Beverley Minster
C.E. Primary School

EDUCATIONAL VISITS POLICY

Effective date:	**Autumn 2026**
Date Reviewed:	**September 2026**
Date Due for Review:	**September 2029**
Contact Officer:	**Headteacher**

Be your best at Beverley Minster.

‘Encourage one another and build each other up.’
1 Thessalonians 5:11

This policy should be read alongside the school’s Safeguarding and Child Protection Policy, Health and Safety Policy, SEND Policy, Supporting Pupils with Medical Conditions Policy, Allergy Safety Policy, Behaviour Policy, Charging and Remissions Policy and EVOLVE guidance.

1. Introduction

Beverley Minster CE Primary School recognises the significant educational, social, cultural and personal value of learning beyond the classroom. Educational visits should enrich the curriculum, provide first-hand experiences and develop pupils' independence, confidence, responsibility and understanding of the wider world.

All off-site visits and activities organised by the school are educational visits. Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

2. Aims

- To enrich and extend the curriculum through first-hand experience.
- To provide opportunities for pupils to develop independence, resilience, confidence, teamwork and social interaction.
- To broaden pupils' understanding of the local area, wider UK and the wider world.
- To provide experiences which support pupils' spiritual, moral, social, cultural, mental and physical development.
- To ensure that visits are inclusive and accessible to pupils, including pupils with SEND, medical conditions and allergies.
- To provide a consistent, proportionate and safe framework for planning, approving, leading and evaluating educational visits.

3. Scope and linked guidance

This policy is informed by and should be implemented alongside:

- Keeping Children Safe in Education (KCSIE) 2026.
- Department for Education guidance: Health and safety on educational visits.
- East Riding of Yorkshire Council guidance for the management and leadership of off-site visits and the EVOLVE system.
- The school's Safeguarding and Child Protection Policy and procedures.
- The school's SEND Policy and arrangements for reasonable adjustments.
- The school's Supporting Pupils with Medical Conditions Policy and Individual Healthcare Plans.
- The school's Allergy Safety Policy and the statutory Allergy Safety in Schools guidance.
- Relevant health and safety, first aid, transport, charging and remissions, behaviour, equality and data protection requirements.

4. Roles and responsibilities

4.1 Local Governing Body

- Ensure that the school has an appropriate policy and systems for the safe management of educational visits.
- Receive appropriate information about significant, residential, overseas and/or high-risk visits in accordance with EVOLVE and local authority procedures.
- Provide appropriate challenge and oversight through the Headteacher's reporting arrangements.

4.2 Headteacher

- Has overall responsibility for the school's educational visits programme and for ensuring that visits are properly planned, approved and supervised.

- Ensures that the school has competent staff, appropriate safeguarding arrangements and sufficient resources for visits.
- Approves visits at the level required by EVOLVE and local authority procedures.
- Ensures that significant incidents, safeguarding concerns and lessons learned are appropriately reported and acted upon.

4.3 Educational Visits Coordinator (EVC)

- Provides advice and guidance to staff planning educational visits.
- Checks that visit proposals, risk assessments, staffing, competence, medical arrangements and emergency procedures are appropriate.
- Supports the Headteacher in the approval process and ensures that EVOLVE is used appropriately.
- Maintains or oversees records of visits, staff competence/training and relevant review information.
- Monitors the quality and implementation of educational visits and contributes to policy review.

4.4 Visit Leader

- Plans the visit in accordance with this policy, EVOLVE and local authority guidance.
- Ensures that the visit has clear educational objectives and that risk management is proportionate to the activity and circumstances.
- Ensures that all adults understand their roles, responsibilities and safeguarding expectations.
- Maintains effective supervision throughout the visit and responds to changing circumstances through dynamic risk assessment.
- Ensures that emergency contacts, medical information, first aid equipment and prescribed/emergency medication are available as required.
- Completes a post-visit review and reports accidents, incidents, near misses or safeguarding concerns.

4.5 Accompanying staff and volunteers

- Follow the instructions of the Visit Leader and comply with the school's safeguarding, behaviour and professional conduct expectations.
- Maintain appropriate supervision and professional boundaries at all times.
- Report safeguarding concerns immediately through the school's safeguarding procedures.
- Do not undertake responsibilities for which they have not been assessed, briefed or trained.
- Understand the arrangements for first aid, medical needs, allergies, emergency procedures and contacting school.

5. Safeguarding and child protection

Safeguarding is everyone's responsibility. KCSIE 2026 requires a child-centred approach and states that staff should act on concerns about children's welfare, follow the school's safeguarding procedures and know the role of the Designated Safeguarding Lead (DSL) and deputies.

- The DSL/deputy DSL arrangements must be known to all staff and included in visit planning where appropriate.
- Visit Leaders must have immediate access to the school's emergency safeguarding contact arrangements and relevant pupil information.
- Any safeguarding concern arising during a visit must be reported without delay to the DSL/deputy DSL or, where necessary, directly to the appropriate safeguarding/emergency service.
- Staff must never promise a child confidentiality where a safeguarding concern is disclosed.

- Any concern or allegation about a member of staff, volunteer, contractor or other adult must be managed in accordance with the school's safeguarding and allegations procedures. Where relevant, this includes referral to the Headteacher, Chair of Governors and/or Local Authority Designated Officer (LADO).
- Low-level concerns must be reported in accordance with the school's low-level concerns policy.
- Children must be supervised in a way that reflects their age, needs, maturity, behaviour, vulnerability and the environment. Remote or indirect supervision must only be used where specifically risk assessed and approved.
- Particular attention must be given to pupils who may be more vulnerable to harm, including pupils with SEND, medical conditions, communication difficulties, care experience or other identified safeguarding needs.

6. Volunteers and parent helpers

KCSIE 2026 changed the definition of regulated activity with children from 1 September 2026. A volunteer who teaches, trains, instructs or supervises children frequently, on more than 3 days in a 30-day period, or overnight may now be engaging in regulated activity and may require an enhanced DBS check with children's barred list information.

- The school will determine the appropriate safeguarding checks for each volunteer role before the visit.
- A volunteer on whom no appropriate checks have been obtained must never be left unsupervised with pupils or undertake regulated activity.
- All volunteers must receive a clear briefing on safeguarding, behaviour, supervision, confidentiality, medical needs, emergency arrangements and their specific responsibilities.
- Volunteers must not photograph or communicate with pupils using personal devices or social media.

7. Types of visit and approval

Visits will be categorised and approved in accordance with the current East Riding of Yorkshire Council / EVOLVE procedures. The school will use the following broad framework:

Category	Typical visit	Approval	Minimum planning lead time
Category 1	Routine local/day visits	Headteacher/EVC through EVOLVE as required	Normally at least 2 weeks / annual blanket approval where appropriate
Category 2	Non-routine day visits	Headteacher/EVC through EVOLVE	Normally at least 2 weeks
Category 3	UK residential visits	Headteacher/EVC and Local Authority through EVOLVE	Normally at least 6 weeks
Category 4	Overseas visits	Headteacher/EVC/Governor and Local Authority through EVOLVE	Normally at least 6 weeks; outline approval before major commitments

Sub-category A	High-risk activities/environments	Additional approval in accordance with EVOLVE/LA requirements	Normally at least 6 weeks

Where current local authority or EVOLVE requirements differ from the examples above, the current EVOLVE/LA requirements take precedence.

8. Educational purpose and inclusion

- Every visit must have clear, age-appropriate and justifiable educational objectives.
- Visits should make a meaningful contribution to the curriculum or to pupils' wider development.
- The school will make reasonable adjustments so that pupils with SEND, disabilities, medical conditions and allergies can participate wherever reasonably practicable.
- A pupil must not be excluded from a visit simply because they have SEND, a disability, a medical condition or an allergy. The school will plan proactively with families and relevant professionals to identify reasonable adjustments and safe arrangements.
- Where an Individual Healthcare Plan, Allergy Action Plan, risk assessment, communication plan or other individual arrangement is required, this must be considered before approval.

9. Risk assessment and risk management

Every educational visit must be subject to suitable and sufficient risk assessment. Planning should be proportionate and focus on genuine risks and practical control measures.

- Generic risks and school procedures should be considered first.
- Visit-specific risks must be identified, including risks associated with the venue, activity, transport, weather, water, terrain, public access, separation from the group, medical needs, allergies, safeguarding and emergency arrangements.
- Dynamic risk assessment must continue throughout the visit. Plans may need to change in response to weather, behaviour, illness, transport problems, venue conditions or other unforeseen circumstances.
- Risk assessments must take account of individual pupils' needs and any reasonable adjustments.
- All supervising adults must be briefed on the relevant risk assessment and their responsibilities.
- A suitable 'Plan B' must be identified for foreseeable changes or cancellation of activities.

10. Staffing, competence and supervision

- Staffing ratios will be determined by the Visit Leader and Headteacher/EVC using EVOLVE guidance and professional judgement.
- Factors include pupil age, number and needs; activity; venue; transport; weather; duration; staff competence; and any remote or indirect supervision.
- There should normally be at least two adults on an off-site visit, unless a specific risk assessment and approval determines otherwise.
- Adventurous activities and other high-risk environments require appropriately competent leaders and any qualifications specified by EVOLVE, the provider or the Local Authority.
- Children must be supervised throughout the visit unless a planned period of remote supervision has been specifically risk assessed and approved.

- Supervision must preserve pupils' dignity, privacy and safeguarding, particularly in toilets, changing areas, sleeping accommodation and other potentially vulnerable situations.

11. Residential visits and overnight accommodation

- Residential visits require enhanced planning, approval and emergency contingency arrangements.
- Accommodation must be assessed as suitable, safe and appropriate for the pupils attending.
- Sleeping arrangements must comply with KCSIE 2026. The school must not allow a child to share overnight accommodation with a child of the opposite biological sex. Where a child does not wish to share with another child of the same biological sex, alternative arrangements should be sought where possible without compromising the safety, comfort, privacy or dignity of any child.
- The school will consider Equality Act duties, safeguarding, individual needs, privacy and dignity when allocating rooms, dormitories, tents or shared accommodation.
- Staff must understand arrangements for night-time supervision, emergencies, medication, safeguarding concerns and communication with school.

12. Medical conditions, allergies and emergency medication

The school will support pupils with medical conditions and allergies to participate fully in educational visits. The arrangements below complement the school's Supporting Pupils with Medical Conditions Policy and Allergy Safety Policy.

- Pupils must have access to their prescribed medication whenever it may be required. Medication must be transported and administered in accordance with the pupil's Individual Healthcare Plan and school procedures.
- Pupils at risk of anaphylaxis must have their prescribed adrenaline devices available on the visit. Current statutory guidance notes that clinical advice recommends access to two prescribed devices because two doses may be required.
- As a school-specific safety requirement, every educational visit will take a minimum of two in-date spare adrenaline auto-injectors (AAIs) in an appropriate emergency medication kit, in addition to pupils' own prescribed devices.
- Spare AAIs must be of the correct dosage for the pupils on the visit. Where a visit includes pupils for whom different doses are required, sufficient devices of each appropriate dosage must be taken; this may mean taking more than two devices.
- Spare AAIs must be kept together as a pair, clearly labelled as emergency school medication, readily accessible to staff and protected from extremes of temperature. They must not be placed in inaccessible luggage.
- The Visit Leader must know where the spare AAIs are located and ensure they can reach the pupil within the expected emergency response time.
- At least one appropriately trained member of staff must accompany the visit and be able to recognise anaphylaxis and administer adrenaline in an emergency.
- If anaphylaxis is suspected, staff must follow the child's Allergy Action Plan where available and emergency procedures, including administering adrenaline promptly and calling 999. Prescribed devices should be used first where available; spare devices may be used where prescribed devices are unavailable or have misfired.
- Allergy-related serious incidents and near misses must be recorded, reported and reviewed in accordance with the school's Allergy Safety Policy and medical conditions procedures.
- The risk assessment must consider allergen exposure associated with food, venues, animals, outdoor activities and other foreseeable triggers.

13. First aid

- First aid provision will be proportionate to the activity and risks of the visit.
- A suitably trained first aider must be available for every visit, with the qualification appropriate to the age group and activity.
- A fully stocked first aid kit must be taken on every visit. Where the group splits, additional kits may be required.
- Visit Leaders must take appropriate pupil medical information, emergency contact details and required medication in accordance with data protection and medical procedures.

14. Transport

- Transport arrangements must form part of the risk assessment.
- All pupils and adults must use seat belts where provided and comply with transport safety instructions.
- Staff should be distributed appropriately throughout coaches/minibuses to support supervision.
- External transport providers must be appropriately checked and suitable for the journey.
- Use of staff or parent vehicles must meet school and legal requirements regarding driver competence, insurance, roadworthiness, safeguarding checks and seat belts.
- The school will not permit a child to be transported in a private vehicle unless the arrangements have been approved and appropriately risk assessed.

15. Parent/carer information and consent

- Parents/carers will receive information appropriate to the type and risk level of the visit.
- Information will normally include the purpose and educational objectives, destination, dates/times, transport, activities, supervision arrangements, clothing/equipment, cost/voluntary contribution, medical arrangements and emergency contact arrangements.
- Specific written consent will be obtained where required by the nature of the visit, including higher-risk and out-of-hours activities.
- The school may use annual or rolling consent for appropriate routine visits, provided parents/carers are still informed of individual visits and given an opportunity to withdraw their child where appropriate.
- Parents/carers must provide up-to-date medical, allergy and emergency contact information and inform the school of relevant changes.

16. Behaviour and pupil preparation

- Pupils will be briefed about the purpose of the visit, expected behaviour, boundaries, meeting points, group arrangements and what to do if separated from the group.
- The school's Behaviour Policy applies during educational visits.
- Pupils will be taught or reminded how to recognise hazards and manage risk appropriately for their age and maturity.
- Where appropriate, buddy systems, named groups and clear meeting points will be used.

17. Emergency procedures

- Every visit must have a clear emergency plan proportionate to the activity and location.

- The Visit Leader must have a charged school mobile phone and immediate access to emergency contact information.
- Emergency contacts must be available to respond throughout the visit, including outside normal school hours for residential visits.
- In an emergency, the immediate priorities are to protect life, summon appropriate emergency assistance, safeguard the remainder of the group and notify the school.
- The Visit Leader must contact the school as soon as reasonably practicable and follow the school's emergency procedures.
- The school will coordinate communication with parents/carers and external agencies as appropriate. Staff should not make unnecessary statements to the media or post information online.
- If a child is missing or separated from the group, the Visit Leader must immediately implement the missing child procedure, alert venue staff/emergency services where appropriate and contact school.

18. Safeguarding during changing, toileting and personal care

- Arrangements must preserve pupils' dignity, privacy and safeguarding.
- Where a pupil requires intimate or personal care, staff must follow the school's existing intimate care and medical procedures.
- Staff should avoid being alone with a pupil in situations where this can reasonably be avoided and should use appropriate professional boundaries.
- For residential visits, arrangements for washing, changing, toilets and sleeping must be considered during planning and communicated to staff.

19. Use of mobile phones, photography and online communication

- The school's Mobile Phone, Online Safety, Data Protection and Photography/Images arrangements apply on educational visits.
- Staff must only use school-approved arrangements for photographing or recording pupils.
- Personal social media accounts must not be used to communicate with pupils or share pupil images.
- Any school-owned device or visit-related digital activity must be managed in accordance with the school's filtering, monitoring, data protection and safeguarding arrangements.

20. Insurance and finance

- The Visit Leader and EVC must ensure that appropriate insurance is in place and that the visit falls within the scope of the cover.
- External providers should have appropriate public liability insurance and suitable safety and safeguarding arrangements.
- Charging and voluntary contributions will comply with the school's Charging and Remissions Policy and current legal requirements.
- No pupil will be prevented from participating solely because their family cannot afford a voluntary contribution where the law prevents a charge.

21. Documentation and record keeping

- Visits will be recorded on EVOLVE in accordance with local authority requirements.

- Risk assessments, approval records, medical information, consent information and other visit documentation will be stored securely and only for as long as required by the school's retention arrangements.
- Personal and medical information must be shared only with those who need it to safeguard or support pupils.
- Accident, incident, safeguarding and allergy records will be retained in accordance with the relevant school policy and statutory requirements.

22. Post-visit review

- The Visit Leader should review the visit with the EVC/Headteacher where appropriate.
- The review should consider educational outcomes, supervision, risk management, behaviour, accessibility, medical arrangements, incidents, near misses and what should change for future visits.
- Serious incidents, safeguarding concerns, accidents and allergy-related incidents/near misses must be reported through the relevant school and statutory procedures.
- Lessons learned should inform future risk assessments and, where necessary, amendments to school procedures.

23. Monitoring and review of this policy

- The Headteacher and EVC will monitor the quality and safety of educational visits.
- At least one visit each academic year should be monitored by the Headteacher and/or EVC, with findings recorded and used to improve practice.
- The policy will be reviewed annually, or sooner if there is a significant change in legislation, KCSIE, local authority guidance, EVOLVE procedures, allergy/medical guidance or school practice.

Appendix 1 – Visit Leader checklist

- ☐ Educational purpose and objectives identified.
- ☐ Visit category identified and approval route confirmed.
- ☐ EVOLVE completed and approved before commitments are made where required.
- ☐ Venue/provider checked and suitable.
- ☐ Visit-specific risk assessment completed and shared.
- ☐ Staffing and competence appropriate; ratios agreed.
- ☐ Safeguarding arrangements and DSL contact details available.
- ☐ Volunteer/parent helper checks and briefing completed.
- ☐ Pupil medical/SEND/allergy needs identified and arrangements confirmed.
- ☐ Prescribed medication and emergency medication checked.
- ☐ Minimum two spare AAIs taken, with correct dosage(s), in addition to pupils' prescribed devices.
- ☐ First aid kit checked and appropriate first aider identified.
- ☐ Emergency contacts and emergency plan available.
- ☐ Transport checked and appropriate.
- ☐ Parent/carer information and consent completed where required.
- ☐ Pupils briefed on behaviour, safety and emergency arrangements.
- ☐ Plan B / contingency arrangements identified.
- ☐ Post-visit review completed and incidents/near misses reported.

Appendix 2 – Key statutory and guidance references

- Department for Education, Keeping Children Safe in Education 2026 (in force from 1 September 2026).
- Department for Education, Allergy safety in schools – statutory guidance (July 2026).
- Department for Education, Health and safety on educational visits.
- Children's Wellbeing and Schools Act 2026 – allergy safety provisions.
- Crime and Policing Act 2026 – changes to regulated activity with children.
- East Riding of Yorkshire Council guidance for the management and leadership of off-site visits / EVOLVE procedures.
- Relevant school policies and Individual Healthcare Plans.