Lymington CE Infant School

Educational Visits Policy

Name of School:	**Lymington CE (Aided) Infant School**
Name of Headteacher:	**Julia Morris**
Date Policy approved and adopted:	**October 2026**

Statement of Intent

Lymington CE (Aided) Infant School believes that educational visits and outdoor learning experiences are an essential part of children's education. They enhance the curriculum, develop independence, promote personal growth and wellbeing, and provide opportunities for children to learn beyond the classroom.

The school is committed to providing high-quality educational visits whilst ensuring the health, safety and welfare of all participants. All visits will be planned and managed in accordance with:

- Health and Safety at Work Act 1974
- Keeping Children Safe in Education
- Equality Act 2010
- OEAP (Outdoor Education Advisers' Panel) National Guidance
- Hampshire Outdoors guidance
- Hampshire EVOLVE procedures and approval processes

Aims

Educational visits will:

- Enhance and enrich the curriculum.
- Support children's personal, social and emotional development.
- Promote independence, resilience and confidence.
- Develop understanding of the local community and wider world.
- Provide opportunities that may not be available within school.
- Support inclusion and equal access for all pupils.

Scope

This policy applies to:

- Local area visits
- School trips
- Sporting activities
- Forest School activities
- Outdoor learning

Local Area Visits

The school recognises that regular local area visits form an important part of the curriculum and provide valuable opportunities for pupils to engage with their local community.

Local area visits are generally undertaken on foot and may include:

- Church of St Thomas the Apostle
- Linden House
- Waitrose
- Lymington Post Office
- St Barbe Museum and Art Gallery

These locations may be visited to support curriculum activities, enrichment opportunities, community links, religious education, history, geography and personal development.

As these venues are regularly used and are within the local community, they will be covered by a standing Local Area Visit Risk Assessment, provided there are no significant changes to the route, activity or identified hazards. Staff will review the risk assessment before each visit to ensure it remains suitable and sufficient.

For all local visits:

- The Headteacher and Educational Visits Coordinator (EVC) will approve the use of the standing risk assessment.
- Staffing arrangements will be appropriate to the age, needs and number of pupils attending.
- A first aid kit, emergency contact information and any required medication will be carried.
- All pupils and supervising adults will wear high-visibility jackets or vests.
- Parents will be informed through the school's annual educational visits consent arrangements or through specific visit communications where required.

For all local area visits and walks undertaken as part of the curriculum:

- A suitably stocked first aid kit and any required pupil medication will be carried by the designated lead adult at all times.
- Pupils with identified medical needs will have immediate access to their prescribed medication throughout the visit.
- A proportionate risk assessment will be completed and approved in accordance with the school's Educational Visits procedures.
- Group allocations and adult supervision arrangements will be finalised prior to departure.
- Copies of group lists, pupil information and emergency contact details will be retained in the school office.
- On the day of the visit, all accompanying adults will be briefed on the visit arrangements, risk assessment, supervision responsibilities and emergency procedures before departure.
- Expectations for behaviour, road safety and safe conduct during visits will be taught regularly throughout the school year and reinforced before every visit. Pupils are expected to follow the same high standards of behaviour that apply within school.
- Frequent headcounts will be undertaken, particularly before departure, after crossing roads, on arrival at the destination and before returning to school.
- Wherever possible, designated pedestrian crossing points, traffic lights, zebra crossings or school crossing patrols will be used.
- Where no formal crossing point is available, the Visit Leader will identify the safest available crossing location, taking account of visibility, traffic flow and road conditions.
- At agreed crossing points, nominated adults wearing high-visibility jackets may position themselves at the roadside and, when safe to do so, signal approaching traffic to stop to enable the group to cross together in a controlled manner.

- The lead adult will only instruct pupils to cross once traffic has come to a complete stop and all supervising adults are in position.
- Pupils will cross promptly, calmly and under direct adult supervision.
- The arrangements for road crossings will be included within the visit risk assessment and communicated to all accompanying adults during the pre-visit briefing.

The Headteacher may approve additional local venues within walking distance of the school where the activity falls within the scope of the Local Area Visit Risk Assessment and appropriate control measures are in place.

Roles and Responsibilities

The Governing Body will:

- Ensure appropriate arrangements are in place for educational visits.
- Monitor implementation of this policy.
- Support compliance with legal requirements.

The Headteacher will:

- Ensure visits are appropriately planned and approved.
- Ensure staff are competent and trained.
- Ensure adequate staffing ratios are maintained.
- Support the EVC in monitoring visit arrangements.

The Educational Visits Coordinator (EVC) will:

- Oversee visit planning and approval.
- Ensure risk assessments are completed where necessary.
- Maintain EVOLVE records.
- Support staff leading visits.
- Ensure compliance with Hampshire Outdoors and OEAP guidance.

The Visit Leader will:

- Plan and lead the visit.
- Complete required EVOLVE documentation.
- Conduct pre-visits when appropriate.
- Brief accompanying staff and volunteers.
- Ensure parental consent has been obtained.
- Manage risks and welfare throughout the visit.

All adults participating in visits will:

- Follow instructions from the Visit Leader.
- Promote safeguarding and pupil welfare.
- Report concerns immediately.
- Act in accordance with the school's safeguarding and behaviour policies.

Approval Procedures

All educational visits must be approved before taking place.

Approval levels will depend on the nature of the visit and may include:

1. Visit Leader
2. Headteacher/EVC
3. Hampshire EVOLVE

Higher-risk visits, such as Forest School will be submitted through EVOLVE in accordance with Hampshire Outdoors requirements.

Risk Management

Risk management will include:

- Identification of significant hazards.
- Consideration of participant needs.
- Assessment of transport arrangements.
- Emergency procedures.
- Medical requirements.
- Supervision arrangements.
- Weather considerations.

Risk assessments will be proportionate to the activity.

For regular visits to familiar locations, ongoing risk management procedures may be used.

Staffing and Supervision

Staffing ratios will be determined according to:

- Age of pupils. (Under 5's 1:6, Under 8's 1:8)
- Nature of activity.
- Location.
- Individual pupil needs.
- SEND requirements.
- Weather and environmental factors.

Supervision will normally exceed minimum requirements.

The Visit Leader will ensure:

- Clear allocation of responsibilities.
- Appropriate deployment of adults.
- Headcounts are conducted regularly.
- Children understand behavioural expectations.

Safeguarding

Safeguarding remains paramount during all visits.

All visits will operate in accordance with the school's safeguarding procedures.

Staff and volunteers must:

- Maintain professional boundaries.
- Follow the school's Code of Conduct.

- Report any safeguarding concern immediately.
- Ensure children remain within safe supervision arrangements.

Any safeguarding concerns arising during a visit will be reported immediately to the Designated Safeguarding Lead and appropriate agencies where necessary. This approach aligns with the school's safeguarding responsibilities.

Inclusion

The school is committed to equal access and inclusion.

Reasonable adjustments will be made to enable participation of pupils who:

- Have SEND.
- Have medical needs.
- Are looked after children.
- May face barriers to participation.

Risk assessments and planning will consider individual needs without unnecessarily excluding pupils from learning opportunities.

First Aid and Medical Needs

For every visit:

- Medical information will be reviewed.
- Appropriate medication will accompany pupils.
- At least one suitably trained first aider will attend where required.
- Emergency contact details will be accessible.

Staff administering medication will follow the school's medical procedures.

Transport

The EVC and Visit Leader will ensure:

- Coaches and transport providers are reputable and appropriately licensed.
- Seat belts are used where fitted.
- Clear arrangements exist for embarkation and disembarkation.
- Children are supervised at all times.

Private vehicles will only be used in line with school procedures and insurance requirements.

Behaviour Expectations

School behaviour expectations apply during all visits.

Children are ambassadors for the school and are expected to:

- Follow instructions.
- Treat others respectfully.

- Care for property and the environment.
- Behave safely at all times.

Parental Information and Consent

Parents will receive information appropriate to the visit, including:

- Purpose of the visit.
- Destination.
- Date and timings.
- Cost (where applicable).
- Clothing requirements.
- Medical arrangements.
- Emergency contact procedures.

Consent will be obtained in accordance with current legislation and school procedures.

Emergencies and Critical Incidents

Emergency procedures will be in place for all visits.

The Visit Leader will carry:

- Emergency contact details.
- Medical information.
- Critical incident guidance.
- School contact numbers.

In the event of a serious incident, Hampshire Outdoors emergency procedures and school critical incident procedures will be followed.

Hampshire Outdoors provides emergency support arrangements for educational visits.

Monitoring and Review

Educational visits will be reviewed periodically to:

- Identify good practice.
- Improve future planning.
- Ensure compliance with current guidance.
- Promote continuous improvement in educational experiences.

This policy will be reviewed annually or sooner if legislation or Hampshire guidance changes.

Related Policies

- Safeguarding Policy
- Child Protection Policy
- Health and Safety Policy
- Behaviour Policy
- Supporting Pupils with Medical Conditions Policy

- First Aid Policy
- Intimate Care Policy
- Staff Code of Conduct Policy

Date reviewed by Governors	October 2026
Review Date	October 2029 (Every 3 years)
Person(s) Responsible for Implementation & Monitoring	The Governors and Head teacher have responsibility for monitoring this policy.