

Elsenham C. of E. Primary School

Educational Visits and Off-Site Activities Policy



Approved by: CSIC for Governing Body **Date:** 11th November 2025

Last reviewed: November 2025

Next review due by: November 2027

Establishment type	Primary School
Name of establishment	Elsenham C. of E. V/C Primary School
Who is employer	ECC
Responsibility for offsite visits	Linda Todd HT, Adam Markham EVC
Date Trained	17/12/24
Policy agreed	11.11.25
Signed off by	HT, CSIC Committee on behalf of FGB
To be reviewed	November 2027
Other Policies Related	Safeguarding / Child Protection SEND/ Inclusion Health and safety Volunteer ECC guidance Transport Finance Staff training DfE H&S advice on legal duties & powers November 2018
Other Paperwork Attached	Signing-out sheet for ad-hoc activities in the school locality Generic and Site/Person specific risk assessment Risk benefit Assessment template Emergency Procedures Action Plan Parental consent forms Staff training list School Emergency Plan Emergency Contacts, etc.

Educational Visits Policy

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1 Introduction

The Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Elsenham C. of E. Primary School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.)* see website link : www.oeapng.info/

This policy follows current OEAP National Guidance (updated 2025), including 7.1j *Visiting Cities*, 4.4c *Inclusion*, and 3.4l *Risk Management for Complex Visits*. All staff must check www.oeapng.info for the most recent version before planning a visit.

The DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018) The 8 key points addressed in this document have been embedded in this policy

- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

1A – Definitions and Scope

This policy applies to all educational visits and off-site activities organised by Elsenham C of E Primary School, whether during or outside normal school hours. It includes curriculum visits, sporting fixtures, residential and adventurous activities, and local walks within the defined 'Local Learning Area'.

Key terms:

- 'Visit Leader' – the member of staff with overall responsibility for planning, supervision, and safety during the visit.
- 'EVC' – the Educational Visits Co-ordinator, responsible for supporting staff and ensuring compliance with OEAP National Guidance.
- 'Adventurous activity' – any activity requiring specific technical competence, specialist equipment or external instructor support (e.g. climbing, canoeing.)
- 'Local Learning Area' – pre-approved local environment for curriculum walks or fieldwork

2 Reasons for Visits

All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Elsenham C. of E. Primary School, we offer a range of educational visits and other activities that add to what they learn at school.

3 Visits and curriculum links

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods and parks;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork, field work further away
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
- Design and technology – work with local secondary schools;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to centres of worship, visits by local clergy.

NOTE – when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.

4. Gaining approval for a trip

Governors

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

The Governors must approve any visit involving an Overnight stay or Overseas. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits.

The Governors have adopted a charging and remissions policy:

www.oeapng.info 3.2c-Charges-for-off-site-activity-final

The Headteacher or EVC:

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 8)

- is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010. All visits must be inclusive and planned with reasonable adjustments for pupils with SEND or medical needs (see OEAP 4.4c *Inclusion*).
- should ensure the suitability of all staff appointed to the visit.
- should ensure that the visit leader fully understands his/her responsibilities.

- should implement effective emergency contact arrangements.
- should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- should have a system in place to record, audit and monitor school off-site visits.

An electronic submission process, EVOLVE is used to log, audit and approve the following:

Type of Visit	Approved By		
Overseas	EVC	Head	LA
Residential*	EVC	Head	LA
Adventurous*	EVC	Head	LA
Day Visit	EVC	Head	
Local	EVC	Head	

* If the residential or adventurous activity provider has a LOTC badge the head can authorise the visit without the need for the LA to.

All off-site activities beyond the school boundary, including local curriculum walks, must be logged on EVOLVE to ensure a full audit trail, approval process and insurance compliance.

5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.

www.oeapng.info 4.4h-Preliminary-visits-and-provider-assurances

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 3)

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc. or complete the OEAP Provider Statement via EVOLVE to demonstrate competence and safety management.

When visiting cities or crowded venues, visit leaders must follow OEAP 7.1j *Visiting Cities (2025)*, ensuring plans for crowd management, separation, communication, and emergency procedures are in place.

Visit Leaders should also be aware of the forthcoming *Terrorism (Protection of Premises) Act* ('Martyn's Law'), which may affect visits to large public venues.

6 Parental Consent:

OEAP National Guidance Document

www.oeapng.info 4.3d-Parental-Consent

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 2)

This guidance reflects the DfE guidance with particular note where consent is NOT required:

Parental consent to off-site activities:-

Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Please note the DfE form for obtaining consent for Adventurous, Residential, Overseas, or visits outside normal school hours.

7 Visits and staffing

CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist:

www.oeapng.info 3.3e-Visit-Leader-Check-List

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. For Risk Assessment guidance see www.oeapng.info 4.3g Risk Management

Key Requirements for Leaders

The key requirements for leaders are that they must be competent to lead, confident and accountable. Being competent means that the leader has demonstrated the ability to lead to the level demanded by the visit or activities that they are to lead, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in. Competence is a combination of skills, knowledge, awareness, judgement, training and experience. It is not necessarily related to age or position within the establishment.

Visit Leader Training

Should be offered to all leader staff and can be delivered by the trained EVC or by the Educational Visits Adviser. This is strongly recommended to ensure all staff are clear on their roles and responsibilities when engaged in off-site activity.

7A Staff Competence and Training

All visit leaders and supporting adults must demonstrate appropriate competence to fulfil their roles. Competence is based on experience, training, and knowledge of the activity, group, and environment. (See OEAP 3.2d 'Approval of Leaders'.)

The EVC will maintain a record of visit leader experience and training, and will provide mentoring for new staff. EVC and Visit Leader training should be renewed at least every 3 years."

7B Communication and Technology on Visits

All groups must have a reliable means of communication with the school base and between supervising adults. Mobile phones should be fully charged before departure, with key contact numbers shared with all staff. Where appropriate, technology such as GPS apps, digital mapping or

messaging groups may be used to support safety and coordination, subject to safeguarding protocols.

8 The visit

On the day

Leave in the school office:

- an amended list of children present and going on visit.
- full list of escorts and staff and groups of children for which they are responsible (see Appendix A).
- the itinerary for the entire day.
- a copy of the written briefing notes for the escorts.
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone.
- Copies of Emergency / Critical Incident cards given to all leaders.

During the visit

Young Children must be kept in escort's group at all times. With older children close supervision, is acceptable with suitable checks and contingencies in place.

There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.

Leaders must carry out a dynamic risk assessment throughout the visit, responding to any changes in weather, pupil behaviour, environment or crowding. If conditions change, plans should be adapted to maintain safety.

On return

Check all children off the coach and a member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or neighbour.

A teacher must remain with uncollected children until all parents have arrived and all children have departed.

9 Financing the visit

When stating the cost for each individual:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment. Cheques may be made payable to Elsenham C. of E. Primary School.

Formal approval from the HT must be sought before deposits paid.

10 Insurance

Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the well-being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

Indemnity

Please see reference to parental Consent: -
OEAP National Guidance Document
www.oeapng.info 4.3d-Parental-Consent

Insurance Provision

Teachers should be aware of the school provision for insurance.

See: Copy schedule of School Insurance for off-site visits: LA Insurance

11 Transport

Please discuss transport arrangements with the HT/ EVC/ School Office before confirming -

Also see guidance from OEAP NG - www.oeapng.info.pdf 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

12 Emergency / Critical Incident Procedures

See OEAP National Guidance document:

<http://oeapng.info> 1a-Critical-Incident-Management-Employer

- All leaders must carry the school's 'Critical Incident form' (z Cards) – With Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 6)

13 Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 7)

All links to guidance documents noted should be accessed via the www.oeapng.info site To access the most current advice/guidance. Use the keyword search to locate any document. Leaders must complete the post-visit evaluation form within EVOLVE, recording successes, incidents, and future actions for school records.

Records of visits, including risk assessments and consent forms, will be retained for a minimum of 3 years (or until the pupil is 21 if an incident occurred).

Reviewed:	Autumn 2025
Next revision due:	Autumn 2027

Appendix 1 -

Signing-out sheet for ad-hoc activities in the school locality, where the school policy addresses the generic risk management issues.

Local Learning Area

Originated from EVOLVE National Library for any latest updates - September 2020

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module, or on a 'Signing-out' sheet to be left with the office.
- do not require parental consent.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area indicated below. This area includes, but is not limited to, the following frequently used venues: *e.g.*

- *The Elsenham Post Office*
- *The Village Memorial*
- *The Old Well*
- *The Memorial Hall Recreation Centre*
- *Robin Hood Road*
- *Station Road (do not use the railway crossing)*

'No-go' areas within the Boundaries This area includes, but is not limited to, the following venues: *e.g.*

- The railway crossing on Station Road
- The road up to the Church, which does not have a pavement
- Hall Road

Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic.

- Other people
 - social distancing
 - members of the public
 - animals.
 - Etc.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- Regular handwashing or regular hand sanitising is in place.
- Students are briefed on keeping their distance from members of the public.
- The selected route takes the least busy option.
- Use antibacterial wipes to clean any equipment before use.
- There will be a minimum of two adults, and year group ratios will be adhered to.
- Staff are familiar with the area, including any 'no-go' areas, and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will either record the activity on EVOLVE (Local Area Visit module), or leave a completed 'Signing out' sheet with the office.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, facemasks bag for waste, tissues etc.)
- When walking down Station Road, children must not use the railway crossing.
- Children should only walk on a footpath.
- Adults should walk on the outside of children.

Local Learning Area Signing In and Out Sheet

Leave this completed form in the office or other agreed place when you go out.

Date	
Visit Leader	
Accompanying Staff	
Volunteers	
Group/Class	
Activity	
Destination/Venue details	
First Aid kit / Emergency Card taken?	
Time out	
Time back	
Contact number	
Any other relevant details/issues (eg pupil medical/behavioural needs)	

Generic and Site/Person specific risk assessment

Generic Risk Assessment for Off-site Visit

This generic risk assessment is designed to prompt the Specific Risk Assessment carried out by the school/establishment.

ACTIVITY AND ENVIRONMENT:

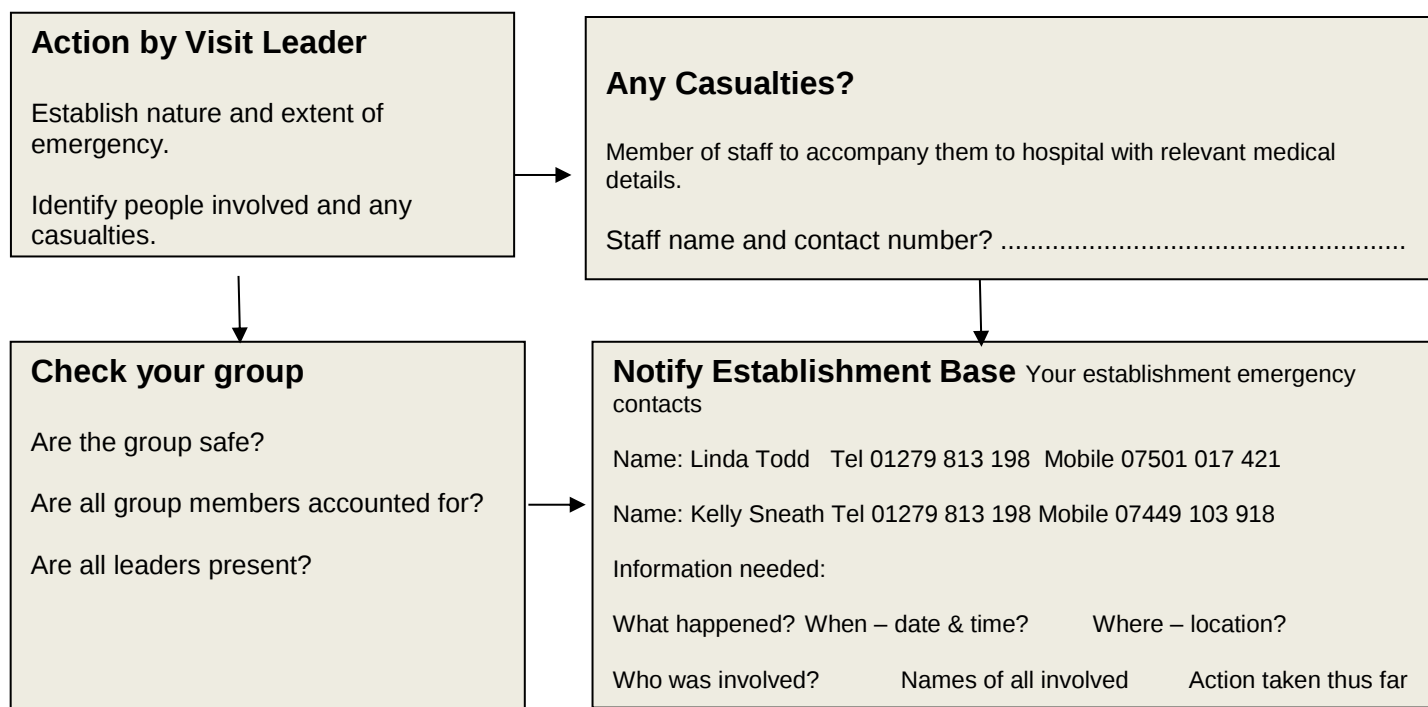
1. Significant Hazards and Identification of Risks: <i>Those hazards and risks that may result in serious harm or affect several people</i>	2. Control Measures: <i>Controls, including relevant sources of guidance</i>

Risk / Benefit Assessment

Generic Benefits			Specific Outcomes	
Specific Activity	Possible Problems/Issues	Probable Benefits	Control measures, reasonable and practical steps to avoid or reduce problems/issues	Decision/Comments/Actions

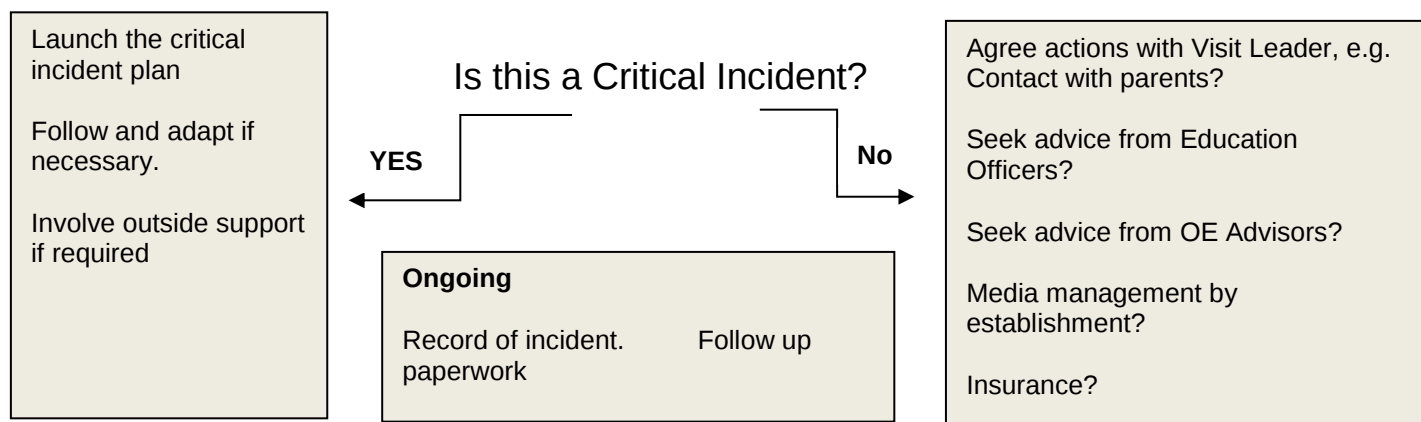
Critical Incident Procedure *ACTION PLAN*

Please follow the steps below to help manage emergencies effectively



Agree contact numbers to use and pattern of future contact.

Action by Establishment



Educational Visits Approval Pathway

The following flowchart summarises the approval and reporting process for all off-site visits. All staff must follow this pathway and record visits using the EVOLVE system.

Elsenham C of E Primary – Educational Visits Approval Pathway

