EDUCATIONAL VISITS POLICY AND GUIDANCE

Non-Statutory

This policy applies to all schools and employees within Lighthouse Schools Partnership.

Policy Record	
Policy Status	Approved
Date Last Approved	2 November 2026
Approved by	Central Senior Leadership Team
Policy Review Cycle	Every three years
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This policy remains valid, and in operation, until a new or updated policy is published.

Document history can be found at the end of this policy.

EDUCATIONAL VISITS POLICY AND GUIDANCE

1. Overview

The Lighthouse Schools Partnership (the Trust) recognises the importance and benefits of educational visits to enhance the curriculum and widen pupils' experiences. There must be clear and justifiable objectives for a visit. Organisations are encouraged to strike the right balance between protecting children and young people from risk and ensuring that they can learn from the stimulating challenges and valuable experiences that educational visits provide. Ofsted consider the good management of educational visits to be essential in the overall successful safeguarding approach of the school.

For the purposes of this document, educational visits are considered to be any activity not taking place on the school site. These visits will vary in nature and duration, and it is the responsibility

of each school to have appropriate procedures in place to ensure the health, safety, and wellbeing of all taking part.

2. Related Policies & Documents

This policy should be read in conjunction with the following documents:

- Health, Safety and Welfare Policy
- Keeping Children Safe in Education 2026
- The Equalities Act 2010
- School Business Continuity & Critical Incident Plan
- School Safeguarding and Child Protection Policy
- School First Aid Policy
- Allergy Safety Policy
- Charging and Remissions Policy
- Department for Education, Health and Safety: responsibilities and duties for schools
- Guidance produced by the Outdoor Education Advisers Panel
- Department for Education, Health and Safety on education visits
- Department for Education, Statutory Framework for the early years foundation stage
- The Duke of Edinburgh's Award policies and procedures, if applicable.

3. Roles and Responsibilities

3.1. The Headteacher

The Headteacher will ensure that the school appoints a named Educational Visits Co-ordinator and Educational Visits Leader/Deputy Visits Leader(s), who have received relevant training to carry out these roles.

To ensure that pupil educational visits / learning activities outside of the classroom have effective health and safety management arrangements in place for pupils and staff, the Headteacher will:

- Ensure risk assessments for the activities are undertaken, and suitable and sufficient action plans and procedures are implemented; and
- Ensure information and arrangements are communicated effectively to parents/carers of pupils for all educational visits / activities.

3.2. Educational Visits Coordinator

An Educational Visits Coordinator (EVC) will be appointed by the Headteacher. The EVC (or where no EVC is in place, the Headteacher) will:

- Attend appropriate and relevant training when required to ensure competence for the role;
- Coordinate pupil off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers;

- Ensure that suitable risk assessments have been recorded for the activity in a timely fashion, and suitable and sufficient actions and procedures have been implemented;
- Ensure that advice from the SENCO and Designated Safeguarding Lead is sought if applicable for individual pupils;
- Ensure that there are emergency contingencies, alternative options, and that necessary details and information for these is provided at key locations, or within online / server systems;
- Ensure all relevant information and arrangements are communicated to providers of educational visits / activities, staff, pupils and parents/carers of pupils to ensure that the key learning objectives can safely be achieved; and
- Ensure that sufficient finances and resources are allocated and authorised for pupil visits / activities.

3.3. Educational Visits Leader

The Educational Visits Leader will be appointed by the Headteacher and will:

- Have overall responsibility for the supervision and conduct of the educational visit / activity;
- Obtain appropriate approval before commitment for any educational visit / activity taking place;
- Follow the related policies and documentation published by the school, Trust or relevant organisations;
- Complete Visit Leader training every 3 years, delivered by an Outdoor Education Advisor or experienced EVC;
- Assess the risks involved and with support from the EVC complete a new risk assessment, or amend a previous one if appropriate;
- Use a visit proposal form to obtain approval for the planned visit (see Appendix 1 for suggested template);
- Use a visit planning checklist to ensure all procedures have been followed (see Appendix 2 for suggested template);
- Reassess risks while the visit / activity is taking place and have in mind a plan B; and
- Ensure there are emergency arrangements in place should a significant change to the programme becomes necessary due to e.g. adverse weather.

3.4. Deputy Educational Visits Leader

This person will be approved by the Headteacher and will assist the Educational Visits Leader and the Visits Administrator with planning and will take over all of the responsibilities listed above in the event that the Educational Visits Leader has to pull out of attending the visit / activity. It is therefore important that the Deputy Educational Visits Leader has appropriate training, skills, and experience, otherwise the visit /activity should be postponed.

3.5. Visits Administrator

There may be occasions where the Headteacher nominates an Administrator to assist the Educational Visits Leader and/or EVC to help ensure that the necessary administration tasks required to organise a successful educational visit are completed.

This position is not always required, and it will often depend on the complexity of the educational visit and the availability of personnel, if for example the Educational Visits Leader is a teacher and cannot be easily released from the classroom.

3.6. Parents/Carers

Parents/carers will:

- Support the application of any agreed Code of Conduct issued by the school;
- Inform the Educational Visits Leader about any medical, psychological or physical condition relevant to the visit / activity;
- Provide emergency contact name(s) and number(s);
- Ensure that a family member is available in the unlikely event that the educational visit / activity is cancelled or pupils return before the stated return date/ time;
- Provide payment and / or SENDconsent, where required, for the educational visit / activity before the deadline, with an understanding that visits / activities which do not generate sufficient interested numbers may be cancelled with monies subsequently refunded. Families in receipt of income support or Pupil Premium Funding should view the Trust's Charging and Remission Policy and speak to the school if they need support in funding visits / activities; and
- Be aware of details of the visit / activity, including any requirements necessary for the day (food, clothing, timings, etc).

3.7. Pupils

Pupils participating must be enrolled by the school at the time the educational visit / activity takes place.

Pupils will be made aware that they are representing both the school and the Trust, and as such, any inappropriate behaviour below the standards normally expected by the school / Trust is unacceptable and may result in that pupil missing part or the whole of the educational visit / activity, with potential further action being taken as deemed appropriate by the school.

Whilst taking part in an educational visit / activity, pupils also have responsibilities of which they should be made aware by the Educational Visits Leader or other members of staff. For their own health and safety and that of the group, pupils should:

- Understand the risks and avoid them;
- Follow instructions from the Educational Visits Leader, other members of staff and any competent activity providers;
- Behave sensibly, keeping to any expected behaviour standards and Code of Conduct; and
- Inform a member of staff of any significant hazards or issues.

4. Procedures

School procedures should be developed in line with this policy and guidance document. Procedures should be reviewed as part of a scheduled planned review, or to incorporate learning from experiences or feedback from previous visits / activities.

Whilst schools have autonomy to develop their procedures to reflect their own requirements and staffing structure, the following are mandatory requirements which must be adhered to:

- Residential, overseas and adventurous educational visits will be approved by the Headteacher, with other visits either approved by the Headteacher or their nominated deputy;
- An approved and appropriately trained and competent Educational Visits Coordinator (EVC) will be in place. If an EVC is not in place this role by default will be the responsibility of the Headteacher;
- Suitable communication will be exchanged with parents/carers, e.g., consent, meetings, and relevant visit / activity information;
- Adequately trained staff will both lead and supervise the visit / activity and provide cover at school (see OEAP guidance regarding appropriate adult to child ratio);
- Adequate planning, including identified resources to ensure smooth administration, and a financial plan (e.g. cancellation of an educational visit if insufficient numbers, etc) to ensure no financial deficit will be in place;
- The school will make reasonable adjustments, where required, to enable pupils with SEND and/or disabilities to participate fully in educational visits. Visit planning and risk assessments will take account of individual needs, advice from the SENCO, parents/carers and relevant professionals, and any adjustments necessary to ensure equal access, safety and inclusion in accordance with the Equality Act 2010.
- Consideration will be given to the environment to ensure any potential impact is minimalised;
- Suitable written risk assessments will be completed for each visit / activity to ensure risks are managed to an acceptable level (individuals, venues, providers, whole visit, etc);
- Accredited and competent providers will be used wherever possible (e.g., LOtC badge, AALA licence, etc);
- Adequate insurance arrangements will be in place (e.g., provider public liability as well as suitable arrangements for participant welfare);
- Residential, overseas and adventurous visits will be approved by the Health & Safety competent advisor a minimum of four weeks before the visit takes place (six weeks for overseas visits);
- The Trust's Health and Safety competent person details will be known, for advice / support / emergency response as well as the submission of category C visits before any deadline for their review (i.e., all residential visits / adventurous activities); and
- Suitable emergency procedures will be in place (see Appendix 3).

Document History

Version	Author/Owner	Drafted	Comments
1.0	Neill Bird	Sept 2023	New Policy – issued October 2023
2.0	Beth Watts	October 2026	Minor adjustments to reflect the new H & S policy no longer being a template. Separate point added for visit approval by external H & S advisor.