Morven Park Primary School

School Visits Policy

2026-2027

1. Purpose of the policy

The school recognises the importance of educational visits in enriching pupils' learning, developing confidence and providing opportunities beyond the classroom.

All visits will have a suggested learning outcome

Morven Park is committed to ensuring that all educational visits are:

Safe, well planned and properly supervised.

Relevant to pupils' learning and development.

Accessible and inclusive for all children.

Organised in accordance with safeguarding and health and safety requirements.

2. Types of educational visits

Educational visits may include:

Local walks and visits within the community.

Visits to museums, libraries and places of historical interest.

Farm visits and nature reserves.

Sporting events and outdoor learning activities.

Theatre/cinema visits and cultural experiences.

Residential visits and educational camps.

3. Roles and responsibilities

Headteacher

Approves educational visits.

Ensures appropriate risk assessments are completed.

Ensures suitable staffing and supervision arrangements.

Ensures emergency procedures are in place.

Educational Visits Coordinator (EVC)

Supports staff with planning visits.

Checks relevant documentation.

Advises on risk assessments and safety arrangements.

Ensures school procedures are followed.

Visit Leader

Organises the visit.

Completes the necessary planning and risk assessments.

Ensures pupils are appropriately supervised.

Carries emergency contact details and medical information.

Reports accidents, incidents and concerns.

All accompanying adults

Follow the instructions of the visit leader.

Maintain appropriate supervision.

Follow safeguarding procedures.

Report any concerns immediately.

4. Risk assessments

A suitable risk assessment must be completed before each visit, proportionate to the level of risk.

Consideration must be given to:

The age and maturity of pupils.

The location and environment.

Transport arrangements.

Road safety and pedestrian safety.

Medical conditions, allergies and medication.

Behaviour and additional support needs.

Weather conditions.

Emergency and evacuation procedures.

5. Staffing and supervision

Staffing levels must be appropriate to the age, needs and number of pupils and the nature of the visit.

The school will:

Ensure sufficient responsible adults accompany pupils.

Consider individual pupil needs when allocating supervision.

Ensure staff understand their responsibilities.

Carry out appropriate safeguarding checks on adults in accordance with school procedures.

There is no single statutory staff-to-pupil ratio for all educational visits. Ratios must be determined through risk assessment and relevant employer guidance.

6. Safeguarding

The school's safeguarding and child protection policies apply to all educational visits.

Staff and volunteers must:

Maintain appropriate professional boundaries.

Ensure pupils are never left unsupervised in unsafe circumstances.

Follow agreed arrangements for toilets and changing facilities.

Report safeguarding concerns to the Designated Safeguarding Lead (DSL).

Ensure pupils understand how to seek help if they become separated from the group.

7. Parental consent and communication

Parents and carers will receive information about educational visits, including:

Purpose and educational benefits.

Date, location and expected timings.

Transport arrangements.

Clothing and equipment requirements.

Any relevant costs.

Contact arrangements in an emergency.

Written consent will be obtained where required by the nature of the visit and school procedures. Parents will be given appropriate opportunities to raise concerns or provide relevant information.

8. Medical needs and first aid

Before departure, staff must ensure that:

Relevant medical information is available.

Necessary medication is taken.

First aid provision is appropriate and Epi-pens are taken.

Emergency contact details are accessible.

Individual healthcare plans are followed.

9. Transport arrangements

All transport arrangements must be suitable and safe.

The school will ensure:

Appropriate vehicles and reputable transport providers are used.

Seatbelts are worn where fitted and legally required.

Pupils are supervised when boarding and leaving vehicles.

Headcounts are completed regularly.

Appropriate arrangements are made for pupils with disabilities or mobility needs.

10. Behaviour expectations

Pupils are expected to:

Follow instructions from staff.

Stay with their allocated group.

Behave respectfully towards others.

Follow safety rules.

Represent the school positively.

Any significant behavioural concerns will be managed in accordance with the school's behaviour policy.

11. Emergency procedures

The visit leader must have access to:

Emergency contact details.

School contact information.

Relevant pupil medical information.

First aid supplies.

Emergency procedures and contingency arrangements.

Any serious accident, injury or safeguarding concern must be reported to the school immediately.

12. Evaluation and monitoring

Following each visit:

Staff should evaluate the success of the visit.

Accidents, incidents and near misses must be recorded.

Any lessons learned should inform future planning.

The policy should be reviewed regularly.

13. Policy review

This policy will be reviewed annually or sooner if there are significant changes to legislation, guidance or school procedures.

Policy approval

Details

Policy lead _____

Headteacher _____

Approved by _____

Governing Body _____

Date approved _____

Review date _____

Next review _____

Useful official guidance

Department for Education – Health and safety on educational visits

Department for Education – Health and safety responsibilities

HSE – School trips

Outdoor Education Advisers' Panel – National Guidance