

St Michael's CE Primary School

Educational Visits Policy

2026–2029

Approved by Governing Body	Beryl Fielder
Date approved	Autumn 2026
Policy owner	Headteacher / Educational Visits Coordinator
Review date	Autumn 2029, or earlier following significant change

This policy replaces the 2023–2026 Educational Visits Policy and has been updated to reflect legislation, statutory guidance and national guidance in force in England at 29 September 2026.

1. Mission, purpose and principles

At St Michael's CE Primary School, our school life is founded on our Christian ethos and our vision: “for every child to live an abundant life”. Educational visits and learning outside the classroom enrich pupils' knowledge, confidence, relationships and understanding of the wider world. They are an important part of a broad, ambitious and inclusive curriculum.

The school will enable worthwhile visits while managing genuine risks proportionately. Planning will focus on significant risks and effective controls rather than unnecessary bureaucracy. The safety, safeguarding, welfare, inclusion and dignity of pupils will remain central throughout.

2. Scope

This policy applies to routine local visits, curriculum visits, sports fixtures, performances, swimming, day trips, residential visits, adventurous activities and visits abroad organised by or on behalf of the school. It should be read alongside the school's safeguarding and child protection, health and safety, behaviour, medical conditions, allergy safety, SEND/inclusion, first aid, charging and remissions, data protection and emergency/critical incident procedures.

3. Legal and guidance framework

The school will have regard to current legislation, statutory guidance and authoritative national and local guidance, including:

- Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where applicable;
- Equality Act 2010, including reasonable adjustments for disabled pupils;
- Children and Families Act 2014, section 100, as amended by the Children's Wellbeing and Schools Act 2026, including statutory allergy-safety duties;
- Children Act 2004 and Information sharing to safeguard children and young people statutory guidance, updated September 2026;
- Keeping Children Safe in Education 2026;
- Working Together to Safeguard Children 2026;

- EYFS statutory framework for group and school-based providers, effective 1 September 2026;
- DfE Health and safety on educational visits;
- DfE First aid in schools, early years and further education;
- DfE Supporting pupils with medical conditions at school;
- DfE Allergy safety in schools statutory guidance (2026);
- DfE Charging for school activities and the school's Charging and Remissions Policy;
- Safeguarding Vulnerable Groups Act 2006, as amended, and current regulated-activity guidance, including changes effective 1 September 2026;
- Data Protection Act 2018 and UK GDPR;
- Adventure Activities Licensing Regulations 2004, where applicable;
- relevant road transport, seat-belt and child-restraint legislation; and
- London Borough of Lewisham's current educational visits guidance, procedures and approval requirements.

The Terrorism (Protection of Premises) Act 2025 (Martyn's Law) is monitored during this policy period. Education-specific implementation is expected from 2027; procedures will be updated when the relevant duties and statutory guidance come into force. Visit planning will meanwhile continue to consider proportionate security and emergency arrangements.

Where legislation, statutory guidance or local-authority procedures change during the life of this policy, the current requirements will take precedence.

4. Categories and approval of visits

Visits should be planned and approved at a level proportionate to the risk. Routine visits involving no more than everyday levels of risk may be covered by established school procedures and generic risk management, provided the arrangements remain current and suitable. Visits involving higher risk, unfamiliar environments, residential stays, adventurous activities or overseas travel require additional planning, risk assessment and approval.

The Headteacher has delegated management responsibility for educational visits and will approve visits in accordance with local authority requirements. Residential, overseas and adventurous activities must also follow any additional governing body and local authority approval process. No visit may proceed until the required approval has been obtained.

5. Roles and responsibilities

5.1 Governing Body

- Provides strategic oversight and assurance that appropriate arrangements are in place for educational visits.
- Ensures the school has suitable health and safety, safeguarding, inclusion and financial controls.
- Receives assurance about significant or higher-risk visits where required by local procedures.

5.2 Headteacher

- Ensures this policy and current local authority/DfE guidance are implemented.
- Appoints a competent EVC and ensures adequate time, training and support for the role.

- Confirms that visit leaders are competent for the proposed visit and that planning is proportionate and complete.
- Approves visits within delegated authority and ensures any required external approval is obtained.
- Ensures emergency arrangements, insurance and safeguarding procedures are suitable.

5.3 Educational Visits Coordinator (EVC)

- Supports and advises visit leaders and the Headteacher.
- Checks that planning, risk management, staffing, consent, medical and emergency arrangements are appropriate.
- Ensures staff competence and training needs are considered.
- Maintains or oversees records of visits, evaluations, incidents, near misses and relevant staff competence.
- Supports review and learning after visits and keeps school procedures aligned with current guidance.

5.4 Visit Leader

- Has overall operational responsibility for the safe and effective leadership of the visit.
- Plans the visit, identifies significant risks and control measures, and briefs all adults and pupils.
- Knows the pupils and considers safeguarding, SEND, medical, allergy, behavioural, communication, mobility and other individual needs.
- Ensures an appropriate deputy is identified where needed and that emergency arrangements are understood.
- Carries essential information, medication and communication equipment securely and accessibly.
- Continually reviews changing circumstances and uses dynamic risk assessment during the visit.
- Records and reports accidents, incidents, safeguarding concerns and near misses in accordance with school procedures.

5.5 Accompanying staff and volunteers

All adults must understand their role, follow the visit leader's instructions, maintain appropriate professional boundaries, supervise pupils effectively and act immediately on safety or safeguarding concerns. Volunteers must be selected, briefed and supervised in line with safeguarding requirements. A DBS check is not automatically required for every volunteer on every visit; the school will determine requirements according to the nature and frequency of the activity, whether the role is regulated activity, and current safer recruitment guidance.

6. Planning and risk management

Planning must be proportionate to the nature of the visit and focus on significant foreseeable risks. Existing procedures and previous risk assessments may be reviewed and reused where they remain relevant; they must not be copied without checking current circumstances.

- educational purpose, itinerary and suitability of the venue;
- pupil needs, including SEND, medical conditions, allergies, behaviour and communication;
- staff competence and supervision arrangements;
- transport, road and pedestrian safety;
- weather, environmental and seasonal conditions;
- security, public-space and site-specific risks, including current local information where relevant;

- water, adventurous activities or remote locations;
- food, allergens, hydration and dietary needs;
- emergency arrangements, communications and contingency plans; and
- any safeguarding risks associated with the venue, provider, accommodation, changing arrangements or contact with members of the public.

A preliminary visit is good practice where it would materially improve planning. If a physical pre-visit is not reasonably practicable, the visit leader should obtain sufficient reliable information through other means and record how suitability has been checked.

7. Supervision and staffing

The school does not use fixed adult:pupil ratios as a substitute for risk assessment. Staffing will be determined for each visit using professional judgement and the risk assessment, taking account of pupils' ages and needs, the activity, environment, transport, staff competence, the possibility of an emergency and the need to maintain effective supervision if an adult or pupil becomes unavailable.

Early Years visits must comply with the current EYFS statutory framework, including applicable staffing and paediatric first-aid requirements. Where a pupil requires individual support, reasonable adjustments and suitable staffing will be considered without automatically excluding the pupil from the visit.

Pupils will be counted at appropriate points, including before departure, after transitions and before leaving a venue. Visit leaders will establish clear regrouping arrangements and procedures for a missing pupil.

8. Safeguarding and child protection

Keeping Children Safe in Education (2026) applies to school activities off site as it does in school. Safeguarding is everyone's responsibility. Staff must remain alert to concerns, disclosures, peer-on-peer abuse, inappropriate adult behaviour, online or communication risks and risks arising from accommodation or changing arrangements. Any concern must be acted on and reported promptly in accordance with the school's safeguarding and child protection policy.

External providers must be suitable for the activity. The school will make proportionate checks and seek appropriate assurances about safeguarding, staff competence, insurance and risk management. The use of an external provider does not transfer the school's duty of care or safeguarding responsibility.

9. Inclusion, SEND and equality

Educational visits should be accessible to all pupils wherever reasonably practicable. The school will not exclude a pupil because of disability, SEND, medical need, allergy or another protected characteristic without first considering reasonable adjustments, additional support and alternative ways of enabling participation. Decisions will be individual, evidence-based and made with appropriate involvement of the pupil, parent/carer and relevant professionals.

Risk assessments should identify what additional arrangements are needed to enable safe participation rather than treating a diagnosis or disability itself as a risk.

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10. Medical needs, allergies and first aid

Pupils with medical conditions must be properly supported so they can access educational visits. Individual Healthcare Plans, allergy plans and emergency medication arrangements must be considered during planning and be available to the staff who need them, while respecting confidentiality.

The level of first-aid provision will be based on a first-aid needs assessment for the visit. For Early Years outings, at least one person with a current full paediatric first-aid certificate must accompany the children, in accordance with the EYFS framework. Medication must be transported and administered in accordance with the school's medical conditions and allergy safety procedures.

For pupils at risk of anaphylaxis, staff must follow the pupil's plan and the school's statutory Allergy Safety Policy. Adrenaline auto-injectors and any permitted spare devices must be readily accessible; they must not be locked away or placed where access would be delayed in an emergency.

11. Consent and information for parents/carers

Parents/carers will receive sufficient information about visits, including purpose, key arrangements, costs where applicable, significant requirements and how to raise relevant medical or safeguarding information.

Written consent is always required for nursery-age children. For pupils over nursery age, written consent is not normally required for most routine curriculum visits during normal school hours, although parents/carers should be informed. Written consent will normally be obtained for higher-risk activities, residential visits, visits outside normal school hours and any visit for which school or local authority procedures require specific consent. The school may use a general consent obtained on admission for routine local visits, while continuing to notify parents/carers when such visits take place.

12. Behaviour and pupil responsibilities

Pupils are expected to follow instructions, behave safely and respectfully, and tell an adult if they are worried or notice a hazard. The school's Behaviour Policy applies on educational visits. Behaviour concerns will be assessed individually and reasonable adjustments considered where behaviour is linked to SEND or disability.

If a pupil's behaviour presents a serious and immediate risk during a visit, the visit leader may alter or stop the pupil's participation in an activity to keep people safe. Any arrangement for a parent/carer to collect a pupil from a residential or other visit must be reasonable, safe, clearly communicated and considered in light of the pupil's needs and circumstances; it should not be framed as an automatic financial penalty.

13. Transport

Transport must be suitable, lawful and appropriately insured. Coaches and minibuses will be selected and used in accordance with current seat-belt and passenger-safety requirements. Where seat belts are fitted, pupils will be instructed to use them and staff will supervise this appropriately.

Use of staff or volunteer cars must be authorised in advance and only where the driver holds a valid licence, the vehicle is roadworthy, suitable restraints are available, and the driver has appropriate insurance for the journey. Child restraint requirements must be followed. Private transport arrangements should be exceptional and managed in accordance with school/local authority procedures.

14. Charging and voluntary contributions

Charging arrangements will comply with legislation, DfE guidance and the school's Charging and Remissions Policy. Parents/carers may be invited to make voluntary contributions for activities for which a compulsory charge cannot lawfully be made. No pupil will be excluded from an activity because their parent/carer is unwilling or unable to make a voluntary contribution. If insufficient voluntary contributions are received, the school may decide that the activity cannot proceed.

Charges and remission arrangements for board and lodging on residential visits will follow the statutory charging framework and the school's current policy. Financial hardship will be handled sensitively and confidentially.

15. Emergency and critical incident arrangements

Every visit must have proportionate emergency arrangements. The visit leader and accompanying adults must know how to obtain emergency assistance, contact the school and account for pupils. The school will maintain an emergency contact arrangement appropriate to the visit, including out-of-hours arrangements for residential or overseas visits.

- Prioritise immediate safety and first aid; call 999 where required.
- Account for all pupils and adults and prevent further harm.
- Contact the school emergency contact as soon as practicable.
- Follow safeguarding, medical and critical incident procedures.
- Keep a factual record of actions and decisions.
- Do not make public or media statements; refer enquiries to the Headteacher/local authority communications arrangements.
- Notify relevant authorities, insurers and the local authority where required.

16. Accidents, incidents, near misses and RIDDOR

Accidents, significant incidents and near misses must be recorded and reviewed in line with school procedures. The school will determine whether an incident is reportable under RIDDOR 2013; not every accident on a school visit is reportable. Serious incidents will be reviewed to identify learning and any required changes to practice, risk assessments or training.

17. Data protection and confidentiality

Only information necessary for the safe management of the visit will be shared with staff, volunteers or providers. Medical, safeguarding and emergency information must be kept secure but accessible to those who need it. Paper and electronic records must be handled in accordance with UK GDPR, the Data Protection Act 2018 and the school's data protection procedures. Emergency information should be returned, securely stored or destroyed after the visit in line with the school's retention arrangements.

18. Insurance and external providers

The school will ensure appropriate insurance is in place for the planned activity and will check any additional cover required for residential, overseas or adventurous visits. External providers should provide suitable evidence of competence, insurance and risk management. Where relevant, the school will check whether an

adventure activity provider requires and holds the appropriate licence. Recognised quality schemes may support due diligence but do not remove the school's responsibility to make proportionate checks.

19. Evaluation, records and review

The visit leader will evaluate significant visits and record learning points, incidents and near misses. The EVC will use evaluations to improve future planning. Records will be retained in line with local authority, insurance and school retention requirements.

This policy will be reviewed at least every three years and sooner if there is a significant change in legislation, statutory guidance, local authority requirements or school practice, or if learning from an incident indicates that revision is needed.

Appendix A – Educational Visit Planning and Approval Checklist

- ☐ Educational purpose, curriculum links and intended outcomes are clear.
- ☐ Visit category and approval route are confirmed, including any local-authority approval required.
- ☐ Visit Leader is identified and assessed as competent; deputy identified where appropriate.
- ☐ Venue/provider suitability checked; preliminary visit considered where it would materially improve planning.
- ☐ Provider insurance, safeguarding, emergency procedures, competence and any required licence/accreditation checked.
- ☐ Significant foreseeable hazards and proportionate control measures recorded.
- ☐ Current security information and emergency/evacuation arrangements considered where relevant.
- ☐ Pupil needs reviewed: SEND, disability, medical conditions, allergies, behaviour, communication, mobility and safeguarding.
- ☐ Reasonable adjustments and additional support arrangements agreed.
- ☐ Supervision determined by risk assessment and group needs rather than fixed ratios.
- ☐ For EYFS outings, statutory staffing and paediatric first-aid requirements are met.
- ☐ Volunteers are appropriately selected, checked where required, briefed and clear about professional boundaries.
- ☐ Transport, driver, vehicle, seat-belt and child-restraint arrangements checked.
- ☐ First-aid provision is based on the visit needs assessment.
- ☐ Medication, Individual Healthcare Plans, allergy plans and emergency medication are accessible throughout the visit.
- ☐ Food, allergens, dietary needs, hydration and catering arrangements confirmed.
- ☐ Parents/carers given appropriate information and consent obtained where required.
- ☐ Emergency contacts, itinerary, pupil/adult lists and communications plan are held by the school and Visit Leader.
- ☐ Insurance cover confirmed.
- ☐ All adults and pupils briefed, including what to do if separated or in an emergency.
- ☐ Post-visit evaluation and accident/incident/near-miss reporting completed.

Appendix B – Visit-Specific Risk Assessment

Visit / activity		Date(s)	
Visit Leader		Deputy	
Year group(s)		No. of pupils	
No. of staff / volunteers		Venue	
Completed by		Reviewed / approved by	

Record significant foreseeable risks only. Controls should be proportionate, specific and understood by those supervising the visit.

Hazard / activity	Who may be harmed and how?	Control measures	Further action	Responsible person	Review / dynamic changes

Residual risk / decision to proceed: _____

Emergency / contingency arrangements: _____

Appendix C – Office and Emergency Information Sheet

Visit / venue	
Date and year group(s)	
Visit Leader and school mobile	
Deputy / second contact	
Planned departure	
Planned return	
Transport provider / vehicle details	
Total pupils	
Total adults	
School emergency contact 1	
School emergency contact 2	
Provider / venue emergency contact	
Insurance / assistance details where relevant	

The school office must also hold the final pupil/adult list, itinerary, relevant medical/allergy information and parent/carer emergency contacts.

Emergency actions: protect life and prevent further harm; call 999 where necessary; account for the group; contact the school emergency contact; follow safeguarding/medical procedures; keep a factual log; refer media enquiries to the Headteacher/local-authority communications arrangements.

Appendix D – External Provider / Venue Assurance Checklist

- ☐ Public liability insurance is current and adequate.
- ☐ Health and safety and emergency procedures are suitable.
- ☐ Safeguarding arrangements are appropriate and responsibilities are clear.
- ☐ Provider staff are competent and appropriately qualified.
- ☐ Any legally required adventure-activity licence is current.
- ☐ Risk assessments and controls are suitable for the group.
- ☐ Provider transport is lawful and suitable.
- ☐ Accommodation and night-time safeguarding arrangements are suitable where relevant.
- ☐ Food-allergy and dietary arrangements are confirmed.
- ☐ Any subcontracting arrangements have been declared and checked.
- ☐ Learning Outside the Classroom Quality Badge or equivalent checked where applicable; if absent, the school completes its own proportionate checks.
- ☐ Written agreement states which organisation is responsible for supervision at each stage.

Appendix E – Parent / Carer Information and Consent Record

Written consent is always required for nursery-age children. For pupils over nursery age, written consent is not normally required for most routine curriculum visits during normal school hours, but parents/carers should be informed. Specific written consent should be obtained for higher-risk visits, residential visits, visits outside normal school hours and where required by local procedures.

Pupil name	
Visit / venue	
Date(s)	
Purpose / key activities	
Departure / return times	
Transport	
Cost / voluntary contribution	
Medical / allergy / dietary updates	
Emergency contact details	
Consent required? If yes, signature/date	
Additional information / reasonable adjustments	

Appendix F – Medical, Allergy and First-Aid Check

- ☐ Current Individual Healthcare Plans / allergy plans reviewed.
- ☐ Parents/carers asked to provide relevant updates.
- ☐ Required medication is in date, labelled and available throughout the visit.
- ☐ Adrenaline auto-injectors and permitted spare devices are accessible; trained staff know their location and emergency procedure.
- ☐ Asthma inhalers and other time-critical medication are immediately accessible.
- ☐ Medication administration arrangements and records are clear.
- ☐ First-aid provision reflects the visit needs assessment.
- ☐ For EYFS outings, at least one person with a current full paediatric first-aid certificate accompanies the children.
- ☐ Food providers have relevant allergy/dietary information and cross-contamination controls have been considered.
- ☐ Emergency services access and nearest appropriate medical assistance considered for remote/higher-risk visits.
- ☐ Serious allergy incidents and near misses will be recorded, reviewed and learned from.

Appendix G – Safeguarding, Volunteers and Information Sharing Check

- ☐ KCSIE 2026 and the school safeguarding policy apply off site.
- ☐ Visit-specific safeguarding concerns and contextual risks considered.
- ☐ Volunteers assessed under current safer-recruitment/regulated-activity requirements; required checks completed before the visit.
- ☐ Adults briefed on professional boundaries, toileting/changing, photography, communication and one-to-one situations.
- ☐ External provider safeguarding responsibilities are clear.
- ☐ Only necessary information is shared, but data protection is not treated as a barrier to necessary safeguarding information sharing.
- ☐ Safeguarding concerns arising during the visit will be reported promptly to the DSL/appropriate agency and recorded.

Appendix H – Post-Visit Evaluation and Incident / Near-Miss Review

Visit / date	
Visit Leader	
Were intended outcomes achieved?	
What worked well?	
Changes needed before repeating the visit	
Accidents / injuries	
Near misses / emerging hazards	
Safeguarding concerns and actions	
Medical / allergy incidents or near misses	
Actions, owner and completion date	

Consider whether any event is reportable under RIDDOR or requires notification to the local authority, insurer, safeguarding partners or another relevant body.

Appendix I – Current Legal and Guidance References (September 2026)

Reference	Relevance
Health and Safety at Work etc. Act 1974	General employer health and safety duties.
Management of Health and Safety at Work Regulations 1999	Risk assessment and management arrangements.
RIDDOR 2013	Reporting specified work-related incidents.
Equality Act 2010	Equality duties and reasonable adjustments.
Children and Families Act 2014 s.100, as amended by Children's Wellbeing and Schools Act 2026	Medical support and statutory allergy-safety duties.
Children Act 2004	Safeguarding framework and information-sharing duty.
Keeping Children Safe in Education 2026	Statutory safeguarding guidance in force from 1 September 2026.
Working Together to Safeguard Children 2026	Statutory multi-agency safeguarding guidance.
Information sharing to safeguard children and young people	Statutory guidance updated September 2026.
EYFS statutory framework for group and school-based providers	Framework effective 1 September 2026, including outing/PFA requirements.
DfE Health and safety on educational visits	Planning, consent, providers, adventure activities, emergencies and evaluation.
DfE First aid in schools, early years and further education	First-aid arrangements.
DfE Supporting pupils with medical conditions at school	Statutory medical-conditions guidance.
DfE Allergy safety in schools	Statutory guidance published July 2026.
DfE Charging for school activities	Charging, voluntary contributions and remissions.
Safeguarding Vulnerable Groups Act 2006 and current regulated-activity guidance	Safer recruitment and regulated activity; supervision exemption removed from 1 September 2026.
Adventure Activities Licensing Regulations 2004	Licensing of specified adventure activities.
Data Protection Act 2018 and UK GDPR	Handling personal information.
Terrorism (Protection of Premises) Act 2025	Monitor implementation; education-specific duties expected from 2027.
UKHSA Health protection in children and young people settings	Public-health guidance including outdoor learning and educational visits.
London Borough of Lewisham current educational visits guidance	Local procedures, approval route and forms.

The EVC should review this reference list at least annually and whenever relevant national or local guidance changes.