
- Early Career Teachers (ECTs) must be accompanied by an experienced member of teaching staff on their first visit as Group Leader
- Where possible, adults of each gender should accompany mixed-gender groups, particularly on residential visits
- All accompanying adults must be briefed in writing before departure, including: group lists, individual pupil needs, emergency contacts, and their specific responsibilities
- Any adult who has not been DBS-checked must not be left unsupervised with children at any time
- Adults must never transport a pupil alone in a private vehicle without prior written Headteacher authorisation

Parent Volunteers

- Where parent volunteers are invited, selection is made through a fair and transparent process where demand exceeds available places
- Parent volunteers count towards supervision ratios only where they hold a current DBS check; unchecked volunteers are additional to the minimum ratio
- All volunteers must sign a volunteer agreement and receive a pre-visit briefing

8. First Aid

Requirements

- At least one member of staff holding a current **Paediatric First Aid** or **First Aid at Work** certificate must accompany every visit
- For residential and adventurous activity visits, a minimum of **two qualified first aiders** must be present
- Sandra Townsend (EVC) maintains a register of staff first aid qualifications and expiry dates; the class teacher (Group Leader) must confirm first aid cover when completing the EVOLVE submission

First Aid Kits and Medication

- A fully stocked, in-date first aid kit must be taken on every visit; Nazim Dervish (Site Manager) is responsible for maintaining and checking kits
- All individual pupil medications (inhalers, EpiPens, antihistamines, etc.) must be taken on the visit and carried by the designated first aider or Group Leader
- Supervising adults must be informed of any pupil with a significant medical condition before departure; this information must be included in the risk assessment
- Medication must be stored securely and returned to school (or parents) after the visit

Medical Emergencies During a Visit

- In the event of a medical emergency, one member of staff accompanies the pupil for treatment while the remaining adults maintain supervision of the group
- The school base must be notified immediately; the school will contact parents/carers
- The Group Leader completes an incident report on return; RIDDOR reporting obligations apply where relevant (see Section 12)

9. Pupils with SEND

Kingsway Primary School is committed to the full inclusion of all pupils in educational visits. In line with the **Equality Act 2010**, the school will make all reasonable adjustments to ensure that pupils with SEND, disabilities, or other additional needs can participate fully and safely.

Planning for Inclusion

- Paul Walker (AHT for Inclusion) and Elizabeth Dunstan (Pastoral Lead / SEND Family Liaison) must be consulted at the planning stage for any visit involving pupils with SEND or complex needs
- An **individual risk assessment** must be completed for any pupil whose needs may require additional consideration; this is in addition to the general visit risk assessment
- The individual risk assessment must consider: mobility and access requirements, communication needs, sensory sensitivities, medical needs, behavioural support, and the pupil's own views where appropriate

Pupils with an Education, Health and Care Plan (EHCP)

Same Level of Support

A pupil with an EHCP must receive the same level of support on a visit as they ordinarily receive during the school day.

Confirmed Arrangements

Additional support arrangements (e.g. 1:1 support, specialist equipment, adapted transport) must be confirmed before the EVOLVE submission is finalised.

Family Involvement

In exceptional circumstances, parents/carers may be invited to accompany their child; this must be handled sensitively and in consultation with the family.

Exclusion from a Visit

- No pupil may be excluded from a visit solely on the grounds of SEND or disability
- Where a pupil cannot safely participate even with reasonable adjustments, the decision must be made in consultation with parents, Paul Walker, and the Headteacher, and must be fully documented
- Alternative provision must be arranged for any pupil who does not attend the visit

10. Residential Visits

Residential visits provide exceptional opportunities for personal development, teamwork, and resilience. Kingsway currently offers a Year 6 residential visit. All residential visits require enhanced planning and a higher level of scrutiny.

Planning Requirements

- A parents' information meeting must be held well in advance of the visit; all key details (dates, costs, activities, clothing, payment plans) must be shared in writing
- Emergency contact details, full medical information, dietary requirements, and SEND/behavioural information must be obtained for every participating pupil via the Emergency Contact and Medical Information Form (Appendix C)
- The EVOLVE submission for a residential visit requires Headteacher approval and, where applicable, LA notification via Trafford's Outdoor Education Adviser
- Payment plans are available to spread the cost; the school will consider subsidising places for eligible pupils — families should contact the school office in confidence

Overnight Supervision

- Overnight supervision arrangements must be specified in the risk assessment, including sleeping arrangements, night-time emergency procedures, and staff on-call rotas
- Where possible, adults of each gender accompany mixed-gender groups
- A minimum ratio of 1:10 applies; the risk assessment may require a higher ratio
- At least two qualified first aiders must be present throughout the residential

Venue and Provider Checks

- The Group Leader must verify that the venue holds appropriate licences (e.g. AALA licence for adventurous activities) and adequate public liability insurance
- External providers must complete the school's External Provider Form before the visit is approved

11. Overseas Visits

Overseas visits carry additional complexity and risk. They require the highest level of planning, the longest lead time, and the most thorough EVOLVE submission. The Headteacher must be satisfied that the educational benefit justifies the additional risk and cost before approving any overseas visit.

Additional Requirements for Overseas Visits

Passports and Visas

All pupils and staff must hold valid passports; visa requirements must be checked and met well in advance of the visit.

Travel Insurance

Comprehensive travel and medical insurance must be in place for all participants; the Group Leader must carry policy details and emergency contact numbers at all times.

FCDO Advice

The Group Leader must check Foreign, Commonwealth and Development Office (FCDO) travel advice for the destination country before submission and again immediately before departure.

Medical Requirements

Vaccinations, health precautions, and any country-specific medical requirements must be identified and communicated to parents in advance.

Emergency Contacts

The school must hold emergency contact details for all participants; the Group Leader must carry a copy at all times during the visit.

Currency and Finances

Arrangements for pupil spending money, staff expenses, and emergency funds must be agreed and documented before departure.

Approval Process

- Overseas visits require Headteacher approval via EVOLVE; the Governing Body must be informed
- The EVOLVE submission must be completed at least one full term in advance
- The Group Leader must conduct (or arrange) a pre-visit reconnaissance of the destination where practicable

12. Emergency Procedures

All Group Leaders must be familiar with emergency procedures before departure. A copy of the emergency procedure card must be carried by the Group Leader and the school base contact at all times during the visit.

General Emergency Protocol

1 Secure the Group

Ensure the immediate safety of all pupils — move to a place of safety if required.

2 Call Emergency Services

Call 999 if there is immediate risk to life.

3 Notify School Base

Contact Kate Baskeyfield (Headteacher) or, in her absence, Claire Lowe (DHT) immediately.

4 School Notifies Parents

The school base contacts parents/carers and, where required, the LA.

5 No Media Statements

Do not make any statements to the media; refer all press enquiries to the Headteacher.

6 Maintain a Written Log

Record all events, times, and actions taken; complete a full incident report on return to school.

Missing Child Procedure

1. Conduct an immediate headcount and search of the immediate vicinity
2. One member of staff searches while another assumes responsibility for the group
3. If the child is not located within **20 minutes**, notify the school base
4. If not found within **30 minutes**, contact the police (999) and provide a full description
5. Remain with the police; maintain regular contact with the school base
6. Remaining staff and adults return to school with the rest of the group under the supervision of a designated adult

Pupils Briefed Before Departure

- All pupils are briefed on emergency procedures before departure, including: staying with their group, identifying 'safe strangers' (uniformed staff in their place of work), and what to do if separated
- Pupils are reminded that if separated on public transport, they should alight at the next station and wait

 Following any significant incident, the Headteacher and SLT conduct a full review to identify causes and revise risk assessment procedures. RIDDOR reporting obligations must be met where applicable (see Section 13).

13. Recording, Reporting, and RIDDOR

Visit Records

- All visit records — EVOLVE submissions, risk assessments, consent forms, staff briefing notes, and post-visit evaluations — are retained for a minimum of **three years** (or until the youngest pupil on the visit reaches the age of 21, whichever is longer, for visits involving significant injury)
- Records are stored securely in EVOLVE and in the school office
- Sandra Townsend (EVC) maintains a visit log summarising all visits undertaken each academic year

Incident Reporting

- All accidents, injuries, near-misses, and safeguarding concerns occurring during a visit must be recorded using the school's standard incident report form and reported to the Headteacher on return
- Serious incidents must be reported to the Headteacher immediately by telephone during the visit
- The Headteacher notifies the Governing Body of any serious incident at the next available opportunity

RIDDOR 2013 — Reporting Obligations

The school must report to the **Health and Safety Executive (HSE)** under RIDDOR 2013 where a visit results in:

- A fatality
- A specified injury to a pupil or adult
- An injury requiring hospitalisation for more than seven days
- A dangerous occurrence

RIDDOR reports are made by the Headteacher (or designated deputy) via the HSE online reporting portal within the required timescales. A copy of any RIDDOR report is retained on file and shared with the Governing Body.

Safeguarding Incidents

Any safeguarding concern arising during a visit must be reported immediately to Kate Baskeyfield (DSL) or, in her absence, Bethany Jones (DDSL). The school's Safeguarding Policy applies in full during all off-site activities.

14. Behaviour on Visits

The school's **Relational Approach to Positive Behaviour Policy** applies in full during all educational visits. Being off-site raises the stakes: pupils represent Kingsway in the wider community and their safety depends on following adult instructions. Group Leaders use a relational, trauma-informed approach in all pre-visit briefings and during the visit itself.

Expectations

- Pupils are reminded of behaviour expectations before every visit; Group Leaders use a relational, trauma-informed approach to briefing
- Pupils are expected to behave courteously to all members of the public, venue staff, and transport providers
- Active participation in all aspects of the visit is expected — visits are an integral part of the curriculum
- Pupils must follow all instructions from accompanying adults promptly and without argument, particularly in relation to safety

Where Behaviour Gives Rise to Safety Concerns

- If a pupil's behaviour poses an unacceptable risk to themselves or others, the Group Leader may, in consultation with the Headteacher (by telephone), arrange for the pupil to be collected by a parent/carer or returned to school
- In extreme cases, the Group Leader has the authority to curtail the visit for the whole group if safety cannot be maintained
- Any behavioural incident on a visit is recorded and followed up in line with the Behaviour Policy on return to school

Pre-Visit Exclusion

- In exceptional circumstances, the Headteacher may determine that a pupil's participation in a visit poses an unacceptable risk; this decision is made on an individual basis, is fully documented, and parents are informed in advance
- This power is used sparingly and always as a last resort, consistent with the school's relational ethos

15. Transport

General Principles

- All transport arrangements must be confirmed before the EVOLVE submission is finalised
- Transport providers must hold appropriate licences and insurance; the Group Leader must verify this before booking
- Pupils must be seated and wearing seatbelts (where fitted) at all times during coach or minibus travel
- Adults must be distributed throughout the vehicle to maintain supervision

Private Vehicles

- Adults must not transport pupils in a private vehicle without prior written authorisation from the Headteacher
- Where private vehicle use is authorised, the driver must hold a valid licence, appropriate insurance (including business use), and a current DBS check
- An adult must never travel alone with a single pupil in a private vehicle

Public Transport

- Where public transport is used, pupils must be briefed on behaviour and safety expectations before boarding
- Adults must be positioned at the front and rear of the group; regular headcounts must be taken
- Pupils must be briefed on the 'separated on public transport' procedure (see Section 12)

Cost Considerations

- Transport costs are included in the per-pupil visit cost calculated by the school office
- All parental contributions are voluntary; if insufficient contributions are received, the visit may be cancelled
- Payments are made via the school's electronic payment system; payment plans are available for residential visits

16. Financial Management and Inclusion

Kingsway Primary School is committed to ensuring that the cost of educational visits is never a barrier to participation. When planning visits, Group Leaders must always consider the cost implications for families; excessively expensive visits are avoided wherever possible.

Cost Planning

- The school office calculates the per-pupil cost inclusive of transport, venue, insurance, and any charges for additional helpers
- All parental contributions are **voluntary** under the Education Act 1996; however, if the school cannot cover costs, the visit may be cancelled
- Refund arrangements in the event of cancellation are communicated to parents at the time of booking

Financial Inclusion

- The school is committed to ensuring that no pupil is excluded from a visit on financial grounds
- Subsidies may be available for eligible pupils (e.g. those in receipt of Pupil Premium); families should contact the school office in confidence
- For residential visits, payment plans are available to spread the cost over the academic year
- The school will not publicly identify pupils who have received financial support

Payments

- All payments are made electronically via the school's dedicated payment system
- No cash payments are accepted for educational visits

17. Monitoring and Review

Ongoing Monitoring

- Sandra Townsend (EVC) monitors compliance with this policy throughout the year, including reviewing EVOLVE submissions, risk assessments, and post-visit evaluations
- The Headteacher receives a termly update from Sandra Townsend (EVC) on visit activity, any incidents, and any emerging compliance issues
- The Governing Body receives an annual summary of visits undertaken, incidents reported, and any policy concerns

Policy Review

- This policy is reviewed every **three years** by the Full Governing Body, or sooner in the event of: a significant incident, a change in statutory guidance (DfE, OEAP, or HSE), a change in LA requirements, or a change in key personnel
- Sandra Townsend (EVC) and the Headteacher lead the review; staff are consulted as appropriate
- The reviewed policy is shared with all staff and published on the school website

Links to Other Policies

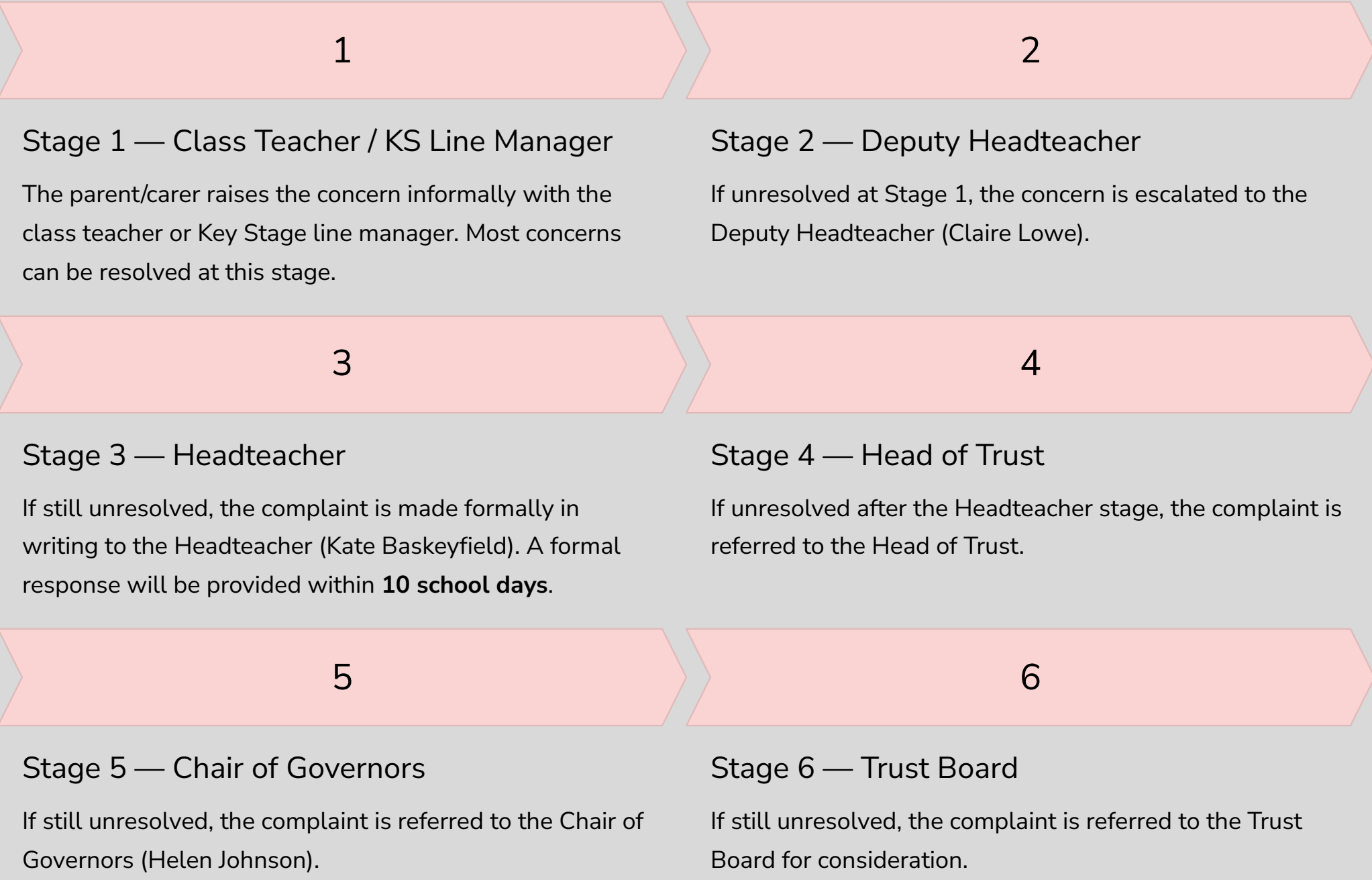
This policy should be read in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Relational Approach to Positive Behaviour Policy
- SEND Policy and Information Report
- Teaching and Learning Policy
- Complaints Policy

18. Complaints

Any complaint relating to an educational visit — including concerns about safety, inclusion, financial management, or the conduct of accompanying adults — will be handled in accordance with the **Inspiring Learners Trust Complaints Policy**. The full procedure is available on the Kingsway Primary and Nursery School website.

Six-Stage Process



Safeguarding Complaints

- Any complaint involving a safeguarding concern is handled immediately under the school's Safeguarding Policy and referred to Kate Baskeyfield (DSL) or Bethany Jones (DDSL)
- Safeguarding complaints are not subject to the standard complaints timeline

Appendix A — Visit Approval Request Form

TEMPLATE — TO BE COMPLETED BY THE GROUP LEADER AND SUBMITTED TO THE EVC

KINGSWAY PRIMARY SCHOOL — VISIT APPROVAL REQUEST FORM

Field	Detail
Group Leader Name	
Year Group(s)	
Destination / Venue	
Date(s) of Visit	
Departure Time	
Expected Return Time	
Number of Pupils	
Number of Adults (staff)	
Number of Adults (volunteers)	
Adult:Pupil Ratio	
First Aider(s) Named	
Transport Arrangements	
Curriculum Links / Educational Aims	
Estimated Cost Per Pupil	
Risk Assessment Attached	Yes / No
EVOLVE Submission Reference	

Sign-off	Name	Date
EVC Review and Sign-off	_____	_____
Headteacher Approval	_____	_____

Appendix B — Risk Assessment Template

TEMPLATE — TO BE COMPLETED BY THE GROUP LEADER AND REVIEWED BY THE EVC

KINGSWAY PRIMARY SCHOOL — VISIT RISK ASSESSMENT

Field	Detail	Field	Detail
Visit / Activity		Date(s)	
Destination		Group Leader	
Year Group(s) / No. of Pupils		Date of Assessment	

Hazard Identification and Control Measures

Hazard Identified	Who Is at Risk	Likelihood (1–5)	Severity (1–5)	Risk Rating (L×S)
e.g. Road crossing	All pupils	3	4	12

(Complete both rows together — row numbers correspond across both tables.)

Control Measures	Residual Risk	Action By
Adults at front and rear; pupils in pairs; designated crossing points only	Low	Group Leader

Individual Pupil Considerations (SEND / Medical / Behavioural)

Pupil Initials	Need / Condition	Specific Control Measures

Signature	Name	Date
Group Leader	_____	_____
EVC Sign-off	_____	_____
Headteacher Approval	_____	_____

Appendix C — Emergency Contact and Medical Information Form

TEMPLATE — TO BE COMPLETED BY PARENT/CARER FOR EVERY VISIT

KINGSWAY PRIMARY SCHOOL — EMERGENCY CONTACT AND MEDICAL INFORMATION FORM

Pupil Details	Detail
Pupil Full Name	
Date of Birth	
Year Group	
Visit / Destination	
Date(s) of Visit	

Emergency Contacts

Contact	Name	Relationship	Mobile Number
Primary Contact			
Secondary Contact			

Medical Information

Field	Detail
Known medical conditions	
Current medications (name, dose, frequency)	
Allergies (including severity)	
EpiPen / inhaler required?	Yes / No — if yes: pupil carries own / staff carries
Dietary requirements	
Any other relevant information (SEND, mobility, sensory needs)	
GP Name and Contact Number	

I confirm that the above information is accurate and up to date.

Parent/Carer Signature	Print Name	Date
_____	_____	_____

Appendix D — Post-Visit Evaluation Form

TO BE COMPLETED BY THE GROUP LEADER WITHIN FIVE SCHOOL DAYS OF RETURN

KINGSWAY PRIMARY SCHOOL — POST-VISIT EVALUATION FORM

Field	Detail
Visit / Destination	
Date(s) of Visit	
Group Leader	
Year Group(s)	
Number of Pupils	
Date of Evaluation	

Evaluation Areas

Evaluation Area	Comments / Rating (1–5)
Educational value and curriculum links	
Organisation and logistics (transport, timing, venue)	
Pupil engagement and behaviour	
Staffing and adult supervision	
Risk assessment — was it fit for purpose?	
Parental communication and consent process	
Any incidents, near-misses, or safeguarding concerns?	Yes / No — if yes, provide details below

Reflective Questions

Question	Response
Incident / Near-Miss Details (if applicable)	
What went well?	
What would you do differently?	
Would you recommend this visit be repeated?	Yes / No / Yes, with modifications
Modifications recommended	

Signature	Name	Date
Group Leader Signature	_____	_____
Submitted to EVC	_____	_____

Sources

- [Educational Visits.pdf](#)