Educational Visits Policy

St Agnes C of E Primary School

Approved by:	Sue Gittins
Last reviewed on:	September 2026
Next review due by:	September 2027

Educational Visit Policy

Mission Statement

'Learning together in God's Love'

Our Christian Vision

St Agnes is an inclusive Christian family, we want our children to:

- Learn together with respect, patience and kindness
- **Treat each other as they would like to be treated (Matthew 7v12)**
- Flourish in education and friendships
- **Live life in all its fullness (John 10v10)**
- Be proud of themselves and others
- Ensure everyone is treated equally

Through the range of experiences we offer to all our pupils we encourage an understanding of the meaning and importance of faith and promote all the Christian Values. We particularly focus on Responsibility, Creativity, Forgiveness, Perseverance, Hope, Thankfulness and Friendship. These Christian values form the basis of our vision and are embedded throughout our school life and underpin all our teaching.

St Agnes is a small school that supports our community by providing an education of the highest quality within the context of Christian belief and practice. We work closely with our families to ensure they are fully supported and cared for.
We expect everyone at St Agnes C of E Voluntary Aided Primary School to follow 'The Great Expectations' –

Be Safe
Be in the right place at the right time
Do your best
Handle your emotions
Use appropriate language
Cooperate
Respect everyone and everything

1. Introduction

This policy applies to all staff and volunteers involved in organising, running and assisting with offsite / educational visits from St Agnes C of E Voluntary Aided Primary School.

2. Purpose

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

An essential element of this commitment is to provide educational visits to enhance all aspects of our curriculum. St Agnes C of E Voluntary Aided Primary School is committed to inclusion and will include all students in our offsite activities wherever this is reasonably practicable.

3. Procedures for educational visits

St Agnes C of E Voluntary Aided Primary School has adopted Oldham Council's procedures for planning and managing educational visits.

- All staff involved in running or helping with visits have log–ins giving access to the Evolve system for managing visits.
- The Governing Body has adopted Oldham Council's Guidance for Offsite Visits and Adventure Activities (January 2026) (GOVAA). This document, together with this school policy, sets out the local arrangements which complement the current OEAP National Guidance for the management of outdoor learning, off-site visits and learning outside the classroom.
- If staff members believe there is a conflict between this policy, OEAP National Guidance and Oldham GOVAA, the Oldham requirements must be followed and clarification sought from the Educational Visits Co-ordinator (EVC) or Outdoor Education Adviser. OEAP National Guidance is updated periodically, so staff must use the current version rather than relying on saved or printed copies.

4. Clarification of roles

The key roles with regard to visits at St Agnes C of E Voluntary Aided Primary School relate to: The Governors; Headteacher; Educational Visit Coordinator and Visit Leaders. The responsibilities of these roles are outlined in 'National Guidance' with a brief summary (including some specific local variations) below.

Governors

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

- Adopt and periodically review this policy, as required.
- Ensure there is a competent Headteacher in place who meets the requirements for the Headteacher role outlined in current OEAP National Guidance.
- Ensure there is a competent Educational Visits Co-ordinator (EVC) in place who meets the requirements outlined in current OEAP National Guidance and has completed Oldham/OEAP EVC training, including revalidation at least every three years.
- Review the range of visits provided by the school via a report submitted once an academic year by the EVC.

Headteacher

The role of the Headteacher is summarised in the National Guidance (click here) (see also the Headteacher Checklist: (click here).

The Headteacher will:

- Ensure they are familiar with the School and Local Authority policies, and National Guidance and Regulations.
- Ensure all activities and visits comply with these policies, guidance and regulations.
- Appoint a competent Educational Visits Co-ordinator (EVC) who meets the requirements outlined in current OEAP National Guidance and has completed Oldham/OEAP EVC training, including revalidation at least every three years.
- Formally sign off all visits through the EVOLVE visit management system, confirming the competence of staff and the suitability of the planned visit. Where employer/Local Authority approval is required by Oldham guidance, including for overseas, residential and adventurous visits, ensure the visit is submitted through EVOLVE within the required timescales.
- Periodically review this policy, as required.

In the event of the Headteacher's absence, a member of staff formally identified as Acting Headteacher may be given temporary delegated responsibility for approving visits. Any necessary EVOLVE account changes should be arranged with the Outdoor Education Adviser.

Educational Visits Co-ordinator (EVC)

The role of the EVC is summarised in National Guidance (click here) (see also EVC Checklist: (click here). The EVC has delegated responsibility for overseeing the arrangements for educational visits. All visits are vetted by the EVC prior to approval by the Headteacher (as outlined above).

- The EVC must maintain current competence and complete Oldham/OEAP EVC revalidation at least every three years. The EVC should also ensure that staff are directed to the current versions of OEAP National Guidance, Oldham GOVAA and relevant EVOLVE resources.

Visit Leader

The role of the visit leader is summarised in 'National Guidance' (click here). Visit leaders must ensure they have met all relevant requirements of the Leader's Checklist in National Guidance (click here).

- The Visit Leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Visit Leader should be appointed. If this role changes during a visit, a clear handover should be made.
- All visits must be planned and recorded on the Evolve visit management system.
- Visits must not proceed without approval – the visit leader should check his/her Evolve account to ensure this has been confirmed.

5. Procedural requirements

St Agnes C of E Voluntary Aided Primary School uses the EVOLVE system to plan, manage and record all educational visits. Oldham guidance allows establishments to define routine Local Area Visits which may use simplified local arrangements; St Agnes currently chooses to record all off-site visits on EVOLVE as an additional school control.

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

- 3 to 6 months before departure for Overseas Visits.
- 9 weeks before departure for Residentials.
- 4 weeks before departure for Adventure Activities.
- 2 weeks before departure for other types of visit.

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

The school's internal deadlines are designed to allow sufficient time for checking and approval and to ensure that Oldham's minimum employer-approval timescales are met. Overseas, residential and adventurous visits must be submitted for employer approval through EVOLVE at least 10 working days before departure.

6. Risk management

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

All everyday activities include inherent risks and St Agnes C of E Voluntary Aided Primary School recognises that experiencing and learning to manage risk within an appropriate framework is an important part of growing up. We aim to have procedures which are effective and proportional to the risks involved in a visit and recognise the important learning opportunities and benefits involved in visits that include inherent risks (for example, sports activities or adventurous activities on a residential). Where activities include inherent risks, the following statement should form part of the information to pupils, parents and staff:

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

Generic risk assessments may be available for visits previously run in which case **the visit leader is responsible for reviewing and modifying these as required**, to allow for the specific circumstances of the visit. Significant factors (not already recorded on a generic risk assessment form or within this policy) must be recorded via:

- A standard risk assessment form (Schools can upload model forms to the 'Establishment Documents' area of Evolve).
- A supplementary note on the Evolve visit form.
- For routine local visits, the lesson plan.
- Or another suitable format agreed with EVC.

Where external providers are used they are responsible for risk assessing the activities they provide. Where necessary this should be confirmed on the Provider Form (not required for providers with a LOTC Quality Badge).

7. Supervision and ratios

Supervision arrangements must be determined by the Visit Leader and approved by the EVC/Headteacher according to the circumstances of the visit rather than by applying fixed ratios. The STAGER factors - Staff, Timing, Activities, Group, Environment(s) and Remoteness - should be considered alongside age, individual needs, behaviour, SEND, first-aid needs, transport, the nature of the activity and any provider requirements. Effective supervision must be maintained throughout the visit.

8. Approval of staff to lead activities and visits

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

9. Evaluation of external providers and venues

Visit Leaders are responsible for ensuring that external providers and venues can meet the intended learning outcomes, the needs of the group and appropriate standards of quality and safety. Where a provider holds appropriate independently assessed quality assurance, this may provide the necessary assurance. Where suitable external assurance is not held, a current Provider Statement should be completed where required and checked as part of the planning process.

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

10. Preliminary visits

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and any third-party provision will meet the group's requirements.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit, particularly for an unfamiliar venue or where the group has specific needs. The EVC may require a preliminary visit where this is necessary to support safe and effective planning.

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

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

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

11. External provider assurance (including LOtC Quality Badge and AALA/AALS)

Where a provider holds a valid Learning Outside the Classroom (LOtC) Quality Badge, further assurances regarding safety are not normally required. Where no suitable external quality assurance is held, a Provider Statement should be completed where required. Certain adventurous activities require an Adventure Activities Licensing Authority/Service (AALA/AALS) licence; this may be evidenced through the LOtC Quality Badge or Provider Statement. Visit Leaders should also consider, where relevant, safeguarding, emergency procedures, staff competence, accommodation, sub-contracting, data protection, contracts and financial protection.

External providers must hold public liability insurance of at least £10 million, in line with Oldham Council's January 2026 guidance, unless the Outdoor Education Adviser confirms that a different requirement applies in a particular case.

12. Parental consent

St Agnes C of E Voluntary Aided Primary School may ask Parents/Guardians to complete annual consent forms covering the majority of visits (see Model Annual Consent Form in the Resources / Key documents section of Evolve).

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

- Residentials
- Overseas visits
- Adventure activities (including DofE activities)

(see Model Consent Form in the Resources / Key documents section of Evolve).

If verbal consent is exceptionally used because written or electronic consent cannot be obtained before departure, it should be treated as a last resort. A record must be made of the date and time of the call, who made the call and who gave consent.

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

- Information letter to parents;
- Parents' evening;
- Termly newsletter;
- School website;
- Or in suitable circumstances, text message.

Information provided to parents should also make clear the visit-specific expectations for mobile phones, smartwatches, tracking phone apps and electronic trackers. The

use of trackers by parents should normally be discouraged. Any proposed use must be discussed with the school in advance and comply with the school's safeguarding, behaviour, online-safety and personal-device arrangements.

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

“Consent for this visit is covered by the form you completed at the beginning of the school year. Please let us know about any change to contact details (new mobile phone numbers etc) changes to medical information or allergies, or parental arrangements.

If you have questions or concerns about any aspect of this educational visit, please contact _____ (Name of Visit Leader).”

13. ‘Checking out’ and ‘checking in’ before, during and after a visit

Prior to departure the visit leader must provide the School Attendance Officer with a list of participants taking part in the visit.

The visit leader is responsible for ensuring that all participants are returned to school safely and either dismissed at the end of the day, or continue to subsequent lessons.

Pupils will not normally be dropped at locations other than school unless this has been approved in advance and agreed in writing with parents.

For overseas and residential visits the visit leader should confirm safe return by phone call or text message to the EVC.

14. Emergencies

All visit leaders must ensure that appropriate first-aid and emergency arrangements are in place. The Visit Leader and accompanying staff should have access, as appropriate to the visit, to a group list, essential contact details, the Visit Leader Emergency Action Card, a working mobile phone and suitable first-aid kit(s). For local visits during school hours, some contact details may be securely held at school where this is appropriate. Current model emergency documents on EVOLVE/OEAP should be used.

The school should be notified at the earliest opportunity in the event of an emergency and the school’s critical incident team will evaluate and act.

For severe injuries, fatalities, or incidents of likely media attention, contact Oldham Council on 0161 633 1803 and state that you require immediate assistance from the Emergency Response Team

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

15. Safeguarding, online safety and personal devices on visits

Safeguarding must be considered as part of visit planning, with additional consideration for residential visits. The Visit Leader should liaise with the Designated Safeguarding Lead (DSL) and relevant pastoral staff to identify any safeguarding issues, know how and to whom concerns must be reported during the visit, and have access to the DSL or a trained deputy either directly or through the Base Contact. Staff and volunteers must follow the school's safeguarding procedures and current safer-working-practice expectations.

School-owned devices should be used for school business wherever reasonably practicable. Where a staff member's personal phone or other device is authorised for operational or emergency use on a visit, it must be appropriately secured and used in accordance with the school's Data Protection, Online Safety, Acceptable Use and safeguarding policies. Pupil personal data must not be stored locally for longer than necessary. Photographs or video of pupils must not be taken or retained on a personal device unless this has been specifically authorised for a defined school purpose; any authorised material must be transferred promptly to an approved school system and deleted from the personal device, including from personal cloud-backup or sync services.

Personal hotspots, tethering or mobile data must not be used to bypass school filtering, monitoring or other security controls. Staff must avoid using unsecured public Wi-Fi to access school systems or personal data unless an approved secure method is in place. Loss, theft or compromise of a device containing or able to access school information must be reported immediately in line with school procedures. Pupil phones, smartwatches and tracking devices remain subject to the school's Behaviour and Mobile Phone policies and any visit-specific arrangements communicated to parents.

16. Monitoring

The running of visits is an important professional role for all staff and monitoring the running of educational visits in the field may form part of the professional assessment of staff. This may be undertaken by the EVC or other senior staff.

17. Evaluation

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

- For routine, regular visits this might involve a department having a periodic review involving all staff who lead this visit. The Evolve system includes a very quick and easy assessment tool which focusses on the learning outcomes of a visit. This is a simple way of evaluating ‘everyday’ visits and outcomes can be summarised in a report to Governors

- For new visits and those involving complex arrangements this might require a meeting of all staff involved with the involvement of the Special Educational Needs Coordinator or Senior Leadership.

Outcomes from evaluations might include**:**

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

18. Staff induction and training

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

St Agnes C of E Voluntary Aided Primary School will actively promote professional development by providing opportunities for a wide range of training for staff involved in running and supporting visits including;

- First aid courses.
- Visit Leader Training (theory and practical).
- Educational Visits Co-ordinator (EVC) training and revalidation at least every three years.
- Evolve training.
- MIDAS training for minibus drivers.
- Snowsport England Snowsport Course Organiser (SCO) for staff involved in running snow sport trips.

Relevant training and revalidation will be recorded on EVOLVE and/or the school training record, as appropriate.

19. Induction requirements

Checklist for Senior Leadership inducting new staff:

- Ensure staff member has Evolve log-in (available from the EVC) and understands how to use the website.
- Staff member to familiarise themselves with St Agnes C of E Voluntary Aided Primary School and GOVAA requirements.
- Provide / arrange support when planning first visit.
- Arrange mentoring opportunities as appropriate.

20. Transport arrangements

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

Use of staff cars

- Use of staff cars must be approved.
- Staff must:
- Fill in a registration form (renewable each year).
- Produce a valid driving licence and permit the school to check entitlement to drive. Any relevant endorsements, penalty points or restrictions must be disclosed and considered by the Headteacher/EVC before approval to drive pupils.
- Produce evidence of insurance cover for carrying students whilst at work (business use cover on insurance certificate).
- Ensure students wear seatbelts on journeys.

School and rented minibuses

- Drivers must hold a current MIDAS certificate.
- Driving licence requirements are as above.
- Regulations related to licence requirements for driving vehicles with more than 8 passenger seats are complex. Staff should check eligibility to drive with the **EVC.**

Coaches / Minibuses with drivers

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

Taxis

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

21. Volunteers

Volunteers must be appropriately vetted for the role they will undertake. DBS checking is role-dependent and must be considered in advance with the EVC and DSL in line with current Keeping Children Safe in Education, DBS eligibility requirements, OEAP National Guidance and Oldham guidance. The frequency/intensity of the activity and whether the role constitutes regulated activity, including on overnight visits, must be taken into account. Visit Leaders remain responsible for briefing and supervising volunteers.

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

- Have clearly defined roles.
- Are clear about expectations of them.

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

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

Regular volunteers should be listed on the Evolve system.

22. Behaviour

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

In addition St Agnes C of E Voluntary Aided Primary School has adopted a Code of Conduct for visits (National Guidance has a model Code – click here for details)

Consent forms for residential and overseas visits should require parents and pupils to sign confirming acceptance of this Code.

23. Inclusion

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

24. Insurance

St Agnes C of E Voluntary Aided Primary School currently buys into an annual policy with Oldham Council which provides personal insurance for all educational visits.

25. Finance

Policy for dealing with finance for visits, including:

- School Charging policy (see National Guidance – click here).
- Any arrangements in place for young people unable to afford a visit.
- Requirements for accounting, banking and reporting.

26. Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy. This includes information held in EVOLVE, emergency contact and medical information, photographs and video, and any authorised access to school information from a personal device while off site.

27. Protecting Personal Data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018 (DPA 2018) and UK General Data Protection Regulation (UK GDPR).
- The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.
- All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What ?	**Probable Content**	**Why ?**	**Who ?**	**Where ?**	**When ?**
Pupil information	Name, class/year group, contact details	Identification, organisation and safety during visits	Visit Leader, authorised staff, EVC	EVOLVE/school systems; securely held visit information where necessary	Before and during the visit; retained/disposed of in accordance with school procedures
Medical and additional needs information	Medical conditions, allergies, medication, SEND/accessibility information and other relevant needs	Health, safety, inclusion and emergency response	Visit Leader and authorised staff; relevant providers where necessary	EVOLVE/school systems; securely held visit information where necessary	Before and during the visit; retained/disposed of in accordance with school procedures
Parent/carer and emergency contact information	Names, telephone numbers and emergency contact details	Communication, consent where required and emergency response	Visit Leader, EVC, school/emergency contact	EVOLVE/school systems; securely held visit information where necessary	Before and during the visit; retained/disposed of in accordance with school procedures

- As such, our assessment is that this policy :

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