

Educational Visits Policy

St Margaret's CEVAP School



Approved by: Learning & Standards

Date: Spring 2026

Last reviewed on: Spring 2026

Next review due by: Spring 2028

Context

'Memorable activities make for memorable learning'

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes St Margaret's School 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:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, St Margaret's School:

1. Adopts the Local Authority's (LA) document: **'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE'** (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (i.e. this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of visit

There are three types of visit:

1. Routine local visits in the 'Extended learning locality' (See Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity.
3. Visit that are either overseas, residential, and/or involve an adventurous activity.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required) and writing their own risk assessment. They should obtain outline permission for a visit from the Head Teacher or Educational Visits Coordinator prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is *Julie Febvre*, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVES before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher and EVC are responsible for authorising all type 1 and 2 visits. The Headteacher is responsible for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's role is that of a 'critical friend'. Individual governors may request 'read-only' access to EVOLVE.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a visit leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher/EVC will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.

- Knowledge of the pupils, the venue, and the activities to be undertaken.

The visit leader **MUST**:

- be inducted by the school
- be approved as competent by the EVC
- follow school policies and procedures
- plan & prepare, including assessing risks
- *take emergency details with them, and shred at the end of the visit.*

Risk Assessments

The visit leader is required to submit a visit specific risk assessment showing any potential risk/hazard **for this class on this trip** and how such risks will be managed. This should be shared with any assistant visit leaders and pupils briefed as appropriate.

Supervision on Educational Visits

The law requires **effective** supervision. There are no longer any published fixed ratios for supervision. At St Margaret's School the **minimum** requirement for off-site visits is two members of staff. **This is a minimum and any true ratio must take into account the particular needs and requirements of the class including 1:1 support.**

For EYFS visits ratios must include a paediatric trained first aider. All other classes must include a first-aid trained member of staff.

NB If a parent accompanies their child on 1:1 basis they cannot be included in the overall supervision ratio. Furthermore, if a parent supervises a group which includes their own child, they cannot be included in the ratio.

Approval

The approval process is as follows for each type of visit:

1. Local visits follow the 'Extending learning locality' policy (Appendix 1), for which parents sign a permissions form as part of their child's initial induction into the school.
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least 14 days in advance, and then submitted for approval by the EVC or the Head.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head to the LA for approval.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist

St Margaret's School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. St Margaret's School's Educational Visits Checklist may be downloaded from EVOLVE Resources and a copy appears in Appendix 3

Parental Consent

The school obtains blanket consent, upon each child's initial induction to the school, for routine activities that fall within the 'Extended learning locality' (see Appendix 1). **NB** *The exception to this is when visiting a place of worship – if a pupil has been withdrawn from Collective Worship or RE, informed parental consent must be obtained prior to the visit.*

Verbal consent is acceptable if the visit is within the school day and has no cost.

Informing Parents

Specific, (i.e. one-off), informed parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via EVOLVE, letters, parentmail, meetings, etc), so that consent is given on a 'fully informed' basis.

When informing parents of trips they should always be asked to inform the school of any medical updates since September (data return). Wording to be included on letters/emails should read 'If your child's medical status has changed since September, you must let the school know'.

Inclusion

St Margaret's School is committed to inclusion and follows the Equality Act 2010. All reasonable adjustments will be made to allow children with particular needs to attend trips whenever possible. (If a parent accompanies their child on 1:1 basis they cannot be included in the overall supervision ratio)

Charging / funding for visits

Parents/carers will usually be asked for voluntary contributions towards the costs of any visit where a cost is entailed. In some cases, a visit may only be able to take place if sufficient contributions are made.

Costs are differentiated as follows:

We now offer three options of payment:

- Trip supporter- where parent sponsors (part-funds) another pupil as well as paying themselves
- Standard rate for trip
- Supported family rate

Transport

St Margaret's School follows National Guidance on transporting children to and from visits:

Transporting Pupils by car.

Staff are not authorised, except in exceptional circumstances and by prior agreement with the headteacher or EVC, to transport pupils by car. The Private Car Form must be completed (Appendix 4). The headteacher or EVC reserve the right to request copies of the member of staff's Drivers Licence, MOT and Insurance details, and to check details are up to date via DVLA online. **Teachers must have business insurance in order to transport pupils and must not travel 1:1.**

Parents may be asked to transport their own children to and from events as required (e.g. after school sporting fixture where the team meets at a venue at a given time)

Staff are not authorised to ask parents to transport other pupils. Parents must make their own arrangements with each other.

Insurance

St Margaret's School uses the Local Authority insurance to cover their out of school visits.

Other topics

Parents on School Trips.

If parents are supervision a group which includes their own child, they cannot be included in the adult : child ratio.

Dismissal of pupils after evening activities

Parents should usually collect children from the school hall, entering via the main school doors and office or waiting for children to be delivered to them here, or by waiting at the school hall fire door, as directed by members of staff. Dismissing staff are responsible for ensuring pupils do not leave without their designated adult.

Appendix 1 - Extended Learning Locality

This area includes the following frequently used venues:

- *St Margaret's Church*

- *Christchurch Park*
- *Christchurch Mansion*
- *Crown Pools Leisure Centre*
- *Local shops, local theatre venues*

We use this extended area on a regular basis for a variety of learning activities. Approved staff are allowed to operate in this area provided they follow the below Operating Procedure.

The EVOLVE process should still be completed in all cases except for regular weekly visits to St Margaret's Church and Crown Pools Leisure Centre (where an initial, ongoing EVOLVE form has been submitted).

Operating Procedure for Extended Learning Locality

The following are 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.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will always be a minimum of two adults.
- Staff are familiar with the area and have practiced appropriate management techniques.
- Pupils 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.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- 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 phone is taken with each group and the office have a note of the number. There is a school mobile phone for this purpose.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- When crossing Bolton Lane, all pupils will use the pedestrian crossing with adult supervision.

Signing- out sheet for ad-hoc activities in the school locality, where the school policy addresses the generic risk management issues.

Leave this completed form in the office or other agreed place when you go out.

Date	
Visit Leader	
Accompanying Staff	
Volunteers	
Group/Class/Form	
Activity	
Destination/Venue details	
First Aid kit / Emergency Card taken?	
Time out	
Time back	
Contact number	
Any other relevant details/issues (eg pupil medical/behavioural needs)	

Keep a record of this sheet.

Appendix 2 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'extended learning locality', the visit leader will carry an LA Emergency 'Card' (see EVOLVE Resources).
7. This Emergency Procedure is tested through both discussions and periodic scenario calls from visit leaders.

Appendix 3 – Educational Visits Checklist

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

In advance of the visit:

- | | | | |
|-----|---|-----------------------|-----------------------|
| 1. | Have the intended outcomes of the visit been clearly identified? | <input type="radio"/> | |
| | | yes | |
| 2. | Is the visit appropriate to the age, ability and aptitude of the group? | <input type="radio"/> | |
| | | yes | |
| 3. | Has there been suitable progression/preparation for participants prior to the visit? | <input type="radio"/> | |
| | | yes | |
| 4. | Does the visit comply with any guidelines specific to your Establishment? | <input type="radio"/> | |
| | | yes | |
| 5. | Does the visit comply with any specific LA guidelines? (see relevant sections) | <input type="radio"/> | |
| | | yes | |
| 6. | If a member of staff is going to <u>lead</u> an adventurous activity, have they been 'approved' by the LA? (see Section 28) | <input type="radio"/> | <input type="radio"/> |
| | | yes | n/a |
| 7. | If using an external provider or tour operator, does the provider hold an LOTC Quality Badge (see www.lotcqualitybadge.org.uk) or have they satisfactorily completed and returned a 'Provider Form'? (see Section 29) | <input type="radio"/> | <input type="radio"/> |
| | | yes | n/a |
| 8. | Are transport arrangements suitable and satisfactory? (see Section 14) | <input type="radio"/> | <input type="radio"/> |
| | | yes | n/a |
| 9. | If residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section 17) | <input type="radio"/> | <input type="radio"/> |
| | | yes | n/a |
| 10. | If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see Section 18) | <input type="radio"/> | <input type="radio"/> |
| | | yes | n/a |
| 11. | Has a pre-visit taken place? (normal procedure for most visits within the UK).
If not, have appropriate additional checks been made? | <input type="radio"/> | |
| | | yes | |
| 12. | Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). | <input type="radio"/> | |
| | | yes | |
| 13. | Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability? | <input type="radio"/> | <input type="radio"/> |
| | | yes | n/a |
| 14. | Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? | <input type="radio"/> | |
| | | yes | |
| 15. | Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role? | <input type="radio"/> | |
| | | yes | |
| 16. | Are all support staff aware of and comfortable with their roles? | <input type="radio"/> | |
| | | yes | |
| 17. | Are all helpers aware of and comfortable with their roles? | <input type="radio"/> | |
| | | yes | |

- | | | | |
|-----|---|-----------------------|-----------------------|
| 18. | If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? (see Section 7 and ESN Form) | <input type="radio"/> | <input type="radio"/> |
| | | yes | |
| 19. | Is insurance cover adequate? (see Section 13) | <input type="radio"/> | |
| | | yes | |
| 20. | Does at least one member of staff know the participants that are being taken away, including any behavioural traits? | <input type="radio"/> | |
| | | yes | |
| | Have participants been advised in advance about expectations for their behaviour? | <input type="radio"/> | |
| 21. | If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? | <input type="radio"/> | |
| | | yes | |
| 22. | Are participants aware of the nature and purpose of the visit? | <input type="radio"/> | |
| | | yes | |
| 23. | Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section 9) | <input type="radio"/> | |
| | | yes | |
| 24. | Have all relevant details been issued? (eg. itinerary, kit lists, etc?) | <input type="radio"/> | <input type="radio"/> |
| | | yes | n/a |
| 25. | Are staff aware of any medical needs and/or other relevant details of participants? | <input type="radio"/> | |
| | | yes | |
| 26. | Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? | <input type="radio"/> | <input type="radio"/> |
| | | yes | n/a |
| 27. | Are staff aware of any relevant medical conditions of other staff/helpers within the group? | <input type="radio"/> | <input type="radio"/> |
| | | yes | n/a |
| 28. | Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? (see Section 12) | <input type="radio"/> | |
| | | yes | |
| 29. | Is a first aid kit (appropriate to the visit) available? (see Section 12) | <input type="radio"/> | |
| | | yes | |
| 30. | Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and parental consent been obtained? | <input type="radio"/> | |
| | | yes | |
| 31. | For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts? | <input type="radio"/> | <input type="radio"/> |
| | | yes | n/a |
| 32. | Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)? | <input type="radio"/> | |
| | | yes | |
| 33. | Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section 27) | <input type="radio"/> | |
| | | yes | |
| 34. | Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see Section 19) | <input type="radio"/> | <input type="radio"/> |
| | | yes | n/a |
| 35. | If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? (see Section 16) | <input type="radio"/> | <input type="radio"/> |
| | | yes | n/a |

- | | | | |
|-----|---|------------------------------|------------------------------|
| 36. | A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? | <input type="radio"/>
yes | <input type="radio"/>
n/a |
| 37. | Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? | <input type="radio"/>
yes | <input type="radio"/>
n/a |
| 38. | Does any specialist equipment conform to the standards recommended by responsible agencies? | <input type="radio"/>
yes | <input type="radio"/>
n/a |
| 39. | Have all financial matters been dealt with appropriately? | <input type="radio"/>
yes | |
| 40. | Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? (see Section 3) | <input type="radio"/>
yes | |
| 41. | If residential, overseas or involving adventurous activities, has the visit been approved by the LA ? (see Section 3) | <input type="radio"/>
yes | <input type="radio"/>
n/a |

During the visit

- | | | | |
|-----|--|------------------------------|------------------------------|
| 42. | Do all staff have a list of participants/groups? + emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours? | <input type="radio"/>
yes | |
| 43. | Does the establishment office have a list of the names of all participants, including adults? and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)? | <input type="radio"/>
yes | |
| 44. | Do staff have sufficient funds to allow for any contingencies? | <input type="radio"/>
yes | <input type="radio"/>
n/a |
| 45. | Do staff have any relevant literature, work sheets, clipboards, etc? | <input type="radio"/>
yes | <input type="radio"/>
n/a |
| 46. | Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed? | <input type="radio"/>
yes | |
| 47. | Are participant numbers being checked at appropriate times? | <input type="radio"/>
yes | |
| 48. | Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? | <input type="radio"/>
yes | <input type="radio"/>
n/a |
| 49. | Are participants aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) | <input type="radio"/>
yes | <input type="radio"/>
n/a |
| 50. | Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively? | <input type="radio"/>
yes | <input type="radio"/>
n/a |
| 51. | If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet? | <input type="radio"/>
yes | <input type="radio"/>
n/a |
| 52. | Do participants know what action they should take if they become separated from the group? | <input type="radio"/>
yes | |
| 53. | Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? | <input type="radio"/>
yes | |

At the end of the visit

- | | | |
|---|-----------------------|-----------------------|
| 54. Are appropriate arrangements in force for the dismissal of participants? | <input type="radio"/> | |
| | yes | |
| 55. Has the Visit Leader reported back to the Educational Visits Coordinator? | <input type="radio"/> | <input type="radio"/> |
| | yes | n/a |
| 56. Has the group been debriefed and any relevant follow-up work completed? | <input type="radio"/> | <input type="radio"/> |
| | yes | n/a |
| 57. Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc? | <input type="radio"/> | |
| | yes | |
| 58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? | <input type="radio"/> | |
| | yes | |
| 59. Have all staff and helpers involved in the visit been thanked for their input? | <input type="radio"/> | |
| | yes | |

Appendix 4 - PRIVATE CAR FORM

1	To: The Head of St Margaret's CEVAP School
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I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I will accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all aspects.

2	Signed: _____ Print Name: _____
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3	Address: _____ _____ _____ _____
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4	Date: _____
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The LA and St Margaret's CEVAP School reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

	Insurance Cover Required
For teachers or other LA employees	<i>'Use by Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>'Use for social, domestic and pleasure purposes'</i>