



King David Primary School  
Educational visits policy

February 2026

## **Introduction**

This policy is written in accordance with Birmingham City Council's Visits Policy and Guidance 2024. It is essential that Governors, Headteachers, Visits Coordinators and the Visit Leaders are familiar with the contents of this policy and Birmingham City Council guidance before planning excursions. [Link](#)

## **Policy Statement**

The Governors and Headteacher of King David accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that participants are kept safe whilst on visits and journeys away from their normal place of attendance.

## **Statement of Safety Policy**

The Governors recognise that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development. As part of their responsibilities the Governors and Headteacher will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from school whether provided by school or a contracted provider.

## **Statement of safety organisation**

### **Organisation and responsibilities**

Responsibility for all visits rests with the Governing Body and Headteachers within individual schools. The respective roles of each are outlined within Birmingham City Council's Visits Guidance for Children and Young People. [Link](#)

### **Governing Body**

Governors must ensure that all visits are properly planned and the necessary approval obtained before a visit takes place.

Governors may wish to see an outline of all or specified planned visits before they take place or may delegate this to the Headteacher.

The Headteacher / Educational visits co-ordinator ( EVC) named below will oversee and monitor this policy.

Nina Capek – Headteacher

Nina Capek - EVC

## Headteacher

The Headteacher will be responsible for ensuring that all visits and trips are planned, organised, controlled, monitored and reviewed in accordance to Birmingham City Council guidance documents and relevant regulations.

Headteachers must authorise all visits and where applicable seek the approval of the Governing Body and the Local Authority for Category C events.

The Headteacher will confirm the qualifications, training records and experience of the Group Leader who will lead the specific visit and the supervisory personnel, and will approve these people as suitable to lead/supervise the visit/s.

The Headteacher will agree, with a named Educational Visits Coordinator (EVC), the duties delegated to the EVC, or in absence of a EVC, fulfil this function themselves.

## Educational Visits Coordinator (EVC)

The School Educational Visits Coordinator is:

Nina Capek
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They will undertake duties as agreed between themselves and the Headteacher. (Reference to common duties and responsibilities should be made contained within Birmingham City Council's Visits Guidance).

The EVC will be conversant with Birmingham City Council's Visits Guidance as well as existing good practice, issued by Government Departments, National Governing Bodies and national interest groups.

The EVC must ensure that:

- The visit has a clear purpose
- The Group leader is sufficiently experienced
- There are appropriate staffing ratios
- An adequate risk assessment has been carried out and recorded
- Emergency procedures are in place
- All requirements have been met
- Approval has been obtained as required (especially category "C" visits)

## Visit Leader

The Visit Leader should be conversant with Birmingham City Council's Visits Guidance, service specific guidance and corporate policy and will comply with these requirements.

The Visit Leader has overall responsibility for the supervision and conduct of the visit or activity both on the day and before the visit. The Visit Leader operates in "loco parentis" and must take all reasonably practicable steps to ensure the health and safety of everyone in the group.

The Visit leader should:

- Ensure that the visit is planned and recorded using the agreed paperwork either paper proformas or on the E-visit management system and must be approved. [link](#)
- Obtain the approval of the EVC/Headteacher for the visit
- Ensure all requirements have been met

Ensure appropriate provider checks have been obtained [link](#)

- Follow the visits flow chart in conjunction with the timeline to ensure all involved parties have the required information
- Assess the risks involved
- Gain parental consent
- Take action as conditions change
- Take overall responsibility for supervision and conduct of the visit to ensure accountability and to avoid potential confusion

### **Supervisory staff**

All staff assisting with supervision on any trip will be conversant with the Birmingham City Council's Visits Guidance and the specific risk assessment/s for that event.

All staff who are not the Visit Leader also operate in "loco parentis" and must take all reasonably practicable steps to ensure the health and safety of everyone in their group and follow the guidance of the Visit Leader, adhere to the risk assessment agreed, be clear about their roles and responsibilities whilst taking part in the activity, use their professional judgement and maintain a secure environment through good behaviour control and discipline and through feeding back information to the Visit Leader to enable a full review of the trip to be completed. Any person accompanying a school visit, who is not a member of King David staff, will be required to read and sign the Visitor and volunteers policy prior to the visit taking place.

### **Arrangements**

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. The online visit planning and approval system (E-visits) has been developed to facilitate this and is regularly updated.

At King David all educational visits will be recorded and risk assessed on the E-visits system ([link](#)) from 1<sup>st</sup> September 2026. Until then a paper based system will be maintained.

King David Primary School identifies 3 categories of visits, which require differing levels of approval:

#### **Category A – Locally Approved Visits**

All such events will be approved by the Headteacher and managed in school by adherence to Birmingham City Council visits guidance and school specific operating procedures. This school's operating procedures for visits are:

Local visits to regular identified venues still require a risk assessment on E-visits to be completed. A local visit form must be completed and submitted to the EVC Lead 48 hours prior to the visit.

### Category B - Service Approved Visits

Visits not normally forming part of your regular work, such as all day excursions or trips.

All such events will be processed via the E-visits system, approved by the EVC and Headteacher and managed by adherence to Birmingham City Council visits guidance and school-specific operating procedures.

### Category C Service & Local Authority Approved Visits

Residential visits, overseas visits and visits requiring specific competency to deliver or more hazardous events.

All such events will be processed via the E-visits system, approved by the Headteacher and be delivered when school is in receipt of Local Authority approval.

Where the school uses external providers for activity provision, suitable assurance must be sought by school to ensure that they are suitable and appropriate for use.

### Adult/Pupil ratios of supervision

There are many variables governing appropriate staffing ratios however, the following ratios should be seen as minimum figures and should not need to be exceeded unless specified (e.g.: category “C” visits). These figures are based on the DfE recommendations and [OEAPNG guidance](#) .

Year Group	Adult:Pupil Ratio
EYFS	1:4
Years 1 to 3	1:6
Years 4 to 6	1:10-15
Residential Visits	1:10 with staff of both genders

The ratio of adults to pupil should ,however, be based on the risk assessment of the issues involved, including pupil needs (SEN/behaviour/medical), the venue, activity and duration of the visit, transport arrangements and the experience and competence of staff on the visit. Where a child is risk assessed as needing 1:1 support that adult will not be included in the above overall ratio.

### Useful links:

Birmingham City Council Learning outside the Classroom - [https://www.birmingham.gov.uk/downloads/file/29613/policy\\_and\\_guidance\\_for\\_educational\\_visits\\_and\\_learning\\_outside\\_the\\_classroom](https://www.birmingham.gov.uk/downloads/file/29613/policy_and_guidance_for_educational_visits_and_learning_outside_the_classroom)

Evisits portal - <https://app.e-visit.co.uk/Login>

OEAPNG – National Guidance - <https://oeapng.info/>

**Policy written by:** Nina Capek (Headteacher)

**Date written:** February 2026

**Approved by:** Governors March 2026

**Review date:** February 2028 – unless updated guidance comes first

Visits and first hand experiences are a really important part of our curriculum. They help bring the children's learning to life, promote engagement and make lasting memories.

This is a quick overview of key information you should consider prior to going on a visit out of School. Before a visit can take place the **'arranging a school visit'** check list must be completed and returned to Nina / Holly at least 7 days before the visit takes place.

### **Visit preparation:**

- Check proposed dates in the whole school diary
- Gain initial approval for visit from Head Teacher, prior to booking
- Check any providers have appropriate risk assessments / qualifications e.g [link](#) or request provider form ( available on e-visits or from EVC)
- Book the visit
- Add dates to the diary
- Organise transport and costing with office (if required).
- Organise appropriate adult:child ratios. This should include someone nominated as deputy leader and must include a first aider. If you are unsure speak to Nina. If you are taking TAs on the visit, out of courtesy please ensure that the class teachers they usually work with know and are happy for this to happen.
- Draft a letter to parents detailing the visit and any costs involved. Email to the office to letter head and add the financial support paragraph.
- Complete all necessary Risk Assessments & upload to E-visits.
- Speak to Office about informing the kitchen of number of FSM/UFSM packed lunches.
- Split class into groups. If appropriate, assign each group to an adult.
- Check all consents have been completed.
- Prepare a class list to take with you for registering at key times during the visit.
- Collate an 'information pack' for adult helpers to include such things as group lists, medical needs, itinerary – include school contact number.
- Ensure any non staff members accompanying the visit have read and signed the 'Visitors and volunteers policy'.

### **Before leaving:**

- Collect all consent forms to take with you.
- Collect provided lunches for FSM children.
- Collect first-aid kits, sick buckets, paper towels, whistle, school mobile
- Brief adult helpers on groups, itinerary & Risk Assessments (procedures to follow).  
Arrange for volunteers to meet you before the children arrive so that you can brief them fully.
- Brief children on any safety matters and also behaviour expectations.
- Inform children of their groups & partners.
- Check children have inhalers / epipens etc if needed

### **On a coach journey:**

- Children walk in pairs to the coach.
- Children sit in pairs, coats off before journey (if necessary), seatbelts on, bags on laps.
- Children must not sit on the front seats or middle of the back row – they must be behind a seat.
- Any child prone to travel sickness must be towards the front of the coach.
- Adults to spread out amongst the children (one teacher at the front near driver and another at the back to view the length of the coach).
- Headcount & seatbelt check before setting off.

### **If walking:**

- Children walk in pairs, staying to the inside of the pavement.
- Teacher to lead/TA to follow at the back/adult helpers interspersed – all on the roadside of the line.
- If crossing a road, make sure there is an adult on both sides of the road and adults in the road facing the traffic. Ensure children cross in a calm, orderly fashion and line up on the other side of the road with an adult to wait for the rest of the class.

### **Toilet trips:**

- If using toilets open to the public a member of King David staff must accompany the children to the toilet.
- A TA can take children to the toilet, but the teacher should always be with the biggest group of children. So, if more children need the toilet, the teacher goes while the TA stays with the remainder.
- Staff member should check the toilets for unknown adults first before letting children in. A member of staff remains in the toilet until the last child has left (teacher always to bear in mind being the adult with the biggest group).

### **First Aid:**

- Ensure you take at least 1 first aid pouch with you (teacher & TA).
- Make sure all children who have them have their inhalers with them .
- Ensure each adult is aware of all medical needs of children in their group.
- Ensure any accidents / first aid administered is recorded in the usual way and parents informed on return to school.

### **Mobile phones:**

- All members of staff to have a fully-charged mobile phone with them (school mobile).
- Ensure the Office has your mobile number.
- Make sure the School number & Nina's number is in your phone, in case of emergency.
  - Remind volunteers that their mobile phones should not be used while on school trips.
  - Staff must not release their personal mobile number to volunteers.

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**Head counts:**

- Do them regularly and remind all adults with your class to do the same – particularly when getting on/off the coach, on a change of activity, at the start and end of lunch, before setting off on the coach.

**On return:**

- If outside normal school hours – children to be called off the coach and released to their parents 1 at a time. Children can only leave school with a non-family member if pre-arranged and in writing from the child's parent. Any child not collected from the coach should be walked back up to school and parents called.
- When walking or using a coach during normal school hours - walk back to the classroom, count the children back into school, release the children at 3:30 as normal.
- Return first-aid kits, buckets, inhalers, tabards, etc.
- Thank any volunteers
- Meet with Nina as soon as possible to discuss any issues, positives or follow up needed.

**Remember we want everyone to enjoy and learn from visits out of school but safeguarding and health and safety must come first so careful planning is crucial.**



## **King David** Educational Visits – Checklist for Staff

**Name of Visit:** \_\_\_\_\_

**Adult in Charge:** \_\_\_\_\_

**Proposed Date of visit:** \_\_\_\_\_

**Children involved:** \_\_\_\_\_

<b>Task</b>	<b>When</b>	<b>Completed by</b>	<b>Date completed</b>
Have initial idea for a visit thinking about intended outcomes, how it fits into the curriculum and when you would like it to take place.	As soon as possible ideally as part of medium term planning (At least 6 months before a residential)		
Research location / provider if not a visit you have been involved in previously.	As soon as possible ideally as part of medium term planning (At least 6 months before a residential)		
Check provider risk assessments / awards etc	As part of the planning process and before confirming booking <a href="#">link</a> <a href="#">link</a> <a href="#">link</a>		
Check proposed dates in the whole school diary	As soon as possible ideally as part of medium term planning (At least 6 months before a residential)		
Gain initial approval for visit from Head Teacher, prior to booking	As soon as possible ideally as part of medium term planning (At least 6 months before a residential)		
Book the visit	As soon as possible ideally as part of medium term planning (At least 6 months before a residential)		
Add dates to the diary	As soon as booking confirmation is received		
Organise transport (if required) and costings with office.	As soon as booking confirmation is received		
Organise appropriate adult:child ratios.	At least 2 weeks before the visit (6 weeks if a residential)		
Ensure all staff effected by the visit (either directly or indirectly) are informed / asked	At least 2 weeks before the visit (6 weeks if a residential)		
Draft a letter to parents detailing the visit and any costs involved. Email to the office to letter head and add the financial support paragraph.	As soon as booking confirmation is received and at least 4 weeks before the visit (6 months before a residential)		

Complete all necessary Risk Assessments & upload to E-visits. The School specific risk assessment must be completed and uploaded not just the Evisits form.	At least 2 weeks before the visit (4 weeks for a residential)		
Speak to Office about informing the kitchen of number of FSM/UFSM packed lunches.	As soon as booking confirmation is received		
Split class into groups. If appropriate, assign each group to an adult.	Week before the visit		
Check all consents have been completed and chase up any missing.	Week before the visit (2 weeks before residential)		
Make sure you are aware of any specific medical / behavioural/ physical needs of individual children (speaking to parents as appropriate) and have a named person responsible for meeting their needs	Week before the visit		
Prepare a class list to take with you for registering at key times during the visit.	Week before the visit		
Collate an 'information pack' for adult helpers to include such things as group lists, medical needs, itinerary – include school contact number.	Week before the visit		
Ensure any non staff members accompanying the visit have read and signed the 'Visitors and volunteers policy'.	Week before the visit		
Confirm the visit with the provider and transport company	Week before the visit		
Write and send a letter to parents detailing final arrangements e.g timings, what the children need to take	Week before the visit (3 weeks before a residential to include packing list and medical form)		
Hand completed checklist to Nina/ Helen Gee	Week before the visit		

**Date Form received by EVC:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Date Form received by Headteacher:** \_\_\_\_\_ **Signed:** \_\_\_\_\_