



Bishop Bronescombe Educational Visits Policy

Approved by:	Headteacher	Date: 24/04/2024
Last reviewed:	24/11/2025	
Next review due by:	24/11/2026	

Bishop Bronescombe School values educational visits as an important part of our curriculum. Visits help children:

- deepen understanding of learning in class
- practise skills in real contexts
- develop confidence, independence and social skills

All visits are planned with pupil safety and wellbeing as the highest priority. This policy follows guidance from the DfE *Health and Safety on Educational Visits* (2014), the Health and Safety at Work Act (1974) and Trust procedures.

Aims

This policy sets out how we:

- plan and approve educational visits
- manage and assess risk
- inform parents and collect consent
- ensure clear roles for staff and volunteers
- meet financial and safeguarding requirements

Planning and Approval

- All visits must be approved in advance by the **Headteacher**.
- The **Educational Visits Coordinator (EVC)** oversees visit planning and checks all documentation.
- Staff use the agreed systems to submit visit proposals, risk assessments and key information.
- Group leaders must provide details of the purpose, location, transport, staffing, risk assessment, medical needs, and emergency procedures.

Risk Assessment

- Every visit requires a risk assessment completed by a competent member of staff.
- Generic assessments may be used with additional visit-specific checks.
- Risks must consider: pupil needs, venue suitability, transport, staff competence, supervision ratios and emergency planning.

Recommended Ratios:

- EYFS: 1:6 (1:4 under threes)
- Years 1–3: 1:8
- Years 4–6: 1:10–15

Consent

Consent General consent will be given by parents during the admissions process for trips on foot during the school day that require no cost. This consent will be given through the parent portal. Specific parental consent will be sought when a trip requires travel and/or incurs a cost.

First Aid Provision

Staff will have regard to the Schools' first aid and administration of medicine procedures and will ensure that there is adequate first aid provision on each educational visit. The minimum requirements for educational visits are:

- a suitably stocked first aid container;
- at least one appointed person to take charge of first aid arrangements;
- in Early Years settings at least one person who has a current paediatric first aid certificate must attend the educational visit

First Aid & Medical Needs

Every visit must include:

- a suitably stocked first aid kit
- an appointed first aider
- for EYFS: at least one paediatric first-aid trained adult
- Medical information and plans must be shared with supervising adults.

Transport Arrangements

The Schools will use the school minibus for class trips, where possible. If a coach is required the school will use an appropriate provider. Where public transport such as the Underground is used, this will be considered in the risk assessment

Safeguarding

- The school Safeguarding and Child Protection Policy applies at all times.
- Volunteers must never have unsupervised access to children.

- Any safeguarding concern during a visit must be reported immediately to the Designated Safeguarding Lead (DSL).

Inclusion

We aim for all pupils to participate in visits.

Reasonable adjustments will be made where possible.

A child may only be prevented from attending if necessary for safety.

Roles & Responsibilities

Group Leader

Responsible for the visit, including:

- completing relevant documentation
- organising staffing and supervision
- ensuring all adults know their roles and pupil groupings
- briefing pupils on behaviour expectations
- monitoring safety throughout the visit
- ensuring first aid and emergency procedures are in place

Supervising Adults

Must:

- know pupils in their care, including medical needs
- supervise pupils closely and maintain regular headcounts
- follow the planned itinerary
- respond promptly to hazards or concerns
- know emergency procedures

Emergencies

In an emergency, staff must:

1. ensure the group is safe
2. call emergency services if required
3. give first aid as needed
4. contact the Headteacher/School as soon as practicable
5. record key details of the incident

Parents will be informed as soon as possible.