



Educational Visits Policy

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1. Introduction

Educational visits are an integral part of our curriculum, offering pupils valuable learning experiences beyond the classroom. These visits support children's personal, social, and academic development in a safe and stimulating environment.

2. Legal Requirements

All educational visits are conducted in accordance with relevant UK legislation and guidance, including health and safety law, safeguarding requirements, and local authority procedures. The school follows guidance from the Health and Safety Executive (HSE) and the Department for Education (DfE), ensuring that all visits are properly planned, supervised, and risk assessed.

3. School Visit Categories

Visits are categorised as:

Local visits: within walking distance of the school (e.g. parks, local shops).

Day visits: requiring transport but returning the same day.

4. Curriculum Links

All visits are clearly linked to the curriculum and planned to enhance learning outcomes. Teachers identify specific objectives, ensuring visits are purposeful and appropriate for the age and development of pupils.

5. Roles and Responsibilities

- Headteacher/EVC (Educational Visits Coordinator): oversees approval and compliance.
- Visit Leader: plans and leads the visit, completes risk assessments, and ensures safety measures are in place.
- Staff and Volunteers: support supervision and follow agreed procedures.
- Governing Body: monitors the effectiveness of the policy.

6. Ratios

Appropriate adult-to-pupil ratios are maintained at all times:

- Reception: typically 1:4–1:6
- Key Stage 1: typically 1:6–1:8

Ratios may be adjusted depending on the nature of the visit and the needs of the group.

7. First Aid

At least one qualified first aider accompanies every visit. A fully stocked first aid kit and relevant medical information for pupils are taken. All accidents are recorded and reported according to school procedures.

8. Special Educational and Medical Needs

All pupils are included wherever possible. Individual needs are carefully considered, with reasonable adjustments made. Medical plans and necessary medication (e.g. inhalers, EpiPens) are carried and managed by trained staff.

9. Risk Assessments

A written risk assessment is completed for all visits, identifying potential hazards and control measures. Dynamic risk assessments are carried out during the visit as needed. All staff are briefed prior to departure.

10. Communication with Parents

Parents/carers are informed in advance of all visits. Written consent is obtained where required. Information provided includes itinerary, timings, transport, cost, and any specific requirements.

11. Consent for Visits

Parental consent is obtained for all educational visits. For local visits within walking distance or a short train journey away (such as from school to Oxted), consent is secured when children start

school as part of the admissions process and remains valid for the duration of their time at the school. Parents/carers are informed of these visits in advance where appropriate.

For day visits requiring transport or visits outside the local area, specific written consent is obtained prior to the visit via our online parent portal Arbor.

12. Finance

We aim to make all school trips as affordable as possible and carefully consider costs when planning. To help keep prices low, trips are subsidised through our School Fund—a voluntary contribution from parents and carers throughout the year—as well as contributions from our PTA. We also offer the option to pay for trips in instalments to help families manage the cost.

If you require financial support for any school trip, please don't hesitate to contact the school office in confidence.

13. Other

If a child does not have consent to attend a school trip, they are expected to attend school as usual. Arrangements will be made for them to join another class for the duration of the trip.

This policy is reviewed every two years to ensure compliance with current guidance and best practice.