

Skirlaugh CE Primary School

“Whatever you do, work at it with all your heart”

Be Brave ~ Be Kind ~ Be Your Best



Educational Visits Policy

Approved by Governors	Spring 2026
Last Renewal Date	Spring 2026
Next Renewal Date	Spring 2029

Introduction

All offsite visits and activities that are organised and undertaken by the school are regarded as “educational visits”. Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

Aims and Objectives

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental, and physical development, and prepares them for adult life. The school’s headteacher and governors recognise the value and importance of learning outside the classroom and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

Types of visits organised by the school

The school offers a wide range of educational visits, including:

- Day visits, for example to the Buddhist Centre, A Farm or A Museum
- Sporting Fixtures, for example Boccia or football tournaments
- Residential visits, for example the Year 6 visit to London or Year 4 visit to Gulliver’s Valley
- Local visits including walks around the village, to a local Forest School and to the church
- Whole school visits such as to the pantomime

Compliance

The school’s policy is to comply with the LA’s “Guidance for the Management and Leadership of Offsite Visits”. The school’s Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- Health, Safety policy
- Safeguard/Child Protection policy
- SEND policy
- Equality and Diversity policy
- Charging and Remissions policy
- Individual subject curriculum documents

Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents and should know how/where this information can be accessed.

The LA’s “Guidance for the Management and Leadership of Offsite Visits” is accessible via EVOLVE Online.

Roles and responsibilities (for details see LA Offsite Visits Code of Practice)

The Headteacher has overall responsibility for all the school’s educational visits. New/Acting Headteachers should contact the LA for guidance on taking up the position and should access training from the LA as soon as possible during their first term regarding their responsibilities with respect to the management and approval of educational visits.

If the Headteacher is absent or unavailable, *Mrs J Leonard* will act as the appointed deputy, and fulfil the same responsibilities regarding the management and approval of educational visits.

The School's Educational Visits Coordinator (EVC) is Mrs C Pitois (appointed 01/09/25, trained 26/09/25). The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff, including recommendations regarding the approval of visits. New EVCs should access training from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years.

The EVC role has admin support provided by the school office team. This role involves sending out parent letters/obtaining medical details and consent forms etc.

The Governing Body representative who is responsible for overseeing educational visits, and for assisting with the approval of res/overseas/high risk visits is **Mr P Wright (appointed November 2023).**

The LA Educational Visits Officer is Miss Clare Johnson (tel 01482 392417 or 07773041609 e. clare.johnson@eastriding.gov.uk).

Advice and Guidance

Staff should seek advice and guidance regarding educational visits from:

- the school EVC
- the Headteacher
- the LA Educational Visits Officer
- other experts with specialist/local knowledge (e.g. National Park ranger)

Training

The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided is maintained by the administration team and stored in the school office.

The school ensures the following training opportunities regarding educational visits are made available:

- Training for Headteachers: Head receives EVC training through EVC role
- Training for EVC: 3 Yearly EVC update course
- Training for Visit Organisers and Group Leaders: Support in completing risk assessments, visit planning and coordinating through EVC
- Training through staff meetings as and when required

Monitoring

To assure quality of standards on educational visits:

- The school's Headteacher (and EVC) will normally accompany at least one visit per term to monitor real practice, and to assist with the review of policies and procedures
- The school's Headteacher will complete the Manager Review (an online audit of our school's educational visits policies and procedures that is accessible for managers via the front page of EVOLVE online) and share the findings with the Governors and the LA Educational Visits Officer. This will normally be completed at least every 3 years or whenever a new Headteacher is appointed. Proposed actions in response to the review will be carried out in accordance with the target completion dates stated on the Review form, and will be reviewed annually by the EVC, Headteacher and a representative of the governing board.

The following should be read in conjunction with the LA's "Guidance for the Management and Leadership of Offsite Visits" and the Outdoor Education Advisers Panel National Guidance, and provide additional information and policy statements that are specific to the school:

I. Planning and approval procedures

Visits should be recorded, checked, and approved in accordance with the following procedures:

Category 1 - Day Visits (Routine)

- Local visits that take place frequently or regularly throughout the year, or over a specific period of time (e.g. a series of six weekly visits) e.g. visits to local library/swimming pool/away sports matches.
- Category 1 visits should be recorded using the LA CAT1 Day Visits form (to be collected from headteacher)
- Category 1 visits should be checked and approved:
 - Internally - by the Headteacher (with EVC support)
- Category 1 visits should be submitted for approval at least 2 weeks in advance of the first of a series of visits.

Category 2 – Day Visits (Non-Routine)

- One-off or occasional visits e.g. day visit to York Minster/Scarborough Sea Life Centre
- Category 2 visits should be recorded using EVOLVE online
- Category 2 visits should be checked and approved:
 - Internally - by the Headteacher (with EVC support)
- In addition the governing board will be informed of visits which have taken place termly.
- Category 2 visits should be submitted for approval at least 2 weeks in advance of the visit

Category 3 – UK Residential Visits

- Visits that involve one or more nights away from home in the UK or Overseas.
- Category 3 visits should be recorded using EVOLVE Online
- Category 3 visits should be checked and approved:
 - Internally - by the Headteacher (with EVC and Governor support), and
 - Externally – by the LA Educational Visits Officer
- Category 3 visits should be submitted for approval at least 6 weeks in advance of the visit

Category 4 – Overseas Visits

- Residential or day visits to any place outside England/Scotland/Wales.
- Category 4 visits should be recorded using EVOLVE Online
- Category 4 visits should be checked and approved:
 - Internally - by the Headteacher (with EVC and Governor support), and
 - Externally – by the LA Educational Visits Officer
- Category 4 visits should be submitted for approval at least 6 weeks in advance of the visit

For visits with significant financial commitment, "Outline Approval" should be obtained before firm bookings are made.

If any of the above 4 types of visit involve what may be regarded as "High risk activities or environments" they MUST be given an additional subcategory "A" classification:

Sub Category “A” – High Risk Activities and Environments

- All day visits, or residential or overseas visits that involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school life e.g. a weekly climbing day visit = 1A, a day visit to dry ski slope = 2A, a residential stay at outdoor centre = 3A, an overseas trekking expedition = 4A.
- All Sub Category “A” visits should be recorded using EVOLVE Online .
- All Sub Category “A” visits should be checked and approved:
Internally - by the Headteacher (with EVC and Governor support), and
Externally – by the LA Educational Visits Officer
- All Sub Category “A” visits should be submitted for approval at least 6 weeks in advance of the visit

For visits with significant financial commitment, “Outline Approval” should be obtained before firm bookings are made.

All staff who lead visits are required to input their own information and assurances on EVOLVE. All staff who lead visits are required to have their own EVOLVE username and password. Staff can request their own EVOLVE username/passwords by asking the school EVC.

2. Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the LA insurance.

3. Selection of young people

Every effort is made to ensure that offsite visits and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion. In line with the Equality Act, reasonable adjustments will be made to include all children on visits. Every reasonable effort will be made to find a venue that is both suitable and accessible and that enables the whole group to participate fully and be actively involved. Visit leaders will plan ahead carefully to take account of the needs of each individual in the group. Staffing ratios may need to be increased for visits involving children who have special educational needs, disabilities or behavioural needs.

A decision to exclude a child from a visit will never be made lightly, and only after consultation with all those who have responsibility for the child. It may be reasonable to exclude a child where their behaviour presents a significant, unmanageable and unacceptable risk to the health, safety and welfare of either themselves, other members of the group, or the leaders.

Visit leaders should obtain up to date details of all group members’ medical/special needs (including any medication taken) and ensure that all leaders are informed of relevant information that might affect the safety and welfare of group members. Visit leaders should be aware of, and comply with, the latest national guidance on administering medicines. Visit leaders should carry with them a full up to date list of all group members (including Leaders) together with their parent/guardian/emergency contact details. This list should also be left with the designated Emergency Home Contact(s) and other relevant managers (such as the Educational Visits Coordinator, if applicable) before departure.

4. The Overall Group Leader/Visit Organiser

The Overall Group Leader is the main “Visit Organiser” and is the person with overall responsibility for the

planning, management, supervision, and conduct of a visit. Every offsite visit must have a named and specified Overall Group Leader. If this role changes during a visit, a clear handover to a designated deputy should be made. The Deputy should be suitably experienced and competent to take over the role if necessary. The Overall Group Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Senior Manager/Headteacher. Being competent means that the Leader has demonstrated the ability to operate to recognised standards of good practice and has sufficient relevant experience and knowledge of the group, the activity and the venue.

The Overall Group Leader should ensure that visits are planned carefully beforehand and that risk assessments are suitable and sufficient. The Overall Group Leader should record and submit details of planned visits to all relevant managers and ensure that visits are correctly approved and authorised before departure.

Well-trained and experienced support staff should be able to lead visits under the direction and remote supervision of a teacher (who will still have overall responsibility for the learning outcomes).

5. Deputy, Assistant and Volunteer Leaders

Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the Overall Group Leader, if necessary. Assistant Leaders should be chosen carefully, and must be assessed and approved as suitable and competent to fulfil their roles and responsibilities by the Headteacher, EVC and Overall Group Leader.

Regular volunteers within the school are often approached to support school visits and may be counted within the adult to child ratios. It is not the school's usual practice to allow parents to accompany school visits, except in the case where this is to support their own child, for example, a child with significant behavioural needs or complex special educational needs. Leaders must carefully consider the implications of family members being present, and the possible complications that might arise.

The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children and pose no threat to the young people in their care. Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately. Young people on educational visits should always have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the group's leaders to have an appropriate and current first aid qualification.

Further information is available in the school's Strategic Child Protection Policy documents

6. Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The Manager/Headteacher has the overall responsibility and duty of care to ensure that groups are adequately and effectively supervised at all times by an appropriate number of responsible adults, who have been assessed and approved as suitable and competent to carry out their roles.

The LA's "Guidance for the Management and Leadership of Offsite Visits" provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the EVC and Overall Group Leader (and LA Ed Visits Officer, if necessary), as part of the risk assessment and management process.

At Skirlough CE Primary, it is our policy to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong. For residential visits, at least 3 adults should

normally accompany the group, as additional reserve capacity and flexibility are often vital in these circumstances. When travelling on self-driven minibuses, there will always be one member of staff driving and at least one other adult leader in each minibus.

The ratios below provide general recommendations rather than precise requirements. Each visit must be individually risk assessed and judgements regarding supervision levels made according to each circumstance.

Category 1 and 2 - Day Visits

- EYFS (children aged 3-4 & reception): 1 adult for every 5 children*
- Years 1 - 3: 1 adult for every 6 children
- Years 4 - 6: 1 adult for every 15 children

Category 3 - UK Residential Visits

All visits must have a minimum of 3 adults

- EYFS & Years 1-3 As above
- Years 4 - 6 1 adult for every 10 children

7. Selection and suitability of accommodation or venues to be visited

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe. Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards or have obtained a Learning Outside the Classroom “Quality Badge”. However, if necessary, the Provider Assurance Form (EV2) can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures.

When planning a visit, the Visit Organiser (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited.

8. High risk activities and environments

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability. All Category 1 and 2 (Day), Category 3 (UK Residential) and Category 4 (Overseas) visits that involve high risk activities and environments are classified as subcategory “A” and must be recorded on EVOLVE, and approved by the EVC, Headteacher, Governors, and Local Authority. Leaders and other supervisors must be sufficiently competent to supervise pupils in the activity/environment. Competence derives from knowledge, experience, training, and personal qualities and may be evidenced by holding the relevant National Governing Body (NGB) award where appropriate.

The school keeps a record of staff qualifications, training and leadership experience. This is stored on the EVOLVE online database. Visit Organisers should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The EVC will sometimes ask to see and check these plans.

9. Risk assessments and management

The school has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels. Every visit must therefore be subject to a suitable and sufficient risk assessment that identifies all significant hazards.

The Visit Organiser should undertake an appropriate risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders (including new leaders and volunteers) before the visit takes place. Appropriate written evidence of this process should be provided.

The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management – it should therefore be of real practical value to the leaders and group members, not just a paper exercise. A set of written generic risk assessment templates are available in the resources section of EVOLVE Online.

Visit organisers should select the generic risk assessment template appropriate to the category of the visit they are leading (this should be just **one template**, unless you are going overseas). Visit organisers should complete the required sections of the template, paying particular attention to the bottom section of the template regarding identifying any significant hazards specific to the visit, that are **not** already covered in the generic sections of the template (e.g. where you are going, activities you will be doing and members of the group).

Visit organisers should consider the control measures that need to be put in place to reduce the risk of the places/activities/individuals that they are running (not activities being run by a provider) to an acceptable level. The Outdoor Education Advisers' Panel – National Guidance has advice and guidance on Specific types of Visit, Activity and Hazards that can assist in completing the template <https://oeapng.info/downloads/specialist-activities-and-visits/>

The Amended Risk Assessment Template then needs signing by the member of staff who completed it, this can be done as an e-signature at the bottom of the form. The Risk Assessment needs to be **shared** with the other leaders on the visit.

Completed assessments are spot checked/approved by the school EVC

10. Insurance and finance arrangements (including charging arrangements)

The Headteacher/EVC must ensure that adequate insurance arrangements are in place for all educational visits, and Group Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Visit Organisers should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

The school pays annually for LA School Journey insurance (winter sports not included) which covers all school visits within the UK and abroad (providing the visits are correctly approved) - renewal of the Council insurance policy generally takes place in April.

The Visit Organiser and school EVC should ensure that:

- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances;
- financial plans – especially for more complex and committing visits – are checked over and agreed first by the EVC/Headteacher before financial commitments are made;

- for visits that involve substantial commitment financially (e.g. overseas expeditions), no firm bookings or financial commitments are made until the visit has been agreed and received “Outline Approval” by the relevant authorities;
- the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent will be charged or asked to contribute;
- money collected for visits is kept in a separate school account, and secure systems are in place to ensure that money is accessed and accounted for correctly.

Charging arrangements (for more details see school charging policy)

No charge may be made in respect of any activity that is deemed to take place in school hours. An activity is deemed to take place during “school hours” if 50% or more of the activity takes place within school hours. If more than 50% is deemed to be outside of school hours then a charge may be made for “optional extras” only. For residentials, a school trip is considered to have taken place within school time if the number of school sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. The school will not charge for:

- any activity undertaken as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip during school hours.

The school may ask parents for voluntary contributions towards the cost of these visits. Where it is not permissible to charge parents, any subsidy will come from: school funds; voluntary fund raising; voluntary parental contributions or contributions from the PTFA.

The school may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras (see details in the school charging policy) but any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. The costs of the visit should be clear to all concerned, stating how much will be given from other school funds and how much parents are expected to contribute. The school will normally charge for board and lodging on residential trips, and ask for a voluntary contribution towards transport and specialist instruction for certain activities. Those pupils in receipt of free school meals are exempt from the cost of board and lodging during residential visits.

11. Overseas visits

All overseas visits (Category 4) require Local Authority approval as well as school inhouse approval. Because of the additional complexity and financial commitment involved, staff planning overseas visits should seek outline approval for the visit at an early stage from all the relevant authorities, before parents or the school make commitments. It is good practice, wherever possible, for the Visit Organiser to make an exploratory visit to a location. If this is not reasonably practicable, then the Visit Organiser should gather sufficient appropriate information and assurances (via website/teacher pack) about the location and facilities. The level of staffing required for overseas visits should reflect not only the direct supervision needs, but also the contingency plans made for emergencies. It is not uncommon for a member of staff to need to return home early or to accompany a group member to hospital. The Overall Group Leader must ensure that the party is covered by comprehensive insurance that covers all travel and all planned activities. It is recommended that pupils carry a note in the relevant foreign language in case they get lost to help re-unite them with the group. For exchange visits, appropriate safeguarding/child protection checks should be made on the host families, whether in the UK or abroad. New

organisers of ski visits, overseas expeditions, or other complex overseas visits should obtain specific training and guidance from the LA before organising a visit.

12. Transport

As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met. Leaders should be familiar with, and comply with the Local Authority's "Driving at Work policy", and generic risk assessment template that give detailed recommendations for all standard forms of transport.

The school hires coaches/buses from companies that have already been checked and approved by the Council's Transport Services team and/or whose safety management systems and operating procedures have been checked using the "Coach/minibus hire company enquiry EV3 form"

For the safe supervision of pupils on coaches/buses, group leaders are required to:

- sit in various locations, spread throughout the coach
- sit near emergency exits if applicable
- carry a first aid kit and mobile phone

For visits involving the use of minibuses:

- The school follows National and Local Authority regulations and guidance, and checks are made at least annually to ensure that drivers have a full and correct driving licence, and that the driver has not been convicted of any driving offence or is suffering from any significant medical condition. Schools and other voluntary organisations/establishments must possess and display a "Section 19 Small Bus Permit" in all self-drive minibuses that are either owned or hired for use. Refer also to the Council's 'Driving at Work' policy.
- Drivers should not drive if they are feeling tired or unwell. They should not drive for more than the recommended periods, and they must stop for adequate breaks during the journey.
- Two members of staff or adult volunteers must be present on each minibus (inclusive of the driver)
- Where possible, staff leading residential visits should not be the designated driver of a minibus

The Headteacher must ensure the safety of pupils travelling by private car, and should:

- risk assess and decide if the driver is suitably qualified, experienced and competent, and carry out suitable child protection/safeguarding checks, if appropriate;
- inform parents and obtain their written consent (this may not be possible in emergencies);
- gain assurance on main points of reference – insurance, licence, roadworthy, seatbelts, etc;
- ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts – individual school policies may require the use only of full 3-point seatbelts)
- ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, keeping to speed limits etc).
- drivers have appropriate insurance – inc business cover for employees

For visits that require the use of staff cars, drivers must:

- have business insurance
- be assessed as competent and suitable by the headteacher (using the Driver validation form)

For visits that require the use of parents' or volunteers' cars. Drivers must:

- be assessed as competent and suitable by the headteacher (using the Driver validation form)
- sign to say their car is roadworthy, taxed and insured

13. Parent/Guardian information and consent

The Overall Group Leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved. Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual "rolling" consent for routine visits, or specific consent for a particular visit/activity. There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.

Any special/medical needs of pupils are collated by the school office and supervising staff are briefed and trained accordingly. Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary. Medical information and consent forms can be obtained from the school office/EVC/ LA's "Guidance for the Management and Leadership of Offsite Visits". Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit. The Visit Organiser/EVC must obtain parent contact details for all pupils on the visit. Parents will be contacted via the school's messaging service to notify them of any changes to the estimated time of arrival on the return of the visit.

14. Staff briefing and emergency procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit. Staff should be aware of their expected roles and responsibilities before, during and after a visit. Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required. Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit. The Visit Organiser must ensure that group leaders have immediate access to the emergency contact details of the school managers and the parents of those on the visit. A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kits are stored in the medical room. All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use.

15. Briefing and preparation of children

Providing relevant information and guidance to the children is an important part of preparing for all school visits. Children should be briefed about the following:

- Safety arrangements and what clothing/equipment should be brought.
- What to do in an emergency, or if they become separated from the rest of the group.
- What will be considered unacceptable behaviour or conduct, and the consequences of non-compliance.
- The types of "Buddy systems" or "roll-calls" to be used as an effective means of promoting safety and welfare within the group.
- Who will be responsible for carrying and administering their medication (if applicable).

16. Documentation (and visit records)

The EVOLVE database will store key elements of Category 3, 4 and “A” visit details securely and indefinitely. Copies of other supporting documentation (e.g. risk assessments) are stored and retained in the school’s central “Educational Visits” file. This information is stored until such time that the Headteacher decides that all issues/incidents arising from the visit have been dealt with fully. If no significant incidents occurred during the visit, the school disposes of the paperwork at the end of the academic year. If a minor incident occurred during the visit, the school disposes of the paperwork after a period of 6 years. If a significant incident occurs during a visit that could be investigated at a later date, all relevant details are retained until the child becomes 21. This will be stored on the school’s secure Google Drive platform in the EVC folder.

17. Visit Approval

Low risk day visits (Cat 1 and 2) are approved in-house by the Headteacher (with EVC guidance and support) using the Day Visit form on EVOLVE Online. Day visits involving high-risk activities or environments (Cat 1A or 2A) are approved by EVC, Governors, Headteacher and the LA, using EVOLVE online. UK and overseas residentials (Cat 3 and 4) including those involving high risk activities or environments (Cat 3A and 4A) are approved by EVC/Governors/Headteacher/LA using EVOLVE Online

The Visit Organiser must carefully check all visit forms before submitting for approval. When required, Governor Approval for a visit is given by the governor with specific responsibility for overseeing educational visits.

The procedure for Governor Approval involves:

- For low risk day visits (Cat 1 and 2) – not required
- For high-risk day visits (Cat 1A and 2A) – email (via EVOLVE online) to the governor with specific responsibility for overseeing educational visits.
- For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - email (via EVOLVE online) to the governor with specific responsibility for overseeing educational visits. A hard copy of the visit form is given to and signed by the Chair of Governors.

18. Visit approval status and feedback

The procedure for Managers (Headteacher/EVC) to notify the Visit Organiser of approval decisions and to give feedback involves:

- For low risk day visits (Cat 1 and 2) – By signed hard copy (with comments if required)
- For high-risk day visits (Cat 1A and 2A) – an email is automatically generated via EVOLVE Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online (see “View All Visits”)
- For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - an email is automatically generated via EVOLVE Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online (see “View All Visits”)

If a visit is not approved or only given “Outline Approval” by a manager, they must give reasons for their decision and state clearly any changes that would be necessary. If a visit does not obtain the correct level of approval, it may not be covered by LA insurance and support.

19. Amendments to visits

If there are significant late changes to visit plans that have already been approved or submitted for approval, the Visit Organiser must notify all relevant approving authorities (EVC/Headteacher/ Governors/ Local Authority) of these changes, and ensure that their additional consent is given. There should be a clear system for the notification and approval of amendments to visit plans, so that there can be no misunderstanding or confusion by any parties involved.

- For low risk day visits (Cat 1 and 2) –By notifying in writing (email) to EVC/Headteacher
- For all Cat 3/4/A visits recorded on EVOLVE, there is a clear procedure for recording minor amendments that do not need further approval in the notes section at the end of the form. For significant amendments that require further consideration and approval, the EVOLVE system requires visit organisers to contact the person who the form is with (this could be EVC/Headteacher or Local Authority) and request that the form is returned for amendments, the form will then need resubmitting after the amendments have been completed.

20. Post visit review and evaluation

It is good practice for Visit Organisers, on return from a visit, to review the visit with the EVC and/or Headteacher and, where appropriate, to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits. In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't). It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts. Accidents, incidents, or dangerous occurrences must be recorded and reported in accordance with the Council's accident and incident reporting procedures.

Post-visit reviews and accident/near misses records are reviewed at least annually by the Headteacher. Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made.

After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body. Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Officer and Safety Services.