



Educational Visits Policy

Approved on:	16 th March 2026
FGB/Committee:	FGB
Responsibility:	Headteacher
Review Date:	March 2028
Signed by Headteacher:	
Signed by Chair of Governors:	Claire Sarr

1. Introduction

Wootton Community Primary School acknowledges the immense value and many benefits of outdoor learning and is committed to supporting off-site visits and activities that enrich the learning opportunities of children and young people. This policy will relate to all types of educational visits.

Wootton Community Primary School works within the requirements set out by Outdoor Education Advisers' Panel 'National Guidance' and the Isle of Wight Council.

All members of staff will be made aware of the requirements of this policy and of any changes that have been made. In the event of any apparent conflict between the employer's policies, the establishment policy or National Guidance, then the employer's policy must be followed and clarification sought from the Educational Visits Coordinator (EVC) or management.

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Behavioural Policy
- Health and Safety Policy
- Charging and Remissions Policy

2. Roles and Responsibilities.

Headteacher

The Headteacher is responsible for ensuring off-site activities and visits comply with the LA Guidance and this visits policy and are notified or submitted for formal approval via EVOLVE. They must also ensure that approved visits can be accommodated within the planned provision. The Headteacher will ensure that the Educational Visits Co-ordinator (EVC), Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Visit Coordinator

The EVC is a staff member who is the point of contact for Educational Visits and is someone who has received the relevant training and induction and is delegated with the following tasks:

- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance.
- To ensure that the visit links to the learning plan set in place.

The EVC should be specifically competent, ideally with practical experience in managing a range of visits similar to those typically run by the establishment. **The designated EVC for Wootton Community Primary School is Catherine Pye (School Business Manager).**

Visit Leader

Visit Leaders will have overall charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing.

They are responsible for ensuring relevant visit information is shared with parents/carers and consent is sought where necessary and ensuring adequate risk assessment procedures have taken place.

Visit Leaders will have the relevant qualifications and understanding of Educational Visits and assisting staff and voluntary helpers will be appropriately trained as required, and specifically competent to carry out the responsibilities allocated to them for all visits

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

Governing Body

The Governing Body is responsible for working alongside the Headteacher and EVC ensuring that the Educational Visits are approved as required by the establishment visit policy, that all visits approved can be accommodated within the timetable and that the visit will be beneficial to the children and link to the learning plan.

The Governor member responsible for monitoring this policy is the Health and Safety Governor.

Ratio

EYFS -Year 3 is 1:6

Year 4 - Year 6 is 1:10

Please seek advice from EVC or Headteacher if further information is required.

3. Procedures

Staff wishing to plan and undertake a visit (Visit Leaders) should first seek permission from the Headteacher using the Educational Visits and Journeys Request Form. Once this form has been signed off by the Headteacher, it must then go to the Admin Officer for transport to be booked and total costs calculated. It must then be signed off by the Headteacher and School Business Manager before the member of staff can then send home information about the visit. Consent and payment details, where required, will be set up on Arbor.

An EVOLVE form must then be completed by the Visit Leader in good time to allow for the approval process (note that residential visits or adventurous activities must be submitted at least 12 weeks in advance).

Finance

The Headteacher, Visit Leader and SBM (EVC) should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996. They should also be aware of the Health and Safety at Work Act 1974 and National Guidance from Outdoor Education Guidance Panel.

The financial procedures outlined in the school's Charging and Remissions policy will always be followed when arranging educational visits.

Money for educational visits will be paid through Arbor, unless stated otherwise.

Staff Induction and Training

The EVC will ensure that every member of staff has access to advice about Educational Visits and ensure that all new staff will, as part of their induction, be familiar with the local policy for off-site visits and activities and understand their role in managing, planning, leading or assisting with organising off-site events. All staff will have access to the National Guidance.

The EVC will identify any specific training needs and requirements and ensure that staff can access the relevant training and learning opportunities.

Visit Approval

Wootton Community Primary School uses the EVOLVE system for approval of visits, which are categorised into three broad types:

1. Local low risk single day visits that are regular and routine
2. Day visits and programmes that require enhanced planning
3. Higher risk visits, further field that require detailed planning and leader competence (To be approved by LA)

All visits must be planned and assessed by the Visit Leader and require the completion of an EVOLVE form at least 4 weeks prior to the event. Residential visits and higher risk activities will require *at least 12 weeks'* notice.

Once the Visit Leader has submitted a form on EVOLVE, the EVC and Headteacher will either approve the visit or refer back to the Visit Leader for further information.

Category 1

These visits will be regular, routine day activities that are organised in and around the locality, usually on foot.

Regularly repeated visits can be covered by a block consent on Arbor subject to parents/carers being made aware of every visit, especially any involving a return time outside the normal day.

Visits and activities included in this category for this establishment are: On-site activity (excluding adventurous activities listed in category 3), Transporting young people between multi-site establishments or other local schools/venues, Regular curriculum delivery at off-site learning provider venues (14-19), Visits in and around your base setting on foot (churches, parks, urban centres), Sports fixtures (involving transport).

These visits should be planned using the establishment specific local visits risk assessment and with approval by the EVC and Headteacher. Activities can be covered by a blanket parental consent on Arbor.

Where there are local activities that are a planned part of the curriculum/routine programme but are dependent upon the right conditions on the day, then the Visit Leader will sign out before departure leaving relevant information with the base contact

The specific establishment off-site visits risk assessment (that may also include road transport) covers general supervision of these visits. A review will be required rather than completing a new document each time.

Category 2

These visits are single "one off" day visits or a programme of visits that take place off-site but further field than your base locality and with no element of adventurous activities (as defined in Category 3). These opportunities will usually require transport and could also require some enhanced planning and risk assessment. Example visits are:

- Visits requiring use of transport (urban areas, theatres, social events, places of interest)
- Swimming (excluding open water)
- Fieldwork visits (not in open/remote country)

- Activities at Water Margins (coastal locations & inland waters)
- Farm visits
- Forest school programmes.

For a programme of regular visits to similar destinations, one single visit form can be completed, with the relevant dates selected and can be covered by consent given on Arbor.

The specific establishment local visits risk assessment (that also includes road transport) will cover general supervision of the visit. A review will be required rather than completing a new document each time.

Certain activities will require staff to hold specific qualifications or competencies before being able to deliver sessions. E.g. forest school. Relevant qualifications will be added and uploaded to EVOLVE. These activities will not be undertaken unless there is a sufficient number of suitably qualified staff to deliver them.

Category 3

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval after first being checked by Catherine Pye (Educational Visit Co-ordinator) and authorised by the Headteacher. Specific consent will be required for each visit.

Overseas visits will be submitted to the LA four working weeks before a visit is set to take place, and before anyone is financially committed. Other visits requiring LA approval require two working weeks' notice. Approval notification via email will automatically be sent out (from EVOLVE) as soon as possible up to two working weeks after receipt of the visit form.

A member of staff intending to lead an adventurous activity, must be specifically approved by the LA to do so via the EVOLVE Leader Approval Request function. When external providers are used it is a requirement for their safety management to have been verified.

4. Risk Management

The risk management of an activity is normally carried out by the Visit Leader with the support of the EVC as required. Risks are expected to be reduced to an acceptable or tolerable level but not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

There is no legal requirement for the assessment to be produced in a particular format, but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e those that may cause serious harm to an individual or harm several people.

5. Monitoring

The arrangements for monitoring off site visits within Wootton Community Primary School are agreed as required and this will be undertaken by the Headteacher.

6. Insurance

Appropriate insurance must be in place for all visits. The responsibility for arranging adequate insurance cover rests with the Headteacher in conjunction with the organiser of each journey.

For visits abroad, additional journey insurance **must** be taken out.

It is the responsibility of the Headteacher, Governing body and EVC to determine whether any additional insurance should be taken out.

7. Inclusion

Under the Equality Act 2010, it is unlawful to treat a young person less favourably and/or fail to take reasonable steps to ensure that disabled and SEND persons are not at a substantial disadvantage without justification.

Adjustments made to include a disabled child or young person should not impinge unduly on the planned purpose of the activity.

Expectations of staff must be reasonable, so that what is required of them is within their competence.

For educational visits that require additional payment, the fee will be reasonable and help will be provided where possible for pupils who cannot afford the initial fee.

Behaviour

Wootton Community Primary School encourages the use of codes of behaviour conduct as a means of establishing appropriate expectations of young person's behaviour. Such codes will be explained to both young people and those with parental authority prior to a visit, so reducing the opportunity for misunderstanding both expectations and the sanctions that may be invoked where a code is breached.

Whilst inclusion of young people and adults on off site visits will be the norm at Wootton Community Primary School, this will not be the case where health and safety of the individual or other group members would be significantly compromised. Visit Leaders will ensure that they consult the LA and parents well in advance of the visit where inclusion is an issue.

8. Evaluation

To ensure rigorous evaluation of each visit can take place, Visit Leaders must have reached a clear understanding of the learning outcomes they hope to achieve. Given that most outdoor learning, off site visits and activities have the potential to deliver a very wide range of benefits and outcomes, the Visit Leader and staff team to agree how the Learning Outcomes are to be prioritised, in the early stages of the planning process and documented on the EVOLVE record. Each identified outcome can be evaluated and recorded using EVOLVE.

9. Emergency Procedures

The risk management for each visit will identify the relevant emergency procedures during the visit. For any off-site visit a home contact will be designating by the establishment who may be needed as a link between the party, the parent/carers, the establishment and the County Council in the event of an emergency.

In the event of a delay in returning, or an incident resulting in harm to any attending participant, staff member or volunteer, then the establishment must be contacted as soon as possible to inform Wootton Community Primary School, the Headteacher or the designated deputy so that they can decide:

- If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning

late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Visit Leader will be designated to undertake this task.

- If the incident is very serious to contact IOW Council using emergency contact phone number.

10. Accident Reporting

All accidents will be handled in line with the establishment's guidance. Accident forms and other related documents are available in the Resource section of EVOLVE-Guidance.

The school will keep written records of any incidents, accidents and near misses.

11. Review

This policy will be reviewed at least every 2 years.

Wootton Community Primary School

Educational Visits and Journeys Request Form

This form should be completed when planning a visit or journey and should be then given to the head for approval, before going to the School Administrator for transport booking. You must then complete the EVOLVE form. **This form must be completed at the point of arranging the visit/journey – at least 8 weeks before the planned date.** EVOLVE must be completed at least 6 weeks prior to the planned date. (*Adventurous activities need at least 8 weeks*)

Trip Leader:	
Class/Year group:	
Topic/focus and purpose of the trip:	
Place to be visited (e.g. town, museum):	
Proposed date:	Proposed times:
Total cost of venue/destination:	
Signed off by Headteacher:	

Following section to be completed by the School Administrator:

Breakdown of transport costs:	
Total cost of transport:	
Total cost of educational visit:	
Total cost per child:	
Pupil premium Contribution:	Sports Contribution:

Signed by School Administrator: Date:
Signed by School Business Manager: Date:
Signed by Headteacher: Date:

Total outstanding on Arbor (to be completed after visit):