Howden Junior School

Educational/Offsite Visits Policy Statement

Last updated: September 2026 Date for next review: September 2027

Introduction

All offsite visits and activities (apart from work experience or college placements which are dealt with separately) that are organised and undertaken by the school, are regarded as "educational visits". Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

Aims and Objectives

The school aims to offer our children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental, and physical development, and prepares them for adult life. The school's headteacher and governors recognise the value and importance of learning outside the classroom and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

We strive to provide opportunities that enrich our pupils' experience and deepen their understanding of the curriculum. We want to give our pupils the chance to build lifelong memories that foster our school values of curiosity, community, courage and care. For example, this could be: the launch of a new topic to support learning; a visit to consolidate learning; visiting places of historical or religious significance; attending festivals or celebrations; or completing residential visits to a city or coastal region. When planning all educational/ off site visits, teachers will ensure that the educational value of the experience or trip is maximised, with clear objectives.

Types of visits organised by the school

The school offers a wide range of educational visits, including:

- ***Local recurring visits in Howden, including Howden Marsh, Howden Minster & Howden Town Centre.***
- ***Local fieldwork visits, within 10 miles of Howden (Airmyn River Study)***
- ***Day trips to places of significance. For example, Hull Street Life Museum (Year Three), Skill Street (Year Five), and Wilderspin (Year Five).***
- ***Overnight residentials- York Residential (Year Four), Boggle Hole Residential (Year Six).***
- ***Visits to sporting venues or swimming pools (Year Four).***
- ***Other trips include visits to other settings within the Multi-academy Trust (TEAL).***

Compliance

The school's policy is to comply with the LA's "Guidance for the Management and Leadership of Offsite Visits". The school's Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- ***Generic Risk Assessment.***
- ***Health, Safety and Welfare Policy statement.***
- ***Charging Policy***
- ***Safeguard/Child Protection***
- ***Equal Opportunities/Inclusion/SEN***

Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents and should know how/where this information can be accessed.

The LA's "Guidance for the Management and Leadership of Offsite Visits" is accessible via EVOLVE Online.

Roles and responsibilities (for details see LA Offsite Visits Code of Practice)
The Headteacher has overall responsibility for all the school's educational visits. New/Acting Headteachers should contact the LA for guidance on taking up the position and should access training from the LA as soon as possible during their first term regarding their responsibilities with respect to the management and approval of educational visits.
If the Headteacher is absent or unavailable, ***Natalie Starkey*** will act as the appointed deputy, and fulfil the same responsibilities regarding the management and approval of educational visits.
The School's Educational Visits Coordinator (EVC) is *Natalie Starkey (appointed 25.9.25, trained 25.9.25).* The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff and Headteacher, including recommendations regarding the approval of visits. New EVCs should access training from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years.

The EVC role has admin support provided by:
Mrs Beverley Howarth (appointed 00/01/24, trained 23/09/2025).

This role involves sending out parent letters/obtaining medical details and consent forms/contact for staff whilst on trips etc.

The Governing Body representative who is responsible for overseeing educational visits, and for assisting with the approval of res/overseas/high risk visits is ***Mr Ian Stewart (appointed 01/09/25).***

The LA Educational Visits Officer is Miss Clare Johnson (tel 01482 392417 or 07773041609 e. clare.johnson@eastriding.gov.uk).

Advice and Guidance
Staff should seek advice and guidance regarding educational visits from:

- the school EVC
- the Headteacher
- the LA Educational Visits Officer
- other experts with specialist/local knowledge (e.g. National Park ranger)

Training
The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided is maintained by ***the Admin team*** and stored ***in the school office.***
The school ensures the following training opportunities regarding educational visits are made available:

- ***Training for Headteachers. Delivered by the LA Educational Visits Officer***
- ***Training for EVC (including update courses every 3 years)***
- ***Training for Visit Organisers and Group Leader (In house CPD, every 3 years)***
- ***Training for ECTs and new staff as part of induction***
- ***Training for TAs/others (EVC to provide every 3 years)***
- ***Inhouse training at staff meetings- updates provided as required***

Monitoring
To assure quality of standards on educational visits:

- ***The school's Headteacher and/or the EVC will normally accompany at least one visit per term/year to monitor real practice, and to assist with the review of policies and procedures.***
- ***Records of these monitoring visits are stored in the Educational visits file located in the school office/Google Drive. The school's Headteacher/EVC will complete the Manager Review (an online audit of our school's educational visits policies and procedures (that is accessible for managers via the front page of EVOLVE online) and share the findings with the Governors and the LA Educational Visits Officer. This will normally be completed at least every 3 years or***

whenever a new Headteacher is appointed). Proposed actions in response to the review will be carried out in accordance with the target completion dates stated on the Review form, and will be reviewed annually by the EVC.

The following should be read in conjunction with the LA's "Guidance for the Management and Leadership of Offsite Visits" and the Outdoor Education Advisers Panel National Guidance, and provide additional information and policy statements that are specific to the school:

1. Planning and approval procedures

Visits should be recorded, checked, and approved in accordance with the following procedures:

Category 1 - DAY VISITS (ROUTINE)

Local visits that take place frequently or regularly throughout the year, or over a specific period of time (e.g. a series of six weekly visits) e.g. visits to local library/swim pool/away sports matches.
Category 1 visits should be recorded using:

- ***LA Day Visits form***

Category 1 visits should be Risk Assessed by staff, using LA's generic risk assessments (as applicable) and a specific risk assessment for foreseeable risk, as deemed appropriate by organising/leading staff.
Category 1 visits should be checked and approved:
Internally - by the Headteacher (with EVC support)
Category 1 visits should be submitted for approval:

- ***at the beginning of the academic year to obtain "blanket approval" for the year and at least 2 weeks in advance of the first of a series of visits.***

Category 2 – DAY VISITS (NON-ROUTINE)

One-off or occasional visits e.g. day visit to York Minster/Scarborough Sea Life Centre.
Category 2 visits should be recorded using:

- ***EVOLVE online*** (see EVC to request username/password)

Category 2 visits should be Risk Assessed by staff, using LA's generic risk assessments (as applicable for travel), a specific risk assessment for foreseeable risk, and further risk assessments provided by venue or provider (if applicable)
Category 2 visits should be checked and approved:
Internally - by the Headteacher (with EVC support)

- ***In addition, the Governing Body should be informed of visits that will take/have taken place.***

Category 2 visits should be submitted for approval:

- ***at the beginning of the academic year/ at least 2 weeks in advance of the first of a series of visits.***

Category 3 – UK RESIDENTIAL VISITS

Visits that involve one or more nights away from home in UK or Overseas.
Category 3 visits should be recorded using:

- ***EVOLVE Online*** (see EVC to request username/password)

Category 3 visits should be Risk Assessed by staff, using LA's generic risk assessments (as applicable for travel), a specific risk assessment for foreseeable risk, and further risk assessments provided by venue or provider (if applicable)
Category 3 visits should be checked and approved:
Internally - by the Headteacher (with EVC and Governor support), and
Externally – by the LA Educational Visits Officer
Category 3 visits should be submitted for approval:

- ***at the beginning of the academic year / at least 6 weeks in advance of the first of the visit.***

Category 4 – OVERSEAS VISITS

Residential or day visits to any place outside England/Scotland/Wales.
Category 4 visits should be recorded using:

- ***EVOLVE Online*** (see EVC to request username/password)

Category 4 visits should be Risk Assessed by staff, using LA's generic risk assessments (as applicable for travel), a specific risk assessment for foreseeable risk, further risk assessments provided by venue or provider (if applicable), and the LA's additional overseas travel risk assessment.

Category 4 visits should be checked and approved:
Internally - by the Headteacher (with EVC and Governor support), and
Externally – by the LA Educational Visits Officer
Category 4 visits should be submitted for approval:

- ***at the beginning of the academic year/ at least 6 weeks in advance of the first of the visit.***

For visits with significant financial commitment, "Outline Approval" should be obtained before firm bookings are made.

If any of the above 4 types of visit involve what may be regarded as "High risk activities or environments" they MUST be given an additional subcategory "A" classification:

Sub Category "A" – HIGH RISK ACTIVITIES and ENVIRONMENTS
All day visits, or residential or overseas visits that involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school life e.g. a weekly climbing day visit = 1A, a day visit to dry ski slope = 2A, a residential stay at outdoor centre = 3A, an overseas trekking expedition = 4A. All Sub Category "A" visits should be recorded using EVOLVE Online (see EVC to request username/password). All Sub Category "A" visits should be checked and approved:
Internally - by the Headteacher (with EVC and Governor support), and
Externally – by the LA Educational Visits Officer
All Sub Category "A" visits should be submitted for approval:

- ***at the beginning of the academic year / at least 6 weeks in advance of the visit.***

For visits with significant financial commitment, "Outline Approval" should be obtained before firm bookings are made.

All staff who lead visits are required to ***input their own information and assurances on EVOLVE Online / meet with the school EVC to input information and assurances on EVOLVE Online.*** All staff who lead visits are ***required to have their own EVOLVE username and password.*** Staff can request their own EVOLVE username/passwords by ***either contacting directly the LA Educational Visits Officer or asking the school office /school EVC.***

2. Visit objectives
All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the LA insurance.

3. Selection of young people
Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion. **Please see the following policies for more details:**

- **SEND Policy**
- **Accessibility Policy**
- **Home-school-agreements**
- **Staff Code of Conduct**

4. The Overall Group Leader/Visit Organiser
The Overall Group Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Headteacher.

- **Deputy Leaders should normally have been Assistant Leaders on at least 3 similar visits:**

- Overall Group Leaders should normally have been an Assistant or Deputy Leader on at least 5 similar visits, and been a Deputy Leader on at least 1 of those visits.
Headteachers might require Overall Group Leaders of more complex and demanding visits (e.g. ski visits or overseas expeditions) to have much broader leadership experience.

5. Deputy, Assistant and Volunteer Leaders
Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the Overall Group Leader, if necessary. Assistant Leaders should be chosen carefully and must be assessed and

approved as suitable and competent to fulfil their roles and responsibilities by the Headteacher, EVC and Overall Group Leader. Leaders should consider carefully the implications of family members being present, and the possible complications that might arise. The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children and pose no threat to the young people in their care. Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately. Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the group's leaders to have an appropriate and current first aid qualification (6-8 hours of emergency aid training is the minimum training recommended for leaders on educational visits)

School specific policy regarding:

- ***Safeguarding/child protection checks including use of volunteers and parents***
- ***First aider provision and ongoing training***
- ***Records of first aider training***

6. Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The LA's "Guidance for the Management and Leadership of Offsite Visits" provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the EVC and Overall Group Leader (and LA Ed Visits Officer, if necessary), as part of the risk assessment and management process. It is generally good practice to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong. For overseas visits, at least 3 adults should normally accompany the group, as additional reserve capacity and flexibility are often vital in these circumstances. Particular consideration should be given to staffing levels and qualifications required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision.

For volunteers attending any local visits, day visits or residential visits, the school requires a full DBS check to be attained before any unsupervised contact with pupils is allowed. Volunteers may attend a single day visit or experience without a DBS so long as they remain fully supervised by a member of school staff and all contact is risk assessed if necessary. For volunteers attending 3 or more trips and visits within an academic year, a full DBS must be held by school, regardless of whether they will be supervised or unsupervised whilst with the children.

School specific policy regarding:

- ***Use LA staffing ratios plus consider safeguarding and SEND needs of the children adjusted.***

7. Selection and suitability of accommodation or venues to be visited

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe. Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards or have obtained a Learning Outside the Classroom "Quality Badge". However, if necessary, the Provider Assurance Form (EV2) can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures. When planning a visit, the Visit Organiser (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited.

8. High risk activities and environments

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability. All Category 1 and 2 (Day), Category 3 (UK Residential) and Category 4 (Overseas) visits that involve high risk activities and environments are classified as subcategory "A" and must be recorded

on EVOLVE, and approved by the EVC, Headteacher, Governors, and Local Authority. Leaders and other supervisors must be sufficiently competent to supervise pupils in the activity/environment. Competence derives from knowledge, experience, training and personal qualities and may be evidenced by holding the relevant National Governing Body (NGB) award where appropriate. The school keeps a record of staff qualifications, training and leadership experience.
This is stored:
● on the EVOLVE online database
● and additional hard copies of information in staff files.
Visit Organisers should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The EVC will sometimes ask to see and check these plans.

9. Risk assessments and management

The school has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels. Every visit must therefore be subject to a suitable and sufficient risk assessment that identifies all significant hazards.

The Visit Organiser should undertake an appropriate risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders (including new leaders and volunteers) before the visit takes place. Appropriate written evidence of this process should be provided.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management – it should therefore be of real practical value to the leaders and group members, not just a paper exercise. A set of written generic risk assessment templates are available in the resources section of EVOLVE Online.

Visit organisers should select, the generic risk assessment template appropriate to the category of the visit they are leading (this should be just **one template**, unless you are going overseas). Visit organisers should complete the required sections of the template, paying particular attention to the bottom section of the template regarding identifying any significant hazards specific to the visit, that are **not** already covered in the generic sections of the template (e.g. where you are going, activities you will be doing and members of the group).

Visit organisers should consider the control measures that need to be put in place to reduce the risk of the places/activities/individuals that they are running (not activities being run by a provider) to an acceptable level. The Outdoor Education Advisers' Panel – National Guidance has advice and guidance on Specific types of Visit, Activity and Hazards that can assist in completing the template
https://oeapng.info/downloads/specialist-activities-and-visits/

The Amended Risk Assessment Template then needs signing by the member of staff who completed it, this can be done as an e-signature at the bottom of the form. The Risk Assessment needs to be **shared** with the other leaders on the visit.

- ***completed assessments are spot checked/approved by the school EVC.***

10. Insurance and finance arrangements (including charging arrangements)

The Headteacher/EVC/Overall Group Leader must ensure that adequate insurance arrangements are in place for all educational visits, and Group Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Visit Organisers should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

- ***Trustwide insurance (TEAL).***
- The Visit Organiser and school EVC should ensure that:

- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances;

- financial plans – especially for more complex and committing visits – are checked over and agreed first by the EVC/Headteacher before financial commitments are made;
- for visits that involve substantial commitment financially (e.g. overseas expeditions), no firm bookings or financial commitments are made until the visit has been agreed and received "Outline Approval" by the relevant authorities;
- the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent will be charged or asked to contribute;
- money collected for visits is kept in a separate school account, and secure systems are in place to ensure that money is accessed and accounted for correctly.

School specific arrangements regarding finances and accounting E.g.
- ***school bank account for visits***
- ***authorization/signatures required for expenditure***

Charging arrangements (for more details see school charging policy)
No charge may be made in respect of any activity that is deemed to take place in school hours. An activity is deemed to take place during "school hours" if 50% or more of the activity, takes place within school hours. If more than 50% is deemed to be outside of school hours then a charge may be made for "optional extras" only. For residentials, a school trip is considered to have taken place within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. The school will not charge for:
- any activity undertaken as part of the National Curriculum , or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip during school hours.

The school may ask parents for voluntary contributions towards the cost of these visits, but it must be clear that any contribution is genuinely voluntary.
Where it is not permissible to charge parents, any subsidy will come from:
- ***school funds, voluntary fund raising voluntary parental contribution***

The school may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras (see details in the school charging policy) but any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. The costs of the visit should be clear to all concerned, stating how much will be given from other school funds and how much parents are being expected to contribute. The school will normally make a charge for board and lodging on residential trips, and ask for a voluntary contribution towards transport and specialist instruction for certain activities.
Those pupils in receipt of free school meals are exempt from the cost of board and lodging during residential visits.
School specific policy regarding:
- ***Charging and Remissions policy.***

11. Transport
As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met. Leaders should be familiar with, and comply with the Local Authority's "Driving at Work policy", and generic risk assessment template that give detailed recommendations for all standard forms of transport.
School specific policy regarding transport arrangements, in particular:
- ***use of generic risk assessment templates***
- ***coach/bus/minibus/taxi hire***
- ***supervision/first aid/mobile phones***
- ***emergency arrangements – e.g. vehicle breakdown accident on motorway***
- ***use of seat belts***

- ***use of booster seats***
- ***drop off arrangements***

The school hires coaches/buses from:

- ***Companies that have already been checked and approved by the Council's Transport Services team and/or***
- ***Companies whose safety management systems and operating procedures have been checked using the "Coach/minibus hire company enquiry EV3 form"***

For the safe supervision of pupils on coaches/buses, group leaders are required to:

- ***sit in various locations, spread throughout the coach.***
- ***sit near emergency exits***
- ***carry a first aid kit and the school mobile phone.***

The Headteacher must ensure the safety of pupils travelling by private car, and should:

- risk assess and decide if the driver is suitably qualified, experienced and competent, and carry out suitable child protection/safeguarding checks, if appropriate;
- inform parents and obtain their written consent (this may not be possible in emergencies);
- gain assurance on main points of reference – insurance, licence, roadworthy, seatbelts, etc;
- ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts – individual school policies may require the use only of full 3-point seatbelts)
- ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, keeping to speed limits etc).
- drivers have appropriate insurance – inc business cover for employees

For visits that require the use of staff cars, drivers must:

- have business insurance
- be assessed as competent and suitable by the headteacher (using the Driver validation form)

For visits that require the use of parents' or volunteers' cars. Drivers must:

- be assessed as competent and suitable by the headteacher/manager (using the Driver validation form)
- sign to say their car is roadworthy, taxed and insured
- be part of a recorded pool of drivers who have been assessed and approved (including child protection/safeguarding checks, if appropriate).

For visits involving the use of the students' own cars (if applicable):

Any private arrangements between pupils are not covered by school control, but if pupils are used as drivers on official school visits the same arrangements as above will apply for transporting pupils. However, by the nature of their age, these drivers will be inexperienced, and there is a significantly higher risk. The school will only use this option where the Headteachers has been assured of the suitability of the driver and vehicle. The parents of the passengers and of the driver must be fully informed and give their written consent.

Particular caution should be applied if a pupil (e.g. a sixth former) is the driver.

For visits involving the use of minibuses (if applicable):

The school follows National and Local Authority regulations and guidance, and all minibus drivers have been assessed and approved by the LA Transport Services (from Sept 2008, all new minibus drivers will be required to successfully complete the MiDAS courses, and existing minibus drivers will be required to complete the MiDAS course at least once every 4 years).

School specific policy regarding use of minibuses, in particular:

- ***minibus servicing and maintenance and reporting of concerns/ necessary repairs***
- ***use of Section 19 bus permit***
- ***authorisation of drivers – MiDAS – and renewal every 4 years***
- ***annual health/medical checks***
- ***driver hours***
- ***number of drivers and staffing***

12. Parent/Guardian information and consent

The Overall Group Leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend

upon the type of visit planned and the assessed level of risk involved. Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual "rolling" consent for routine visits, or specific consent for a particular visit/activity. There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.
Any special/medical needs of pupils are collated by **the visit lead and admin staff.** Supervising staff are briefed and trained accordingly. Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary. Medical information and consent forms can be obtained from ***the school office/EVC/*** **LA's "Guidance for the Management and Leadership of Offsite Visits"*.***
Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit. The Visit Organiser/EVC must obtain parent contact details for all pupils on the visit.
School specific policy regarding parent information and consent, in particular:

- ***Charging and admissions.***
- ***Parent consent form GDPR.***

13. Staff briefing and emergency procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit. Staff should be aware of their expected roles and responsibilities before, during and after a visit. Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required. Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit. The Visit Organiser must ensure that group leaders have immediate access to the emergency contact details of the school managers and the parents of those on the visit. A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kits are stored in the school/EVC/Head's office and it is the responsibility of the staff to ensure these are fully stocked and equipment is in date.

Spare Epi pens for the appropriate age are to be taken on all visits, regardless of whether pupil(s) are attending with individual pens (as per Medical plans).

All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use.
School specific policy regarding staff briefing and emergency arrangements, in particular:

- ***staff roles and responsibilities.***
- ***emergency procedures/arrangements.***
- ***emergency home contacts.***
- ***school/personal mobile phones for staff.***
- ***mobile phones for pupils – confiscate in emergencies.***
- ***first aid equipment – how many are available, where these are stored, who restocks etc.***
- ***staff conduct/behaviour.***

14. Briefing and preparation of young people
Providing relevant information and guidance to pupils is an important part of preparing for all school visits. Pupils should be briefed about safety arrangements and what clothing/equipment should be brought. Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance. "Buddy systems" are an effective means of promoting safety and welfare within the group. During any time that remote supervision takes place the visit leader must ensure that pupils are aware of the supervision and emergency contact arrangements, and that they have the necessary skills, maturity, responsibility, knowledge and equipment to operate safely as an independent individual/group. Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group. It is good practice to teach pupils how to recognize dangers and manage risks sensibly.
School specific policy regarding the briefing and preparation of young people, in particular:

- ***conduct and behaviour***
- ***discipline and consequences of non-compliance***
- ***use of mobile phones***

- ***group safety – group leaders/buddy systems***
- ***special/medical needs – data protection***
- ***personal medication – storage/administration***
- ***required uniform/identifying clothing – e.g. coloured hats/florescent jackets/school uniform***
- ***remote supervision arrangements***
- ***emergency contact arrangements – e.g. ID /contact cards/mobile phones***

15. Documentation (and visit records)

The EVOLVE database will store key elements of Category 3, 4 and "A" visit details securely and indefinitely. Hard copies of other supporting documentation (e.g. risk assessments, medical plans, medicine administration logs and contact information) are ***stored and retained in the school's central "Educational Visits" file*** This information is stored until such time that the Headteacher decides that all issues/ incidents arising from the visit have been dealt with fully. If no significant incidents occurred during the visit, the school disposes of the paperwork **at the end of the academic year** If a minor incident occurred during the visit, the school disposes of the paperwork **after a period of *6 years*** If a significant incident occurs during a visit that could be investigated at a later date, all relevant details are ***retained until the young person becomes* 21. *These are located in the school's archives*.**

School specific policy regarding documentation and visit records, in particular:

- ***See GDPR policy.***

16. Visit Approval

Low risk day visits (Cat 1 and 2) are approved in-house by the Headteacher (with EVC guidance and support) using ***the Day Visit form provided by the LA / EVOLVE Online***

Day visits involving high-risk activities or environments (Cat 1A or 2A) are approved by EVC/ Governors/ Headteacher/ LA, using EVOLVE online.

UK and overseas residentials (Cat 3 and 4) including those involving high risk activities or environments (Cat 3A and 4A) are approved by EVC/Governors/Headteacher/LA using EVOLVE Online

The Visit Organiser must carefully check all visit forms before submitting for approval.

When required, Governor Approval for a visit is given by ***the governor with specific responsibility for overseeing educational visits.***

The procedure for Governor Approval involves:

For low risk day visits (Cat 1 and 2) ***– not required***

For high-risk day visits (Cat 1A and 2A) ***– email (via EVOLVE online) to the governor with specific responsibility for overseeing educational visits.***

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - ***email (via EVOLVE online) to the governor with specific responsibility for overseeing educational visits.***

17. Visit approval status and feedback

The procedure for Managers (Headteacher/EVC) to notify the Visit Organiser of approval decisions and to give feedback involves:

For low risk day visits (Cat 1 and 2) – ***By email***

For high-risk day visits (Cat 1A and 2A) – an email is automatically generated via EVOLVE Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online (see "View All Visits")

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - an email is automatically generated via EVOLVE Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online (see "View All Visits")

If a visit is not approved or only given "Outline Approval" by a manager, they must give reasons for their decision and state clearly any changes that would be necessary

If a visit does not obtain the correct level of approval, it may not be covered by LA insurance and support.

18. Amendments to visits

If there are significant late changes to visit plans that have already been approved or submitted for approval, the Visit Organiser must notify all relevant approving authorities (EVC/Headteacher/ Governors/ Local Authority) of these changes and ensure that their additional consent is given. There should be a

clear system for the notification and approval of amendments to visit plans, so that there can be no misunderstanding or confusion by any parties involved.
For low risk day visits (Cat 1 and 2) – ***By email.***
For all Cat 3/4/A visits recorded on EVOLVE, there is a clear procedure for recording minor amendments that do not need further approval in the notes section at the end of the form. For significant amendments that require further consideration and approval, the EVOLVE system requires visit organisers to contact the person who the form is with (this could be EVC/Headteacher or Local Authority) and request that the form is returned for amendments, the form will then need resubmitting after the amendments have been completed.

19. Post visit review and evaluation

It is good practice for Visit Organisers, on return from a visit, to review the visit with the EVC and/or Headteacher and, where appropriate, to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits. In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't). It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts.

Visit organisers should ensure that accidents, incidents, or dangerous occurrences must be recorded and reported in accordance with the Council's accident and incident reporting procedures ***(information can be obtained from the office / from the EVC/on Evolve).***

Post-visit reviews and evaluations should be recorded (***using the downloadable form (VGA 20.1) in the* LA's "Guidance for the Management and Leadership of Offsite Visits"** ***/EVC)*** and then uploaded to the approved visit form on EVOLVE in the 'Other Documents' section – Post Visit Evaluation or kept with the original paperwork if the visit was not approved through EVOLVE.
Post visit reviews and accident/near misses records are reviewed ***termly*** **by the** ***Headteacher, EVC And Governors.*** Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made.
After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body. Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Officer and Safety Services.

This policy has been reviewed and revised by:

Name	***Position***	***Signature***	***Date***
Mrs Claire Isitt	Headteacher		14/09/2026

This policy has been agreed by:

Name	***Position***	***Signature***	***Date***