

St Oswald's C of E Primary School

Educational Visits Policy



Policy reviewed: February 2026

Next reviewed: February 2027

Introduction

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 2.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

1. Scope and responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision.

The Educational Visits Co-Ordinators are Matilda Brown and Jill Naylor. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

1.1 Forest School:

Forest School co-ordinators are Jess Adamson and Rebecca Sterritt and they are responsible for assessing the risks at Forest School, which is overseen by Matilda Brown and Nicola Towers.

2. Establishment policy and procedures

This is the St Oswald's C of E Primary School policy for Educational Visits, Outdoor Learning and Adventurous Activities

Where there is conflict with non-statutory guidance, or advice from other sources, the policy will take precedence with clarification sought from the Headteacher, and if required from Leeds City Council Education Visits team, via Evolve.

Consent

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be provided for assumed enrolment on routine local visits

and activities which are a part of our normal educational provision during the school day and fall within our designated 'local area' – appendix 1. We will always aim to fully inform parents of the nature of each visit, activity or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasions a curriculum opportunity may become available at short notice and we will always aim to notify parents that their child will be offsite but this may not be possible.

Non-routine consent: Written consent (electronic) will be gained for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents about the nature of each visit, activity or series of a similar nature.

Specific consent: Written consent will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities. We will fully inform parents of the nature of each visit, activity or series of a similar nature.

Medical information: We will use the medical information on record in our MIS (Scholarpack) alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

Staff competence

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve.

To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

EVC Training

The Educational Visits Co-Ordinator will attend appropriate training and revalidation as required by the employer.

Visit Leader Training

Visit leaders will be approved by the Headteacher and will have attended appropriate training as required by the employer. All new staff, particularly NQTs, will be accompanied by an experienced visit leader on their first visit. Visit leader training will be delivered every three years. Last delivery: April 2025.

3. Planning and approval procedures

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. Generic or event specific risk assessments will be used to record significant findings.

Approval for all visits, including those in the local area, is given by the EVCs.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively, assurances will be gained through a Provider Statement as detailed in the employer policy.

4. Visit Planning and Management System

A web-based system (Evolve) is used to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own account, which is set up by the Educational Visits Co-Ordinator.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Refer to local procedures and guidance regarding the establishments' use of these categories.

Approval of visits will be made as detailed below. Initial approval in principal will also be gained as required in the employer policy.

Trip leaders are responsible for the submission of a risk assessment which has been carefully written to include all of the following elements of risk:

- Travel risk assessment, including walking
- Site risk assessment, which must reference measures considered by the school and not be the recommendations list from the site.
- A 'Plan B' document with provisions for when something goes wrong.
- A complete EV action plan with phone numbers.
- An itinerary that includes when specific groups will be doing specific activities.
- Letter to parents
- Medical needs

Where a site takes full responsibility for the safety and welfare of all service users, e.g. OAA centres such as Robinwood, then the risk assessment lies with them. Accommodation must be risk assessed as being suitable by the school.

Governing Body:

The governing body has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this it will hold the Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained and financial regulations are adhered to.

Adviser: Visits abroad and all self-led and provider-led adventurous activities regardless of location. (As detailed in guidance).

Headteacher: Visits abroad, all adventurous activities, residential visits and non-local day visits.

Educational Visits Co-Ordinator: All visits.

Swimming lessons have a rolling risk assessment. This must be approved by the EVC at the beginning of the academic year.

5. Incident Management

In the case of an incident during a visit all members of staff will follow the establishment's incident management plan as detailed in Appendix 2.

6. Monitoring of visits and procedures

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy. All risk assessments submitted by staff will be approved by both the Headteacher, and also made available for viewing by the Chair of Governors.

The Educational Visits Co-Ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

7. Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance. Reference should also be made to the Charging Policy. Funding may be available for the families of those children with Pupil Premium funding or within Sports Premium.

8. Inclusion & SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through

participation with peers. Trips and visits must be carefully considered in order that every child be included. Consistently poor behaviour in a recent time frame is the only reason a child may be excluded from a school trip.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to the school SEND Policy. If a young person cannot be included, an alternative visit should be considered.

Where a young person may be at additional risk / put others at additional risk, then a single purpose BIPRA should be in place to ensure their safety and the safety of others. Any child with an EHCP should have a BIPRA in place for trips and visits.

Where a young person may find transport to and from a venue stressful or there is a high risk of absconding, it may be necessary to consider alternative travel arrangements.

9. Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to the school Safeguarding Policy.

10. Insurance

Young people participating in visits and activities will have annual travel insurance provided under an annual school insurance policy (RPA for 2026). Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

11. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must

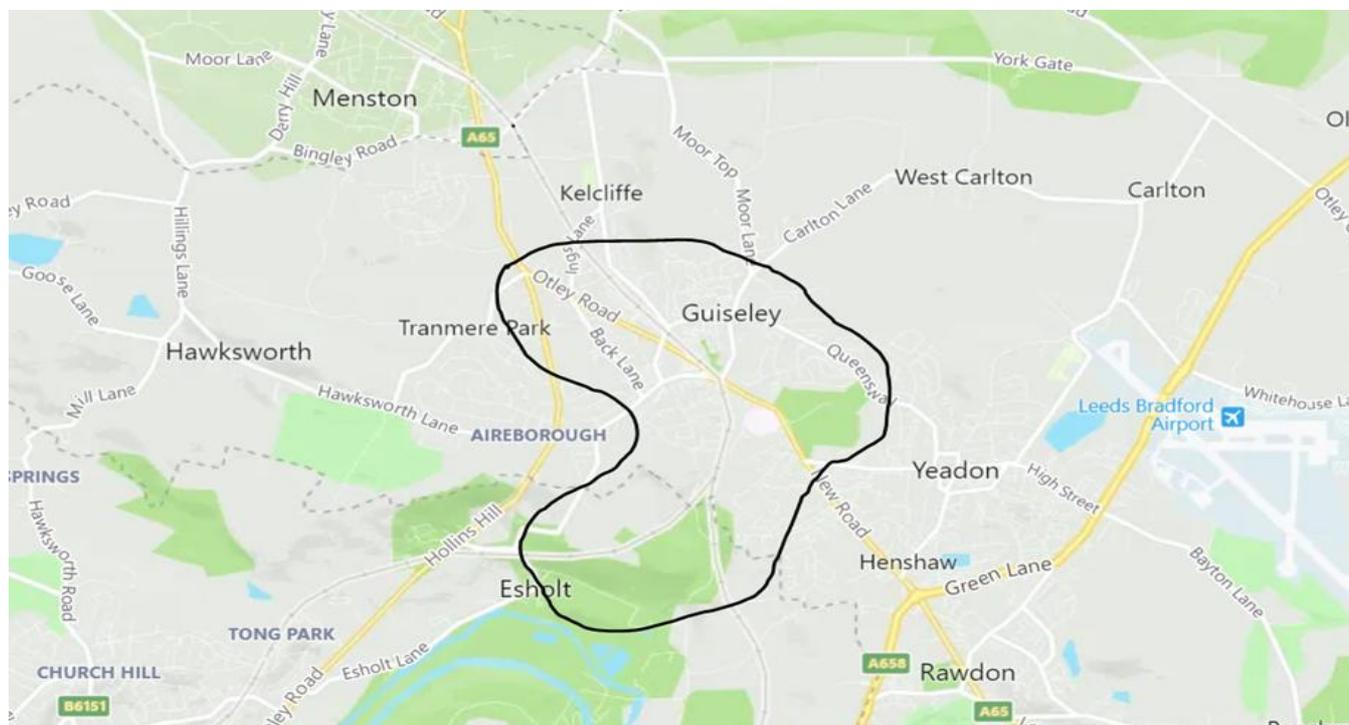
follow any specialist guidance provided by your employer. Coach bookings must be made through the office with Coach companies approved by LCC.

12. The right of the EVC to cancel or postpone a trip

The EVC may choose to cancel or postpone a trip if they feel that it has not been suitably well risk assessed in a timely fashion, or if they feel the trip does not adequately meet safety standards. Educational visit training for trip leaders is provided at school every three years. All new staff are not expected to lead on a trip without training from the EVC.

Appendix 1 - Local Learning Area

We use the local area on a regular basis for a variety of learning activities as part of normal routine at St Oswald's C of E Primary School. This includes visits to the leisure centre, the Church, parks (Nunroyd, Springfield, Parkinson's), Guiseley AFC football ground, Esholt woods and visits to other commercial establishments within Guiseley.



Operating Procedure for visits to the Local Learning Area

The following are examples of potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Increased risk of infectious diseases

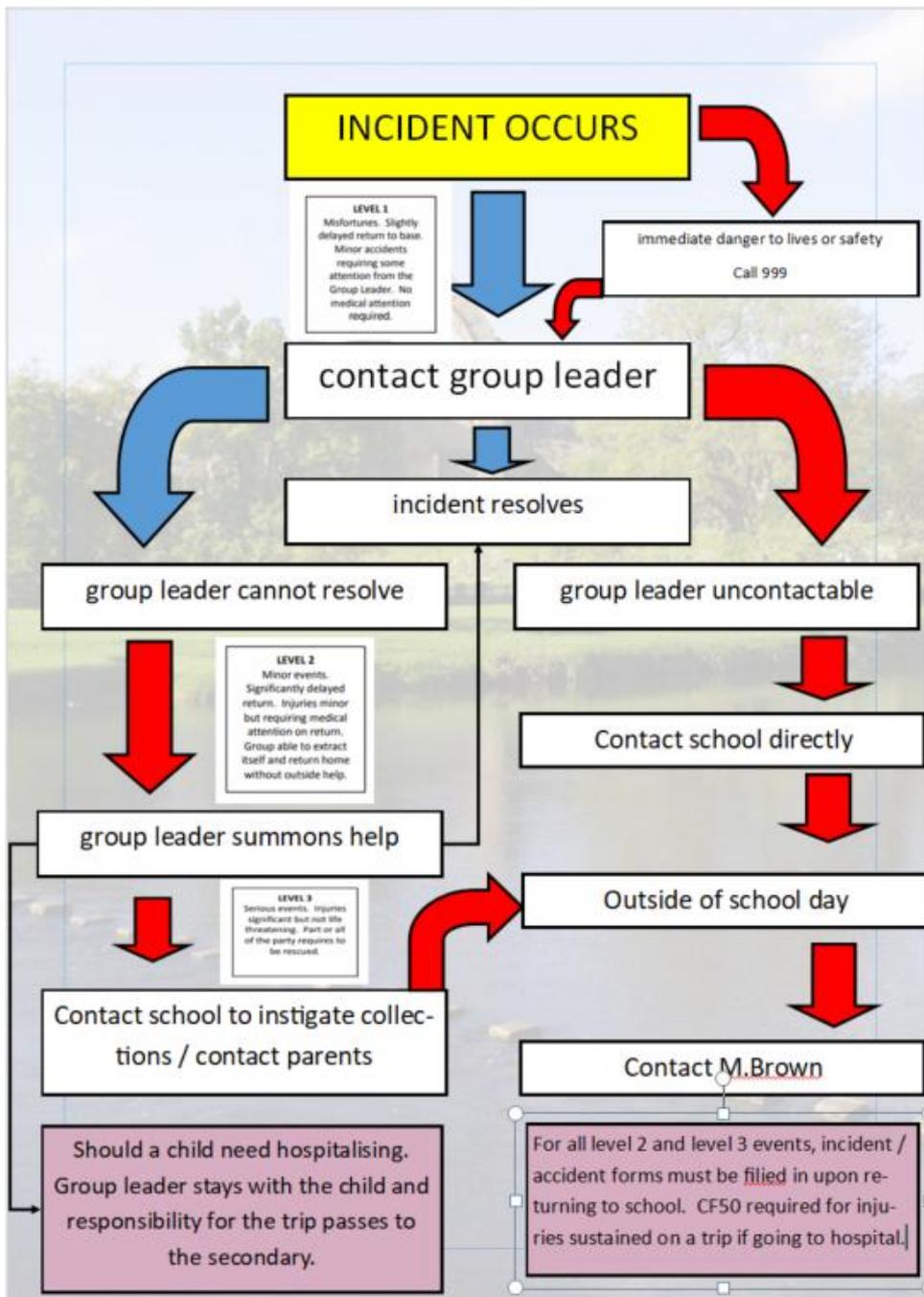
These are managed by a combination of the following:

- The Headteacher/EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Extended learning locality' is communicated to parents every year.
- There will be an appropriate amount of adults on every visit.
- Staff are familiar with the area and have appropriate group management techniques.
- Staff have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.

- Pupils' clothing and footwear is checked for appropriateness prior to leaving school. High visibility clothing is worn where appropriate and in the case of walking alongside traffic.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A mobile is taken with each group and the office have a note of the number. A walkie-talkie is taken if appropriate.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles).

Local visits must be logged on Evolve using the local visits tool. They must be approved by the EVC before departure but no parental permission needs to be sought.

Appendix 2: Educational Visits Action Plan



Educational Visit Staff / Volunteer checklist

- ◊ I have seen the itinerary for this trip
- ◊ I have read any risk assessments
- ◊ I am aware of any responsibilities which have been allocated specifically to me .
- ◊ I am aware that _____ is the group leader (mob _____)

On this trip, you should be aware of these needs:

The following staff are first aid qualified

These phone numbers may be useful:

School: 01943 873570

Matilda Brown (EVC): 07779636133
