



Vita et Pax
PREPARATORY SCHOOL

Vita et Pax Preparatory School
Established 1936

Educational Visits Policy

Policy Originator	Head Teacher
Approved by	Governing Body
Date Approved	1 March 2026
Status	Statutory
Review Period	Annually (next: March 2027)

1. Introduction

Educational visits enrich learning and broaden pupils' experiences. The school plans and conducts visits safely in line with ISSRs 2014, DfE health and safety guidance and national off-site visit guidance.

2. Aims

- Provide curriculum-linked learning beyond the classroom.
- Protect health, safety and welfare of all participants.
- Ensure robust planning, risk assessment, supervision and insurance.

3. Categories of Visit

- Routine local visits covered by generic risk assessments.
- Day visits requiring specific planning and documentation.
- Residential visits requiring enhanced planning and governing body approval.
- Adventurous activities requiring licensed/accredited providers.

4. Roles and Responsibilities

- Governing Body approves policy and higher-risk visits.
- Head Teacher/EVC approves visits and ensures staffing and controls.

- Visit Leader plans, assesses risk, briefs adults and manages incidents.
- Accompanying adults supervise effectively and report concerns immediately.

5. Planning, Consent and Supervision

1. Proposal submitted at least 4 weeks prior (8 weeks for residential).
2. Venue/activity risk assessment completed and reviewed.
3. Pre-visit completed where practical.
4. Head Teacher approval secured; residential/adventurous visits also require governing body approval.
5. Written parental consent obtained and adult briefings completed.

Minimum ratios are risk-based (including EYFS 1:4, Years 1–3 1:6, Years 4–6 1:8 on local/day visits), with at least two adults and one qualified first aider.

6. Transport, Emergency, Inclusion and Insurance

Transport providers must meet safety and insurance standards. Emergency procedures require immediate safeguarding action, contact with school and incident recording. Medical, allergy and SEND needs are planned for, and no pupil is excluded on SEND, disability or financial grounds. Insurance arrangements cover school visits, with additional cover for residential/overseas activity.

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Date: 1 March 2026