Edward Bryant School

Educational Visits Policy

Policy owner	B. Robinson
Approval body	SCC/SLT
Date approved	October 26
Review date	September 2028

Education Visit Policy

1. Purpose and scope

Educational visits and off-site activities enrich the curriculum, broaden pupils' experiences and support their personal, social and academic development. Edward Bryant School encourages well-planned visits to local facilities, museums, places of interest, outdoor environments, sporting venues and other settings that enhance learning.

This policy sets out how educational visits are proposed, planned, assessed, approved, delivered and reviewed. It applies to all school-organised off-site activities, including local walks, sporting fixtures, visits using transport, activities extending beyond the normal school day and residential visits.

The school will take a proportionate approach to planning. The level of planning and risk management must reflect the nature of the activity, location, journey, group, individual needs and reasonably foreseeable risks. A visit must not proceed until the required checks and approvals have been completed.

2. Roles and responsibilities

2.1 Headteacher

Retains overall responsibility for deciding whether a visit may proceed and gives final school approval.

Ensures that appropriate systems, competent staff, training and resources are in place to manage visits safely.

Acts, or nominates a suitable person to act, as the school-based emergency contact for visits where required.

Ensures that serious incidents are managed and escalated in accordance with the school's emergency and business continuity procedures.

2.2 Educational Visits Coordinator (EVC)

Oversees the educational visits programme and advises Visit Leaders and the Headteacher on planning, risk management and approval requirements.

Checks that visit proposals, risk assessments and supporting documents are suitable and complete before progressing them through the agreed approval process.

Supports staff in identifying training or competence needs and checks that the proposed Visit Leader is suitably experienced for the visit.

Advises on provider checks, staffing, inclusion, emergency arrangements and any additional West Sussex County Council or other approval requirements.

Maintains or oversees the school's records of visits and supports review of incidents, near misses and lessons learned.

2.3 Visit Leader

Is identified at the start of planning and is normally a teacher. The named Visit Leader must attend and lead the visit unless a change is agreed in advance by the Headteacher and EVC.

Plans the visit, confirms its educational purpose, coordinates bookings and transport, prepares the risk assessment and submits the visit through Evolve within the required timescale.

Confirms staffing, supervision, consent, medical and accessibility arrangements, equipment, costs and contingency plans.

Briefs staff and volunteers, explains relevant expectations to pupils, takes the required documents and emergency contact details, and checks that all pupils are accounted for.

Monitors conditions during the visit and changes, pauses or cancels activities if the controls are no longer adequate.

Reports incidents, accidents, near misses and significant changes to the school, and completes the visit evaluation.

2.4 All accompanying adults

Must understand and follow the Visit Leader's instructions, the relevant risk assessment and school safeguarding procedures.

Must maintain appropriate supervision, report concerns promptly and not undertake activities or make changes outside their agreed role.

Must protect confidential pupil information and use it only for the purposes of the visit.

Must not take or share photographs of pupils using personal devices unless expressly authorised under school policy and the visit arrangements.

2.5 Office and administrative staff

Office staff support bookings, diary arrangements, costing, parent communications, consent records, emergency contact information and the preparation of visit documentation as agreed with the Visit Leader.

3. Visit categories and consent

For planning purposes, visits are grouped as follows. The category does not remove the need to consider the actual risks and needs of the group.

3.1 Routine local visits

These may include familiar local destinations within walking distance and routine local sporting fixtures during the school day. The Visit Leader must check that any existing assessment or standard procedure remains suitable, review the route and current conditions, and make any necessary amendments. Global consent may be used where this is covered by the school's consent arrangements. Parents/carers should be informed no later than the day before the visit and given an opportunity to withdraw their child.

3.2 Visits involving transport

Visits using coaches, minibuses, trains or other transport require journey planning and suitable transport checks. The Visit Leader must confirm that consent is in place for every pupil attending, in accordance with the school's consent arrangements, and must include journey and transport risks in the planning.

3.3 Extended-hours visits

For the purposes of this policy, extended-hours visits take place partly or wholly outside the school's normal hours of 8.35am to 3.15pm, excluding sporting fixtures as currently defined by the school. Parent communications must clearly state timings, transport, collection and return arrangements.

3.4 Residential visits

Any visit involving an overnight stay is a residential visit. Specific consent, medical and emergency contact information, suitable staffing, a school-based emergency contact and the relevant provider checks must be arranged. Parents/carers should be informed well in advance and offered an opportunity to meet the Visit Leader and ask questions. All residential visits require approval from Evolve.

3.5 Consent records

The Visit Leader must verify that each attending pupil has the required consent. Consent forms must include relevant emergency contact details and up-to-date information about medical needs, allergies, dietary requirements and other matters necessary for safe participation.

Written consent requirements must be applied in line with current DfE and local authority guidance and the school's approved consent process. Global consent must not be treated as a substitute where specific consent is required.

4. Planning and approval

Discuss the proposal with the Headteacher and EVC at an early stage, identify the Visit Leader and enter the proposed date in the school diary.

Complete the school Trip Request Form (Appendix A) and provide the location, date, purpose, year group, approximate numbers, transport, estimated costs and proposed staffing.

Use the Visit Planning Checklist (Appendix B) to organise the planning process.

Submit the visit to Evolve with the required school risk assessment and supporting documents. The school's normal minimum submission period is at least 10 working days before the visit; staff should aim for at least two weeks where possible. Residential, overseas and higher-risk visits require substantially more planning time and any applicable additional approval.

The EVC reviews the submission and risk management arrangements. The Headteacher gives final school approval through the agreed process. Any visit requiring local authority or other external approval must receive that approval before it proceeds.

Do not confirm that a visit is authorised until the required approvals have been recorded. If planning is incomplete, the visit must be delayed or cancelled.

5. Risk assessment and provider checks

5.1 Risk assessment

The Visit Leader must ensure that risks are considered before the visit and that proportionate control measures are recorded using the current Edward Bryant School risk assessment template (Appendix C).

Consider the venue, activity, journey, weather, group size, age and experience of pupils, supervision, accessibility, medical needs and foreseeable emergencies.

Review existing assessments before reusing them. Update them where the route, venue, activity, staffing, pupil needs or circumstances have changed.

A preliminary visit to the venue should be undertaken where it is needed to understand the risks or confirm arrangements. Where a preliminary visit is not reasonably practicable, use reliable alternative information and seek advice from the EVC.

Record pupil-specific risks and control measures securely. Share only the information each adult needs to carry out their role safely; do not circulate unnecessary sensitive information.

Obtain and review relevant provider risk assessments. The provider's assessment informs but does not replace the school's responsibility to assess the risks to its pupils and staff.

Brief all accompanying adults on the relevant risks, controls, emergency arrangements and their responsibilities.

5.2 External providers

Before using an external provider, the Visit Leader and EVC must ensure that appropriate checks have been completed. These may include the provider's health and safety arrangements, risk assessments, public liability insurance, staff competence, safeguarding arrangements, emergency procedures, transport, accommodation, subcontracting and any licence legally required for the activity.

The current West Sussex provider standards form (OE2) must be obtained and used where required by local authority guidance and the school's procedure, particularly for providers not already appropriately checked. The EVC should confirm whether a provider is recorded as checked on Evolve . Provider assurances do not remove the school's duty to make its own decision about suitability.

5.3 Changing conditions

The Visit Leader must monitor conditions and follow the agreed control measures. If circumstances change or a new hazard arises, the leader must reassess the situation, take reasonable steps to protect the group, seek advice where necessary and stop or change the activity if risks cannot be adequately controlled.

6. Staffing and supervision

All visits should be led by a teacher, normally one of the teachers of the participating pupils. Additional adults may include teachers, teaching assistants, other school staff and parent/carer volunteers.

Staffing must be sufficient for the activity, location, journey and needs of the pupils. The existing school planning checklist records benchmark ratios of 1:6 for Key Stage 1 and 1:15 for Key Stage 2. These figures must be confirmed against current West Sussex requirements before this policy is adopted. Ratios are not a guarantee of safety and must be adjusted where the risk assessment identifies a need for closer supervision or additional support.

Pupils should normally remain under the supervision of school staff. Where groups are formed, each group must have a clearly identified responsible adult and a reliable system for checking attendance.

A parent/carer volunteer should lead a pupil group only where this has been expressly agreed by the Headteacher/EVC, the person is suitable for the role and the arrangement is recorded in the visit plan and risk assessment.

DBS checks must be considered in line with the role, the nature of the activity and current safeguarding requirements. Do not assume that every accompanying adult automatically requires the same level of check. The school's safeguarding lead should advise where needed.

All staff and volunteers must receive a briefing appropriate to their role. This must cover safeguarding, supervision, confidentiality, photography, reporting concerns, boundaries and what to do in an emergency.

The Visit Leader must carry a charged mobile phone. The number must be provided to the school office or designated emergency contact. Where groups are separated, arrangements must ensure that responsible adults can communicate with one another.

The Visit Leader must make reasonable arrangements for toilet visits, transitions, headcounts, road crossings, free time and any period when pupils are not all together.

7. Transport and walking routes

Use transport providers approved through the school's normal booking process and make any checks required by the school or local authority.

Include the journey and transport arrangements in the planning and risk assessment. Confirm pick-up and drop-off points, timings, passenger numbers and contingency arrangements.

Where seatbelts are fitted or legally required, ensure they are used appropriately throughout the journey. Follow the transport provider's and school's safety instructions.

Take a register/headcount before departure, after arrival, before leaving each location and at other appropriate transition points.

Position adults appropriately when pupils board or leave transport, cross car parks or roads, queue near traffic or move between locations.

For walking visits, plan the route in advance and consider traffic, crossings, pavements, group size, visibility, weather and any access needs. If conditions differ from those assessed, review the plan before proceeding.

If a vehicle breaks down or there is a significant delay, keep the group together in a safe place, contact the school-based emergency contact and follow the contingency plan. The school contact should coordinate with the provider and communicate with parents/carers where appropriate.

8. First aid, medication and pupil needs

The Visit Leader must ensure that first-aid provision is appropriate to the activity, location, group and identified risks. The planning checklist currently expects at least one first-aid-trained adult for visits beyond the school's immediate reach and two trained adults for residential visits; these local expectations must be confirmed before adoption.

Check whether the venue has first-aid provision and whether it is sufficient for the visit. Do not rely solely on venue provision without confirming what is available and how it can be accessed.

Take a suitable first-aid kit. Where groups will be separated, consider whether each group needs its own kit and whether a suitably trained adult is available to each group.

Ensure required medication, including inhalers and emergency medication, is available, appropriately stored and accessible to the responsible adult. Follow the school's medication policy and individual healthcare plans.

Ensure adults responsible for pupils understand relevant medical needs, allergies, dietary requirements, additional needs and any agreed emergency procedures.

Consider accessibility and reasonable adjustments so that pupils can participate wherever practicable. Where additional support is needed, agree it in advance with the relevant staff and parents/carers.

Record accidents, injuries, significant illness and near misses using the school's reporting procedures during the visit where possible, or immediately on return. Notify the Headteacher of serious incidents without delay.

9. Safeguarding, behaviour and inclusion

The school's safeguarding and child protection policy applies throughout every visit. All adults must know how to report a concern and who the designated safeguarding lead is.

Pupils must be briefed on expectations, boundaries, staying with their group, meeting points and how to seek help if separated.

Volunteers must not take photographs or communicate with parents/carers about incidents or individual pupils. Concerns and questions must be referred to the Visit Leader.

Adults must follow the agreed arrangements for toilets, changing facilities, bedrooms and personal care. Any exception must be planned with safeguarding, dignity and the pupil's needs in mind.

The Visit Leader must consider behaviour, emotional needs, accessibility, SEND, medical needs and reasonable adjustments when planning groupings, staffing and activities.

Any concern about a pupil's safety or welfare must be acted on promptly in accordance with the school's safeguarding procedures.

10. Consent, costs and charging

Parents/carers must receive clear information about the purpose, date, timings, transport, clothing/equipment, meals, costs and collection arrangements for a visit. Consent must be collected in line with Section 3 and the school's approved process.

The Visit Leader should work with the office to calculate the total cost, including transport, entry fees, provider costs and other relevant expenses. Any request for voluntary contributions must be made in writing and comply with the school's Charging and Remissions Policy and current statutory guidance. If contributions are insufficient to cover the cost, the Visit Leader must discuss the options with the office and Headteacher before confirming whether the visit can proceed. No pupil must be excluded from an activity taking place during school time solely because their family cannot or does not contribute.

11. Sporting fixtures

Sporting fixtures during the school day must be planned as local visits or visits involving transport, as appropriate, and recorded through the school's agreed Evolve process. A member of school staff must accompany the fixture unless an alternative arrangement has been expressly approved and is consistent with the school's requirements.

For fixtures extending beyond the school day, parents/carers must be told the expected timings, transport and collection arrangements. Staff remain responsible for pupils who have not been formally handed over to a parent/carer. If a pupil is not collected, the Visit Leader must contact the Headteacher or designated emergency contact and follow the school's agreed procedure. A pupil must not be left unsupervised.

12. Residential visits

Begin planning well in advance and allow sufficient time for provider checks, approvals, parent communications, consent, staffing and any required specialist advice.

Follow current West Sussex County Council and Evolve requirements for residential visits, including the OE2 provider standards form where applicable.

Arrange a parent/carer information meeting or equivalent opportunity to discuss the programme, accommodation, supervision, medical needs, costs, equipment and emergency arrangements.

Obtain specific consent and ensure each pupil has up-to-date medical information and at least two emergency contacts recorded.

Name a school-based emergency contact who can be reached at all times during the residential visit. This will normally be the Headteacher or an agreed deputy. Ensure that person has secure access to the necessary emergency contact information and visit documents.

Ensure all accompanying adults know the emergency contact details and can communicate with the Visit Leader and one another. Share mobile numbers with the school-based contact.

Plan accommodation, rooming, supervision, night-time arrangements, medication, safeguarding, meals, transport and contingency arrangements in advance.

Do not add unassessed activities during the visit. Any significant change must be considered by the Visit Leader and approved through the appropriate process before it takes place.

13. Emergency procedures

The Visit Leader must be familiar with the school's emergency response and business continuity arrangements before departure. A copy or accessible summary of the relevant procedures and contact details must be available to the leader and the school-based contact.

In an immediate threat to life or serious injury, contact the emergency services first, provide appropriate immediate assistance and then notify the school as soon as it is safe to do so.

Inform the Headteacher or designated emergency contact promptly of a serious incident, missing pupil, significant injury, safeguarding concern, major disruption or any event likely to attract external attention.

Keep pupils supervised and together where safe to do so. Do not release pupils to an unauthorised adult or change collection arrangements without following the school's procedures.

The school-based contact coordinates communications with parents/carers, the employer/local authority where required, and other relevant parties. Staff must not speculate, share confidential information or make public statements unless authorised.

For delays, breakdowns or changes to the expected return time, inform the school contact and agree how parents/carers will be updated.

Record the incident, actions taken and relevant timings as soon as practicable. Complete the school's reporting forms and cooperate with any review.

14. Evaluation and record keeping

After the visit, the Visit Leader must complete the Evolve evaluation where required and report any incidents, accidents, near misses, provider concerns or lessons learned. Significant learning points should be shared with the EVC so that future visits and risk assessments can be improved. Visit documentation, consent information and incident records must be stored securely in accordance with school procedures and data protection requirements.

15. Policy review

The Headteacher and EVC will review this policy annually, and sooner if there is a significant incident, a change in statutory or local authority guidance, a change to the Evolve process, or a material change in school practice. The review will consider feedback from Visit Leaders, staff, parents/carers and relevant advisers.

Appendix A – Trip Request Form

EBS Trip / Visit Costing Form		
Trip / Visit Name		
Destination		
Date(s)		
Time	Leave:	Return:
Year Group(s) / Class Name(s)		
Number of Pupils		
Number of Adults		

Entrance / Accommodation		Details	
Entry Cost (excluding VAT)			Have you checked this is excluding VAT? If the quote doesn't state this then please contact the provider to clarify
Additional Costs? (Activities/Workshops)			

Travel		Details	
Cost			Have you obtained three quotes where possible? Please attach before submitting for authorisation

Additional Costs		Details	
Any further costs: Please total and provide breakdown in details			Have you checked this is excluding VAT? If the quote doesn't state this then please contact the provider to clarify

Total Cost		
Subsidies/ Grants/ Donations		Details: Travel Grant from Provider X
Total minus any Subsidies/ Grants/ Donations		

Cost Per Pupil (Rounded Down to nearest 50p)		Use this cost for Charging to Parents

Total Potential Income		
School Contribution (Excluding Subsidies as above)		

Authorisation (SLT)	Name:	Date:
	Signature:	

Appendix B –

Visit planning checklist

Use this checklist alongside the current Evolve process and the school's trip request, risk assessment, consent and medication forms. It is a planning aid and does not replace professional judgement or required approvals.

At the initial planning stage

☐ Discuss the proposal with the Headteacher and EVC; identify the Visit Leader.

☐ Enter the proposed visit in the school diary and complete the Trip Request Form.

☐ Confirm educational purpose, dates, destination, group, costs and proposed transport.

☐ Check venue suitability, accessibility, facilities, toilets, shelter, food arrangements and contingency options.

☐ Consider whether a preliminary visit is needed; obtain reliable venue information.

☐ Identify staffing needs, pupil groupings, SEND/medical requirements and reasonable adjustments.

☐ Check provider suitability, insurance, qualifications, safeguarding, emergency arrangements and OE2 requirements where applicable.

Before approval

☐ Complete or review the school risk assessment and attach relevant provider documentation.

☐ Include transport, routes, weather, supervision, medical needs, behaviour, safeguarding and emergency arrangements.

☐ Submit the visit through Evolve within the required timescale and request any additional approvals.

☐ Confirm the EVC review and Headteacher's final approval have been recorded.

☐ Calculate costs with the office and agree parent communications and voluntary contribution arrangements.

☐ Confirm consent requirements and plan the collection/return arrangements.

In the days before the visit

☐ Confirm final pupil numbers, staffing and group lists.

☐ Check consent, emergency contacts, medical information, allergies and dietary requirements.

☐ Confirm first aid, medication, suitable clothing/equipment and packed lunches where needed.

☐ Brief staff and volunteers and provide the relevant risk assessment and contact information.

☐ Print or securely access the register, emergency contacts and necessary visit documents.

☐ Confirm arrangements for school duties, cover, collection, late return and communications.

On the day

☐ Check weather, transport, provider arrangements and any new risks.

☐ Take the register and complete headcounts before departure and at appropriate transition points.

☐ Ensure all adults and pupils understand the key safety instructions and meeting points.

☐ Keep the school contact informed of significant changes or delays.

☐ Do not proceed with any activity if risks cannot be adequately controlled.

After the visit

☐ Account for all pupils and ensure handover/collection is completed safely.

☐ Record and report accidents, incidents and near misses using school procedures.

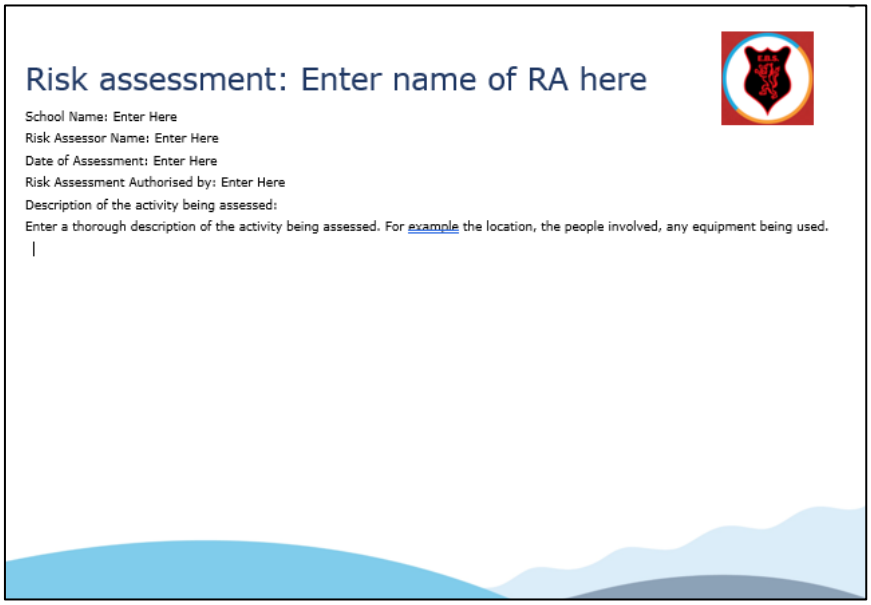
☐ Complete the Evolve evaluation where required and share lessons learned with the EVC.

☐ Return/store documents and medication in accordance with school procedures.

Appendix C – Risk Assessment

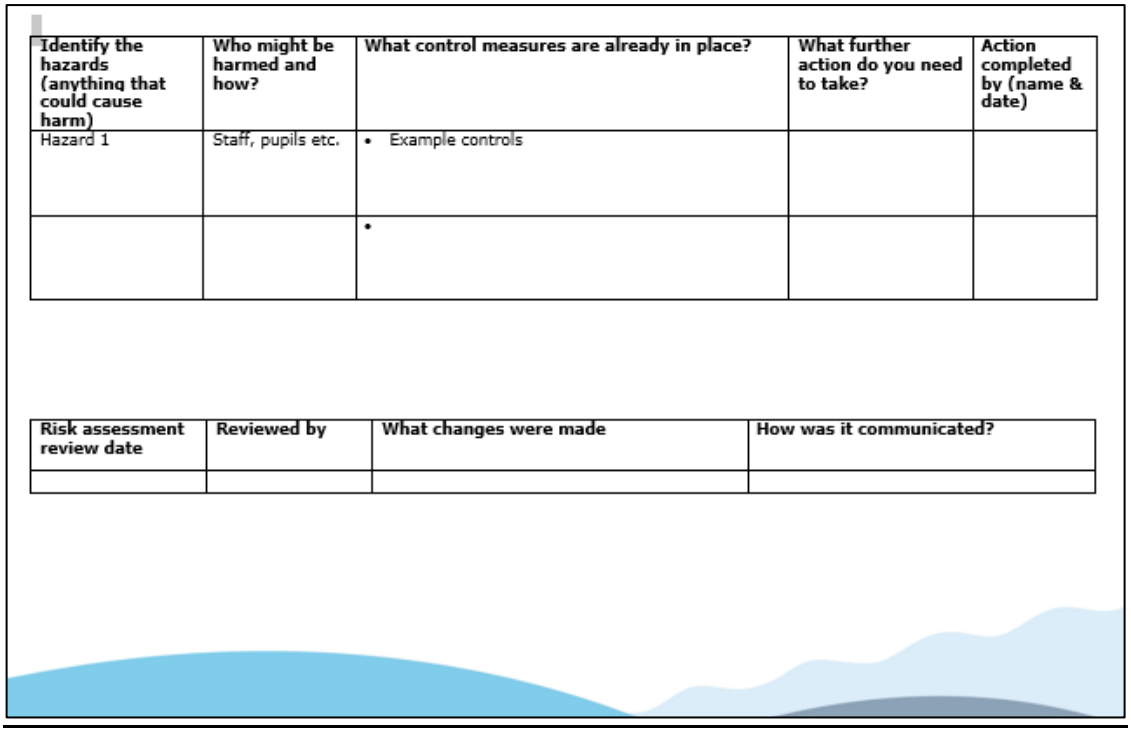
Blank 26/27 Risk Assessment Template

EBS-Staff Shared - General › Risk Assessments › Risk Assessments ›



Risk assessment: Enter name of RA here

School Name: Enter Here
Risk Assessor Name: Enter Here
Date of Assessment: Enter Here
Risk Assessment Authorised by: Enter Here
Description of the activity being assessed:
Enter a thorough description of the activity being assessed. For example the location, the people involved, any equipment being used.



Identify the hazards (anything that could cause harm)	Who might be harmed and how?	What control measures are already in place?	What further action do you need to take?	Action completed by (name & date)
Hazard 1	Staff, pupils etc.	• Example controls		
		•		

Risk assessment review date	Reviewed by	What changes were made	How was it communicated?