

Beverley Park Educational Visits Safeguarding Addendum

School	Beverley Park Assessment and Intervention Provision
Governing Body	Park End Primary School
Policy Owner	Katie Ives (Deputy Head Teacher)
Date Approved	01/09/2026
Review Date	Annually
Policy Statement	This addendum should be read in conjunction with the Park End Primary School Educational Visits Policy and applies to all educational visits undertaken by Beverley Park. Where requirements within this addendum exceed those outlined within the whole-school Educational Visits Policy, the requirements contained within this addendum must be followed. Due to the complex needs of pupils attending Beverley Park, educational visits require enhanced safeguarding, supervision and risk management arrangements beyond those outlined within the whole-school Educational Visits Policy. These additional measures are intended to ensure that all pupils can access educational visits safely whilst recognising the individual communication, sensory, behavioural, medical and supervision needs that may be present within the provision. The safety and wellbeing of pupils must remain the primary consideration throughout the planning, organisation and delivery of all educational visits.
Scope	This addendum applies to: • Local area visits. • Community access visits. • Curriculum enrichment visits. • Educational day visits. • Residential visits. • Visits involving transport. • Visits involving external providers. The procedures within this document apply to all staff, volunteers and adults accompanying pupils from Beverley Park on educational visits.
Staffing Ratios and Group Size	Educational visits will normally be undertaken on a one-class basis. The maximum group size for any educational visit will be one class of up to eight pupils unless alternative arrangements have been approved by a member of the Senior Leadership Team.

	The minimum staffing ratio for educational visits is five adults to eight pupils (8:5). Staffing levels may be increased where identified through risk assessment. This may include: • One-to-one staffing. • Two-to-one staffing. • Additional supervision during transport. • Enhanced supervision in community settings. Educational visits must not proceed if staffing falls below the agreed ratio. Where staffing changes occur prior to departure and result in the group being out of ratio, the visit must be postponed, cancelled or alternative staffing arrangements secured and approved by a member of the Senior Leadership Team.
Roles and Responsibilities	The Class Teacher is the Educational Visit Lead and has overall responsibility for the planning, organisation and safe delivery of the educational visit. The Educational Visit Lead is responsible for: • Completing all visit documentation. • Completing and attaching risk assessments. • Deploying staff appropriately. • Allocating pupils to staff members. • Identifying pupils requiring enhanced supervision. • Conducting staff briefings. • Ensuring all safeguarding arrangements are implemented. • Maintaining overall oversight of the visit. All accompanying adults must follow the instructions of the Educational Visit Lead throughout the visit.
Staff Briefing	Prior to departure, the Educational Visit Lead must conduct a staff briefing. The briefing must include: • Staffing allocations. • Named one-to-one responsibilities. • Exit point supervision arrangements. • Head count procedures. • Emergency procedures. • Communication expectations. • Venue-specific risks.

	• Medical requirements. • Individual pupil risks. • Transport arrangements. All staff are responsible for ensuring they understand their role and responsibilities before leaving the school site.
Risk Assessment Requirements	The Educational Visit Lead must complete all required EVOLVE documentation. In addition to the EVOLVE documentation, a class-specific risk assessment must be completed and attached. Risk assessments must: • Be specific to the venue being visited. • Reflect the planned activities. • Identify site-specific hazards. • Identify entry and exit points. • Identify pupils requiring enhanced supervision. • Include named one-to-one support arrangements. • Detail staffing deployment. • Include safeguarding control measures. • Include emergency procedures. Generic risk assessments must not be used without adaptation to the specific visit. Risk assessments must be completed no later than the day before the visit. A final review must take place on the morning of the visit and amended where necessary. All staff attending the visit must read and understand the risk assessment prior to departure.
Leadership Approval	Prior to leaving the school site: • EVOLVE documentation must be completed. • The class-specific risk assessment must be attached. • Staffing arrangements must be confirmed. • Named one-to-one support arrangements must be recorded. • Exit point management arrangements must be identified. All documentation must be reviewed and signed by a member of the Senior Leadership Team. No educational visit may proceed without Senior Leadership Team approval.

Visit Cancellation Criteria	Educational visits will not proceed where: • Staffing ratios cannot be maintained. • Required risk assessments have not been completed and approved. • Appropriate supervision arrangements cannot be provided. • Significant site-specific risks cannot be controlled. • Weather or environmental conditions make the visit unsafe. • Medical or safeguarding requirements cannot be met. • Senior Leadership Team approval has not been obtained. The Educational Visit Lead and Senior Leadership Team retain the authority to postpone, amend or cancel a visit where safety concerns are identified.
Enhanced Supervision Arrangements	Pupils requiring enhanced supervision must be identified prior to the visit. This decision may be informed by: • Behaviour records. • Individual Risk Assessments. • Positive Behaviour Support Plans. • EHCP documentation. • Previous visit experiences. • Professional judgement. Where a pupil requires one-to-one support: • The requirement must be documented within the risk assessment. • The allocated member of staff must be named. • The allocated member of staff must receive a verbal briefing before departure. Responsibility for the pupil remains with the allocated member of staff unless formally transferred to another designated adult
Entry and Exit Point Management	The identification and management of entry and exit points is a critical safeguarding requirement within Beverley Park. All entry and exit points must be identified and referenced within the risk assessment. Appropriate control measures must be implemented to minimise the risk of pupils leaving designated areas unsupervised. Where a member of staff is responsible for monitoring an exit point, they must remain in position until relieved by another designated adult.

	Exit points must never be left unsupervised where doing so may compromise pupil safety. Staff must communicate clearly when changing positions or responsibilities.
Supervision, Head Counts and Movement	Pupils must remain under direct supervision throughout the educational visit. Regular head counts must take place: • Before departure from school. • Upon arrival at the venue. • Before leaving any activity area. • During transitions. • Before boarding transport. • Before departing the venue. • Upon return to school. • At any additional points identified by the Educational Visit Lead. Head counts should be undertaken by the Educational Visit Lead and verified by supporting staff where possible. All transitions should take place as a whole group unless otherwise identified within the risk assessment. Staff must ensure pupils remain together and appropriately supervised during movement between locations.
Missing Pupil Procedure	If a pupil cannot be immediately accounted for: • The Educational Visit Lead must be informed immediately. • Remaining pupils must be brought together and supervised. • A search of the immediate area will be undertaken by designated staff. • The Educational Visit Lead will determine whether emergency services should be contacted. • School leadership will be informed. • Parents or carers will be informed in accordance with school procedures. • The incident will be recorded on CPOMS All missing pupil incidents must be treated as safeguarding concerns.
Communication Procedures	Clear communication between staff is essential throughout all educational visits. Staff must maintain regular communication regarding: • Pupil whereabouts.

	• Staffing deployment. • Changes to supervision arrangements. • Emerging risks. • Safeguarding concerns. Where a member of staff is responsible for supervising an exit point or designated area, they must not leave until another adult has assumed responsibility. Communication must be clear, direct and acknowledged.
Transport Arrangements	Beverley Park operates its own school minibus which may be used to transport pupils to and from educational visits. Only authorised members of staff who meet the school's minibus driving requirements may drive the vehicle. The Educational Visit Lead is responsible for ensuring transport arrangements are appropriately planned and risk assessed. Prior to departure staff must ensure: • The vehicle is roadworthy. • Staffing levels remain compliant with this policy. • Seating arrangements have been considered. • Emergency contacts are available. • Required medication accompanies pupils. <u>Supervision during Transportation</u> Pupils must remain appropriately supervised whilst: • Boarding the vehicle. • Travelling. • Disembarking. • Transitioning between the vehicle and the venue. Additional supervision arrangements must be considered for pupils who: • Require one-to-one support. • Present an absconding risk. • Experience travel anxiety. • Require medical support. • Present behavioural risks. Where pupil behaviour presents a foreseeable risk to the safe operation of the vehicle, this must be identified within the risk assessment and appropriate control measures implemented.

	<u>Vehicle Safety</u> A head count must be completed: • Before boarding. • Prior to departure. • Upon arrival. • Prior to return. • Upon arrival back at school. All passengers must wear seatbelts where fitted. The driver must not use a mobile phone whilst driving. In the event of a breakdown, accident or emergency, staff must follow school emergency procedures and prioritise pupil safety.
Medical Needs and Emergency Medication	Prior to the visit, all relevant medical information must be reviewed. Required medication, including emergency medication, must accompany pupils on educational visits. The Educational Visit Lead must ensure: • Medication is accessible throughout the visit. • An appropriately trained member of staff is identified where necessary. • Medical information is readily available. • Emergency contact details are available. Any medical incident must be managed in accordance with school procedures.
Intimate Care	Where a pupil requires intimate care during an educational visit, arrangements must be planned in advance. Intimate care must be delivered in accordance with the school's Intimate Care Policy and individual care plans. The dignity, privacy and welfare of the pupil must be maintained at all times.
Mobile Phones	All adults attending educational visits must carry a mobile phone. Mobile phones must: • Be switched on.

	• Be readily accessible. • Be set to an audible ringtone. • Not be placed on silent mode. Mobile phones are carried solely for: • Emergency situations. • Contact with school. • Contact with emergency services. • Communication necessary for the safe management of the visit. Mobile phones must not be used for personal calls, messaging, social media, internet browsing or any activity that distracts staff from supervising pupils. There must be no avoidable distractions from the supervision, safeguarding and safety of pupils.
Dynamic Risk Assessment	All staff have a responsibility to continually assess risk throughout the visit. Where new or increased risks are identified, staff must immediately inform the Educational Visit Lead. Control measures may include: • Repositioning staff. • Increasing supervision. • Restricting access to areas. • Modifying activities. • Altering planned routes. • Returning to school where necessary. The safety and wellbeing of pupils must remain the overriding consideration at all times.
Sustainability of Pupils to Attend	Prior to the visit, the Educational Visit Lead must consider whether the visit can be accessed safely by all pupils attending. Where it is determined through risk assessment that a pupil presents a significant risk to themselves or others and appropriate control measures cannot reasonably mitigate that risk, the pupil may remain in school. Any such decision must: • Be based on documented risk assessment. • Be discussed with a member of the Senior Leadership Team.

	• Be communicated to parents or carers. • Consider the safety and wellbeing of all pupils and staff. The decision for a pupil not to attend should always be a last resort and supported by clear evidence of risk.
Monitoring and Review	This addendum will be reviewed annually or sooner if: • National guidance changes. • Significant incidents occur. • Safeguarding reviews identify areas for improvement. • Operational changes occur within the ASD Provision. The implementation of this addendum will be monitored by the Senior Leadership Team and Governing Body as part of the school's safeguarding and educational visits procedures.