

ST ANDREW'S METHODIST PRIMARY SCHOOL



Educational Visits Policy

Reviewed February 2026

Headteacher Anne Barker

Chair of Governing Board Margaret Hughes

Agreed at the Finance Committee of St Andrew's Methodist Primary School meeting on 16th March 2026

Date of Next Review February 2028

This policy has been scrutinized to ensure it meets the requirements of the single equality duties. The school will make every reasonable adjustment to comply with the duties and actively avoid discrimination.

Introduction

Our school vision statement, '**Striving for excellence- together as one with God,**' reflects our mission to ensure our pupils have a wide range of extra-curricular opportunities to support spiritual development and enable all to flourish. The importance of educational visits outside school is evident to all, as it the impact on pupils.

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 Headteacher has appointed an educational visits co-ordinator (EVC). They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The EVC is: Louise Bews (school business manager)

Administrative tasks will be carried out by: Louise Bews

2. Establishment policy and procedures

The St Andrew's Methodist Primary School Policy for ducational visiits, outdoor learning and adventurous activities

St Andrew's Methodist Primary School is the employer's policy. Specific local procedures will be in line with but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources, the employer policy will take precedence with clarification sought from the Headteacher, and if required from North Yorkshire Educational Visits Advisory Service.

Consent

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day and information regarding the nature of the types of visit will be included website. We will always aim to fully inform parents by letter of the nature of each visit, activity or series of 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 will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents by letter of the nature of each visit, activity, or series of similar nature.

Specific consent: Written consent will be gained for every individual visit, activity or series of 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 by letter of the nature of each visit, activity, or series of similar nature.

Medical information: We will use the medical information on record in our Student Information Management system 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 EVC 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.

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 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.

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 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 principle will also be gained as required in the employer policy.

Governing Board:

The governing board 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 adventurous activities regardless of location. (As detailed in guidance).

Headteacher: All visits and activities.

Educational Visits Co-Ordinator: All visits are sent to the EVC who then sends to headteacher.

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 the appendix.

6. Monitoring of visits and procedures

Governors will monitor the implementation of this policy by acting as critical friends in monitoring the implementation and effectiveness of the policy.

The EVC 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 school charging and remissions policy.

8. Inclusion & SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaptation or modification, and integration through participation with peers.

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 the 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 St Andrew's Methodist Primary School SEND policy.

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 safeguarding policy.

10. Insurance

Young people participating in visits and activities will have annual travel insurance provided under an annual schools journey insurance policy. 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.

Appendix 1 - Local Learning Area

Boundaries

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues: e.g.

- Walkden Methodist Church
- Little Hulton & Walkden Library
- Fit City Worsley Pool and Leisure Centre
- Walkden Shopping Mall
- Blackleach Country Park

We use this extended area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area inputting visits on EVOLVE using the Local Learning Area option, provided they follow the below Operating Procedure.

Below is, in essence, a generic risk assessment for routine activities.

Operating Procedure for visits to the Local Learning Area

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, Deputy or EVC must give verbal approval before a group leaves. Not strictly necessary if you have clearly identified competent staff, and are confident in your operating procedure, and the fact that staff will follow it.*
- *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 explained to all new parents when their child joins the school.*
- *There will normally be a minimum of two adults. Suggested ratios:*
1:2 Nursery
1:4 Reception
1:6 Years 1 -3
1:10 – 1:15 Years 4 -6

- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group 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 is taken with each group, and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

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 if 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 either:
 - a) An Emergency Checklist (see EVOLVE Resources),
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

Good Practice folder

