



Educational Visits Policy

2025-27

Introduction

Beech Hill Primary School recognises the value of outdoor activities and educational visits for children and young people. The school fully supports and encourages visits and activities that are appropriately assessed, planned, managed and conducted.

All those involved have produced this policy to help make visits enjoyable, rewarding and as safe as possible and encourage continued safe practice.

The policy sets out the framework and standards for all educational visits and activities away from the school base. This includes educational visits, visits to parks, libraries, museums, sporting fixtures, swimming, field trips, cultural visits, outdoor adventurous activities and residential trips. This is not an exhaustive list.

Roles & Responsibilities

The Trustees are responsible for

- Ensuring that guidance is available relating to practices, procedures and the safety of pupils on educational visits.
- Ensuring that the Head Teacher has taken all reasonable and practicable measures to include all pupils on a visit.

The Head Teacher is responsible for

- Ensuring approval for visits is given.
- Ensuring each visit has a competent Group Leader.
- Ensuring Risk Assessments are appropriate.
- Ensuring all Trip Packs are complete with all the relevant paperwork.

The Group Leader and Administration Team are responsible for

- Completing Trip Packs
- Sending out letters for parents with all the relevant information.
- Booking transport making sure times & dates are all confirmed with the coach companies.
- Managing the finance for the visits including parental contributions.
- Ordering packed lunches with the kitchen.
- Collating emergency contact details.
- Liaising directly with external providers of residential visits, ensuring that all necessary documentation and procedures are in place.
- Keeping records of visits including letters and other written documentation and a breakdown of finances.
- Keeping accident or incident reports relating to visits.

- Completing Risk Assessments.

The Group Leader has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the health and safety of all pupils. The Group Leader must

- Be approved to carry out the visit and be suitably competent and knowledgeable about all procedures.
- Plan and prepare for the visit and assess the risks.
- Define the rolls and responsibilities of other staff, volunteers and pupils and ensure effective supervision of what they do.
- Undertake the leadership role when on the visit.
- Be fully familiar with the plan for the day and risks associated.
- Ensure the group has parent/guardian contact details and medical information including pupil's inhalers and any other medication.
- Have a school mobile phone

Adult Volunteers who are not school staff must

- Understand and agree to abide by the school's expectations of them.
- Understand their relationship to the pupils, teachers and Group Leader.
- Recognise the limits of their responsibility.
- Follow instructions from teachers.
- Raise any concerns for pupil welfare with the Group Leader or other teachers.

Risk Assessments

- The Group Leader completes risk assessments. (in some cases many venues will have their own which can be utilised)
- The Group Leader must include them in in the completed Trip Pack for approval by the Head Teacher.

Parental Consent Letter

- Specific consent is required for all visits other than general visits, which are covered by a general consent form, which is signed when the child starts school.
- Must be included in the Trip Pack for approval.
- Must include details of the visit e.g. place, date, times and a brief outline of the visits aims and content
- Include details of any voluntary contribution toward the cost of the visit.

January 2026