

Abingdon Primary School



This school is an academy within The Legacy Learning Trust.



Education Visits

Status & review	Term	Year
Last review date/Policy adopted	Autumn	2025 - 2026
Next review	Autumn	2026 - 2027
Lead	Mr A Cooper	

Every student at Abingdon School has entitlement to a wide range of educational experiences. As part of this entitlement the Staff and Local Council recognise the significant value of visits and activities which take place away from the school.

Programmes of work which include visits and off-site activities:

- Support, enrich and extend the curriculum in many subject areas;
- Encourage learning;
- Encourage the development of co-operation, team work and problemsolving skills;
- Help develop independence and self-confidence.

Residential opportunities, physical challenge and adventure have a significant role to play in the development of personal and social qualities of all young people. The management of visits and off-site activities involves particular responsibilities for the health, safety and welfare of all participants, whether they are students and their parents, members of staff or volunteers. The school also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities should both stand alone and complement the wider school Health and Safety Policy.

EVOLVE Team, via North Yorkshire Education Visits Advisory Service will provide a framework of guidance within with the school operates.

As part of their management of visits and off-site activities, the Local Council of Abingdon School endorses the use of the above document.

Any variation in practice from the policy should be agreed between the Headteacher and nominated officers of the EVOLVE Advisory Service. The Outdoor Education Adviser's Panel (OEAP) National guidance set out guidance for schools and similar guidance is contained within the 'Health and Safety in Schools (DFE 2014), Keeping Children Safe in Education and supporting students at school with medical conditions.

Policy and practice within Abingdon School will be based on accepted good practice outlined within the above documents.

Scope of the Policy

This policy covers all off-site visits and activities organised through the school and for which the Headteacher and Local Council carry responsibility.

Implementation

This policy is based on the Health and Safety at Work Act (1974), The Management of Health and Safety at Work Regulations (1972), DfE guidance and other relevant statutory requirements and common law principles.

The Role of EVOLVE North Yorkshire Education Advisory Service

The service will:

- Provide written guidelines for Governors, Headteachers and Teachers, including advice on risk assessment.
- Help assess proposals for certain types of visit.
- Provide access to named staff for advice.
- Provide emergency telephone contact for the duration of visits.
- Have in place procedures to help schools to monitor and review safety.

Health and Safety of Students on Educational Visits – Policy Context

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant aspect of the programme of Acklam Grange School. There is an opportunity to extend the learning of young people including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfillment. They are to be encouraged.

Statement

Abingdon recognises its 'Duty of Care' and statutory responsibilities for the Health, Safety and Welfare of participants, staff, voluntary assistants, providers and members of the public in connection with educational visits for which it is accountable.

In order to achieve and maintain the highest possible standards in this regard Abingdon School has adopted the following guidelines issued by the DfE.

Health and Safety of Students on Educational Visits DfES

Standards for LEA's in Overseeing Educational Visits DfES/0564/2002, July 2002 Group Safety at Water Margins DfES/CCPR/2002, December 2002

Learning Beyond the Classroom , Support for Teachers and Educations (lotc.gov.uk) Terrorism and National emergencies (gov.uk)

Volunteer Policy

Health and safety: advice for schools, 26 November 2018 Keeping Children Safe in Education, 2024,

Supporting pupils at school with medical conditions, updated 17 August 2017

These guidelines will form the basis of good practice in the management and conduct of educational visits. From time to time they will be supplemented by complementary guidelines, instructions and procedures issued by the Education Visits Advisory Service, or by Abingdon School with the approval of the LA.

Purpose

- 1 To ensure that every student has the opportunity to benefit from educational visits;
- 2 To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of students taking part;
- 3 To enable Abingdon School to identify appropriate functions, responsibilities, training, support and monitoring for local council and all committees, staff, volunteer assistants, students and providers involved in educational visits;
- 4 To enable compliance with DfE Health and Safety on Education Visits, November 2018

Key Principles Staff

- All educational visits will be linked to the objectives of Abingdon School planned sufficiently well in advance in accordance with good practice and effective planning procedures;
- Local Council will include in their role the support Abingdon policy and procedures for educational visits including the reporting of visits;
- The Headteacher is responsible for the approval of all visits and delegates the approval of local routine and low risk visits (Category A)* to the Educational Visits coordinator. All Category A trips must be complete and uploaded to Evolve with 5 days notice;
- The Headteacher will approve all higher risk visits including adventure activities, residential experience and foreign travel (Categories B and C)* All Category B visits must be completed and uploaded onto Evolve with 4 weeks notice and all Category C require uploading with 6 weeks notice. Working with the EVC all forms issued by the EVC will be complete and returned with the appropriate time period. Finance form submitted to finance@acklamgrange.org.uk. (See Appendix A)
- All education visits are reported using EVOLVE.
- A named Educational Visits Co-Ordinator (EVC) is appointed;
- The EVC supports the Local Council and Headteacher with approval, decisions and the management of educational visits in accordance with National Guidance and DfE guidance.
- There will be a named and approved Group Leader (and where appropriate, deputy) on all educational visits;
- Working with the EVC as necessary, the Group Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The group leader will assume full responsibility during the visit, including ongoing risk assessment using the risk assessment policy, in accordance with National Guidance and DfE Health and Safety in Educational Visits guidance.
- The group Leader will ensure Best Value principles are used when purchasing goods and services that appropriate checks are made, that insurance and financial procedures have been followed.
- Trip Leader training is available to staff every 3 years.



- When planning a trip, trip leaders will be provided with a 'Go to' pack. (See Appendix B)

Parents/Carers

- The Group Leader will provide parents with information about policy and procedures relating to the safe management of educational visits;
- Parents or guardians will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details;
- Whenever appropriate for high risk, residential and foreign visits a briefing meeting with parents/guardians will be arranged;
- Expectations with regard to behaviour and codes of conduct will be explained to parents and guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.
- Parents/carers must adhere and support requirements for the safe handling of student medication needs, as required, for all visits.

Students

- Wherever possible students should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour;
- Students should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

Links

Although this policy focuses on the management of Health, Safety and Welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. This policy is linked to complementary policies concerned with such issues as equality of opportunity, special educational needs, social inclusion and staff development.

These procedures will clearly form part of the wider Corporate Health and Safety Policy of Abingdon School.

Further advice and guidance is available from the School EVC (Educational Visits Co-Ordinator) Mr A. Cooper