King’s Cross Academy

Educational Visits Policy

Ratification and Monitoring

Ratified date:	September 2026
Review date:	September 2029
Website?	YES
Policy drive?	YES
Master Policy S/S	YES

Approval

Headteacher	Stephen Mitchell	September 2026
Chair Quality of Education Committee	Allan Atlee	September 2026

Internal Monitoring

Chloe Clarke	Educational Visit Coordinator	September 2026

1. Context

We believe that educational visits are an integral part of the curriculum and learning experience for every child. Appropriately planned visits enhance learning, develop independence and provide authentic opportunities for pupils to apply knowledge and skills beyond the classroom. Educational visits form an important part of what makes King's Cross Academy a supportive and effective learning environment.

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

- Enhanced opportunities for real-world learning and learning in context.
- Opportunities for creativity, developing learning relationships and practising strategic awareness.
- Improved achievement and attainment across a range of curricular subjects, with pupils as active participants in their learning.
- Improved confidence, independence, resilience and ability to cope with change.
- Opportunities to develop trust, communication, leadership and personal responsibility.
- Increased understanding of risk through age-appropriate involvement in risk-benefit decisions, helping pupils become risk aware rather than risk averse.
- Opportunities for genuine teamwork and enhanced social and emotional skills.
- Improved environmental appreciation, knowledge and understanding of different environments.
- Improved awareness of sustainability and responsible use of the environment.
- Physical skill development and opportunities to support healthy lifestyles.
- Support for pupils in developing independence and preparing for secondary school and beyond.
- Supporting pupils in their transition to secondary school and beyond.

Our priority at King's Cross Academy is to ensure that all visits are safe, educational and enjoyable!

2. Application

This policy applies to all educational visits, learning outside the classroom and off-site activities organised by King's Cross Academy, whether they take place during the normal school day or outside it.

Visits within the defined King's Cross Academy Local Area are treated as routine local area visits when they are part of the normal curriculum, use established routes and locations, and remain within the controls already covered by the school's local area risk assessment and operating procedures. The Local Area is shown on the map in Appendix 1. Any visit that leaves the marked Local Area is treated as an off-site visit and must follow the relevant planning and approval arrangements in this policy.

3. Types of Visit & Approval

King's Cross Academy uses a proportionate approach to educational visits. The level of planning, risk assessment and approval required depends on the nature, location and circumstances of the visit. A visit must not proceed unless the visit leader is satisfied that the arrangements are appropriate and all required approvals have been obtained.

There are three broad categories of visit:

Type 1: Local Area / Routine Visits

Visits within the King's Cross Academy Local Area that are part of the normal curriculum or regular school activity and are covered by the school's established local area procedures and risk assessment. Individual written consent is not normally required for routine curriculum visits, although parents/carers will be informed through the school's normal arrangements. The school's School Visit Permission on Arbor covers routine visits within the Local Area where consent is required by school procedure.

Type 2: Other Non-Residential Visits

Visits outside the Local Area within the UK that are not residential. These require proportionate planning and risk assessment and, where applicable, approval through EVOLVE. Examples include museums, theatres, farms, sporting venues, places of worship and other curriculum or enrichment visits. Activities involving higher levels of risk, specialist skills or unusual circumstances require additional planning.

Residential, Overseas and Higher-Risk Visits

Residential visits, overseas visits and visits involving adventurous or higher-risk activities require comprehensive planning, appropriate risk assessment, provider checks and enhanced approval. These visits require Headteacher approval and any additional approval required by the Academy's procedures, insurer or employer.

King's Cross Academy adopts the current OEAP National Guidance and uses EVOLVE as the Academy's planning, notification, approval, monitoring and communication system for visits where EVOLVE is required. The Academy will review relevant OEAP guidance when planning visits, particularly for local area visits, supervision, risk management, residential visits, overseas visits and emergency procedures.

King's Cross Academy appoints an Educational Visits Coordinator (EVC). The EVC supports and challenges visit leaders, advises on planning and risk management, monitors the overall visits programme and maintains appropriate records.
The Educational Visits Coordinator, can approve visits that fall within the agreed Type 1 and Type 2 arrangements where delegated authority applies.

The Deputy or Headteacher can approve Type 3, residential and overseas visits, with final approval resting with the Headteacher where required by the Academy's procedures.

All staff are required to plan and conduct visits in line with this policy, current OEAP National Guidance and any relevant Academy policies. Staff should seek advice from the EVC where there is uncertainty about the level of planning or approval required.

4. Roles and responsibilities

Visit Leaders

Visit leaders are responsible for the planning and safe management of their visits and for entering visits on EVOLVE where required. They should obtain outline approval from the EVC before making financial or other commitments on behalf of the Academy.

Visit leaders are responsible for ensuring that their visit complies with relevant guidance, Academy policies and the agreed risk controls. They must consider the specific needs of the

pupils attending, including SEND, medical, behavioural, safeguarding and accessibility needs.

The Visit Leader has day-to-day responsibility for organising and leading the visit. The EVC has responsibility for overseeing the Academy's educational visits arrangements and ensuring that systems are followed.

Educational Visits Coordinator
The Educational Visits Coordinator will support and challenge colleagues over visits and learning outside the classroom, check that planning is proportionate, advise on staffing and risk management, and ensure that records are maintained.

Headteacher
The Headteacher has overall responsibility for authorising visits in accordance with the Academy's scheme of delegation and for ensuring that appropriate emergency arrangements are in place. Residential, overseas and higher-risk visits will receive the level of approval required by this policy and the Academy's employer/insurer arrangements.

5. Educational Visits Checklist and planning

The Educational Visits Checklist is an important part of the risk management process. Visit leaders should use the relevant EVOLVE planning/checklist tools and should only proceed when all relevant planning questions have been satisfactorily addressed.

Plans should be proportionate to the actual risks and should focus on genuine hazards and sensible control measures. The fact that a visit is familiar does not remove the need to consider changes in circumstances, pupil needs, staffing, weather, transport or the venue.

EVOLVE should be used for planning and managing visits where required by the Academy, including regular off-site activities, sports fixtures, residentials and other visits requiring formal approval. Routine Local Area visits may be managed through the Academy's local area operating procedures where EVOLVE is not required.

For all visits outside the Local Area, there must be a clear school contact arrangement, including access to a designated safeguarding lead/deputy and a member of SLT who can respond to an incident. The Visit Leader must have reliable means of communication with the Academy.

Every visit has a nominated Visit Leader who takes responsibility for ensuring that the visit is organised and conducted in line with the approved plan and this policy.

Staffing levels must be determined for each visit through a risk-benefit assessment. There are no nationally prescribed ratios for educational visits. The Academy's usual starting points are set out below, but the actual level of supervision must reflect the age, maturity, behaviour, SEND and medical needs of pupils; the location; activity; transport; weather; staff competence and any other relevant factors.

The following are Academy starting points for consideration of staffing levels and are not fixed legal ratios:

- Nursery: normally 1 adult to 2 pupils.
- Reception: normally 1 adult to 4 pupils.
- Key Stage 1: normally 1 adult to 6 pupils.
- Lower Key Stage 2: normally 1 adult to 8 pupils

- Upper Key Stage 2: normally 1 adult to 10 pupils

For higher-risk activities, major cities, complex transport arrangements or residential visits, staffing will normally be increased following the visit-specific risk assessment. Additional adult support may be required for individual pupils, including 1:1 or 2:1 support where this is necessary and appropriate.

- Staffing decisions must not be reduced simply to meet a numerical ratio. The Visit Leader and EVC should be satisfied that the proposed staffing provides effective supervision for the particular visit.
- The Visit Leader should provide the EVC with the pupil list and relevant information needed to plan appropriate support and supervision. Confidential information must be handled in accordance with safeguarding and data protection requirements.
- All visits outside the Local Area require final approval through the Academy's agreed process. Residential, overseas and higher-risk visits require Headteacher approval.
- Trip Leaders must identify suitable staff and volunteers to assist with visits. The EVC/Headteacher will consider their suitability, competence and any safeguarding requirements before approval.
- During the visit, the Visit Leader has responsibility for the health, safety and welfare of the group and for decision-making in an emergency. They must follow the approved plan and use professional judgement if circumstances change.
- Activities, venues or transport arrangements must not be changed, added or substituted without the Visit Leader checking that the revised arrangements are safe and within the scope of the existing approval. Where a material change affects risk or the purpose of the visit, the EVC must be consulted and the visit may require re-approval.
- Where a visit is organised through a travel agent or specialist provider, the provider must be appropriately checked. The Visit Leader should consider the provider's competence, safeguarding arrangements, insurance, relevant accreditation or quality assurance and any information available about its safety record.
- Where appropriate, recognised schemes such as the LOtC Quality Badge, Adventure Activity Licensing Authority requirements or relevant national governing body standards may form part of the provider-checking process.
- When a visit is organised in-house, the Visit Leader must plan all transport, accommodation and activities in accordance with this policy and relevant guidance.
- The EVC must be kept informed during planning so that potential concerns can be identified and addressed early.
- Research of the provider is expected as part of the risk assessment process.
- Trip Leaders can use bodies such as the School Travel Forum to ensure potential tour operators are credible and meet the required standards.
- When the trip is organised in-house, careful guidelines are followed regarding modes of transport, such as road/rail and all other aspects of the planned off-site trips.
- The EVC must be kept informed at all planning stages to discuss potential concerns early in the planning stages.

6. Risk assessments

The Visit Leader is responsible for completing the visit-specific risk assessment where one is required. Routine Local Area visits are covered by the Academy's established local area risk assessment and operating procedures unless the activity or circumstances introduce additional risks.

Risk assessments should be completed early enough to inform decisions about the venue, activity, transport, staffing and accessibility. Visits will not be authorised where the required planning and risk assessment documentation is incomplete.

Risk assessments should identify the significant risks, who may be affected, existing controls, any additional measures required and who is responsible for implementing them. Staff and volunteers must be briefed on relevant controls before the visit.

Risk assessments should be reviewed if circumstances change, including significant changes to weather, transport, venue arrangements, pupil needs or staffing. The EVC will assist Visit Leaders where required.

7. Emergency procedures

A critical incident is an event where circumstances go beyond the normal coping mechanisms and experience of the visit leadership team. The Academy maintains emergency procedures for incidents occurring during visits and these must be accessible to Visit Leaders.

Before departure, the Visit Leader must know how to contact the Academy and must understand the Academy's emergency and critical incident arrangements. Emergency contact details must be available to the visit team and the school contact.

If an incident occurs, the Visit Leader should prioritise immediate care and the safety of pupils and staff, contact the emergency services where appropriate, account for all pupils and staff, and notify the Academy as soon as practicable. Staff should not make statements to the media or post information on social media.

In the event of a serious incident, contact the Headteacher or designated SLT emergency contact immediately and follow the Academy Emergency Plan. The Academy will coordinate communication with parents/carers and other agencies.

8. Food

The Academy will make appropriate arrangements for food on visits, taking account of allergies, medical needs, dietary requirements and the length and nature of the visit.

Packed lunches should be requested from the catering team within the required notice period. Visit Leaders should check the current arrangements with the catering team and submit the relevant documentation in advance.

Food must not be shared between pupils where this could create an allergy or medical risk. Visit Leaders should ensure that pupils have access to sufficient food and water for the planned activity and journey.

Where possible, avoid booking visits at times when the catering team cannot reasonably provide the required food. Any exceptions should be agreed in advance.

The Visit Leader must check that food arrangements are included in the visit planning and risk assessment, including arrangements for pupils with allergies or specific dietary needs.

9. Supervision

It is important to have sufficient adult supervisors to provide effective supervision of pupils.

The staffing levels above are Academy starting points; the Visit Leader must consider the particular circumstances of each visit.

- Nursery: normally 1 adult to 2 pupils.
- Reception: normally 1 adult to 4 pupils.
- Key Stage 1: normally 1 adult to 6 pupils.
- Lower Key Stage 2: normally 1 adult to 8 pupils
- Upper Key Stage 2: normally 1 adult to 10 pupils

Pupils who require additional support: staffing will be determined through individual needs and visit risk assessment and may include 1:1 or 2:1 support where appropriate

Regular head counts must take place. The Visit Leader should establish rendezvous points and ensure that staff, volunteers and pupils know what to do if someone becomes separated from the group.

Parent/carer volunteers may support educational visits where they are suitable and have been appropriately briefed. The school will determine whether a volunteer requires DBS clearance based on the role and frequency of their activity, in line with current safeguarding and regulated activity requirements. Volunteers must not undertake duties for which they are not authorised or competent.

The Visit Leader should select volunteers in consultation with the class teacher and EVC. Volunteers must follow staff instructions, safeguarding expectations, confidentiality requirements and the agreed visit plan.

10. Mobile phones and social network (See KCA Social Media Policy)

Adults should use mobile phones only for legitimate visit purposes, communication with the Academy or in an emergency. Personal phone use should not distract from supervision.

Adults must not photograph or share images of pupils using personal devices unless this is explicitly authorised under the Academy's photography and image-permission arrangements. Images or information about pupils must not be posted on social media or shared through personal messaging services.

Visit Leaders must check the Academy's current permissions and procedures before taking photographs or video. School devices should be used where possible.

The Visit Leader and designated staff should have phones available for communication with the Academy and emergency use. Contact details should be shared with the relevant school contact before departure.

Information about a child should only be shared with a parent/carer through the agreed school communication arrangements. Safeguarding or welfare concerns must be reported through the Academy's safeguarding procedures.

Parent volunteers should also restrict their phone use for the duration of the trip and are not permitted to take any photos of the children, including their own.

11. First Aid (See KCA Medical Conditions Policy)

First aid provision must be considered as part of the visit risk assessment. The level of first aid competence required will depend on the activity, location, duration, group size and pupil needs.

For adventurous or higher-risk activities, the Visit Leader must ensure that the provider or school party has appropriate first aid provision for the activity and environment.

The Visit Leader must arrange collection and safe carriage of first aid supplies, pupil medication and relevant medical information before departure.

The Pastoral/SEND team will support and advise on individual medical plans, medication and reasonable adjustments. Visit Leaders must ensure that agreed medical arrangements can be implemented during the visit.

12. Sun Safety

Please ensure:

- Pupils are encouraged to drink water regularly and have sufficient fluids for the visit.
- Pupils have suitable clothing for the weather, including sun protection where required.
- Families are advised to apply sun cream before school where appropriate; staff should follow the Academy's current arrangements for supporting pupils with sun protection.
- The Visit Leader monitors heat, sun exposure and weather conditions and adapts the visit where necessary.
- Outdoor activities are planned to provide access to shade and opportunities for rest and hydration, particularly during periods of high heat.
- Staff should be familiar with the Academy's Sun and Heat policy and the signs of heat-related illness.
- The Visit Leader should review whether an outdoor visit remains appropriate if weather conditions become unsafe.
- Where weather conditions materially change the risk of the visit, the Visit Leader should seek advice from the EVC/Academy and amend or cancel the activity where necessary.
- The safety of pupils and staff takes priority over completing the planned activity.

13. Parental Consent

Parents/carers should be given clear information about the purpose, location, activity, timing and any significant arrangements for educational visits. For routine Local Area visits, the Academy will use its School Visit Permission arrangements where appropriate and will inform parents through normal school communication.

For visits outside the Local Area, parents/carers will be informed of the Academy's planned year-group trip offer at the beginning of the academic year, normally in September. Parents/carers will be asked to provide consent for their child to participate in the planned programme of educational visits for the academic year.

Where additional visits outside the Local Area are arranged during the academic year, parents/carers will be provided with information about the visit, including the purpose, date and any relevant arrangements, in good time before the visit takes place. Where specific written consent is required under DfE guidance or Academy procedure, this will be obtained before the pupil attends.

Information provided to parents/carers should be sufficient to enable informed decisions, including relevant information about transport, accommodation, activities, costs, medical arrangements and any significant risks. Parents/carers should be given a reasonable opportunity to ask questions and, where appropriate, to withdraw their child.

14. Pastoral responsibilities

All staff attending a visit have a duty of care towards the pupils in their charge. This includes travel to and from venues and any residential accommodation.

Staff are responsible for maintaining high standards of pupil behaviour and for reinforcing the Academy's expectations and values. Pupils should be briefed before the visit and reminded of expectations as necessary.

The Visit Leader may divide pupils into supervised sub-groups and allocate adults to groups. Grouping should take account of pupil needs, relationships, behaviour, medical requirements and the nature of the activity.

Staff should familiarise themselves with the pupils in their group before departure and should remain alert to safeguarding, welfare and inclusion needs throughout the visit.

15. Inclusion

The Academy will plan educational visits so that disabled pupils and pupils with SEND or medical needs can participate wherever reasonably practicable. Planning must consider reasonable adjustments, accessibility, communication, sensory needs, medication, personal care, behaviour, transport and appropriate supervision. Equality Act duties and safeguarding requirements apply to educational visits.

King's Cross Academy will not routinely exclude pupils with special educational or medical needs from visits. The Visit Leader will work with the pupil, family and relevant staff to identify appropriate adjustments and controls. A pupil should only be unable to attend where, after appropriate planning and reasonable adjustments, the visit cannot be undertaken safely or lawfully.

Trips will not be scheduled on days of religious observance to ensure all children can participate.

16. Charging/funding for visits (See KCA charging policy)

Parents/carers may be asked for a voluntary contribution for visits where permitted by the Academy's charging and remissions arrangements. No child will be excluded from a curriculum visit because a voluntary contribution has not been made.

Residential and other chargeable visits will be managed in accordance with the Academy's current Charging and Remissions Policy. Any support available to pupils eligible for Pupil Premium or other funding will be communicated through the Academy's current arrangements.

Families can apply for JAM funding or other available support where applicable. Staff should signpost families to the relevant school contact rather than making individual funding commitments.

Where possible, the Academy will seek additional funding or fundraising opportunities to support equitable access to educational visits.

17. Transport

Travelling on trains, including the Underground

The Visit Leader must plan public transport journeys in advance, check current TfL or transport-provider guidance and identify appropriate meeting points, boarding arrangements, contingencies and accessibility requirements. Where appropriate, the leader may seek assistance from station staff.

Pupils should board safely and staff should prioritise pupil supervision. The Visit Leader must ensure that the group remains together and that head counts take place at key transition points.

Visit Leaders should check the latest travel guidance from TfL before travel and should allow additional time for busy stations, delays and changes to services.

https://tfl.gov.uk/fares/free-and-discounted-travel/travel-for-schools

If a pupil or adult is separated from the group, the agreed lost/separated-child procedure must be followed. The Visit Leader must account for all pupils, maintain supervision of the remaining group and inform the Academy as soon as practicable.

Use of staff cars to transport pupils is not permitted unless specifically authorised under a separate Academy procedure and all required insurance, safeguarding and consent requirements have been met.

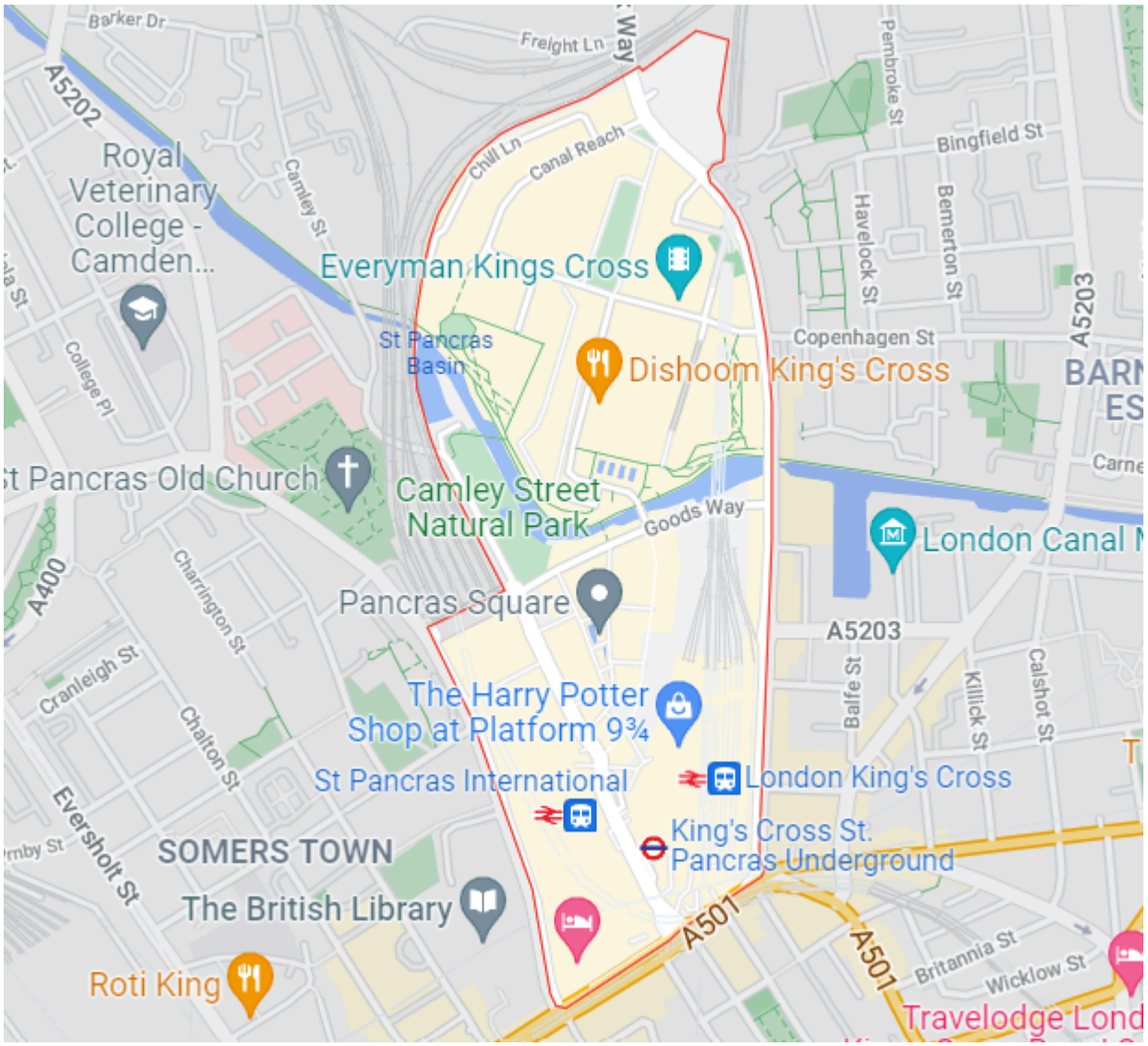
Ticket and transport information should be uploaded to EVOLVE or retained with the visit documentation as appropriate.

Related guidance

This policy should be read alongside the current Department for Education guidance Health and safety on educational visits; OEAP National Guidance; Keeping Children Safe in Education; the Academy Emergency Plan; Safeguarding and Child Protection Policy; Medical Conditions Policy; Equality Policy; Charging and Remissions Policy; Behaviour Policy; and any relevant transport or provider guidance.

Appendix 1 – King's Cross Academy Local Area Map

The locations shown within the marked boundary are treated as the Academy's Local Area for routine visits, subject to the local area risk assessment and operating procedures. A visit becomes an off-site visit for the purposes of this policy if the planned route or activity leaves the marked boundary, or if the nature of the activity requires additional planning.



The map is a working school map and is not a legal boundary. It is based on the current King's Cross Estate map and is intended to support school visit planning. Visit Leaders should check the planned route against the boundary before departure. Camley Street Natural Park and locations beyond the marked boundary are treated as outside the Local Area.

The King's Cross Estate describes the area as approximately 67 acres and includes public spaces such as Granary Square, Lewis Cubitt Park and Handyside Gardens.