A Place to Flourish

"I have come that they may have life, and have it to the full" (John 10:10)

Educational Visits Policy

Date of review/adoption	Autumn 2026
Date of next review	Autumn 2028
Notes	

Signed ……*N Thurston*…..Chair of Governors

Date ……15.10.2026……

**Electronically signed and approved at the Full Governing Board meeting held on 15.10.2026*

BLUNDESTON CEVC PRIMARY SCHOOL
EDUCATIONAL VISITS POLICY

1 Introduction

The Governing Board has the responsibility of providing guidance for off-site school visits and it is essential that any staff member of Blundeston CEVC Primary School reads this policy before contemplating or organising any educational trip or visit to be made by pupils at the school.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Blundeston CEVC Primary School:

- Adopts the Local Authority's (LA) document: 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE' (Accessible via EVOLVE)
- Refers to National Guidance www.oeapng.info, (as recommended by the LA)
- Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this policy, the Local Authority policy and national guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance. All educational visits must comply with the Equality Act 2010. This policy should be read in conjunction with the school's Behaviour, Safeguarding and Anti-Bullying Policies.

2 Reasons for visits

All schools are required to offer pupils a broad and balanced curriculum that promotes spiritual, moral, cultural, social, mental and physical development.

All activities must have a clearly defined educational purpose. We seek to ensure that the National Curriculum is delivered to all pupils, regardless of social background, race, gender or differences in ability. All are entitled to the development of their knowledge, understanding, skills and attitudes. To enrich the curriculum for the pupils at our school, we offer a range of educational visits and other activities that complement and enrich the teaching and learning undertaken in school.

The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change
- Increased critical curiosity and resilience
- Opportunities for meaning-making, creativity, developing learning relationships and practising strategic awareness
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other)

- Improved achievement and attainment across a range of curricular subjects. We view pupils as active participants, not passive consumers, meaning that a wide range of learning styles can flourish
- Enhanced opportunities for real world learning in context and the development of the social and emotional aspects of intelligence
- Greater sense of personal responsibility
- Possibilities for genuine team working, including enhanced communication skills
- Improved appreciation, knowledge, awareness and understanding of a variety of environments
- Improved awareness and knowledge of the importance and practices of sustainability
- Physical skill acquisition and the development of a fit and healthy lifestyle

3 Choosing a provider

There are three types of visit:

- Routine local visits in the 'extended learning locality'
- Day visits within the UK that do not involve an adventurous activity.
- Visits that are either overseas, residential, and/or involve an adventurous activity

After considering the reasons for the visit, the Visit Leader should make checks about the provider.

On residential, adventurous or overseas visits, leaders should check to see if the Provider holds the LOtC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark etc.)

4 Educational Visits Coordinator's (EVC) responsibilities

The Governing Board nominates a member of staff as Educational Visits Coordinator who will complete relevant training.

The Educational Visits Coordinator will support and challenge colleagues with visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Headteacher. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents etc.

The Governing Board approves the delegation to the Educational Visits Coordinator of the following duties:

- Ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made
- Ensure that the planning of visits complies with LA regulations and guidance and follow school's procedures
- Ensure that visit or activity specific risk assessments are undertaken

- Approve the appointment of Visit Leaders and assistant staff
- Verify the competence of Visit Leaders and assistant staff, taking account of the planned arrangements for the visit and the number and nature of the pupils involved
- Ensure that the Visit Leader is allowed sufficient time to organise the visit properly
- Organise and monitor the training/induction of Visit Leaders and assistant staff as appropriate
- Organise emergency planning for educational visits at school level;
- Monitor visits, including accident and near-miss reporting and review school procedures
- Liaise with the LA, particularly on visits which require LA approval;
- Ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately
- Ensure that a member of staff with a first aid qualification is present on any visit (on Reception class visits, a member of staff with a paediatric first aid qualification should attend)
- Keep the Governing Board informed of the school's programme of educational visits and submit proposals for visits in certain categories for specific Governing Board approval.

An electronic submission process, Evolve, is adopted as the school's method of managing educational visits, with the following specific interpretations based on type of visit:

Overseas	**Yes** and form approval by EVC/Headteacher
Residential	**Yes** and form approval by EVC/Headteacher
Adventurous	**Yes** and form approval by EVC/Headteacher
Day Visits involving transport	**Yes** and form approval by EVC/Headteacher
Local Area Visit	**Yes** (Local visit form on Evolve) and form approval by EVC/Headteacher

5 Headteacher's responsibilities

The Governing Board agrees the retention by the Headteacher of the duties detailed in section 4.

6 Visit approvals

The Governing Board determines the following arrangements for informing and obtaining the consent of parents/carers for visits categorised as 'Type 1' under LA regulations:

- Upon admission, parents/carers sign a consent form for their children to access 'Extended learning in the locality' activities, e.g. for village studies, visits to the church or local high schools. Parents/carers have the option to opt-out of this agreement at any point during their child's time at the school.

- Parents/carers are required to provide consent electronically for every other trip/visit outside of the Blundeston area. This

requirement is met using arbor (online system) which enables users to set up and manage trip consent forms.

The Governing Board determines the following policy in relation to insuring staff and pupils for visits categorised as 'Type 1' under LA regulations:

- Residential visits

The Governing Board endorses the nomination of the following persons as emergency contacts in relation to educational visits:

- See Critical Incidents Telephone Numbers sheet (available in Headteacher's and main office)

The Governing Board shall approve in advance, on a visit by visit basis, educational visits in the following categories:

- Residential visits

The Governing Board shall approve in advance on an annual basis educational visits in the following categories:

- All specific visits – curriculum (outside a 30-mile radius)

The Governing Board will receive information on visits in the following categories in the termly Headteacher's report and does not require notification in advance:

- All regular visits – off-site facilities for PE

All notifications of educational visits submitted to the Governing Board for approval will include a statement of the objectives of the visit and the learning outcomes expected for the participating pupils.

7 Charging for visits

The Governing Board reaffirms its Charging and Remissions Policy agreed annually in relation to educational visits.

8 Insurance

Blundeston CEVC Primary School purchases insurance annually through the scheme provided by Suffolk County Council (see Appendix A for the scope of cover).

9 Visit Leader's responsibilities

The Visit Leader must recognise that whilst leading the visit, they are in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care. It is the responsibility of the Visit Leader to carry out a risk assessment/the risk management for the visit.

When looking at how to achieve 'effective supervision' OEAP National Guidance uses the acronym STAGED. This will help the Visit Leader to see the necessary risk and put measures in place to mitigate these.

- **S**taffing – relevant training/qualifications/experience and number required
- **T**ransport – complexity added by any specific transport issues – public transport, walking to venue etc
- **A**ctivities – what are the group doing? Do these require specifically competent qualified staff. Any indirect or remote supervision?
- **G**roup – prior experience, behaviour and any specific needs
- **E**nvironment – easily accessible or more remote? Urban/Rural. The potential impact of the weather
- **D**istance - how far from base and the direct assistance of supporting staff if required – can vary from minutes to many hours. Access to emergency medical help

A pre-visit to the visit venue for the Visit Leader may be useful to allow them to familiarise themselves with the site and any potential risks, particularly if it is a new or unfamiliar venue. They should obtain permission for a visit from the Headteacher prior to planning, and certainly before making any commitments.

Safeguarding everyone on a school visit is paramount. Visit Leaders will ensure they are able to contact the Designated Safeguarding Lead (DSL) or Deputy Safeguarding Leads readily and easily if there are safeguarding concerns whilst on the visit. This includes out-of-hours accessibility if the visit is outside school hours.

The usual safeguarding procedures will be followed in line with the school's Safeguarding Policy. Important factors include using "TED" (Tell-Explain-Describe) for gathering information, recording information accurately/as a matter of urgency and passing information on immediately.

Any safeguarding concerns always take priority and it may be necessary for the Visit Leader to delegate visit duties to other members of staff in such instances, so they are able to deal with the safeguarding concern.

The Visit Leader will ensure that there is at least one first aid trained member of staff on the visit and a paediatric first aid trained member of staff on any Reception class visit. They will also ascertain whether there will be access to first aid trained staff/kits at the visit venue.

10 On the day of the visit

Leave in the school office:

- a list of pupils present and going on visit;
- a full list of visit staff and groups of pupils for which they are responsible;
- the itinerary for the entire day;

Before departing:

- check pupils out of classroom to ensure bags, lunchboxes and any additional equipment required is taken;
- take First Aid Kit, sick bucket, inhalers and other medication, e.g. EpiPen and mobile phone;
- ensure copies of the Emergency Action Cards are given to all staff. As these contain confidential contact information, they will be numbered and signed in and out by office staff;
- ensure all adults are aware of the first aid trained members of staff;
- ensure the Visit Leader has the contact number(s) for the Designated/Deputy Safeguarding Lead(s).

11 During the visit

- Pupils must be organised into groups with a named group leader.
- The Governing Board determines the following minimum staff/pupil ratio for visits categorised as 'Type 1' under Suffolk County Council regulations as 1:30 across all year groups (age 4-11), but with an advised ratio of 1:15 when possible. Pupils must stay in their leader's group at all times.
- There should be a system in place to safeguard young people at all times (e.g. if toileting issues arise, an approach should not be to send young children into the toilets on their own, but as a whole group).
  - School values shall be promoted at all times – for examples, courtesy must be shown to the public must be shown at all times, with care taken not to block pathways etc.
- Group leaders should ensure the safety and wellbeing of the pupils in their care and inform the Visit Leader of any relevant incident involving pupils in their care as soon as possible.
- Every group leader must be given an emergency procedures card. This will have the school's contact, group leader's contact and action plan in case of an emergency.

12 Upon return

Staff should:

- check all pupils off the coach
- ensure a member of staff leads the pupils either into school, where they will continue with their normal school day, or waits with them to be collected by parents/carers (if it is the end of the school day). A staff member will check the pupils off, thus ensuring that each pupil departs with known parent/carer.
- A teacher must remain with uncollected pupils until all parents/carers have arrived and all pupils have departed.

13 Monitoring and evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. Such a process will help in the celebration of success, as well as feeding in to the general planning and risk management for future visits. Evaluations should be completed by Visit Leaders using the Evolve process. The

EVC Leader will produce an annual summary report of visit evaluations to be included in the Headteacher's Report to Governors in the summer term, including an evaluation of the effectiveness of this policy and the Emergency Action Cards.

Appendix A - Suffolk County Council Insurance
Learning outside the classroom activities and educational visits

The LA offers the following standard insurances which include cover for learning outside the classroom and educational visits. However for some visits, the school is required to declare details of the trip to activate the travel insurance.

This document explains what is covered by the LA's standard Combined Insurance, which LA schools can opt to purchase each year. It also helps schools to determine if they need to declare a need for travel insurance by completing a declaration on Evolve or by using the Travel Insurance Declaration.

Section 1 – Standard insurances including cover for educational visits 8

1.1. Liability Insurance 8

1.2. Personal Accident Insurance 9

1.3. Motor Insurance 9

1.3.1. Use of privately owned or hired vehicles....9

Section 2 – Suffolk County Council Travel Insurance 9

2.1. When should you declare a need for travel insurance? 10

2.2. How to arrange travel insurance cover through the County Council 11

2.3. Suffolk County Council Travel Insurance Premium....11

2.4. Alternative Travel Insurance Arrangements....11

2.4.1. Travel Insurance Offered by Tour Operators and External Providers 11

2.4.2. Insurance Offered through the Duke of Edinburgh's Award Scheme.11

3. Further Information 12

Section 1 – Standard insurances including cover for educational visits
1.1. Liability Insurance

The County Council's Combined Insurance provides cover for:

- payment of compensation, costs and expenses for death, disease, injury or illness sustained by employees arising from their employment;
- payment of compensation, costs and expenses for death, injury, illness, disease, nervous shock, invasion of privacy or damage to property to third parties.

In either case, negligence of the County Council or its employees must be proven for a claim to succeed. The policies protect teachers, other staff and volunteers who, through their negligence, cause injury or loss to pupils or allow pupils to cause injury or loss to others.

1.2. Personal Accident Insurance

The County Council's Combined Insurance provides personal accident insurance for employees whilst involved in extra-curricular activities. The policy extends the cover provided under 1.1 above to all occasions when employees have responsibility for the care of pupils. Cover is also provided for employees on all such occasions against the risk of assault. Personal accident insurance is also provided for volunteers whilst working on behalf of the County Council.

The County Council's liability and personal accident policies together provide cover for employees and volunteers wherever and whenever an activity takes place, provided that they are acting with the authority of your Headteacher and on behalf of the County Council. These policies provide no personal accident insurance for pupils.

1.3. Motor Insurance

Schools can opt to purchase the Council's Motor Vehicle Insurance Policy (not included in the Combined Insurance) which permits the Council's vehicles to be driven by teachers, employees and volunteers on the Council's behalf with prior approval whilst carrying out official duties on behalf of the Council. 'Official duties' include all educational visits approved by the head teacher. "Council's vehicles" include owned, hired or leased by the school. The normal third-party protection is afforded to all passengers.

1.3.1. Use of privately owned or hired vehicles

Teachers, employees and volunteers, who use their own vehicles on behalf of the County Council, must ensure that their Motor Vehicle insurance policies specifically permit such use, commonly referred to as "Business Use". Privately owned or hired or leased vehicles are not covered by the Council's insurance policies. Should an employee or volunteer fail to make such an arrangement, or notify their insurer of a change in activities, and an accident occurs resulting in a claim, their insurers may declare the policy void. In addition, the employee or volunteer may be prosecuted for failing to have adequate cover.

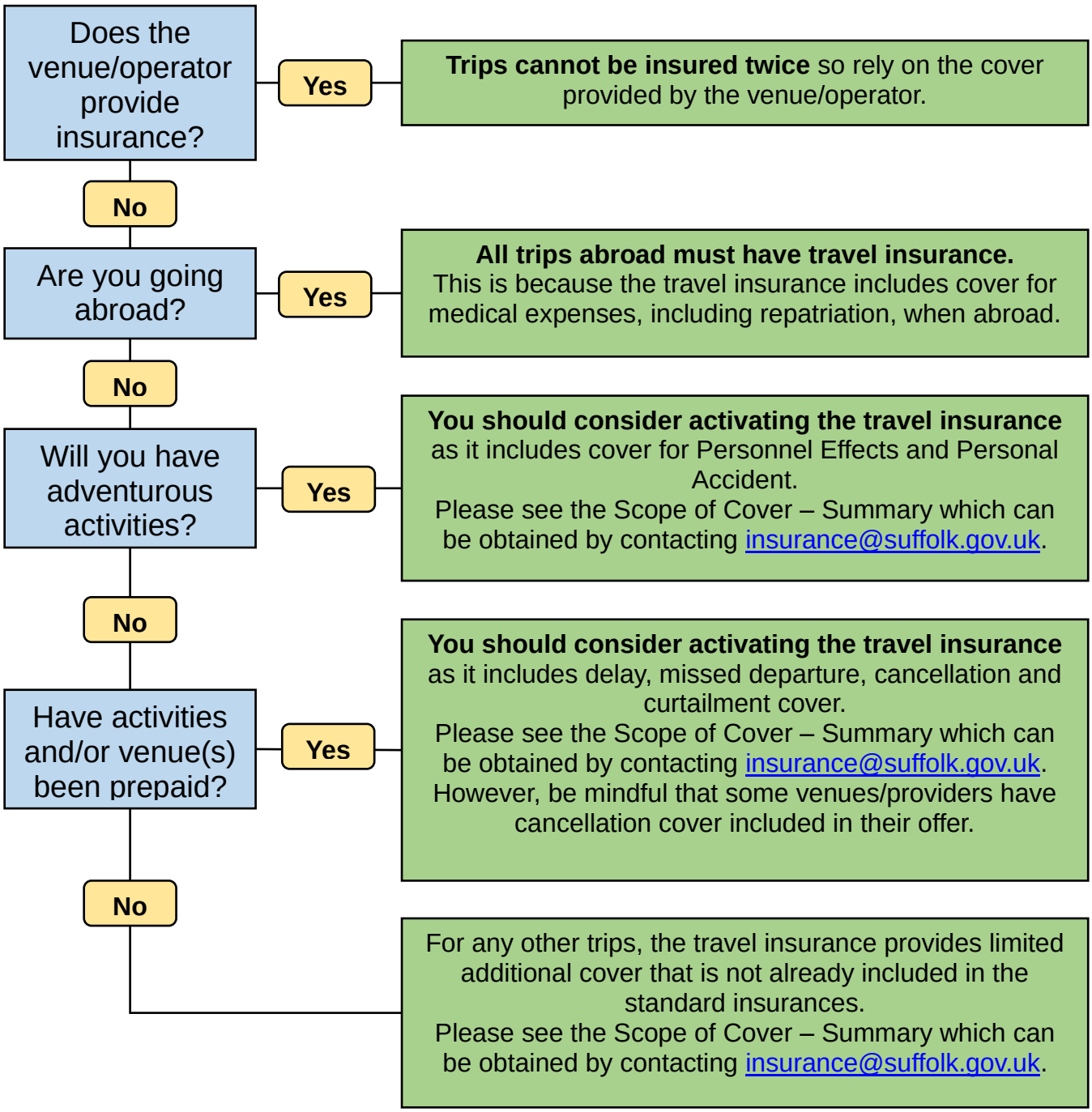
If you hire vehicles, you should equally make sure that you arrange adequate insurance.

You can find further information and guidance about driving for work on Suffolk Learning, including driving mini buses.

Section 2 – Suffolk County Council Travel Insurance

Although Travel Insurance is included in the Council's Combined Insurance offering, schools must declare trips that require cover. Some trips would not benefit from insurance and in some cases, providers may include insurance within the cost of the package, these would not require declaration. You can contact insurance@suffolk.gov.uk to get the SCC Travel Insurance Scope of Cover – Summary for Travel Insurance.

2.1. When should you declare a need for travel insurance?



2.2. How to arrange travel insurance cover through the County Council

Cover is prearranged within the Combined Insurance; however, a declaration must be made by simply completing the Insurance section on the Suffolk Evolve portal to add travel insurance to the visits you are planning.

Alternatively, you can complete and return the 'Travel Insurance Declaration Form' available via the Schools' Choice website.

The Insurance Team will collect the accumulated declarations, retrospectively, on a termly basis. Therefore, declarations should not be submitted until the last day of term, or at the financial year end. This enables schools to make changes up until the trip takes place. However, make sure the trip is recorded on the system as soon as the bookings are made as evidence of your intention to insure.

You can get full details of the County Council's travel insurance policy from the Insurance Team Manager or via the insurance secure area on Schools' Choice website. You should make sure this information is available to visit leaders, and to the parents of pupils covered by the policy, if requested; you could simply share the Scope of Cover – Summary which can be obtained by contacting insurance@suffolk.gov.uk.

Details of the policy can change from time to time, so make sure you keep up to date with the information regularly.

If you take out the travel insurance it provides cover for pupils, staff and volunteers as long as you detail the number of all relevant people involved in the visit. You can also take out the travel insurance for staff going on reconnaissance visits, though you need to make sure you do this as a separate declaration from the actual school visit.

2.3. Suffolk County Council Travel Insurance Premium

Costs for travel insurance are already included in the Combined Insurance. So, you will not be charged any additional charges when you declare a need for travel insurance.

2.4. Alternative Travel Insurance Arrangements

2.4.1. Travel Insurance Offered by Tour Operators and External Providers

In certain circumstances, you may wish to insure participants on a visit via other means than the Suffolk County Council Travel Insurance Policy. Commonly, this will be where a tour operator or external provider offers a package that includes travel insurance.
Policies should cover, as a minimum, the same categories and levels as the County Council's scope of cover. If in doubt, you can send details of the alternative insurance policy, with as much notice as possible, to the Insurance Team and gain approval before commencing the visit.

2.4.2. Insurance Offered through the Duke of Edinburgh's Award Scheme

The Duke of Edinburgh's Award Scheme automatically insures all participants and adult helpers against Personal Accident, whilst participating in Award activities. However, the scale of benefits is low, and the policy is not intended by the Award Scheme to offer primary cover. This policy is not an acceptable alternative to the County travel insurance policy.

3. Further Information

For further advice and information on insurance matters please contact:

Insurance Team
Constantine House
Constantine Road
Ipswich
IP1 2DH
Tel: 01473 264038
Email: insurance@suffolk.gov.uk

Suffolk County Council Travel Insurance

Insurers – AIG Europe Limited
Lifeline Plus Policy number 0010627490

Scope of cover – summary

1) **Cancellation and curtailment** – Limit £10,000 per any one person

   - Cancellation arising from any fortuitous event outside the control of insured.
   - Curtailment after commencement of the journey as a result of death injury illness of the insured any person with whom they are travelling or a relative of the insured.
   - Cancellation due to a natural catastrophe

   N.B. Cancellation due to bad weather is excluded

2) **Medical Expenses** – Unlimited cover

   Unlimited in respect of emergency repatriation expenses

   Medical and/or travel expenses incurred as a direct result of the insured sustaining injury or becoming ill during the visit including:

   - Repatriation
   - Parents visiting
   - Funeral expenses

   N.B. You **MUST** contact AIG on their Emergency Helpline promptly:
   Telephone number from abroad +44 (0) 1273 552922

3) **Personal accident** (maximum capital sum)

   In death:
   Pupils £20,000
   Adults £50,000.
   Work Experience £20,000

   Permanent disablement:
   Pupils £20,000
   Adults £50,000

Weekly benefits:
Pupils £5
Adults £20 (104 weeks maximum)

4) **Personal effects**
Limits:
£2,500 any one item
£10,000 in all for one person
£5,000 money

5) **Personal liability** – Limit £5,000,000

6) **Travel delay**
Payable after the first 4 hours, then £75 per hour up to £1,000 maximum.

7) **Missed departure**
Reasonable additional costs of transport for missed departure caused by the failure of scheduled transport to deliver the insured to the place of subsequent departure (only applies to trips involving travel outside the UK).

8) **Hijack**
£500 per insured person for each 24-hour period in excess of 24 hours following hijack – maximum payment £25,000.