



Eldersfield Lawn C.E. Primary School

LIFE

Living and Inspiring Futures for Everyone

“Start children off on the way they should go, and even when
they are old they will not turn from it.” Proverbs
22:6

Educational Visits Policy

Agreed: February 2026

To be reviewed: February 2027

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes Eldersfield Lawn CE Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:.

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust.
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for real world learning, and learning in context, and the development of the social and emotional aspects of intelligence.
- Increased risk management skills: encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy.

In addition to this Educational Visits Policy, Eldersfield Lawn C.E. Primary school as part of WCC (Worcestershire County Council):

1. Adopts the OEAP (Outdoor Education Activities Panel National Guidance) as the standards for visits and LOtC (Learning Outside the Classroom) activities.
2. Adopts National Guidance www.oeapng.info (as recommended by the LA).
3. We use WCC H&S Team for planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit and Approval

There are three 'types' of visit:

1. **Visits/activities within the school and school grounds and local area that are part of the normal curriculum and take place during the normal school day. This type of visit carries no more than an everyday level of risk.**
2. **Other non-residential visits within the UK that do not involve an adventurous activity. E.g. visits to museums, farms, theme parks, theatres, etc.**
The school carries out its own risk assessments (in line with the setting RA) and pre-visits are undertaken if possible. When visit is 50 miles or more away from school or deemed with a greater level of risk (activity or setting) then WCC H&S Team are advised and the EVC will enter the details on EVOLVE.
3. **Visits that are residential or involve an adventurous activity.** These follow point 2. above.

Roles and Responsibilities

The school's trained EVCs are Emma Carolan and Nic Ainsworth.

Visit Leaders are responsible for:

- Seeking support from EVC lead and approval from the Head teacher.
- Initiating planning and running the visit or LOtC activity.
- Checking the cost with senior staff.
- Researching the visit and checking for the LOtC Quality Badge (if appropriate).
- Checking the risk assessments of the venue.
- Communicating with school administration regarding dates, times and costs, in good time, to give notice to parents.
- Confirming staffing levels according to age and stage of children, including staff cover remaining in school.
- Completing the risk assessment and discussing with EVCs who will approve and sign it off.
- Provide all adults and school office with a copy of risk assessment.
- Brief all adult participants and ensure they have a yellow Emergency Contact Card.
- Completion of Trip Evaluation.

The Educational Visits Coordinators (EVC) are responsible for:

- Overseeing the school's provision of off-site visits and ensuring they meet WCC / OEAP guidance and requirements.
- Keeping up to date with developments in educational visits.
- Liaising with and seeking advice from WCC H&S Team.
- Completing the documentation for all residentials and any visit that is 50 miles or more away from school and ensuring this is entered onto EVOLVE.
- Supporting class teachers in planning visits.
- Monitoring and reviewing the Risk analysis documentation.
- Ensuring staff are trained in educational visits.
- Briefing all staff in critical incident and emergency plans.

The Head Teacher has responsibility for specifically checking:

- Staff competence.
- Standards of provider of travel company.
- Contact details and emergency plans.
- Insurances.
- All adults are authorised to undertake the visit.
- Seeking approval from the Governing body for any residential trip.

The Governing Body has responsibility for specifically:

- Approving all residential visits, prior to them taking place.
- Ensuring that the school has effective Health and Safety policies and provision in place, which meets statutory requirements and OEAP National Guidance.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits and so we support staff in developing their competence in the following ways:

- A role shadowing system where staff new to visits assist and work alongside experienced Visit Leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a Visit Leader, the Head Teacher will consider the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency.
- Knowledge of the pupils, the venue and the activities to be undertaken.

Teaching and Learning

- Visits are planned to link with and enhance our broad and balanced curriculum in each class.
- We aim to offer a minimum of one off site visit a year and may supplement off sites visits with in school visitors (in person or virtually).
- Residential visits are offered in Key stage Two (Class 3 and 4).

Emergency Procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the Visit Leadership Team.

The school has an emergency plan in place to deal with an emergency incident during a visit (see Appendix 1). All staff on visits are familiar with this plan. It is updated based on training and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from WCC H&S Team

Educational Visits Checklist

Eldersfield Lawn CE Primary School has adopted checklists from OEAP National Guidance. A visit should only go ahead if the answer to all relevant questions is 'YES'.

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

The school obtains blanket consent when completing the Admissions Booklet for their child at the start of their time at this school. For certain other routine activities e.g. after school sporting fixtures etc. parents have the option of consenting online through Parent Pay or through a traditional paper consent form.

Specific (i.e. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc.) so that consent is given on a 'fully informed' basis.

Inclusion

Eldersfield Lawn CE Primary School complies with the Equality Act 2010.

Charging/Funding for Visits

A copy of the school's Charging and Remission Policy can be found [here](#).

Insurance

Eldersfield Lawn C.E. Primary School takes out insurance for visits annually via "Risk Protection Arrangement for Schools".

Appendix

- Emergency Procedure
- Planning an Educational Visit

Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team or will always be able to contact an experienced senior manager.
3. For activities that take place during normal school hours, the Visit Leadership Team will be aware of any relevant medical information for all participants, including staff.

4. For activities that take place outside normal school hours, the Visit Leadership Team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The Visit Leader/s and the base contact/s know to request support from WCC H&S Team in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For all visits that take place outside the School Learning Area, the Visit Leader and all adult participants will carry an Emergency Contact Card.

Planning an Educational Visit			
Who?		Who?	What?
Visit Leader		Headteacher	Seeks approval in principle for visit, including purpose, timing, cost, transport and initial staffing
		EVC lead	Discuss venue, LOTC quality badge, need for WCC H&S Team, discuss specifics of Risk Assessment, date, medical, SEND needs and staffing implications
		Office	Ask staff to book transport, confirm details of communication with parents, including payment details and entry to school calendar
Headteacher		Governing Body	Seeks approval for any residential or overnight visit
Office Staff			Book and confirm coaches
EVC		Headteacher	Enters data into EVOLVE giving notice of residential or visits of 50+ miles
Visit Leader		EVC	Check and sign off completed risk assessment and file a copy in Educational Visits folder.

Visit Leader	briefs	All adult participants	All staff have copy of RA with all staff and children's details
• Overview of planned Off site visits completed at start of year and kept by EVC lead. • Discussions regarding Residential visits must be held with the Headteacher in advance. • Data must be submitted onto EVOLVE in advance of visit. • Final Risk Assessments must be signed off prior to the visit.			