



Educational and Off-Site Visits Policy

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Policy Intent

At Kingsbury, our aim to provide inclusive, holistic, and enriching educational visits to support our children. Our visits are designed to be accessible, safe, and meaningful, promoting independence, social skills, and real-world learning.





Curriculum Integration

Educational Visits are planned to enhance our curriculum and develop the skills of our children within an outdoor learning environment. Staff will prepare visits with curriculum focus in mind to reinforce classroom learning through experiential opportunities and visits will support EHCP targets and Personal Learning Outcomes.

Types of Visit

Type A – These visits consist of non-adventurous activities e.g. museums/zoo/park.

Type B – These visits consist of residential/adventurous activities e.g. farm/theme park/multi-venue city visit.

Local Learning Areas – Community Visit – Routine Type A visits, close to the school and within the local area.

Risk Assessments

All visits require a detailed Form 5 Risk Assessment.

Dynamic Risk Assessments to be conducted for the duration of the visit.

A Plan B must be prepared in the event that the visit cannot go ahead and all accompanying adults should be made aware of this.

Evolve

All Type A and Type B visits should be submitted on Evolve.

Type A – Approved by EVC and Head and submitted to Evolve two weeks prior to visit.

Type B – Approval required by Local Authority and submitted to Evolve six weeks prior to visit.

Risk Assessments are a working document and must be updated as changes arise, this could be staffing changes/date changes. This Visit Lead must update Evolve and ensure EVC, Head, and LA are notified.





Roles and Responsibilities

Headteacher – Authorises visits and ensures staff competence.

EVC – Co-ordinates planning, risk assessments, and training.

Local Authority – Authorises Type B visits and provides regular updates for EVC and Head.

Visit Leader – Plans and leads the visit and conducts dynamic risk assessments during the visit.

Deputy Visit Leader – Supports the Visit Leader and will carry out Visit Leader duties if the Visit Leader is unavailable.

Support Staff – Provide tailored support to pupils during visit.

Going-Out Files

For any off-site visit, two going out files are required which contain:

- Individual care plans – ONLY FIRST NAMES SHOULD BE WRITTEN ON THESE.
- Absconding photographs – no names should be written on the photographs.
- Copy of the risk assessment – This should only include names of staff and first names of the children.

You must not take any paperwork that includes identifying information such as the pupil information sheet. In the event of an emergency, contact the base contact who will provide contact information as needed.

These Going-Out Files **must** be carried by the Visit Leader and Deputy Visit Leader.

A sign out sheet must be completed and given to the school office before leaving the building.

Ratios

The Visit Leader must ensure that there are enough adults for the visit to be conducted safely. This will be monitored by EVC and Head on Evolve. If there is not adequate staffing, the visit must not take place.





First Aid

Each visit must be accompanied by a paediatric first aider who will carry the first aid kit. The first aid kit must be checked regularly and replenished when necessary

Post-Visit Evaluation

The Visit Leader is responsible for evaluating the visit and identifying if any incidents or near misses occurred. The evaluation must give detail of the impact the visit had on the learning intention for the children.

Safeguarding

If staff have any safeguarding concerns, the school safeguarding procedures must be followed – this is specified within Form 5 Risk Assessment.

Swimming

A Form 5 must be completed annually for swimming sessions and saved within class files. Risk Assessments for swimming are not required to be submitted onto Evolve.

Parental Consent

Consent must be given by parents for any off-site visits. Permission for Type A and Local Learning Area visits can be provided by parents when children start school. Parental consent must be obtained for all Type B visits with parents receiving a schedule of the day.

CPD and Training

The EVC will provide annual training on Evolve and will attend annual Lancashire County Council EVC meetings for visit updates.

