

Educational Visits Policy & Procedures

The Grove Partnership

2026 - 2027



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Comments:	Ensure reference to public liability insurance (10 million) & staff training for visit leaders.
Head teacher's Signature:	<i>E. Patel</i>
Review approved by the Curriculum Committee	On Governor Hub 28.07.2026, for Management Committee on 29.07.2026

Educational Visits Policy & Procedures

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1. Rationale

Our curriculum Policy commits us to providing effective teaching and learning so that all children can reach their full potential with a relevant and engaging curriculum. This is important

for all groups of learners. We believe that learning is an enjoyable, life long process through which everyone can achieve their full potential and exceed their expectations. We challenge and support pupils to do their very best by providing a range of learning experiences beyond the statutory requirement.

2. Introduction

At The Grove Partnership we seek to ensure that the National Curriculum is delivered to all children, regardless of their social background, race, gender or differences in ability. All pupils are entitled to the development of knowledge, understanding, skills and attitudes to promote their wellbeing and social experiences. To enrich the curriculum for our pupils, we also offer a range of educational visits and other activities to complement the learning that takes place in school.

3. Organisation – Educational Visit Co-ordinators

The designated Educational Visit Co-ordinators at The Grove Partnership are:

- Chrissy Emerson
- Kayleigh Bell

In the absence of both EVC's Karl Said will become the designated EVC for the duration of the absence.

4. Procedures for Educational Visits

The Grove Partnership have adopted Oldham Council's procedures for planning and managing educational visits.

This policy applies to all staff (including supply staff) and volunteers involved in organising, running and assisting with off-site / educational visits at The Grove Partnership.

1. The visit leader must complete a Visit Request Form (**Appendix EV5**) and submit this via email to the Head teacher & EVC's to request authorisation for the visit/trip. This must be done allowing sufficient time for this to be approved and meet the deadlines outlined below and is applicable for trips that are deemed to be adventurous and have a substantial cost implication. It is not necessary to complete this form for standard, local PE trips / venues.
2. The Visit Leader will arrange a planning meeting to discuss the logistics with the group members including pupils, where possible. A record is to be retained of this discussion.
3. All staff involved in the running of, or taking part in visits have an individual log-in for EVOLVE to allow them access to the relevant information and risk assessments.
4. The Visit Leader will complete the details for each visit using the EVOLVE system, ensuring all relevant attachments are submitted.
5. The range of documents that are required to be uploaded onto EVOLVE are: -
 - Risk Assessment for the specific venue / activity.
 - Risk Assessment detailing any individual pupil needs.

- Risk Assessment provided by the Activity Centre/provider.
 - Completed visit leader checklist.
 - Approved visit request form.
 - Risk Assessment for transport to and from the venue.
 - LOTC certificate or external provider form (if applicable).
 - Public Liability insurance minimum 10 million (if applicable).
6. The Visit Leader will submit the Evolve visit to the EVC who will review it and either submit this to the Head teacher for final approval or return the visit to the Visit Leader who may be asked for additional documents or given instructions to make amendments. In the latter case the Visit Leader will be required to re-submit the visit via EVOLVE.
 7. Once the visit is submitted to the Head teacher and final approval is given the Visit Leader will print off a paper copy of the risk assessment(s) and ensure **all** staff attending the visit read and sign the front sheet for the risk assessment.
 8. The Visit Leader **must check** the visit has been approved at least 24 hours prior to the visit taking place.
 9. The folder for risk assessments (paper copies) will be held in the Admin Office at Broadbent Road and at Laurel Bank.
 10. The Visit Leader is responsible for ensuring the off-site form is completed and passed to the admin staff in reception before any off- site visit takes place.
 11. The visit leader is responsible for reviewing the visits after they have taken place.

5. Guidance

The Governing Body has adopted Oldham's guidance for off site visits and adventure Activities" and follow the "**National Guidance** for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom". Together these documents summarise the arrangements for educational visits at The Grove Partnership and are all available to staff via the Evolve website. The '**National Guidance**' is web based to allow for regular updates when required. Here is the link for national guidance <https://oeapng.info>

If a staff member feels there appears to be a conflict between advice in these documents, then the Oldham policy must be followed and clarification should be sought from the Educational Visit Coordinator.

6. Clarification of roles

The key roles with regard to visits at The Grove Partnership relate to: The Governors; Head teacher; Educational Visit Coordinator and Visit Leader. The responsibilities of these roles are outlined in 'National Guidance' with a brief summary.

7. Governors

In line with advice in 'National Guidance' the Governing Body will:

1. Adopt and periodically review this policy, as required.

2. Ensure there is a competent Educational Visit Coordinator (EVC) in place who meets the requirements outlined in 'National Guidance' and has completed the Local Authority EVC Training Programme and any updates as required.
3. Review the range of visits provided by the school via a report submitted annually by the EVC.

8. Head Teacher

The Head teacher will be responsible for the following:

1. Appoint a competent Educational Visit Coordinator(s) (EVC) who meets the requirements outlined in 'National Guidance' and has completed the Local Authority EVC Training Programme and any updates as required.
2. Formally 'sign-off' all visits via the Evolve visit management system, confirming competence of staff as required for the planned visit. These visits are also reviewed by the Local Authority via the Evolve system.
3. In the event of absence of the Head teacher the Head of School will have temporary delegated responsibility for approving all visits – Evolve account changes can be arranged with the Outdoor Education Adviser.

9. Educational Visits Co-ordinator (EVC)

The role of the EVC is summarised in National Guidance (<https://oeapng.info>)

The EVC has delegated responsibility for overseeing the arrangements for educational visits. All visits are vetted by the EVC prior to approval by the Head teacher (as outlined in the procedures).

It is important to note that the EVC will be required to complete three statements on EVOLVE prior to approving any visits, these are:

1. The visit has been planned and checked with reference to the National Guidance, Visit Leader Checklist.
2. They are satisfied the Visit Leader is competent to run the visit.
3. The event specific risk assessment(s) are adequate.

10. Visit Leader

The role of the Visit Leader is summarised in 'National Guidance' (this document can be found on the Evolve website under the tab named 'resources'). Visit leaders must ensure they have met all relevant requirements of the **Leader's Checklist** in National Guidance. A visit leader checklist can be found on Evolve under the resources tab and is located as **Appendix EV2** at the back of this policy.

The Visit Leader has the overall responsibility for the supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Visit Leader should be appointed. If this role changes during a visit, a clear handover should be made.

Competent leaders keep people safe and in order to assess the suitability of a visit leader considerations will be made to the following;

1. Reflective experience.

2. Knowledge of the venue or activity taking place.
3. Relevant qualifications.
4. Common sense, evidence of sensible informed decision making.
5. Confidence and excellent communication skills.

All visits must be planned and recorded on the Evolve visit management system. Failure to do so will result in the trip being cancelled. Using the Evolve system ensures that the school have sufficient insurance for the trip.

12. Approval of Staff to Lead Activities and Visits

All visits require approval by the Head teacher prior to departure – via the Evolve visit management system. Each Visit Leader **must** check that this has been approved before their departure. Checking this on the day of the visit is not acceptable, this must be done at least 24 hours prior to the visit taking place.

13. Procedural Requirements

The visit leader must complete a Visit Request Form (**Appendix EV5**) and submit this via email to the Head teacher & EVC's to request authorisation for the visit/trip. This must be done allowing sufficient time for this to be approved and meet the deadlines outlined below.

The Grove Partnership uses the Evolve system to plan, manage and record all educational visits.

Visit Leaders should plan and prepare visits allowing time for internal and external vetting and approval as required. Normally this will mean that visit plans should be submitted to the EVC by the following deadlines:

- 3 to 6 months before departure for Overseas Visits.
- 4 weeks before departure for Residential trips.
- 4 weeks before departure for Adventure Activities.
- 2 weeks before departure for other types of visit.

If for any reason these deadlines cannot be met, clarification and approval should be sought from the EVC.

For trips/visits/activities that are long term i.e. visit to the same venue taking place weekly over a period of time, staff are advised to review the EVOLVE visit and supporting documents and resubmit the trip/visit onto EVOLVE **every half term**. This ensures that any changes to the risks are reviewed and adequate control measures are in place.

Management understand there can be last minute changes due to unforeseen circumstances resulting in late submissions of EVOLVE visits. In this case all the above procedures must still be followed and staff must be advised that late submissions may not be approved resulting in trips not taking place. However, the EVC/Head teacher will endeavour to approve visits to prevent this happening.

The visit leader is responsible for completing the **School off Site Form (EV4)** before leaving school to attend any trips and ensuring this is left on site with the admin staff on reception.

13. First Aiders

Oldham Guidance states that there must be a first aider present on every off site visit. A first aider is defined as a member of staff who has attended a certified training course and has a current certificate.

Staff are asked to take a first aid kit with them on each visits/trip. Any first aid supplies that are taken out of first aid kits, including vehicle kits must be replenished upon return to school to allow adequate supplies for the following visit.

After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

14. Ratios

The visit leader is asked to consider carefully the ratios of staff and pupils attending each visit. The law expects “effective supervision”.

The Visit Leader and EVC should “consider the nature and location of the activity, the competence and experience of staff together with the age and ability of pupils for staff to determine the degree of supervision required”.

At The Grove Partnership staff also take into account the individual pupils needs (SEN and medical) when considering the staff/pupil ratios.

15. Risk Management – Planning Stage

The Planning Stage is a crucial element of planning for visits. Visit Leaders are responsible for assessing and managing the risks of visits they are planning.

Staff are expected to plan visits as a team. The emphasis being on involving all group members including pupils in the planning process. We aim to develop a sense of responsibility from all persons attending the visit and enhance their knowledge of the content of risk assessments. The implementation of this professional conversation is a key skill that visit leaders must be able to evidence.

We aim to have procedures which are effective and proportionate to the risks involved in a visit and recognise the important learning opportunities and benefits involved in visits that include inherent risks (for example sports activities and the Duke of Edinburgh’s Award).

Generic risk assessments are available for visits previously run in which case the Visit Leader is responsible for sharing the content of these documents with the group, reviewing and modifying these as required, to allow for the specific circumstances of the visit. Significant factors must be recorded via:

- A standard risk assessment form
- A supplementary note on the Evolve visit form
- For routine visits, the lesson plan
- Or other suitable format agreed with EVC

A risk assessment must be undertaken prior to all educational visits and off site visits.

Each risk assessment should identify significant risks and take measures to control these, using HSE five steps to risk assessment model;

- Look for hazards
- Decided who might be harmed and how
- Evaluate the risks and decided whether the existing precautions are adequate or whether more should be done
- Record findings
- Review the assessment and revise if necessary

16. External Providers

Where external providers are used they are responsible for risk assessing the activities they provide. This must be confirmed on the External Provider Form (not required for providers with a LOTC Quality Badge). Evidence of external provider AALA Adventure Activities Licencing Authority form must be sought and uploaded onto the Evolve visit alongside the risk assessment. The Provider form must be completed and uploaded onto EVOLVE as part of the planning for the trip (form EV7)

17. Evaluation of external providers and venues

Visit Leaders are responsible for ensuring that external providers and venues can meet the learning outcomes required for the group of pupils identified to attend and (where appropriate) they offer reasonable value for money. 'Provider Forms' should be completed by external providers where required (see GOVAA for guidance). These should be checked as part of the planning and safety checks for the visit.

Visit Leaders should **not routinely** ask for copies of providers' risk assessments, but it is appropriate to ask for any information that they publish specifically aimed at helping Visit Leaders to manage their visit and assess the risks of any school led activities.

18. Preliminary Visits

The **National Guidance** on visits states:

"While the wide availability of web sites, ease of communication through electronic mailing and establishment of the LOTC Quality Badge scheme all have an important part to play in information gathering, there can be no substitute for a preliminary visit. This will back up research and enable you to clarify issues face to face. So, wherever reasonably practicable, it is good practice to carry out a preliminary visit. The cost of this can be built into the pricing structure of the visit."

Pre-visits should normally be made for new visits or if a venue has not been used in some time.

In some cases (for low risk visits or if for some reason a pre-visit is not reasonably practicable) a preliminary visit may not be required. Staff should contact the EVC for clarification.

If for any reason a pre-visit is not possible the Visit Leader should research the venue carefully and contact staff who have been to the venue for advice.

19. Approved Providers

(LOtC Quality Badge, AALA (adventure activities licence))

Holding one of the above is a credible assurance of appropriate Health and Safety management systems, and no further verification of these systems should be necessary. The LOTC Quality Badge also covers learning quality. Providers that hold a LOTC Quality Badge are not normally required to submit a Provider Form but Public Liability insurance levels should be checked out on the LOTC Badge website. The provider must have Public liability cover for at least £10 million.

We require provider forms to be completed for all venues / establishments that provide activities for our pupils.

20. Parental Consent

Parental Consent is obtained from all parents/carers when each pupil is placed on role at The Grove Partnership. This specifically provides consent for staff to take pupils on low risk activities and visits in local areas on the condition that parents/carers are provided with information via:

- Information Letter
- Text message sent via the 'in touch' system

Specific consent forms are required for the following types of visit:

- Residential trips
- Overseas visits
- Adventure activities (including DofE activities)

The visit leader is responsible for uploading the parental consents onto the EVOLVE system for each specific visit.

21. Emergencies

All Visit Leaders must ensure that adequate arrangements are in place for first aid provision and emergency numbers are carried. The Head teacher must be notified at the earliest opportunity in the event of an emergency.

Visit Leaders are advised to take with them the Emergency Card (Visit Leaders), this is located at the back of this policy.

In the event of an emergency the School's critical incident team will assess and respond to the situation with support from Oldham Council if required.

22. Residential Trips

The EVC will normally act as the 24/7 emergency contact, with support from other senior staff as required. The Emergency Contact(s) will have 24/7 access to all details of the visit, including medical and next-of-kin information regarding staff and young people (via Evolve or hard copies), and the Emergency Card for Home Contacts.

23. Incidents & Accidents

All staff are advised to complete all relevant paperwork immediately upon their return to school if there has been an incident, accident or first aid administered to any person on the trip.

24. Monitoring & Evaluation of Visits

The running of visits is an important professional role for all staff and monitoring the running of educational visits in the field may form part of the professional assessment of staff. This may be undertaken by the EVC or other senior staff.

All visits should be evaluated to monitor and develop the quality of provision. This evaluation is completed in a number of ways:

- Visit Leaders are responsible for carrying out an evaluation of the visit. The Evolve system includes a very quick and easy assessment tool which focusses on the learning outcomes of a visit.
- If this is a weekly visit carried out over a half term period then the visit leader is expected to review this at the end of the half term or end of the topic that the visit links to.
- EVC's will periodically review the visits using EVOLVE. This is a simple way of evaluating 'everyday' visits and outcomes can be summarised in a report to Governors.
- Quality Assurance (QA) visits will also take place to ensure high standard and safety for off site visits.

Outcomes from evaluations might include:

- Amendments to risk assessment for future visits
- A decision not to use a venue again
- Cascading good practice to other staff
- Identifying training or support needs for staff
- Passing on issues and concerns to other staff / departments

25. Staff Induction & Training

The Grove Partnership recognises that staff may require training and experience to maximise learning outcomes from educational visits and for them to operate safely. All visits (will require that staff to obtain practical experience as assistant leaders alongside experienced staff as part of an 'apprenticeship model' prior to taking on the role of visit leader. This approach also helps to ensure continuity of key staff running annual / regular visits. In addition to this all Visit Leaders must have undertaken the training module: School Trips for Organisers and Support Staff (ihasco).

There is an expectation of increased experience for staff specifically relating to residential and overseas visits.

The Grove Partnership will actively promote professional development by providing opportunities for a wide range of training for staff involved in running and supporting visits including;

- First aid courses
- MIDAS training for minibus drivers
- Visit Leader Training (theory and practical)
- Educational visit coordinator (EVC) Training
- Evolve training

Relevant Training will be recorded on the Evolve system.

26. Transport Arrangements

Transport arrangements must be approved as part of the visit planning process

Use of staff cars:

Use of staff cars must be approved. Staff must:

- Fill in a registration / volunteer drivers form.
- Produce a clean valid driving licence (if staff have endorsements on their licence, approval to drive is required from the Head teacher).
- Produce evidence of insurance cover for carrying pupils whilst at work (business use cover on insurance certificate).
- Valid MOT test certificate.
- Complete the form to declare you are fit to drive.
- Staff must read and be familiar with the transport risk assessment
- Have over 12 months experience and be over the age of 21 as per school policy (to transport pupils) in their own vehicle.

School and Rented Minibuses

Drivers must hold a current MIDAS certificate if driving a mini bus. Driving licence requirements are as above. Regulations related to license requirements for driving vehicles with more than 8 passenger seats are complex. Staff should check eligibility to drive with the **EVC. In addition to this staff must have over three years experience and be over the age of 21 to drive school vehicles.**

Coaches / Minibuses with Drivers

Coaches and minibuses with drivers are booked via the school office to ensure they meet required standards and to obtain best value. Only reputable companies will be used.

Taxis

Taxis should be booked through the school office to ensure they meet required standards and to obtain best value.

27. Volunteers

Volunteers assisting with visits will normally require a DBS check. Staff are asked to check with the EVC well ahead of the visit. Visit leaders are responsible for briefing and supervising volunteers.

Visit leaders are responsible for ensuring that volunteer staff on visits:

- have clearly defined roles.
- are clear about expectations of them.

The school has a duty of care for all participants including volunteers and the Visit Leader should ensure this is considered as part of the planning and risk assessment.

Where appropriate the competence of volunteers should be verified by the EVC. Regular volunteers will be listed on the Evolve system by the EVC.

28. Behaviour

The school's Behaviour Policy applies off site as well as in school. Staff should apply the same behaviour management principles and pupils must **understand** that the same expectations apply.

Staff are advised to take with them on trips the 'concern' card (EV6). This is for handing out to members of the public if there is an incident involving a pupil which may result in the member of the public being concerned with what they see or hear.

Absconding

Refer to **Appendix EV1** for procedure to be followed for pupils who abscond / go missing from the group.

Consent forms for residential and overseas visits should require parents and pupils to sign confirming acceptance of the Code of Conduct.

29. Inclusion

Visits should be planned with a presumption of entitlement to participate, ensuring integration through participation with peers wherever possible. Accessibility should be ensured through direct or realistic adaptation or modification if required. Advice is available from the EVC where necessary.

30. Insurance

The Grove Partnership currently buys into an annual policy with Oldham Council which provides personal insurance for all educational visits.

31. Health & Safety

All staff are asked to read the document: Health & Safety; DFE Advice on Legal Duties & Powers for Local Authorities, head teachers, Staff and Governing Bodies.

32. Finance

For staff wishing to take pupils on activities/trips that have a cost implication they must obtain permission from the Head teacher before any steps are taken to book any trips. The cost information must be passed onto the School Business Manager so that the costs are accounted for and payment processed in accordance with school procedures.

33. Related Policies, Monitoring & Review

This policy will be reviewed annually to take into account any changes in processes and to ensure full compliance with protocols and government guidance.

This policy should be read alongside the school's policies on:

- Safeguarding and child protection
- Behaviour Policy
- Staff Code of Conduct
- Mobile phone policy

37. Appendices

EV1 – Procedures for staff to follow in the event of pupil absconding

EV2 – Visit Leader Checklist
EV3 – Visit Leader Emergency Action Card
EV4 – School off Site Form
EV5 – Visit Request Form
EV6 – Concern Card
EV7 – External Provider Form

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