



Hill Top
Primary Academy

A Member of Leodis Academies Trust



Leodis
Academies
Trust

Educational Visits Policy

Plan administration	
Version Number	2
Date of issue	September 2026
Date of next review	September 2029
Person responsible for review	Principal
Signed and dated Principal	
Signed and dated and in Gobs minutes Chair of Governors	

Hill Top Primary Academy is an inclusive school; we believe that every child has a right to a broad, balanced and effective education regardless of race, gender, age, sexuality or special need. Please refer to our Equal Opportunities Policy for further details of this.

1. General Statement of Policy

Hill Top 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 Academy'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.

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.

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 producing a consent form signed by their parent/guardian. This will normally be sought through ParentPay.

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 <https://oeapng.info/>

2.1 Governing Body

2.1.1 Approval of visits in category 3 will be undertaken by the Principal. The Chair of the Governing Board will be informed of all category 3 visits taking place.

2.1.2 A nominated governor for Educational Visits and will oversee and monitor this policy.

2.1.3 The Principal's report outlining visits planned and the results of the reviews of visits undertaken will be submitted annually.

2.1.4 An evaluation of the visit will be available to view on EVOLVE. This should be completed within a 28-day window following the visit.

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 Coordinator (EVC)

2.3.1 The school's Educational Visits Coordinator.

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 <https://oeapng.info/guidance-documents/> ; OEAP National Guidance website <https://oeapng.info/> ; and have access to the afPE Safe practice in Physical Education <https://www.afpe.org.uk/physical-education/safe-practice-in-physical-education-school-sport-and-physical-activity> School Sport and Physical Activity.

2.4 Visit Leader

2.4.1 The Visit Leader/s 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/s 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.

2.4.3 The Visit Leader/s 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/s named for each visit will have overall responsibility for the visit whilst it is underway.

2.4.5 The Visit Leader/s will liaise with the EVC throughout the planning and preparation of their visit.

2.4.6 The Visit Leader/s 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. All staff will sign/initial a master copy of each risk assessment to state that they have read and understood the contents each risk assessments.

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.

2.5.5 All volunteers (parent helpers) that accompany visits will have been briefed by the visit lead before the visit takes place. All volunteers will also receive copies of all risk assessments before the visit takes places. All volunteers will also be asked to sign a master copy of each risk assessment to state they have read and understood the contents of each risk assessment.

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. The EVC or Assistant 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 All visit proposals will be submitted to the EVC at beginning of each academic year. The submitted proposals will be for the whole of the academic year.

3.1.2 The Visit Leader will submit all paperwork onto EVOLVE within the following timescale for each category of visit. Category Latest date for submission onto EVOLVE for to the EVC to approve

1 – regular curriculum As soon as possible and in ordinary circumstances

2 – one offs no later than 15 working days.

3 – overnight, overseas, adventurous At least 20 working days.

3.1.3 A pre-visit must be completed prior to the visit and all risks must be assessed. The EVOLVE notification must be completed for all category visits.

3.1.4 Ratio for visits are as follows:

Under 3 = 1:3

3-5 (Foundation) = 1:4

5-7 (Key Stage 1) = 1:6

7-11 (Key Stage 2) = 1:10

Parent helpers come along as additional support rather than being depended on in the above ratios.

3.1.5 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.

3.1.6 Where coach or minibus travel is to be used it must be in accordance with LCC regulations.

3.2 Notification

3.2.1 Notification will be made using EVOLVE for all category visits.

3.2.2 The Visit Leader is responsible for planning the visit and completing all relevant risk assessments and 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 Leeds City Council using the forms CF50 and/or CF50a upon the return of the group to the Academy.

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 and the CEO Principal of Leodis.

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 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 The Principal's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

3.6 Tracking, Apple Air tags or equivalent (on school trips, residentials and sleepovers)

3.6.1 Apple air tags or equivalent should not be attached to pupils/belongings when going on a school trip or residential (including sleepovers). While we understand that parents may have concerns about their child's safety, the use of such devices raises significant safeguarding, privacy, and security concerns. As such, the use of tracking tags on school trips is not permitted.

- Tracking devices can raise significant privacy concerns as they can track a child's location without their informed consent.

- Schools have a duty to protect all children's personal data, and the use of tracking devices could compromise this responsibility.
- Tracking devices can inadvertently reveal the real-time location of a group of children, which poses a significant risk—especially for pupils under protection orders, in foster care, or with specific safeguarding needs.
- If lost or misplaced, a tracking device could be misused, potentially putting a child at risk.
- Parents using tracking devices to post the exact location of a class or group of children on social media platforms, places the safety of all the children and staff at risk and specific children who may be fleeing Domestic Violence or who may be subject to court orders.
- Teachers and staff are responsible for the supervision and safety of all pupils during trips. The use of tracking devices may create unnecessary confusion and interfere with established safety protocols.
- School staff undertake extensive safety preparation and planning prior to trips. This includes robust risk assessment and contingency planning which would enable them to respond to any unforeseen circumstances while away from school.

Tracking devices undoubtedly offer a layer of security, however, school trips and residentials are thoroughly risk-assessed and always supervised by experienced staff. Staff value your trust and support with offering your children these out-of school experiences.