



Educational Visits Policy

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Rationale

Delph Primary School's Curriculum Policy commits us to providing effective teaching and learning so that **all** children reach their full potential with a relevant and engaging curriculum. This is important for all groups of learners. We believe that learning is an enjoyable, lifelong process through which everyone can achieve their potential and exceed their expectations. We challenge and support our pupils to do their very best by providing an extensive range of ***learning experiences beyond the classroom and beyond the statutory requirements for Primary schools.***

An essential element of this commitment is to provide a wide range of educational visits and visitors to enhance all aspects of our curriculum. Delph Primary School is committed to inclusion and will include all pupils in our off-site activities wherever this is reasonably practicable.

This policy applies to all staff and volunteers involved in organising, running and assisting with educational visits from Delph Primary School.

Procedures for educational visits

Delph Primary School has adopted Oldham Council's procedures for planning and managing educational visits.

1. All staff involved in running or helping with visits have logins giving access to the EVOLVE system for managing visits
2. The Governing Body has adopted Oldham's 'Guidance for Off Site Visits and Adventure Activities' (GOVAA). This document, together with this Policy, gives local arrangements and variations where necessary to complement the '**National Guidance** for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom'. Together these documents summarise the arrangements for educational visits at Delph School and are all available to staff via the EVOLVE website. If staff members ever feel there appears to be a conflict between advice in these documents, then the school / LA policy must be followed, and clarification should be sought from the Educational Visit Coordinator.

Clarification of roles

The key roles regarding visits at Delph Primary School relate to: The Governors; Headteacher; Educational Visit Coordinator and Visit Leader. The responsibilities of these roles are outlined in 'National Guidance' with a summary (including some specific local variations) below.

The Governing Board

In line with advice in 'National Guidance' the Governing Board will:

1. Adopt and periodically review this policy, as required.
2. Ensure there is a competent Educational Visit Coordinator (EVC) in place who meets the requirements outlined in 'National Guidance' and has completed the Local Authority EVC Training Programme and any updates, as required.
3. Review the range of visits provided by the school via a report submitted annually by the EVC (within the HT report to the Governing Board).
4. Have a named Governor who can support the Headteacher and EVC where required.

Headteacher

The Headteacher will:

1. Appoint a competent Educational Visit Coordinator (EVC) who meets the requirements outlined in 'National Guidance' and has completed the Local Authority EVC Training Programme and any updates as required.
2. Formally 'sign-off' all visits via the EVOLVE visit management system, confirming competence of staff as required for the planned visit. These visits are also reviewed by the Local Authority via the EVOLVE system.
3. In the event of absence of the Headteacher, the Deputy Headteacher will have delegated responsibility for approving all visits – EVOLVE account changes can be arranged with the Outdoor Education Adviser.

Educational Visits Co-ordinator (EVC)

The role of the EVC is summarised in National Guidance ([Click Here](#)). The EVC has delegated responsibility for overseeing the arrangements for educational visits. All visits are vetted by the EVC prior to approval by the Headteacher (as outlined above).

Visit Leader

The role of the visit leader is summarised in 'National Guidance' ([click here](#)). Visit leaders must ensure they have met all relevant requirements of the Leader's Checklist in National Guidance ([click here](#)). The Visit Leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Visit Leader should be appointed. If this role changes during a visit, a clear handover should be made. All visits must be planned and recorded on the EVOLVE management system. Visits must not proceed without approval – the visit leader should check his/her EVOLVE account to ensure this has been confirmed.

Procedural requirements

Delph Primary School uses the EVOLVE system to plan, manage and record the majority of educational visits. Exceptions may occur when there is a regular off-site activity e.g. visit to St Thomas' Church, sport match etc. However, these visits are still planned by the visit leader and a risk assessment completed.

Visit Leaders should plan and prepare visits allowing time for internal and external vetting and approval as required. Normally this will mean that visit plans should be submitted to the EVC by the following deadlines:

- At least 4 weeks before departure for Residentials
- At least 4 weeks before departure for Adventure Activities
- At least 2 weeks before departure for other types of visit

If for any reason these deadlines cannot be met, clarification and approval should be sought from the EVC.

Risk management

This is an important element of planning for visits. Visit leaders are normally responsible for assessing and managing the risks of visits they are planning – involving where possible / relevant other staff and the young people involved in the visit. Staff should follow advice on risk management included in GOVAA and National Guidance. Training is also included within the Visit Leader training programme. Advice and support are available from the EVC and other experienced staff.

Everyday activities include inherent risks and Delph Primary School recognises that experiencing and learning to manage risk within an appropriate framework is an important part of growing up. We aim to have procedures which are effective and proportional to the risks involved in a visit and recognise the important learning

opportunities and benefits involved in visits that include inherent risks. Where activities include inherent risks, the following statement should form part of the information to pupils, parents and staff:

“Staff at Delph Primary School plan and prepare visits carefully and aim to take good care of all participants. However, parents must understand that well run activities can still include inherent risks and learning to cope with these sensibly is an important part of education and growing up.”

Generic risk assessments may be available for visits previously run in which case the visit leader is responsible for reviewing and modifying these as required, to allow for the specific circumstances of the visit. Where external providers are used, they are responsible for risk assessing the activities they provide, and school staff should familiarise themselves with them. Where necessary this should be confirmed on the Provider Form (not required for providers with a LOTC Quality Badge).

Ratio of adults to pupils

At Delph Primary School we base staff/pupil ratios on a thorough risk assessment of the issues, including pupils' needs (SEND and medical needs), the venue, activity and duration of the visit, transport arrangements, competence and experience of the adults and emergency procedures.

For visits beyond the school locality, one adult included in the ratio must be a qualified teacher.

Category A visits (routine local visits)

Pre-School & Reception	1:3
Years 1 to 3	1:6
Years 4 to 6	1:10 / 1:15

However, there may be occasions e.g. for journeys between school sites or within the neighbourhood of the school, where the above ratios may reasonably be decreased as decided by the Headteacher, based on an assessment of risk.

Category B and C Visits (single day visits / residential / adventurous / overseas)

The ratios indicated above normally need to be increased in accordance with the associated risks.

Approval of staff to lead activities and visits

All visits require approval prior to departure – via the EVOLVE visit management system.

Evaluation of external providers and venues

Visit Leaders are responsible for ensuring that external providers and venues can meet the learning outcomes required for the group of pupils identified to attend and (where appropriate) they offer reasonable value for money. 'Provider Forms' should be completed by external providers where required (see GOVAA for guidance). These should be checked as part of the planning and safety checks for the visit.

Visit Leaders should **not routinely** ask for copies of providers' risk assessments, but it is appropriate to ask for any information that they publish specifically aimed at helping Visit Leaders to manage their visit and assess the risks of any school led activities.

Preliminary visits

The **National Guidance** on visits states:

“While the internet and the LOTC Quality Badge scheme have an important part to play in information gathering, there can be no substitute for a preliminary visit. This will back up research and enable you to clarify issues face to-face. So, wherever reasonably practicable, it is good practice to carry out a preliminary visit to any unfamiliar facility or venue, including those used by a provider. The cost of this can be built into the pricing of the visit”.

Pre-visits should normally be made for new visits or if a venue has not been used in some time.

In some cases (for low-risk visits or if for some reason a pre-visit is not reasonably practicable) a preliminary visit may not be required. Staff should contact the EVC for clarification.

If for any reason a pre-visit is not possible the visit leader should research the venue carefully and may contact staff from other settings who have been to the venue, for advice.

Learning Outside the Classroom Quality Badge (LOtC Quality Badge), AALA assessment and Adventure Mark

Holding one of the above is a credible assurance of appropriate Health and Safety management systems, and no further verification of these systems should be necessary. The LOTC Quality Badge also covers learning quality. Providers that hold a LOTC Quality Badge are not normally required to submit a Provider Form, but Public Liability insurance levels should be checked out on the LOTC Badge website. ([Click here](#))

The provider must have Public Liability cover for at least £10 million.

Parental consent

Delph Primary School asks parents/guardians to complete annual consent forms covering most generic visits like local environment walks or visits to the local library or church. ParentPay asks families to give their consent online, via a ‘check box’.

Specific consent forms are required for the following types of visit:

- Residentials
- Overseas visits
- Adventure activities (including DofE activities)
- Where additional information is required from the parent / carer e.g. medical details
- When there is a request made by the school for a monetary contribution

Parents / guardians should be provided with information on visits in one or more of the following formats:

- Information letter to parents
- School newsletter
- School website
- Or in suitable circumstances, text message/e-mail

Information to parents should remind them of the need to update any details that have changed by including the following statement:

“Consent for this visit is covered by the form you completed at the beginning of the school year. Please let us know about any change to contact details (new mobile phone numbers etc) changes to medical information or allergies, or parental arrangements. If you have questions or concerns about any aspect of this educational visit, please speak with the Class Teacher.”

'Checking out' and 'checking in' before, during and after a visit

1. Prior to departure, the visit leader must ensure that the school administrator is clear about which pupils / staff are attending the visit.
2. The visit leader should contact school on departure of the visit to advise of estimate arrival time at school / destination.
3. The visit leader is responsible for ensuring that all participants are returned to school safely and either return to class or are dismissed / put in the after-school club.
4. Pupils should not normally be dropped at locations other than school unless this has been approved in advance and agreed with parents.
5. For overseas and residential visits, the visit leader should confirm safe return by phone call or text message to the EVC when this is outside of school hours.

Emergencies

All visit leaders must ensure that adequate arrangements are in place for first aid and emergency numbers are carried (Refer to National Guidance for model documents for [Visit Leader](#) and [Home / Emergency Contact](#)). The school should be notified at the earliest opportunity in the event of an incident / emergency.

In the event of an emergency the school's critical incident team will assess and respond to the situation with support from Oldham Council if required.

The EVC will normally act as the 24/7 emergency contact, with support from other senior staff as required. The Emergency Contact(s) will have 24/7 access to all details of the visit, including medical and next-of-kin information regarding staff and young people (via EVOLVE or hard copies).

Monitoring

The running of visits is an important professional role for all staff and monitoring the running of educational visits will be undertaken by the EVC or other senior staff and the named Governor of educational visits.

Evaluation

All visits should be evaluated to monitor and develop the quality of provision. This evaluation can be done in a number of ways according to the circumstances:

- For routine, regular visits this might involve a periodic review involving all staff who lead this visit. The EVOLVE system includes a very quick and easy assessment tool which focusses on the learning outcomes of a visit. This is a simple way of evaluating 'everyday' visits and outcomes can be summarised in a report to Governors.
- For new visits and those involving complex arrangements this might require a meeting of all staff involved with the involvement of SLT.

Outcomes from evaluations might include:

- Amendments to risk assessment for future visits
- A decision not to use a venue again
- Cascading good practice to other staff
- Identifying training or support needs for staff
- Passing on issues and concerns to other staff / departments

Staff induction and training

Delph Primary School recognises that staff may require training and experience to maximise learning outcomes from educational visits and to operate safely. Certain kinds of visits (especially residential and overseas visits) may require that staff obtain practical experience as assistant leaders alongside experienced staff prior to taking on the role of visit leader. This approach also helps to ensure continuity if key staff running annual / regular visits leave, retire or are unable to attend.

Delph Primary School will actively promote professional development by providing opportunities for a wide range of training for staff involved in running and supporting visits including:

- First aid courses
- Visit Leader Training (theory and practical)
- Educational visit coordinator (EVC) Training
- EVOLVE training

Relevant Training will be recorded on the EVOLVE system and the school staff appraisal files. Learning Logs are completed periodically by staff where any CPD attended is recorded and evaluated.

Induction requirements

Checklist for new staff:

1. Ensure staff member has EVOLVE log-in (available from the EVC) and understands how to use the website.
2. Staff member to familiarise themselves with Delph Primary School procedures and GOVAA requirements
3. Provide / arrange support when planning first visits
4. Arrange mentoring opportunities as appropriate

Transport arrangements

Transport arrangements must be approved as part of the visit planning process

Use of staff cars

Use of staff cars must be approved. Staff must:

- Fill in a registration form (renewable each year)
- Produce a clean driving licence (if staff have endorsements on their licence, approval to drive is required from the Headteacher)
- Produce evidence of insurance cover for carrying pupils whilst at work (business use cover on insurance certificate)
- Ensure pupils wear seatbelts on journeys

School and rented minibuses

Drivers must hold a current MIDAS certificate.

Driving licence requirements are as above.

Regulations related to license requirements for driving vehicles with more than 8 passenger seats are complex. Staff should check eligibility to drive with the **EVC**.

Coaches / Minibuses with drivers

Coaches and minibuses with drivers are booked via the school office to ensure they meet required standards and to obtain best value.

Taxis

Taxis should be booked through the school office to ensure they meet required standards and to obtain best value.

Volunteers

Volunteers assisting with visits may need DBS checking / List 99 carried out – check with the EVC well ahead of the visit. Visit leaders are responsible for briefing and supervising volunteers.

Visit leaders are responsible for ensuring that volunteer staff on visits:

- have clearly defined roles
- are clear about expectations of them

The school has a duty of care for all participants including volunteers, and the visit leader should ensure this is considered as part of the planning and risk assessment.

Where appropriate the competence of volunteers should be verified by the EVC.

Regular volunteers should be listed on the EVOLVE system.

Behaviour Expectations

The school's Behaviour Policy and Expectations apply off site as well as in school. Staff should apply the same behaviour management principles and pupils must understand that the same expectations apply.

Consent forms for residential and overseas visits require parents to sign, confirming acceptance of these policies and expectations.

Inclusion

Visits should be planned with a presumption of entitlement to participate, ensuring integration through participation with peers wherever possible. Accessibility should be ensured through direct or realistic adaptation or modification if required. Advice is available from the EVC where necessary.

Insurance

Delph Primary School currently purchases an annual policy with Oldham Council which provides personal insurance for all educational visits.

Finance

Policy for dealing with finance for visits, including:

- School Charging policy
- Any arrangements in place for young people unable to afford a visit

- Requirements for accounting, banking and reporting

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school's Data Protection Policy.

Data Audit for the Educational Visits Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Pupil data	Name D.O.B. Emergency contact details Medical details	Well-Being of the Child	All Staff (as necessary)	School electronic records (SIMS / EVOLVE) Paper forms / consent	Data is deleted / shredded as necessary following visit Incident / accident records would be kept as per data management policy

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
	✓	

This policy will be reviewed every three years or sooner if legislation / school assessment systems change.

Information / documents required when planning a visit (available from the EV Teams Folder):

- Booking a school visit form
- Letter to families
- School planning & checklist
- Visit Lead checklist
- Emergency Procedures
- Packed lunch requirements for school kitchen
- Risk Assessment (school)
- Risk Assessment (venue) If applicable
- Escorting pupils off site guidelines (local / regular visits)
- Class / group adult allocation
- Class / group transport allocation
- Medical / emergency contact details (pupils and staff)
- Transport details
- Visit leader- emergency card
- Blank incident log forms
- Medicines log
- Pupil IHCP (where applicable)