

Educational Visits Policy 2026

St. Adrian's Catholic Primary School



**‘To Learn, To Love, To Live as a Community of
God with Christ as our Teacher’**

www.stadrians.herts.sch.uk

Approved by: The Full Governing Body

Date: October 2026

Next review due by: October 2028



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Introduction

This policy defines the expectations and intentions for educational visits undertaken by St Adrian Catholic Primary School. It applies to situations where the school has responsibility for pupils taking part in learning activities in an environment that is outside of the classroom. It supports the principle of inclusion.

Policy Statement

St Adrian Catholic Primary School has contracted EVOLVE Advice to provide advice, guidance, training and support to its staff, and adopts EVOLVE Advice's 'Beyond the Gates' Guidance, which formally adopts www.oeapng.info (OEAP National Guidance) as its source of guidance about educational visits.

Educational visits are valued as an integral part of a good education whilst at this school as they provide a rich and a contextual experience when learning new concepts in their curriculum.

Mrs Porter is ultimately responsible for the purposeful and safe provision of educational visits and other offsite activities. This includes ensuring that all adults accompanying a visit have appropriate background checks, the staff team are competent, and appropriate risk management has been undertaken.

Delegated duties are given to the Educational Visits Coordinator (EVC) Karen Gallaher (deputy headteacher), to oversee the school's educational visits.

Delegated duties are also given to Visit Leaders to plan and run specific educational visits, as per the Visit Leader Job Description available at www.oeapng.info.

This policy applies to all pupils, including those in the early years.

The Headteacher. Mrs Porter, will ensure adventurous, residential and overseas trips are booked only with providers who hold the LOfC Quality Badge.





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Principles

- The Headteacher will ensure she and the EVC have access to relevant EVC training and information necessary for them to carry out their duties safely.
- The Headteacher will ensure staff are trained appropriately, including ensuring provision for any pupils with additional vulnerabilities.
- The Headteacher will ensure all residential and adventurous offsite visits are entered on EVOLVE prior to any bookings or payments being made.
- The Headteacher will ensure all residential and adventurous offsite visits are submitted for approval no less than 4 weeks (28 calendar days) before the trip departure date (except in Exceptional Circumstances - see below).

Exceptional Circumstances may include the following:

- ❖ Sporting or other fixtures/competitions where the Establishment qualifies for a next round at short notice
- ❖ Last-minute opportunities, e.g. cultural visits, theatre performances, reduced-cost residentials
- ❖ Where third-party provider information is delayed, despite evidenced best efforts to obtain it.
- EVCs must communicate their reasons for their Exceptional Circumstances to the EVOLVE Advice Educational Visits Adviser by emailing advice@evolveadvice.co.uk, as soon as possible, indicating 'Exceptional Circumstance' in the subject line of the email.
- Any offsite extra-curricular activities (such as horse riding, climbing etc.) must be added to the EVOLVE platform.
- The Headteacher will ensure all other (non-overseas, non-residential and non-adventurous) offsite visits are entered on EVOLVE and approved **[at least 7 days prior to departure]**.
- EVCs will ensure all Local Area Visits are added to the EVOLVE local area visit section prior to departure, and the Local Area Visit Policy is amended and uploaded to the EVOLVE documents section.
- This document provides concise and supportive guidance for the planning and management of off-site visits and related activities. It is available electronically on the





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school's Shared Drive and on 'EVOLVE', along with a number of other supporting documents.

- All visits and LOtC activities will be planned in such a way as to ensure that the benefits and intended learning outcomes are clearly identified and understood by the supervising adults beforehand and can form the basis for objective evaluation afterwards.

Safeguarding

- Safeguarding is everyone's responsibility. All staff accompanying pupils on visits have a duty to provide a safe environment in which children can learn.
- Visit Leaders must ensure that they, and all accompanying visit staff, uphold the highest safeguarding standards when on trips and visits, including adhering to the Establishment's Safeguarding and Child Protection Policy and Staff Code of Conduct, as well as complying with local child protection procedures.
- All staff to follow the Establishment's Safeguarding Policy.

Allergy Management

- A child or young person's Individual Healthcare Plan will consider arrangements for visits and shared with the relevant staff teams. Before any off-site visit, the school will carry out a specific risk assessment for any child or young person at risk of anaphylaxis or with another significant allergy. School staff will receive training to undertake this risk assessment.
- The risk assessment will consider the child or young person's needs in the context of the visit. Pupils at risk of anaphylaxis will bring their own prescribed adrenaline devices (2x where these have been prescribed), and at least one accompanying staff member will be trained and confident to administer them in an emergency. The school will also consider, on a case-by-case basis and as a result of the risk assessment, whether it is appropriate to take "spare" adrenaline devices on the trip, while ensuring this doesn't leave the main site without adequate spare stock.
- All allergies will be considered, not just catering and food-related arrangements for the visit. All allergies will be considered early, and no child will be excluded from a trip or have a parent required to attend simply because of their allergy, and the school's inclusion policy will be followed. When external venues or providers are used, the school





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will liaise with providers and venues and share medical and dietary information well in advance of the start date. Serious incidents and "near misses" during visits will be investigated, recorded, and reported in line with the school's wider procedures. Any lessons learned will be shared.

Post Trip Evaluation

1. Visit Leaders must complete and submit one Post-Trip Evaluation form for each visit (excluding Local Area Visits) to the EVC, including elements around safeguarding, i.e. what went well and what lessons can be learned for future planning. These must be uploaded to EVOLVE within 14 days of a visit.
2. The EVC must read and action, where appropriate, any findings from the Post Trip Evaluation Form.
3. The Head teacher is ultimately responsible for ensuring Post Trip Evaluations are completed in a timely manner, and that the EVC has actioned any findings.

Risk Assessment

Risks are expected to be reduced to an *acceptable* or *tolerable* level, and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

Due to the complex nature of off-site visits, conventional 'risk assessment' as a stand-alone tool is not particularly useful and can on occasion be misleading. It is of greater benefit to consider the overall 'risk management' of visits by taking all aspects of visit planning and management into account. This can be achieved effectively through a combination of the 'EVOLVE' visit form itself, and where appropriate, any event specific notes or attachments.

Visit planning includes consideration of the question: *'What are the really important things that we need to do to keep us safe?'* It should focus on those issues that are specific to the individual event, taking into account the needs of the group (including special and medical needs), the experience and competency of the staff team, and the leader in the context of the event. Significant issues must be recorded on 'EVOLVE', either notes or as an attachment, and shared with all parties.





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This planning process by the leader may be compared to the expectation of a teacher or youth worker to plan a lesson/session which is relevant to the needs of the group.

Planning that includes adventurous activity commonly involves delivery by an external provider and the provider will have responsibility for risk assessing and managing the activity. As such, the provider's risk assessment is not the concern of the establishment leader, does not need to be requested from the provider, and does not need to be attached to 'EVOLVE'.

Use of generic risk assessments

A selection of generic risk assessments is available in Word format from the Health & Safety pages on the Grid and for use on 'EVOLVE'.

Whilst not exhaustive, the control measures contained within this selection are probably sufficient to cover most eventualities likely to be encountered in the course of most offsite visits and LOtC activities.

Staff are encouraged to compile their own "event-specific" risk assessments which can then be reviewed and re-used as required.

Note: whilst it is not possible to "clone" visits on 'EVOLVE', it is possible to re-use risk assessments and other documents that have been attached to previous visits. Staff should liaise with their EVC about this.

Plan B

Alternative arrangements should be included within the planning process where appropriate, for example, where weather conditions or water levels might be critical, or where an overcrowded venue might necessitate an alternative option.

Where appropriate, all alternative activities should be fully considered and risk assessed beforehand.

Seeking Assurances from Provider / Use of a Provider assessment Form (OV6)





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Hertfordshire County Council provides the OV6 'Provider Assessment Form' to help provide an audit trail for arrangements and checks if required.

Many providers have websites and offer information packs which contain the sorts of information asked for on the OV6, including a Safety Management statement, so it may not be necessary to use one.

The OV6 is a generic form, for use for all kinds of providers, so if one is sent to a provider, it should be specified that they only need to complete the parts applicable to them/their services.

Once an OV6 has been received, signed and dated by a manager or person in authority, it is not always necessary to send a new one to the same provider each time you use them. It is sufficient to annotate the existing form already held by the establishment to show the school has checked back with the provider and that there have been no major or significant changes since the form was originally signed; this will not apply if the time interval is not more than 12 months or so.

To reduce bureaucracy for both Visit Leaders and Providers, leaders should take advantage of national schemes that have been established to eliminate the need for questionnaires and forms as advised in LA guidance e.g. **LOtC Quality Badge, AALS Licence and 'Adventuremark'**.

Holding one of the above is a credible assurance of Health and Safety, and Visit Leaders should seek no further verification. The LOtC Quality Badge also covers learning quality.

Visit Leaders should **not** ask for copies of risk assessment documentation but may seek assurance of a provider's competence to deliver their activities safely by means of a Safety Management statement if this is not already provided.

National Institutions and Public Buildings: - by their very nature these venues and providers are extremely unlikely not to conform to current Health & Safety legislation so it should not be necessary to require them to complete an OV6 or send out copies of their risk assessment documents.





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HCC Providers and Establishments: - OV6 forms are not required from HCC-run providers such as Cuffley Camp, Herts Young Mariners Base, Hudnall Park or The Old Coach House in Snowdonia.

Preliminary Visits

Wherever reasonably possible, it is good practice for the Visit Leader to make a preliminary visit to a venue or provider beforehand in order for them to familiarise themselves with the layout and surroundings, and any site-specific procedures or issues which may have an impact on the visit or members of the group.

Within the UK, highest priority for preliminary visits will be where no serving member of staff from the establishment has visited before, then when the Visit Leader has no experience of the venue/activity.

For overseas visits, advantage should be taken of any offers by tour operators for "leaders' orientation"-type visits.

Participants

It is good practice to involve participants in the planning and organisation of visits, as in doing so they will make more informed decisions, and will become more 'risk aware' and hence at less risk. They will also have greater ownership of the event.

Staffing and Supervision (see EG docs 4.2a, 3.2g)

The LA requires establishments to ensure there is an **appropriate level of supervision at all times** for all visits and that such supervision is 'effective'. This must have been approved by the EVC and Head of Establishment and, where applicable, in accordance with Governing Body policy.

Ratios for Early Years are specified and must be adhered to; see Statutory Framework for the Early Years Foundation Stage





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For all other visits the visit leader, EVC and Head of establishment will make a professional judgement regarding the number and suitability of staffing on an individual visit basis after consideration of the following factors:

- the type, level, and duration of activity;
- the nature and requirements of individuals within the group, including those with additional needs;
- the experience and competence of staff and other adults;
- the venue, time of year and prevailing/predicted conditions;
- the contingency or 'Plan B' options.

A visit must not go ahead where either the Visit Leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists.

A useful 'starting point for consideration' is 1 adult :10 young people. Where departure from this starting point results in fewer staff, the justification should be recorded as a note on 'EVOLVE'.

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.

Staff and volunteers who work *frequently* or *intensively* with, or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process. For the purpose of this policy:

- '*frequently*' is defined as 'once a week or more'.
- '*intensively*' is defined as 3 times in a 30 day period or overnight (2am - 6am).

Use of Voluntary Helpers

The use of parents and other adults with a clear association with the establishment, as helpers or supervisors on offsite visits or LOfC activities, is seen as a valuable means of encouraging or





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maintaining closer links with the local community and accessing a wider set of skills and experience than may exist amongst the establishment's staff.

Such volunteers will need to understand and consent to the fact that they will be answerable to the visit/activity leader.

It is a fact that a volunteer will not be accountable through a legalistic audit trail (as would exist were their involvement based on a contractual relationship) and is therefore the case that a volunteer helper cannot be appointed as a Visit Leader.

For one -off day trips: Parents who help out on a single, occasional day trip do not legally need a DBS check. However, for overnight stays, any parent helping on a residential or overnight school trip must have an enhanced DBS check with a children's barred list check.

Clear DBS-checks must have been returned before a volunteer adult helper may participate in a residential visit or regular school activities.

Emergency Procedures

Staff involved in a visit must be aware of, and adhere to, the establishment's policy on emergency procedures.

In the event of an emergency on an offsite school trip, the visit leader may use his/her mobile phone to contact the school and/ or the emergency services. If a parent needs to be called, then the office manager or office staff at school will do so, after being contacted by the visit leader.

For all "out of hours" and residential visits there will be a nominated person(s) that can provide 24/7 cover as an Emergency Contact and that the person(s) so nominated will have 24/7 access to all details of the visit. This will include medical and next-of-kin information regarding staff as well as young people.

Consideration will be given to the following:

- Criteria for identifying the nominated Emergency Contact(s)
- Is more than one Emergency Contacts required?





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- Procedure for lodging visit plans to enable them to be accessed in the event of an emergency?
- Have procedures been tested?
- Is it possible to demonstrate a proactive response, to any pattern that can be recognised within incidents?

Visit Leaders should also complete and carry an Emergency Contacts sheet (OV9).

Where appropriate the Visit Leader should have an "Emergency Events" card, as issued by HCC to all (formerly) CSF establishments.

First Aid

It is not always necessary that a qualified First Aider accompanies an offsite visit or LOtC activity. First aid issues for any LOtC activity should be considered as part of the risk management process and the exact requirements should be determined by ensuring that first aid support is available at an appropriate level. What is "appropriate" will be determined by:

- The nature of the activity.
- The nature of the group.
- The likely injuries associated with the activity.
- The extent to which the activity will isolate the group from normal ambulance support, or a known point where a qualified first aider will be available.

A very basic level of first aid support must be available at all times. This will require that one or more of the staff leading the activity:

- Know how to access qualified first aid support.
- Have a working knowledge of simple first aid and are competent to use the first aid materials carried with the group.

For some activities (most commonly in defined adventure activities) there is a good practice expectation that requires those leading such activities to hold a current first aid "qualification".





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To be a "qualification", the first aid course must include a formalised assessment process; otherwise any certification will have the status of a certificate of attendance. In practical terms, the course will be a minimum of 16 hours.

It is a legal requirement that all minibuses must carry a first aid kit.

Consent

Section 35 of the Education Act 2004 states: *'Where a visit is part of a planned curriculum in normal curriculum time, then parental consent is not necessary although it is recommended good practice to ensure that parents are informed'*.

Annual consent is appropriate for regular routine activities that take place during normal school hours.

For all other visits, consent should be obtained on an individual visit basis. Information provided to parents prior to granting consent should include full details of the activities and any other significant information.

Insurance

Advice regarding insurance may be sought from the Local Authority's Insurance department.

Contact details are given on the 'Contact' page and from the 'Insurance' section when completing a visit entry on 'EVOLVE'.

In addition to the standard public liability cover which all establishments will have in place Hertfordshire County Council has taken out 'blanket' personal accident cover / travel insurance for all trips/visits at home or abroad. This cover only applies to establishments which buy into the Council's Annual travel Insurance Scheme. Details are available from the County's insurance department on 01992 555480 or by email at insurance@hertscc.gov.uk

For those establishments who make their own insurance arrangements, personal accident / travel insurance must be taken out for all visits abroad. For all other visits it is the responsibility of the Governing Body (where applicable), Head of Establishment, and Educational Visits Coordinator to determine whether additional insurance should be taken out. The establishment





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should particularly consider the need for additional insurance for residential activities, or those involving adventurous activities or hazardous environments.

For travel within the European Union (plus Iceland, Liechtenstein, Norway, and Switzerland), all participants must hold a valid EHIC (European Health Insurance Card). See www.dh.gov.uk

Inclusion

This establishment policy endorses the following principles:

- A presumption of entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers.

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification.

Visit Leaders are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage.

However, the Disability Discrimination Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises.

It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence and normal work practices.

Transport

Private Cars

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Head of Establishment, and an OV7D Form must be completed and retained by the establishment on an annual basis.





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Coaches

The LA does not 'approve' coach companies. Whilst UK legislation ensures that coach companies are fit for public use, the facilities available on coaches may vary. Liaising with other establishments within the LA that have used a particular company (via a search on 'EVOLVE') will help to determine the level of service that may be provided.

Public Transport

For public transport within the Greater London area contact 'Transport for London', who offer special arrangements for establishment parties on London buses, Underground, Tramlink, and Docklands Light Railway, to cultural destinations. See [Transport for London](#) Tel. 020 7918 3954.

Swimming

This establishment acknowledges the immense educational benefits that swimming activities can potentially bring to young people, and fully supports and encourages swimming activities that are correctly planned, managed, and conducted.

In addition to considering the benefits of the activity, staff should also ensure that reasonably practicable safety precautions are taken.

All swimming activities and venues must be included within the visit plan, and life-guarding arrangements checked in advance. This is particularly important in respect of visits abroad, where for example, a hotel pool may be available.

Particular consideration should be given to the following factors:

- Unknown locations and hazards, especially overseas.
- Changing environmental conditions.
- Supervisor complacency & lack of transferable knowledge.
- Adherence to local advice.
- Preparation and knowledge of young people, i.e. is it a planned activity?

Young people must be supervised by a competent adult at all times whilst undertaking swimming activities.





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Swimming pools (life-guarded)

LA notification is not required

- UK Swimming Pool safety is guided by various Health and Safety at Work Acts and Regulations. Pool operators have a duty to take all reasonable and practicable measures to ensure that teaching and coaching activities are conducted safely.
- For publicly life-guarded pools abroad, the establishment's staff must seek assurances that appropriate lifeguard cover is in place prior to participants entering the water.
- Unless suitably qualified, the establishment's staff should not have responsibility for life-guarding. However, they do retain a pastoral role for participants at all times either

Establishment-Specific Requirements

In addition to the guidance in 'Beyond the Gates', St Adrian Catholic Primary School stipulates the following additional requirements.

Contact Names

Role	Name / Details
Headteacher	<i>Aideen Porter</i>
Educational Visits Coordinator (EVC)	<i>Karen Gallaher</i>
Designated Safeguarding Lead	<i>Aideen Porter</i>
EVOLVE Advice Educational Visits Adviser	advice@evolveadvice.co.uk

Source of information on educational visits





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Outdoor Education Advisers' Panel National Guidance	www.oeapng.info
Beyond the Gates	www.evolveadvice.co.uk/beyond-the-gates

Review and Sign-Off

This document will be reviewed annually and is endorsed by St Adrian Catholic Primary School's governing body.

Date of issue: October 2026

Version number: 1

Date of next review: October 2028





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