

# WESTERTON PRIMARY ACADEMY



A member of  
Leodis  
Academies  
Trust



## EDUCATIONAL VISITS POLICY

Author	Valid From Date	Next Review Date
Tim Pool	September 2025	September 2026

# Educational Visits Policy

## 1. General Statement of Policy

Westerton Primary Academy recognises the value of off-site visits to pupils as an enrichment to their studies and to their personal and social development. Such visits can improve the individual's affiliation to the Academy and help generate positive relationships with their teachers.

- 1.1. EVOLVE visit notifications will, as a minimum, state
  - the educational purpose of the visit,
  - its aims and objectives and
  - how it conforms to the school's curriculum aims.
- 1.2. EVOLVE will be used to provide assurance that each visit is methodically and suitably planned.
- 1.3. Approval of visits will be outlined within the arrangements section of this policy.
- 1.4. Competencies required for the nominated Visit Leader and supervisors will be clearly defined.
- 1.5. Where the school uses external providers, the visit leader must satisfy themselves that they will deliver quality; have public liability insurance; and meet health & safety standards. This can be done by consulting Evolve; KADDI; and/or the use of E2 & E3 provider forms.
- 1.6. Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
- 1.7. The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy in line with EVOLVE.
- 1.8. Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the visit.
- 1.9. No child will be allowed to embark on any visit without a form of consent provided by a parent/carer.
- 1.10. Every visit will be subject to a review on EVOLVE.

## 2. Organisation

Responsibility for educational visits rests with the Governing Body and Principal. The respective roles of each are outlined within the Handbook for Educational Visits available on EVOLVE and OEAP National Guidance website.

### 2.1 Local Governing Body

- 2.1.1 Approval of visits in category 3 will be undertaken by the Principal. The Chair of the LGB will be informed of all category 3 visits taking place.
- 2.1.2 A nominated Health and Safety governor will monitor Educational Visits, as outlined in the OEAP National Guidance for Managing Educational Visits at [www.oepng.info](http://www.oepng.info).

- 2.1.3 All visits will be shared and discussed at the regular Health and Safety Team Meetings attended by the Principal and Leodis Central staff.
- 2.1.4 The Principal's overview outlining visits planned will be shared with parents / carers and governors annually.
- 2.1.5 A review of the visit will be available to view on EVOLVE.

## **2.2 Principal**

- 2.2.1 The Principal will be responsible for ensuring that Educational Visits are planned in accordance with Leeds City Council's policies and procedures, that the supervisors are competent, physically and mentally fit and that governor assent has been given if required.
- 2.2.2 The Principal will authorise all visits via EVOLVE.
- 2.2.3 The Principal will report visits planned and the results of the reviews of visits undertaken to the Governing Body annually.

## **2.3 Educational Visits Co-ordinator (EVC)**

- 2.3.1 The school's Educational Visits Co-ordinator is Tim Pool.
- 2.3.2 They will undertake duties as agreed between them and the Principal in line with the responsibilities listed in the Handbook for Educational Visits.
- 2.3.3 The EVC will be fully conversant with the Handbook for Educational Visits and OEAP National Guidance; OEAP National Guidance web site; and have access to the afPE Safe practice in Physical Education, School Sport and Physical Activity.
- 2.3.4 The EVC will be responsible for updating all relevant establishment risk assessments and other relevant documentation within EVOLVE on a yearly basis.

## **2.4 Visit Leader**

- 2.4.1 The Visit Leader will comply with the requirements outlined in the Handbook for Educational Visits and their role as defined in the OEAP National Guidance.
- 2.4.2 The Visit Leader will ensure that the notification is completed on EVOLVE and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the visit taking place, including consideration of IPRA's and the health needs of individual pupils and staff.
- 2.4.3 The Visit Leader will ensure that all parents of children on their visit are provided with all information required and that any questions raised are answered prior to the visit taking place.
- 2.4.4 The Visit Leader will ensure all visit staff are fully aware of the logistics, timescales and contingency plans. Group lists will also include medical details for individual pupils.
- 2.4.5 The Visit Leader will ensure other relevant school staff are fully informed of the visit so the necessary arrangements can be made in school e.g. SLMT for staffing considerations,

catering staff for lunchtimes, office staff for group lists, peripatetic music teachers for individual music lessons.

- 2.4.6 The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.
- 2.4.7 The Visit Leader will liaise with the EVC throughout the planning and preparation of their visit.
- 2.4.8 The Visit Leader will evaluate their visit on EVOLVE.

## **2.5 Supervisory staff**

- 2.5.1 All staff assisting with supervision on any visit will be conversant with their responsibilities as stated within the Policy Handbook for Educational Visits. They should feel confident to challenge any unsafe practice observed.
- 2.5.2 All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- 2.5.3 All staff will ensure that once the visit has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Visit Leader.
- 2.5.4 Staff will feedback information to the Visit Leader to enable a full evaluation of the visit to be completed.

## **2.6 Emergency Contact**

- 2.6.1 The Emergency Contact for all residential visits will be appointed by the Visit Leader and will be a nominated member of the Senior Leadership and Management Team. The EVC, Principal or Deputy Principal will act as Emergency Contact for most visits.
- 2.6.2 The Emergency Contact should be contactable throughout the duration of the visit and be able to respond to any emergencies as they arise.
- 2.6.3 The Visit Leader should provide the Emergency Contact with a list of all the names and addresses of everyone undertaking the visit – pupils and adults, as well as the contact numbers for the Principal, Chair of Governors and the Leeds City Council Crisis Line. For residential visits, a full copy of all medical/consent forms will also be provided.

## **3. Arrangements**

### **3.1 Proposals**

- 3.1.1 The Visit Leader will submit a proposal to the Principal within the following timescale for each category of visit

Category	Latest date for submission to the EVC
1 – regular curriculum	1 week ( recommended )
2 – one offs	2 weeks ( recommended )
3 –overnight, overseas, adventurous	4 weeks ( mandatory)

- 3.1.2 The EVOLVE notification must be completed for all category 3 visits.

- 3.1.3 Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form(s) and provide emergency contact number(s) and all relevant medical details. Curriculum activities taking place within the school day do not require individual consent. Annual consents may be used as an alternative.
- 3.1.4 Where coach or minibus travel is to be used it must be in accordance with LCC regulations.
- 3.1.5 In terms of accessibility, trips should be planned with the principle that all aspects of the visit are fully accessible for all pupils. This may require considering alternative activities for all pupils. An activity should not take place where it is not possible for all pupils to take part. Adaptations should be shared, discussed and planned in partnership with the parents of pupils for whom adaptation is required.

## **3.2 Notification**

- 3.2.1 Notification will be made using EVOLVE.
- 3.2.2 The Visit Leader is responsible for planning the visit and completing the EVOLVE notification.
- 3.2.3 The Principal / EVC will ensure that the Visit Leader carries out this task.

## **3.3 Undertaking the visit**

- 3.3.1 Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made prior to the alteration taking place.
- 3.3.2 A record must be kept of all such instances for evaluation and review purposes.
- 3.3.3 Any accidents or near misses that occur during a visit will be reported to the EVC Lead and principal using the forms WPA1 and/or WPA2 upon the return of the group to school.
- 3.3.4 Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the academy contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team in Leeds City Council.
- 3.3.5 When planning residential visits, the rooms and dormitories will not be shared with the children or parents before the start of the visit. The pupils will find out their room / dorm friends on arrival at the destination.

## **3.4 Monitoring**

- 3.4.1 The academy will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.
- 3.4.2 On occasions the EVC, Principal, Senior Manager or member of the Governing Body will accompany a group.
- 3.4.3 The academy may also request Leeds City Council Health and Safety Team to undertake a monitoring visit of a planned visit. This will be used for the academy's own monitoring purposes.

### **3.5 Evaluation and Review**

- 3.5.1 An evaluation will be completed on EVOLVE.
- 3.5.2 The Visit Leader will report any significant issues with the visit to the Health, Safety and Wellbeing Team.
- 3.5.3 Every visit will be reviewed by the Visit Leader.
- 3.5.4 The results of the evaluation and review process will be available to the Principal via EVOLVE.
- 3.5.5 Termly Principal's Reports to the Governing Body will include details and evaluations of the visits undertaken.

Reviewed and updated September 2025 by Tim Pool