

ICKWORTH PARK PRIMARY SCHOOL



Educational Visits and Learning Outside the Classroom Policy

DATE ADOPTED / REVIEWED	September 2026
PRINT NAME	
SIGNED	
DATE	
DUE FOR NEXT REVIEW	September 2027
COMMITTEE TO APPROVE	Local Governing Body
RESPONSIBLE OFFICER	Headteacher / Educational Visits Coordinator

Every Child Should Have the Opportunity to Explore, Experience and Belong

Introduction

At Ickworth Park Primary School, we believe that some of life's most memorable learning happens beyond the classroom door.

Whether children are exploring our Outdoor Classroom, visiting St Leonard's Church, learning about the natural environment at Ickworth Estate, competing in sporting events or taking part in a residential experience, we want every child to experience learning that is meaningful, memorable and connected to the world around them.

Learning Outside the Classroom enriches our curriculum and brings learning to life. It enables children to make connections, ask questions, develop confidence and build independence through authentic experiences. It also supports wellbeing, strengthens relationships and helps children develop a sense of belonging within both our school and the wider community.

Educational visits are not viewed as an additional extra. They are an important part of our curriculum offer and reflect our commitment to ensuring that every child is known, valued and able to thrive.

The school is committed to providing high-quality educational visits and outdoor learning opportunities that are inclusive, ambitious, well-planned and safely managed. At the same time, we recognise that risk management should enable children to access valuable experiences and should never become an unnecessary barrier to participation.

Our Principles

Educational visits and Learning Outside the Classroom at Ickworth Park Primary School will:

- support and enhance our curriculum;
- broaden children's experiences and aspirations;
- promote inclusion and equality of opportunity;
- strengthen links with our local community;
- develop confidence, resilience and independence;
- support physical and emotional wellbeing;
- encourage responsibility and positive decision-making; and
- create memorable experiences that children will carry with them throughout their lives.

We believe that every child, regardless of background, need or circumstance, should have access to rich and meaningful experiences beyond the classroom.

Purpose

This policy sets out the school's approach to Educational Visits and Learning Outside the Classroom.

It aims to ensure that:

- educational visits have a clear purpose and contribute positively to learning and development;
- visits are planned and managed appropriately;
- children, staff and volunteers understand their responsibilities;
- risks are managed proportionately;
- children are safeguarded at all times; and
- all pupils are able to participate wherever reasonably possible.

The policy applies to all off-site visits, residential visits, sporting fixtures, curriculum activities beyond the school site and outdoor learning experiences.

1. Learning Outside the Classroom

Learning Outside the Classroom forms an important part of life at Ickworth Park Primary School.

We are fortunate to be surrounded by a rich local environment that provides opportunities for meaningful learning close to home. We actively encourage children to engage with their local community and to learn from the people, places and environments around them.

This may include:

- visits to Ickworth Estate;
- visits to St Leonard's Church;
- local walks and environmental studies;
- sporting events and competitions;
- cultural and curriculum enrichment visits;
- residential experiences; and
- activities within our Outdoor Classroom.

These experiences help children to apply learning in real-world contexts, develop curiosity and gain a deeper understanding of their local area and the wider world.

2. Roles and Responsibilities

Educational visits are most successful when there is clear leadership, effective planning and shared responsibility.

Headteacher and Educational Visits Coordinator (EVC)

The Headteacher, Kirsten Steele, is the school's Educational Visits Coordinator (EVC).

The EVC is responsible for overseeing educational visits, supporting staff, monitoring standards and ensuring that visits are planned and approved in accordance with this policy and national guidance.

The EVC will seek to create a culture in which educational visits are viewed as a valued and achievable part of school life.

Deputy Headteacher

The Deputy Headteacher, Elly Reynolds, will support the EVC and may undertake delegated EVC responsibilities when required.

This arrangement provides continuity and ensures that visits can continue to be planned and approved effectively in the absence of the Headteacher.

Educational Visits Administrator

The Office Manager may support the administration of educational visits through the EVOLVE system.

Administrative support may include coordinating paperwork, managing bookings, maintaining records and supporting communication with providers and families.

Responsibility for educational oversight and approval remains with the Visit Leader and EVC.

Visit Leaders

Visit Leaders are responsible for the planning, organisation and day-to-day management of visits.

They must ensure that:

- visits have a clear educational purpose;
- appropriate planning has taken place;
- risks have been considered;
- children are properly supervised; and
- concerns are reported promptly.

Visit Leaders are expected to work closely with the EVC throughout the planning process.

3. Records, Documentation and Approval

Educational visits should be planned with sufficient notice to ensure that appropriate arrangements can be made for pupils, staff, volunteers and external providers. Effective planning supports the safety, wellbeing and successful participation of all pupils and helps ensure that visits make a meaningful contribution to learning.

The school uses EVOLVE as its educational visits management system and, in the absence of a Trust Educational Visits Policy, adopts OEAP National Guidance as its primary source of operational guidance for educational visits and Learning Outside the Classroom.

As a guide:

- Local Area Visits should be discussed with the EVC where appropriate.
- Standard Educational Visits should normally be submitted through EVOLVE at least two weeks prior to the visit date.
- Residential visits and higher-risk visits should normally be submitted through EVOLVE at least six weeks prior to the visit date.

All educational visits must be approved by the EVC. Residential visits and visits requiring additional oversight will be approved in accordance with the school's current governance arrangements and any relevant Trust requirements.

Where appropriate, Visit Leaders should undertake a preliminary visit or obtain sufficient information to assess the suitability of a venue, provider and planned activities.

Educational visit records will normally be maintained through EVOLVE and may include:

- visit plans and itineraries;
- risk assessments and risk management information;
- provider documentation;
- transport arrangements;
- parental communications and consent;
- medical, asthma and allergy information;
- emergency contact information; and
- evaluation records where appropriate.

Visit Leaders are responsible for ensuring that all relevant documentation is completed and submitted within agreed timescales and that key information is available throughout the visit.

A designated Emergency Home Contact will be identified for all visits. This person will not normally participate in the visit and will have access to relevant documentation and emergency contact details should assistance be required.

The school seeks to ensure that systems relating to educational visits remain proportionate, supportive and manageable for staff. Documentation and approval procedures are intended to facilitate high-quality learning experiences and should not create unnecessary barriers to participation.

4. Educational Visit Planning and Approval

Educational visits should be planned with sufficient notice to ensure appropriate arrangements can be made for pupils, staff and providers.

As a guide:

- Local Area Visits should be discussed with the EVC where appropriate.
- Standard Educational Visits should normally be submitted through EVOLVE at least two weeks before the visit date.
- Residential and higher-risk visits should normally be submitted through EVOLVE at least six weeks before the visit date.

Educational visit records will normally be maintained through EVOLVE.

Supporting documentation may include:

- risk assessments;
- provider information;
- parental communication and consent;
- medical and allergy information;
- emergency contact information; and
- transport arrangements.

Visit Leaders are responsible for ensuring that all relevant documentation is submitted within agreed timescales and remains accessible throughout the visit.

Late submissions may result in a visit being delayed if sufficient time is not available for review and approval.

5. Risk Management

We recognise that all worthwhile activities involve some level of risk.

The school's approach is based on sensible and proportionate risk management that enables children to benefit from educational experiences while managing foreseeable risks appropriately.

Staff will consider the needs of the group, the nature of the activity and the environment in which it is taking place. Planning will include consideration of safeguarding, medical needs, allergies, behaviour, weather conditions, transport arrangements and emergency procedures.

Educational benefits will always be considered alongside potential risks when making decisions about visits.

6. Safeguarding

The safety and welfare of pupils is paramount.

All educational visits will operate in accordance with the All Saints Schools Trust Child Protection and Safeguarding Policy.

All staff, volunteers and accompanying adults are expected to:

- maintain appropriate professional boundaries;
- follow safeguarding procedures;
- report concerns promptly;
- act in accordance with school expectations; and
- contribute to a safe and inclusive environment.

Any safeguarding concern arising during a visit must be reported to the Visit Leader and Designated Safeguarding Lead in accordance with Trust procedures.

7. Educational Visits and Inclusion

At Ickworth Park Primary School, we believe that educational visits should be accessible to all children.

We recognise that some pupils may require additional support in order to participate fully. This may include pupils with SEND, medical conditions, allergies, mental health needs or other individual circumstances.

Where barriers to participation are identified, the school will seek to make reasonable adjustments and work collaboratively with families to support inclusion.

The aim is always to maximise participation whilst maintaining the safety and wellbeing of all involved.

8. Medical Needs and Allergies

The health and wellbeing of children is central to the planning of all educational visits.

Educational visits will operate in accordance with the All Saints Schools Trust Allergy and Anaphylaxis Policy, Asthma Policy, Intimate Care Policy and any relevant Individual Healthcare Plans.

Before any visit, staff will ensure that relevant medical information has been reviewed and that suitable arrangements are in place for the management of medication, allergies and ongoing health needs.

Medication must remain accessible throughout the visit and staff must understand the emergency procedures relevant to pupils in their care.

The school recognises the importance of the new statutory requirements relating to allergy safety and will ensure that educational visits reflect the same high standards expected within the school environment.

9. Mental Health and Wellbeing

Educational visits provide valuable opportunities to support children's confidence, resilience and emotional wellbeing.

The school recognises that some pupils may experience anxiety associated with leaving the school site, travelling, participating in unfamiliar activities or staying away from home during residential visits.

Where appropriate, additional support and preparation will be provided to help children access these opportunities successfully.

This may include familiarisation visits, transition support, social stories, wellbeing check-ins or additional adult guidance.

Our aim is for every child to feel safe, supported and able to enjoy the experience.

10. Residential Visits

Residential visits hold a special place within school life and often become some of the most memorable experiences of a child's primary education.

As part of our commitment to preparing children for the transition to secondary school, pupils in Year 6 will be offered the opportunity to participate in a Trust-wide residential experience.

These visits provide opportunities to develop:

- independence;
- teamwork;
- resilience;
- leadership;
- confidence;
- communication skills; and
- positive relationships.

The school will work to ensure that residential visits remain accessible and inclusive and that families receive the information and support they need throughout the planning process.

11. The Outdoor Classroom

The Outdoor Classroom is an important part of our learning environment and reflects our commitment to promoting wellbeing, curiosity and learning beyond four walls.

The space provides opportunities for curriculum learning, particularly within science and environmental studies, alongside opportunities for small-group learning, reflection and quiet social interaction.

The Outdoor Classroom includes a sheltered area and a fenced pond. While staff will consider environmental conditions and supervision requirements when using the space, the area is intended to be an accessible and valued part of everyday school life.

The Outdoor Classroom is not currently operated as a Forest School provision and activities will remain within the experience and training of school staff.

12. Emergency Procedures

For every educational visit, a designated Emergency Home Contact will be identified and will have access to relevant visit information and emergency contact details.

In the event of a serious incident, the Visit Leader will:

- prioritise the safety and welfare of pupils and adults;
- contact emergency services where necessary;
- inform the school emergency contact as soon as reasonably practicable;
- maintain accurate records of events; and
- follow Trust safeguarding and emergency procedures.

Communication with parents, governors, the Trust, external agencies and the media will be coordinated through the school.

13. Monitoring and Review

Educational visits form an important part of the school's curriculum and wider provision for children. The Headteacher/EVC will monitor the quality, range and effectiveness of educational visits and Learning Outside the Classroom opportunities across the school.

Monitoring may include:

- review of visit documentation and EVOLVE records;

- consideration of incidents, accidents and near misses;
- feedback from staff, pupils and families;
- review of training needs;
- evaluation of residential visits and significant educational visits; and
- review of compliance with this policy and relevant Trust procedures.

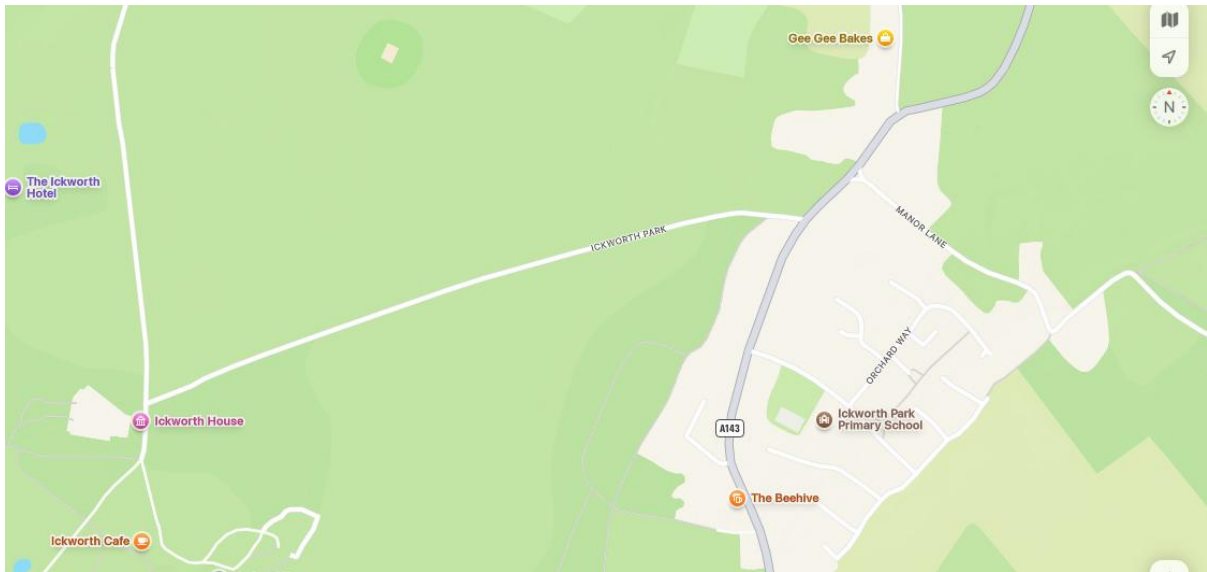
The school recognises that educational visits should remain accessible, purposeful and proportionate. Monitoring activities will therefore focus on supporting good practice and continuous improvement rather than creating unnecessary administrative burden.

This policy will be reviewed annually by the Headteacher/EVC or sooner if:

- legislation changes;
- national guidance changes;
- Trust procedures change; or
- significant incidents indicate a review is required.

The Headteacher/EVC will report to governors, where appropriate, regarding educational visits provision, significant visits, incidents, training needs and any developments in national guidance.

Appendix A: Local Area Visits



Approved Local Learning Locations

- Ickworth Estate
- St Leonard's Church
- Village walks
- Local environmental studies
- Local community visits

Expectations

- Follow normal safeguarding procedures.
- Carry a charged mobile phone.
- Consider weather and clothing.
- Take relevant medical information.
- Ensure sufficient supervision.
- Inform the office of departure and return times.
- Ensure enough adults are present
- Road safety briefing before and during trip

Appendix B: Outdoor Classroom Guidance

The Outdoor Classroom

The Outdoor Classroom may be used for:

- science activities
- environmental learning
- reading
- wellbeing activities
- small-group learning
- quiet playtimes

Considerations

Staff should consider:

- uneven ground
- weather conditions
- slips and trips
- pond security
- appropriate supervision

Pond

The pond is fenced and inaccessible to pupils unless specifically included within a planned learning activity under direct supervision.

School Field

The school field forms part of the school site and may be used for educational activities, sporting events, recreation and curriculum enrichment.

The Site Manager/Caretaker will undertake routine inspections and maintenance of the field and report any safety concerns to the Headteacher.

Staff using the field should report hazards or concerns promptly and consider weather conditions, ground conditions and activity-specific risks before use.

Separate risk assessments may be completed for Sports Day, sporting events or other large-scale activities where appropriate.

Appendix C: Medical Needs and Allergy Checklist

Before the Visit

- Medical information checked
- Healthcare plans reviewed
- Medication in date
- Inhalers available
- EpiPens available
- Trained staff identified
- Emergency contacts available
- Provider informed (where necessary)
- Catering requirements confirmed

During the Visit

- Medication remains accessible
- Staff know emergency procedures
- Concerns reported immediately

All Saints Schools Trust Policy: Allergen, Allergy and Anaphylaxis Policy

<https://www.asst.org.uk/attachments/download.asp?file=185&type=pdf>

All Saints Schools Trust Policy: Asthma Policy

<https://www.asst.org.uk/attachments/download.asp?file=168&type=pdf>

Appendix D: Residential Visits Checklist

Planning

- Educational purpose clear
- Provider checks completed
- Staffing agreed
- Medical needs reviewed
- Allergy information shared
- Parent meeting held
- Emergency arrangements confirmed

During Visit

- Daily staff briefing
- Wellbeing monitoring
- Medication records maintained
- Incidents recorded

Appendix E: Emergency Communication Procedure

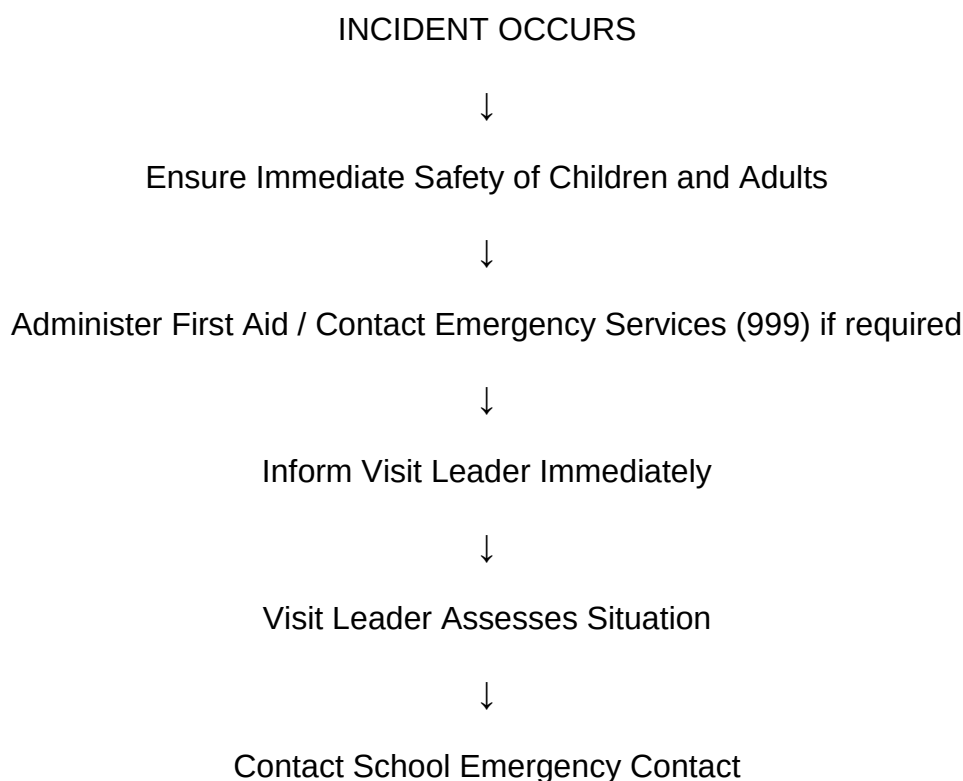
In the Event of a Serious Incident

The school will maintain an Educational Visits Emergency Contact system. For all visits, a designated member of staff who is not participating in the visit will act as the Emergency Home Contact and will have access to visit documentation and emergency contact information.

Communication During an Incident

In the event of an emergency or serious incident:

- staff and volunteers must not contact parents directly unless instructed to do so by the Visit Leader or Headteacher;
- staff and volunteers must not post information, photographs or updates on social media;
- staff and volunteers must not share information through WhatsApp groups or other messaging platforms;
- all communication relating to the incident will be coordinated through the school;
- only factual and confirmed information should be shared.



(Headteacher/EVC or delegated contact)



School Activates Internal Procedures



School Contacts:

- Parents/Carers
- Trust (if required)
- Chair of Governors (if required)
- Relevant Agencies



All Communications Coordinated Through School

Guidance for Volunteers

Volunteers play an important role in supporting educational visits and will receive an appropriate briefing before the visit.

Volunteers must:

- follow the instructions of the Visit Leader;
- maintain confidentiality;
- act in accordance with the school's safeguarding expectations; and
- refrain from posting photographs, updates or information relating to pupils on social media or messaging platforms.

In the event of an incident, volunteers must not contact parents, other volunteers, members of the public or media representatives. All communication must be directed through the Visit Leader and school leadership team.

Serious Incident

1. Protect the group.
2. Contact emergency services where necessary.
3. Contact school emergency contact.
4. Record information.
5. Follow Trust procedures.
6. Do not speak to media.

Emergency Numbers

Ickworth Park Primary School Number: 01284 735 337

All Saints School Trust Number: 01986 899603

Appendix F: Helpful Guidance and Links

National Guidance

- OEAP National Guidance
- Outdoor Advisers
- EVOLVE
- DfE Health and Safety on Educational Visits
- DfE Allergy Safety in Schools

School Policies

- Safeguarding Policy
- Allergy and Anaphylaxis Policy
- Asthma Policy
- Intimate Care Policy
- Health and Safety Policy

Web Links:

OEAP National Guidance <https://oeapng.info>

Outdoor Education Advisers <https://outdooradvisers.co.uk>

DfE Health and Safety on Educational Visits

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits>

DfE Allergy Safety in Schools <https://www.gov.uk/government/publications/allergy-safety-in-schools>

Council for Learning Outside the Classroom <https://www.lotc.org.uk>

Appendix G: Visit Categories and Approval Routes

Visit Type	Example	Approval
Local Area Visit	Ickworth Estate, St Leonard's Church, village walks, local environmental studies	Local Area Visit Procedures
Standard Educational Visit	Museums, theatres, sporting events, curriculum enrichment visits	EVOLVE and EVC Approval
Residential or Higher-Risk Visit	Year 6 Residential, adventurous activities, specialist activities	EVOLVE, EVC and Governance/Trust Approval as required

Approval Timescales

- Local Area Visits should follow agreed local procedures.
- Standard Educational Visits should normally be submitted through EVOLVE at least two weeks before departure.
- Residential and higher-risk visits should normally be submitted through EVOLVE at least six weeks before departure.

Venue Checks

Where appropriate, Visit Leaders should undertake a preliminary visit or gather sufficient information to assess the suitability of a venue, provider and planned activities before approval is sought.

Appendix H: Protective Security (Martyn's Law) Prompt Sheet

<https://www.gov.uk/government/publications/martyns-law-for-education-settings>

Consider

- Venue emergency arrangements
- Meeting points
- Emergency communication
- Public events/crowded spaces
- Staff awareness

Remember

RUN

- Move away from danger where possible.

HIDE

- Find cover and remain quiet if escape is not possible.

TELL

- Call emergency services when safe to do so.

This should complement, not replace, the school's existing emergency procedures.