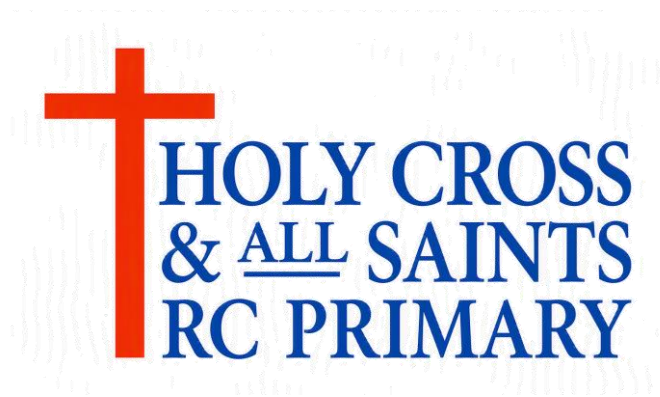




Holy Cross and All Saints RC Primary School

Love Jesus • Love Learning • Love Life

Educational Visits, Outdoor Learning and Adventurous Activities Policy

Academic Year 2026–27

*“We are of the Gospel, educating all children in order for them to grow
and reach their full potential as fulfilled people in Christ”*

Policy information and version control

Field	Detail
Policy title	Policy for Educational Visits, Outdoor Learning and Adventurous Activities
Written by	Ms A Richardson, Educational Visits Co-ordinator (EVC)
Consulted with	Headteacher and Senior Leadership Team, governors, and all teaching and support staff who lead or accompany visits
Approved by	The Governing Body of Holy Cross and All Saints RC Primary School
Date approved	September 2026
Review cycle	Annually, or sooner if the employer's policy or national guidance changes
Next review due	Autumn Term 2027
Replaces	Educational Visits Policy, November 2023
Published	School website

Key contacts

Role	Name	Contact
Educational Visits Co-ordinator (EVC)	Ms A Richardson	office@holycrossallsaints.salford.sch.uk / 0161 789 4386
Visits administration	Ms A Richardson	office@holycrossallsaints.salford.sch.uk / 0161 789 4386
Headteacher	Mrs A Bell	office@holycrossallsaints.salford.sch.uk / 0161 789 4386
Designated Safeguarding Lead	Mrs A Bell	via the school office / 0161 789 4386
Deputy Designated Safeguarding Leads	Ms A Richardson Mrs J Randle Mrs R Whittaker	via the school office / 0161 789 4386
Chair of Governors	Mr E Connolly	office@holycrossallsaints.salford.sch.uk
Educational Visits Adviser (for Salford City Council)	Mr S Willis, North Yorkshire Educational Visits Advisory Service	simon.willis@northyorks.gov.uk / 01609 797777
Base contact during visits	School office (Headteacher or nominated senior leader)	0161 789 4386

This policy should be read alongside the employer's policy for educational visits, the OEAP National Guidance, and the school policies listed in section 2.1. Visits are planned, approved and recorded on Evolve.

Contents

Policy information and version control	2
Key contacts	2
1. Introduction and aims	4
1.1 Our aims	4
2. Scope.....	4
2.1 Related school policies and documents	4
3. Roles and responsibilities.....	5
3.1 The Governing Body	5
3.2 The Headteacher	5
3.3 The Educational Visits Co-ordinator (EVC)	5
3.4 Visit leaders	5
3.5 Accompanying staff and volunteers.....	6
4. Establishment policy and procedures	6
5. Consent and information for parents and carers	6
5.1 Routine visits	6
5.2 Non-routine visits.....	6
5.3 Specific consent.....	6
5.4 Medical information.....	6
6. Staff competence and training.....	6
6.1 EVC training.....	7
6.2 Visit leader training	7
7. Planning, risk management and approval	7
7.1 Risk management.....	7
7.2 Evolve	7
7.3 Approval of visits	7
7.4 External providers	8
7.5 Transport	8
8. Incident management	8
9. Inclusion and SEND	8
10. Safeguarding	9
11. Charging for visits and activities	9
12. Insurance.....	9
13. Monitoring and review.....	9
14. Approval.....	10
Appendix A: Local Learning Area	11
Appendix B: Incident management procedure.....	13

1. Introduction and aims

“We are of the Gospel, educating all children in order for them to grow and reach their full potential as fulfilled people in Christ.”

Every child should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children out and about, and giving them challenging, exciting and different experiences that help them learn.

It raises achievement through an organised, powerful approach to learning in which direct experience is of prime importance. It is not only about what we learn but, importantly, how and where we learn. It is not an end in itself but a way of developing the capacity to learn. Good-quality learning beyond the classroom adds great value to classroom learning.

This policy sets out the procedures within which all employees of the school must operate. Further detail can be found in the employer’s policy, referred to in section 4.

1.1 Our aims

Through educational visits, outdoor learning and adventurous activities we aim to:

- enrich and bring to life the curriculum through real, first-hand experiences;
- develop children’s confidence, independence, resilience and teamwork;
- help children understand and care for their local community, the wider world and God’s creation;
- make sure every child can take part, regardless of need, background or ability to pay;
- keep children and staff safe through sensible, proportionate risk management.

2. Scope

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with pupils, including:

- on-site outdoor learning and visits within our Local Learning Area;
- day visits within the United Kingdom;
- residential visits;
- overseas visits;
- adventurous activities, whether led by an external provider or by school staff;
- sports fixtures, swimming lessons and Bikeability training that take place off site.

It does not apply to work-experience placements, work-related learning or alternative provision.

2.1 Related school policies and documents

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy

- Behaviour and Relationships Policy
- Health and Safety Policy
- Charging and Remissions Policy
- First Aid Policy
- Data Protection and Privacy Policy
- Equality Information and Objectives

3. Roles and responsibilities

3.1 The Governing Body

The Governing Body has adopted this policy. As the employer, it retains responsibility for health and safety, and it discharges this duty by adopting the employer's policy and taking competent advice. It retains approval of overseas visits, residential visits and adventurous activities, and delegates the approval or scrutiny of these visits to the Educational Visits Adviser (see section 7.3).

Governors act as a critical friend in monitoring how well this policy is put into practice and how effective it is.

3.2 The Headteacher

The Headteacher:

- appoints the Educational Visits Co-ordinator and makes sure they have the time, training and support to carry out the role;
- approves visit leaders and the visits set out in section 7.3;
- makes sure staff follow this policy and the employer's policy;
- acts as, or nominates, the school base contact during visits.

3.3 The Educational Visits Co-ordinator (EVC)

The Headteacher has appointed **Ms A Richardson** as the Educational Visits Co-ordinator. Ms A Richardson also carries out the administrative tasks linked to visits. The EVC has the training and experience to carry out the responsibilities set out in the employer's policy, including:

- supporting visit leaders with planning and risk management;
- checking visit plans on Evolve and approving visits within their remit;
- setting up Evolve accounts for staff who lead or accompany visits;
- keeping records of staff training and competence;
- keeping the list of staff approved to lead visits in the Local Learning Area;
- monitoring visits and making sure lessons learned are shared.

3.4 Visit leaders

Visit leaders are approved by the Headteacher. They plan and lead visits in line with this policy, the employer's policy, national guidance and the school's risk management procedures. A deputy leader will be appointed for important visits, so that the visit can still go ahead if the visit leader is unable to attend.

3.5 Accompanying staff and volunteers

All adults on a visit must follow the visit leader's instructions, understand their role and responsibilities, and know the emergency procedures. Volunteers are supervised by a member of staff at all times (see section 10).

4. Establishment policy and procedures

The Governing Body has adopted the employer's Policy for Educational Visits, Outdoor Learning and Adventurous Activities as its own. Competent advice, additional approval and monitoring are provided by North Yorkshire Educational Visits Advisory Service, which provides the educational visits advice service on behalf of Salford City Council. Our local procedures follow, but do not repeat, the employer's policy.

Where there is any conflict with non-statutory guidance or advice from other sources, the employer's policy takes precedence. Clarification should be sought from the Headteacher and, if needed, from the Educational Visits Adviser.

5. Consent and information for parents and carers

5.1 Routine visits

It is not a legal requirement to gain parental consent for curriculum activities. When a child joins the school, parents and carers give written acknowledgement for routine local visits and activities that are part of our normal educational provision during the school day, and we explain the kinds of visit this covers.

We always aim to tell parents and carers about each visit, activity or series of similar activities by email, text or Google Classroom. We remind them that they have given acknowledgement and give them the chance to update information and emergency contact details. Occasionally a curriculum opportunity becomes available at short notice. We will always aim to let parents know their child will be off site, but this may not always be possible.

5.2 Non-routine visits

Written consent is gained on enrolment for non-routine visits and activities, and for visits that take place outside normal school hours. We give parents and carers full information about each visit, activity or series of similar activities by letter, email or Google Classroom.

5.3 Specific consent

Specific written consent is gained for every individual visit, activity or series of similar activities that involves a higher level of risk. This includes, but is not limited to, longer journeys, residential visits and adventurous activities. We give parents and carers full information about the visit by letter, email or Google Classroom.

5.4 Medical information

We use the medical information held in the school's management information system, together with any updated information parents and carers are given the chance to provide before most visits. Where a visit involves a higher level of risk, separate medical information and consent forms may be completed. This information is shared only with the staff who need it and is handled in line with the Data Protection and Privacy Policy.

6. Staff competence and training

Records of induction, training, relevant qualifications and competence are kept in the 'My Details' section of Evolve.

6.1 EVC training

The Educational Visits Co-ordinator attends EVC training and revalidation as required by the employer.

6.2 Visit leader training

Visit leaders are approved by the Headteacher and have attended training as required by the employer. Only staff judged competent to supervise groups in a particular setting are approved to lead visits there.

7. Planning, risk management and approval

7.1 Risk management

Visit leaders follow the employer's policy, this policy, national guidance, local procedures and standard risk assessments.

Risk management is a vital part of planning and of weighing up the benefits and risks of a visit or activity. Sensible risk management means identifying significant hazards and reducing the risks through appropriate control measures. It is not a paperwork exercise but an ongoing process, before and during a visit, that keeps children safe from harm.

At Holy Cross and All Saints we have identified a Local Learning Area, which includes the places we visit and the activities we carry out routinely. Details of our Local Learning Area, including its generic risk management, are in Appendix A. Where needed, additional risks and significant findings are recorded in a visit-specific risk assessment.

7.2 Evolve

Evolve is the web-based system we use to plan, manage, approve and evaluate visits. Every member of staff who leads or accompanies visits has their own account, set up by the EVC.

The default option is a day visit within the United Kingdom. Visits may also be categorised as:

- on-site or Local Learning Area;
- joint visit;
- overseas;
- residential;
- adventurous (provider-led);
- adventurous (self-led).

7.3 Approval of visits

Visits are recorded and approved as set out below. Where the employer's policy requires it, approval in principle is also gained before planning begins.

- **Governing Body:** as the employer, retains approval of overseas visits, all residential visits and all adventurous activities, in line with the employer's policy. It delegates the approval or scrutiny of these visits to the Educational Visits Adviser.
- **Educational Visits Adviser:** overseas visits, residential visits and all adventurous activities, whoever leads them and wherever they take place.
- **Headteacher:** overseas visits, all adventurous activities, residential visits and day visits outside the Local Learning Area, before they are submitted to the Adviser where required.
- **Educational Visits Co-ordinator:** local walking visits, Bikeability training, local sports fixtures and local swimming lessons.

Visit planning and approval summary for Holy Cross and All Saints RC Primary School:

Type of visit	Planning and recording	Risk management	Final approval
On-site, Local Learning Area and local visits	Recorded on Evolve	Local Learning Area risk management, supplemented by specific documentation where necessary	EVC / Headteacher
Day visit outside the Local Learning Area	Recorded on Evolve	School manages the risks of the journey and any activities not led by a provider, using Local Learning Area risk management supplemented by specific documentation where necessary	EVC / Headteacher
Overseas	Recorded on Evolve	Local Learning Area risk management, supplemented by specific documentation as necessary	Adviser
Residential	Recorded on Evolve	Local Learning Area risk management, supplemented by specific documentation as necessary	Adviser
Adventurous, provider-led	Recorded on Evolve	Provider manages the risks of its activities. School manages the risks of the journey and any activities not led by the provider, using Local Learning Area risk management supplemented by specific documentation where necessary	Adviser
Adventurous, self-led	Recorded on Evolve	Local Learning Area policy and specific risk management	Adviser

7.4 External providers

Wherever possible, visit leaders gain assurance of a provider's health and safety management and the quality of its provision through the Learning Outside the Classroom (LOtC) Quality Badge. Otherwise, assurance is gained through a Provider Statement, as set out in the employer's policy.

7.5 Transport

Careful thought must be given to planning transport for off-site activities and visits. Statistics show that travelling to an activity is more hazardous than taking part in it. Staff must follow any specialist guidance provided by the employer, including on the use of coaches, minibuses and private cars.

8. Incident management

If there is an incident during a visit, all members of staff follow the school's incident management procedure, summarised in Appendix B. Every visit has a named base contact at school who can be reached for the whole time the group is away, including outside school hours for residential visits.

9. Inclusion and SEND

We are committed to the principles of:

- **entitlement:** a presumption that every child is entitled to take part;

- **accessibility:** making visits accessible through direct or realistic adaptation or modification;
- **integration:** children taking part alongside their peers.

We recognise that it is unlawful to treat a child with a protected characteristic less favourably, or to fail to take reasonable steps to make sure that children with protected characteristics are not placed at a substantial disadvantage without justification.

We also recognise that expectations of staff must be reasonable, so that what is asked of them in order to include a child is within their competence. Visit leaders work with the SENDCo and with parents and carers when planning visits for children with SEND. Reference should also be made to the SEND Policy.

10. Safeguarding

Safeguarding is considered as part of the planning for every visit, with additional consideration for residential visits. Visit leadership teams should:

- as part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues;
- have access during the visit to the DSL, or a deputy DSL, either directly or through the base contact.

Any volunteers who accompany a visit or activity are vetted and directly supervised by a member of staff. If they are to have significant unsupervised access to children, an enhanced DBS check is obtained, and they receive induction and training in their role and responsibilities as set out in employer and school policies and local procedures. Reference should also be made to the Safeguarding and Child Protection Policy.

11. Charging for visits and activities

Charges for educational visits and adventurous activities, including charges for transport, requests for voluntary contributions and the remission of charges, are made in line with the DfE's guidance on charging for school activities and the school's Charging and Remissions Policy. No child will be left out of a visit that takes place during school hours and forms part of the curriculum because their family has not made a voluntary contribution.

12. Insurance

Children taking part in visits and activities are covered by an annual Schools Journey Insurance policy. Parents and carers will be told about any difference to this cover before any consent or payment is given.

13. Monitoring and review

The Educational Visits Co-ordinator makes sure there is a system in place for appropriate monitoring of visits and activities, including evaluation of visits on Evolve. Governors monitor how well this policy is put into practice and how effective it is, acting as a critical friend.

This policy will be reviewed annually by the Educational Visits Co-ordinator and approved by the Governing Body, or sooner if the employer's policy or national guidance changes.

14. Approval

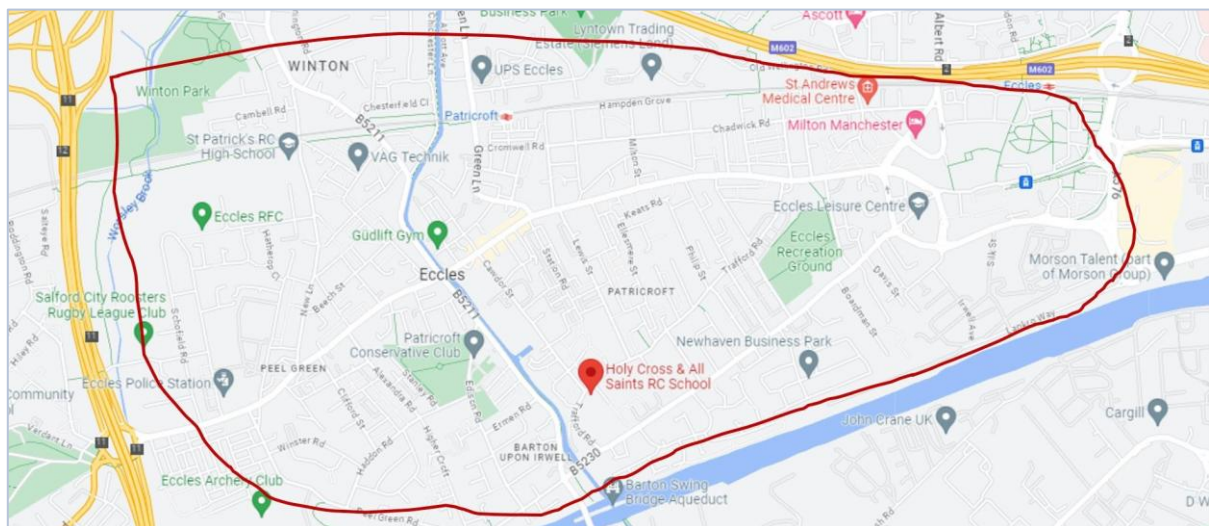
Signed (Chair of Governors)		Date	
Signed (Headteacher)		Date	
Signed (EVC)		Date	

Appendix A: Local Learning Area

Boundaries

The boundaries of our Local Learning Area are shown on the map below. The area includes these frequently used venues:

- Pocket Park
- Eccles Recreation Ground
- Eccles Library
- Pool and leisure centre
- Holy Cross Church
- All Saints Church
- St Patrick's RC High School



We use our Local Learning Area regularly for a variety of learning activities. Visit leaders may work in this area by recording visits on Evolve using the Local Learning Area option, provided they follow the operating procedure below.

Operating procedure for visits in the Local Learning Area

These are the potentially significant issues and hazards within our Local Learning Area:

- road traffic;
- other people, members of the public and animals;
- losing a pupil;
- uneven surfaces, slips, trips and falls;
- weather conditions;
- activity-specific issues during environmental fieldwork (for example nettles, brambles and litter).

These are managed through a combination of the following:

- The Headteacher or EVC gives verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. The EVC and the office keep a current list of approved staff.

- The Local Learning Area and this operating procedure are explained to all new parents and carers when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go' areas, and have practised appropriate group management techniques.
- Pupils have been taught, and have practised, standard techniques for crossing roads as a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Any remotely supervised work is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear are checked before leaving school.
- Staff are aware of relevant medical information and make sure any required medication is taken.
- Staff leave with the office a list of all pupils and staff, the proposed route and an estimated time of return.
- A school mobile phone is taken with each group, and the office has a note of the number.
- Appropriate personal protective equipment (for example gloves or goggles) is taken when needed.

Appendix B: Incident management procedure

A summary for visit leaders. Full guidance is in the employer's policy and on Evolve. Every visit leader carries the school's emergency contact details and the base contact's number.

If an incident happens during a visit, the visit leader will:

- make the situation safe, assess any injuries and give first aid;
- call the emergency services (999) if needed;
- make sure the rest of the group is safe, supervised and accounted for;
- contact the base contact at school as soon as possible, giving the facts: who, what, where and when;
- keep a written record of what happened, the actions taken and the times;
- not speak to the media or post on social media. All enquiries are referred to the Headteacher.

The base contact will:

- inform the Headteacher (if they are not the base contact);
- contact parents and carers of the children involved, as agreed with the Headteacher;
- inform the Educational Visits Adviser and the employer of any serious incident;
- make sure the incident is reported and recorded in line with the employer's health and safety procedures, including RIDDOR where applicable;
- make sure any safeguarding concern is passed to the DSL and recorded on CPOMS.

After the visit

The visit leader and EVC review the incident, record it on Evolve, and share any lessons learned with staff.