



Belmont CP School

Educational Visits Policy

1. Introduction

This policy applies to all off-site visits involving pupils at Belmont CP School. Educational visits form an important part of the curriculum and contribute to pupils' learning, personal development and wellbeing.

Educational visits may vary from local visits within the community to residential and overseas trips.

Educational visits form part of the school's safeguarding responsibilities. All visits are planned and delivered to ensure the safety and wellbeing of pupils, and any concerns will be managed in line with the Safeguarding and Child Protection Policy.

2. Guidance and Compliance

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- SEND Policy
- Medicines in School Policy

The school:

- follows OEAP National Guidance
- uses the EVOLVE system
- complies with Local Authority (LA) requirements

3. Roles and Responsibilities

Headteacher

- Approves all visits
- Submits relevant visits to the LA
- Ensures governors are informed

Educational Visits Coordinator (EVC)

- Supports and monitors visits
- Checks EVOLVE submissions
- Ensures staff competence

Visit Leader

- Plans and organises visits
- Completes risk assessments
- Ensures pupil safety and supervision

Governors

- Act as a critical friend
- Approve residential visits

4. Types of Visit

Visits fall into three categories:

1. Local visits (within school learning area)
2. Non-residential visits (UK)
3. Residential / overseas / adventurous visits

Approval is required via EVOLVE, with additional LA approval where appropriate.

5. Planning and Approval

- All visits must be approved before arrangements are confirmed
- Visit Leaders must:
 - complete EVOLVE forms
 - prepare risk assessments
 - submit parental communication

Visits must be planned in advance to minimise disruption.

6. Risk Management

Risk assessments must consider:

- potential hazards
- who may be affected
- control measures
- emergency procedures

Risk management plans (RMPs) must be shared with all adults on the visit.

7. Safeguarding and Supervision

Staff have a duty of care and must:

- supervise pupils appropriately
- maintain clear communication
- follow safeguarding procedures

Emergency procedures must be understood by all staff.

8. Parental Consent

- Consent is required for all visits
- Blanket consent may be used for low-risk local visits
- Specific consent is required for:
 - residential visits
 - adventurous activities

Parents must be fully informed of arrangements.

9. Inclusion

Educational visits are accessible to all pupils. Reasonable adjustments will be made to support participation for pupils with SEND or additional needs.

10. Transport

Clear arrangements must be in place for:

- transfer of responsibility
- supervision
- communication

Staff transporting pupils must have appropriate insurance. Safeguarding considerations must always be prioritised.

11. Insurance and Finance

- Insurance is provided via the Local Authority
- Parents may be asked for voluntary contributions
- Pupils will not be excluded based on ability to pay

12. Data Protection

Information is managed in accordance with data protection legislation. Relevant details are shared for safety purposes and handled securely.

13. Emergency Procedures

In the event of an incident:

- follow school emergency procedures
- contact emergency services if required
- inform the school base contact

Staff should follow the Inform – Save – Care approach.

14. Monitoring and Review


The Headteacher and EVC monitor:

- EVOLVE submissions
- risk assessments
- visit evaluations

An annual review is shared with governors.

15. Review

This policy will be reviewed annually or sooner if required.

Ratified by governors at their meeting on	06 May 2026
Signed	
Review Date	May 2027