

Abingdon Primary School



This school is an academy within The Legacy Learning Trust.



Educational Visits Policy

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

1. Introduction

Abingdon Primary School recognises the significant educational, personal and social value of educational visits and activities that take place away from the school site.

Educational visits form an important part of the curriculum and provide opportunities to:

- support, enrich and extend learning across a range of subjects;
- provide first-hand experiences which complement classroom learning;
- encourage curiosity, enquiry and independent learning;
- develop cooperation, teamwork and problem-solving skills;
- develop confidence, resilience and independence;
- provide opportunities for pupils to understand themselves, others and the wider world;
- provide opportunities for physical challenge, adventure and personal development where appropriate.

The school recognises that educational visits also involve particular responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public.

The school therefore seeks to ensure that educational visits are safe, purposeful, inclusive and proportionate to the risks involved, while avoiding unnecessary bureaucracy and ensuring that genuine risks are appropriately managed.

This policy should be read alongside the wider health and safety, safeguarding, medical, behaviour, equality, SEND, charging and emergency arrangements of Abingdon Primary School and The Legacy Learning Trust.

2. Policy aims

The aims of this policy are to:

1. ensure that pupils have appropriate opportunities to benefit from educational visits;
2. ensure that visits are educationally purposeful, appropriately planned and safely managed;
3. establish clear roles and responsibilities for the Trust, governing body, Headteacher, Educational Visits Co-ordinator (EVC), Visit Leaders, staff, volunteers, pupils and parents/carers;
4. establish appropriate arrangements for the identification and management of risk;
5. ensure that staff leading visits have appropriate competence for the activities and responsibilities assigned to them;
6. ensure that appropriate arrangements are in place for safeguarding, medical needs, SEND and inclusion;
7. ensure that external providers and facilities are appropriately checked;
8. ensure that emergency arrangements are understood and accessible;
9. ensure that visits are appropriately approved and recorded;
10. establish a clear process for monitoring and evaluating educational visits;
11. ensure that lessons are learned from accidents, incidents and near misses;



12. support a positive culture in which educational visits are encouraged where they make a meaningful contribution to pupils' learning and development.

3. Legislative and guidance framework

The school will manage educational visits in accordance with applicable legislation, The Legacy Learning Trust requirements and current national guidance.

The principal external guidance is:

- Department for Education, Health and safety on educational visits;
- current OEAP National Guidance;
- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- current Keeping Children Safe in Education;
- relevant safeguarding legislation and guidance;
- relevant guidance concerning pupils with medical conditions;
- applicable requirements concerning transport, insurance and specialist activities.

The school will have regard to current guidance rather than relying on historic versions of guidance retained in older policies.

The policy will be reviewed annually and updated when significant changes are made to legislation, Trust procedures, national guidance or the school's educational visits arrangements.

4. Scope

This policy applies to educational visits and off-site activities organised or approved by Abingdon Primary School where the school or Trust retains responsibility for pupils.

It applies to:

- local curriculum visits;
- visits within the normal school day;
- visits outside the normal school day;
- sporting fixtures and activities;
- fieldwork;
- cultural, historical and educational visits;
- outdoor learning;
- residential visits;
- visits involving specialist or adventurous activities;
- overseas visits;
- activities involving external providers;
- educational activities taking place at locations away from the normal school site.

The policy applies to pupils, employees, volunteers and other adults participating in visits on behalf of the school.



5. Types of educational visit

The school recognises the distinction between:

5.1 Routine visits

Routine visits involve no more than an everyday level of risk and are normally covered by existing school policies and procedures.

Examples may include:

- local walks;
- visits to nearby community facilities;
- routine sporting activities;
- local library visits;
- visits to places within the local area where the activities undertaken are familiar and foreseeable.

Routine visits still require appropriate planning, supervision and consideration of pupil needs.

5.2 Visits requiring additional risk assessment and planning

Some visits require additional planning because of factors including:

- distance from school;
- unfamiliar locations;
- the nature of the activity;
- environmental conditions;
- specialist equipment;
- specialist staff competence;
- residential accommodation;
- overseas travel;
- adventure activities;
- water-based activities;
- challenging terrain;
- remote locations;
- significant medical or SEND considerations;
- use of external providers.

These visits will receive an appropriate level of risk assessment, planning and approval.

The level of planning will be **proportionate to the actual risks involved**.



6. Visit categories and EVOLVE

Where required by the employer arrangements, educational visits will be recorded and managed through the EVOLVE system.

The school currently uses the following internal categories:

Category A – routine/local visits

Routine and lower-risk visits which fall within established school procedures may be approved by the EVC under delegated authority from the Headteacher.

Category A visits should normally be completed and uploaded to EVOLVE at least **5 school days before the visit**, unless an alternative arrangement has been authorised.

Category B – higher-risk visits

Category B visits require additional planning and risk assessment and will be approved by the Headteacher in consultation with the EVC.

These should normally be completed and uploaded to EVOLVE at least **4 weeks before the visit**.

Category C – highest-risk/specialist visits

Category C visits include, where applicable:

- residential visits;
- overseas visits;
- significant adventure activities;
- visits requiring specialist approval or advice.

These should normally be completed and uploaded to EVOLVE at least **6 weeks before the visit**.

The EVC will advise the Headteacher where a visit falls outside the normal categorisation arrangements or requires specialist advice.

Where Trust or employer arrangements prescribe different categories, approval requirements or submission periods, those arrangements will take precedence.

7. Roles and responsibilities

7.1 The Legacy Learning Trust

The Trust will:

- provide an appropriate framework for the safe management of educational visits;



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- establish relevant health and safety and educational visits arrangements;
- provide or commission appropriate specialist advice where required;
- ensure appropriate insurance arrangements are in place;
- establish any visits requiring Trust-level approval;
- provide access to appropriate training and guidance;
- support schools in maintaining effective educational visits systems.

7.2 Governing Body

The Governing Body will provide appropriate oversight of educational visits arrangements.

It will:

- ensure that the school has an appropriate educational visits policy;
- ensure that appropriate advice and competent leadership are available;
- understand the school's arrangements for risk management and emergency response;
- ensure that formal approval arrangements are established;
- receive appropriate information about significant incidents and issues;
- monitor the effectiveness of the overall arrangements through the Headteacher and EVC.

The Governing Body will not normally be responsible for the operational management of individual visits.

7.3 Headteacher

The Headteacher has overall responsibility for the safe management of educational visits within the school's delegated arrangements.

The Headteacher will:

- approve visits where required;
- ensure that appropriate procedures are followed;
- ensure that competent staff are appointed;
- ensure that the EVC has sufficient authority, time and access to advice;
- ensure that appropriate emergency arrangements are established;
- ensure that significant incidents are appropriately reported;
- ensure that relevant Trust procedures are followed;
- consult the EVC and/or specialist adviser where appropriate.

7.4 Educational Visits Co-ordinator

The school will appoint a named Educational Visits Co-ordinator (EVC).

EVC: Mr A Cooper

The EVC will:



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- support the Headteacher in the management of educational visits;
- advise staff on planning and risk management;
- monitor the quality and appropriateness of visit planning;
- support the approval process;
- assess or advise on the competence of Visit Leaders;
- advise on the suitability of external providers;
- ensure that appropriate emergency arrangements are in place;
- monitor the use of EVOLVE;
- maintain appropriate educational visits records;
- support staff development and training;
- monitor incidents, accidents and near misses;
- ensure that significant learning from visits is shared;
- monitor the overall educational visits programme;
- provide appropriate reports to the Headteacher and Governing Body.

The EVC will maintain access to appropriate current training, advice and guidance.

7.5 Visit Leader

Every visit will have a named and approved Visit Leader.

The Visit Leader will:

- plan the visit in accordance with this policy and Trust procedures;
- establish clear educational objectives;
- undertake or coordinate proportionate risk assessment;
- ensure appropriate staffing and supervision;
- ensure staff and volunteers understand their roles;
- consider the individual needs of all pupils;
- ensure appropriate medical and safeguarding arrangements;
- provide pupils with appropriate briefings;
- ensure parents/carers receive appropriate information;
- check arrangements with providers;
- maintain appropriate communication with school;
- manage the visit in accordance with the approved plan;
- continually monitor changing circumstances and risks;
- implement emergency procedures where required;
- report incidents, accidents and near misses;
- complete the post-visit evaluation.

The Visit Leader must have the competence, experience and authority appropriate to the visit.

7.6 Other staff and volunteers

All adults accompanying a visit must:

- understand their role and responsibilities;



- follow the Visit Leader's instructions;
- maintain appropriate supervision;
- comply with safeguarding requirements;
- report concerns, hazards and incidents immediately;
- follow school policies and procedures.

Volunteers will only undertake responsibilities appropriate to their competence and agreed role.

7.7 Pupils

Pupils are expected to:

- follow reasonable instructions;
- follow the school's behaviour expectations;
- comply with safety instructions;
- respect other people, property and the environment;
- contribute to risk awareness where appropriate;
- tell an adult if they are worried or believe that someone may be unsafe;
- participate positively in the educational objectives of the visit.

Where appropriate, pupils should be involved in planning, establishing codes of conduct, identifying risks and evaluating their learning.

7.8 Parents and carers

Parents/carers will:

- provide accurate medical and emergency contact information;
- provide relevant information about their child's needs;
- comply with arrangements concerning medication;
- provide consent where required;
- support the school's expectations concerning behaviour and safety;
- provide any additional information reasonably required for the safe management of the visit.

8. Approval of Visit Leaders and staff competence

The school will ensure that staff are competent for the responsibilities they are given.

Competence will be considered in relation to:

- previous experience;
- relevant training;
- knowledge of the activity/location;
- knowledge of the pupils;
- ability to manage the group;
- specific activity competence;

- first aid requirements;
- safeguarding;
- medical needs;
- environmental conditions;
- emergency procedures.

Completion of generic training alone will not automatically demonstrate competence to lead every type of visit.

The EVC will advise the Headteacher on the approval of Visit Leaders.

Staff involved in visits will have access to appropriate training and refresher opportunities. The school's existing arrangement is that Visit Leader training is available on a three-year cycle, but additional or activity-specific training will be provided where the nature of a visit requires it.

9. Planning educational visits

Every visit should have a clear educational purpose.

Planning will consider:

- learning objectives;
- destination;
- activities;
- timing and duration;
- travel arrangements;
- staffing;
- supervision;
- pupil needs;
- medical requirements;
- SEND and accessibility;
- safeguarding;
- behaviour;
- accommodation where applicable;
- weather and environmental conditions;
- equipment;
- communication;
- emergency arrangements;
- external providers;
- insurance;
- financial arrangements;
- contingency arrangements.

Planning should be proportionate to the nature and risks of the visit.



10. Risk management

The school will use a proportionate approach to risk management.

Risk assessment will identify significant foreseeable hazards and establish sensible control measures.

Risk assessments will consider, where relevant:

- transport;
- traffic and roads;
- slips, trips and falls;
- water;
- heights;
- weather;
- terrain;
- equipment;
- animals;
- fire;
- public spaces;
- separation or missing pupils;
- medical needs;
- safeguarding;
- behaviour;
- activities requiring specialist competence;
- accommodation;
- environmental or location-specific risks.

Risk assessment will take account of the abilities and needs of the pupils participating.

Risk assessments will be reviewed when circumstances change.

Visit Leaders are expected to undertake **dynamic risk assessment** during visits and respond appropriately to changing circumstances.

Risk assessments should not create unnecessary bureaucracy. The emphasis should be on managing genuine and significant risks.

11. Contingency planning

Where appropriate, visits will include a **Plan B**.

Contingency arrangements may be required because of:

- severe weather;
- transport disruption;
- venue closure;
- staff illness;



- changes to activities;
- unexpected environmental conditions;
- delays;
- illness or injury.

Contingency plans should remain within the level of risk and competence approved for the visit.

Specialist or adventure activities must not simply be added during a visit without appropriate prior planning, risk assessment and approval.

12. Staffing and supervision

Staffing and supervision arrangements will reflect:

- the age and maturity of pupils;
- group size;
- activity;
- location;
- environmental conditions;
- individual needs;
- staff competence;
- the level of independence expected of pupils.

There is no single staffing ratio that is appropriate for every visit.

The Visit Leader will determine appropriate supervision in accordance with Trust guidance and the specific circumstances of the visit.

Where pupils are permitted an element of independence or remote supervision, the arrangements must be specifically planned and appropriate emergency procedures must be established.

13. Inclusion, SEND and medical needs

The school is committed to enabling pupils to participate in educational visits wherever reasonably practicable.

Planning will consider:

- SEND;
- disability;
- mobility;
- sensory needs;
- communication;
- medical conditions;
- medication;
- allergies;

- dietary needs;
- emotional wellbeing;
- behavioural needs;
- cultural or religious requirements.

Reasonable adjustments will be considered in accordance with the school's equality and SEND duties.

The presence of a disability, SEND or medical condition will not automatically prevent participation.

Individual healthcare plans and relevant medical arrangements will be taken into account.

Where specialist advice is required, the school will seek appropriate advice before the visit.

14. Safeguarding

Safeguarding remains the responsibility of all adults participating in educational visits.

The school's safeguarding procedures apply on and off the school site.

Planning will consider:

- appropriate DBS and vetting arrangements;
- supervision;
- changing and toileting arrangements;
- accommodation;
- transport;
- contact with members of the public;
- external providers;
- appropriate use of technology and photography;
- missing pupils;
- allegations or concerns about adults;
- online activity where relevant.

Any safeguarding concern must be reported in accordance with the school's Safeguarding and Child Protection Policy.

15. External providers and facilities

Where an external organisation provides an activity or takes responsibility for part of a visit, the school will establish that the organisation is suitable for the proposed provision.

Where appropriate, checks may include:

- Learning Outside the Classroom Quality Badge or equivalent accreditation;
- public liability insurance;
- relevant legal requirements;

- health and safety arrangements;
- emergency procedures;
- staff competence;
- safeguarding;
- vehicle arrangements;
- accommodation;
- equipment;
- relevant licences;
- subcontracting arrangements;
- specialist qualifications or accreditation.

The school will establish a clear agreement with the provider identifying the respective responsibilities of the school and provider.

Where an external provider takes responsibility for an activity, the school will ensure that the Visit Leader understands the provider's arrangements and the respective responsibilities of school staff and provider staff.

Providers should not automatically be expected to provide their technical risk assessments to the school; instead, the school should establish that appropriate risk management is in place and identify any actions or requirements that apply to visiting pupils and staff.

16. Adventure and specialist activities

Adventure and specialist activities require particular attention during planning.

This includes, where relevant:

- climbing;
- caving;
- trekking;
- watersports;
- high ropes;
- specialist outdoor activities;
- activities involving significant heights;
- activities in remote or challenging environments.

Such activities must be identified and risk assessed before the visit.

The competence of staff and/or external providers must be established.

Where an activity requires a licence, the relevant licensing requirements must be met.

Visit Leaders must not decide to add adventure or specialist activities during a visit simply because an opportunity becomes available.

The abilities and needs of participating pupils must be considered when assessing risk.



17. Water-based activities

Where a visit involves swimming, watersports or activities near water, additional planning will be undertaken.

This will consider:

- the nature of the water;
- pupil swimming ability where relevant;
- supervision;
- instructors;
- lifeguards;
- equipment;
- weather;
- access and exit points;
- emergency arrangements;
- individual pupil needs.

Particular care will be taken where facilities such as hotel swimming pools do not have a trained lifeguard.

18. Residential visits

Residential visits require additional planning and approval.

Planning will include:

- accommodation;
- safeguarding;
- sleeping arrangements;
- supervision;
- medical needs;
- medication;
- fire safety;
- emergency procedures;
- staffing;
- behaviour;
- transport;
- activities;
- insurance;
- parental information;
- contingency arrangements.

Parents/carers will normally receive detailed information about residential visits and, where appropriate, will be offered a briefing meeting.



19. Overseas visits

Overseas visits require a higher level of planning and risk assessment.

Planning will consider:

- destination-specific risks;
- current travel advice;
- health requirements;
- insurance;
- passports and documentation;
- emergency arrangements;
- accommodation;
- transport;
- political or civil disruption;
- extreme weather;
- terrain;
- communication;
- language;
- local laws and customs;
- medical provision;
- contingency arrangements.

Where significant risks are identified, the school will seek appropriate specialist advice.

20. Transport

Transport arrangements will be appropriate to the nature of the visit and the pupils involved.

Planning will consider:

- suitability of vehicles;
- driver competence;
- seatbelts;
- supervision;
- boarding and disembarkation;
- emergency arrangements;
- journey duration;
- rest arrangements;
- accessibility;
- appropriate insurance.

Where an external transport provider is used, appropriate checks will be undertaken.



21. Parental information and consent

Parents/carers will be given sufficient information to understand the nature and purpose of educational visits and any significant requirements.

Information may include:

- destination;
- educational purpose;
- activities;
- timings;
- transport;
- clothing/equipment;
- costs;
- supervision;
- behaviour expectations;
- medical arrangements;
- emergency arrangements;
- contact arrangements.

Written parental consent will be obtained where required.

For children over nursery age, written consent is not normally required for routine curriculum visits, although parents/carers should be informed and given an opportunity to raise relevant concerns or withdraw their child where appropriate.

Written consent will normally be obtained for visits requiring a higher level of risk assessment or taking place outside normal school hours, in accordance with Trust arrangements.

The school will comply with its Charging and Remissions Policy.

22. Medical information and medication

The school will ensure that appropriate arrangements are made for pupils who require medication or additional medical support.

Visit Leaders will have access to relevant information, including:

- medical conditions;
- allergies;
- medication;
- emergency medication;
- healthcare plans;
- emergency contact details.

Medication will be managed in accordance with the school's medical conditions and medication procedures.



Parents/carers are responsible for providing accurate and current medical information.

23. Behaviour and conduct

The school's Behaviour Policy applies during educational visits.

Before a visit, pupils will be appropriately briefed about:

- expected behaviour;
- safety expectations;
- meeting points;
- boundaries;
- interaction with members of the public;
- care of the environment;
- consequences of unsafe or unacceptable behaviour.

Where necessary, individual behaviour plans or additional supervision arrangements will be considered as part of visit planning.

24. Emergency planning

The school will maintain an **Educational Visits Emergency Plan** and associated communications arrangements.

The emergency plan will address, as appropriate:

- serious injury or illness;
- death;
- missing pupil;
- major transport incident;
- serious safeguarding concern;
- fire;
- severe weather;
- significant environmental incident;
- terrorism or civil emergency;
- major disruption to travel;
- other critical incidents.

A 24-hour emergency contact arrangement will be maintained for visits where required.

School emergency contact: [TO BE CONFIRMED BY SCHOOL/TRUST]

Trust emergency contact: [TO BE CONFIRMED BY TRUST]

Visit Leaders will be given clear instructions on how to contact the emergency contact.

Members of the visit leadership team will have access to the emergency procedures throughout the visit.



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The emergency plan will distinguish between:

- actions to be taken by the Visit Leader;
- actions to be taken by the school/emergency contact;
- communication with parents/carers;
- communication with the Trust;
- reporting and recording;
- media/public communications.

Routine communication and check-in arrangements will be established according to the nature and duration of the visit.

Emergency procedures will be reviewed periodically and, where appropriate, tested through scenario-based exercises.

25. Emergency contact and communication

The school will establish appropriate arrangements for communication during visits.

Depending on the visit, this may include:

- departure and return notification;
- scheduled check-ins;
- mobile telephone contact;
- emergency contact arrangements;
- notification of significant delays;
- communication with parents/carers where appropriate.

Visit Leaders must not rely solely on mobile telephone coverage where the nature of the visit creates a foreseeable risk of poor or absent communications.

For remote or independent activities, appropriate additional communication arrangements will be considered.

26. Incident, accident and near-miss reporting

All significant incidents, accidents and near misses will be reported in accordance with school and Trust procedures.

The Visit Leader will ensure that:

- immediate safety and medical needs are addressed;
- the school is informed where appropriate;
- safeguarding concerns are reported;
- relevant records are completed;
- parents/carers are informed where appropriate;
- the EVC is informed;
- Trust reporting procedures are followed.



Incidents and near misses will be reviewed to identify whether changes are required to:

- risk assessments;
- procedures;
- staff training;
- supervision;
- provider arrangements;
- future visits.

27. Evaluation of educational visits

Every educational visit will be evaluated after it has concluded.

Evaluation will consider:

Educational impact

- Did the visit achieve its learning objectives?
- What did pupils learn?
- Did the visit enrich or extend classroom learning?

Safety and risk management

- Were the risk assessments appropriate?
- Were there any unexpected hazards?
- Were control measures effective?
- Were there any accidents, incidents or near misses?

Organisation

- Were staffing and supervision appropriate?
- Were transport arrangements effective?
- Were timings realistic?
- Were communication arrangements effective?

Inclusion

- Were pupils' individual needs appropriately met?
- Were reasonable adjustments effective?

Providers

- Did external providers deliver the expected standard?
- Were responsibilities clear?
- Were any issues identified?

Future visits



- What should be retained?
- What should be changed?
- Does any risk assessment require amendment?

Significant findings will be shared with the EVC and Headteacher and, where appropriate, reported to the Governing Body or Trust.

28. Monitoring

The EVC will monitor the effectiveness of the educational visits programme.

Monitoring may include:

- review of EVOLVE submissions;
- review of risk assessments;
- review of incident and near-miss records;
- review of post-visit evaluations;
- observation of visits where appropriate;
- review of provider arrangements;
- staff feedback;
- pupil feedback;
- parent/carer feedback;
- review of training and competence.

The Headteacher and EVC will identify any areas requiring improvement.

Significant findings will be reported through the school's governance arrangements.

29. Staff development and training

Staff will have access to training appropriate to their responsibilities.

Training needs will be identified through:

- role;
- previous experience;
- type of visit;
- specialist activity;
- individual pupil needs;
- emergency responsibilities;
- safeguarding requirements.

The EVC will support the development of Visit Leaders and other staff involved in educational visits.

The school will maintain appropriate records of relevant training and competence.

30. Equipment

Equipment used on visits must be appropriate, safe and suitable for its intended purpose.

Where specialist equipment is used, staff will ensure that:

- it is appropriate for the activity;
- it has been inspected where necessary;
- staff understand its use;
- pupils receive appropriate instruction;
- defects are reported;
- unsafe equipment is removed from use.

31. Insurance

The school will ensure that appropriate insurance arrangements are in place in accordance with Trust requirements.

Where an external provider is used, the school will establish that appropriate public liability insurance is held and that any additional insurance requirements relevant to the activity have been considered.

32. Financial arrangements and charging

Educational visits will comply with the school's and Trust's financial procedures.

The school will seek value for money while ensuring that safety and educational quality are not compromised.

Where charges are made to parents/carers, the school will comply with the school's Charging and Remissions Policy and relevant legal and Trust requirements.

33. Information and data protection

Information required for the safe management of a visit will be handled in accordance with the school's data protection arrangements.

Personal information will only be shared with staff, providers or other organisations where there is an appropriate lawful basis and where the information is necessary for the safe management of the visit.

Medical and safeguarding information will be handled sensitively and confidentially.

34. Photographs and electronic devices

Any photography, video recording or use of electronic devices during visits will comply with the school's safeguarding, data protection and acceptable use arrangements.



Particular care will be taken when visits involve members of the public, external organisations or overseas travel.

35. Communication with parents following an incident

Where a significant incident occurs, communication with parents/carers will be coordinated by the school in accordance with the Emergency Plan.

Visit Leaders should not make speculative or unverified statements about serious incidents.

Where appropriate, parents/carers will receive:

- factual information;
- information about actions taken;
- information about their child's welfare;
- arrangements for further communication.

36. Policy monitoring and review

This policy will be reviewed annually, or earlier where:

- legislation changes;
- DfE guidance changes;
- OEAP National Guidance changes significantly;
- Trust procedures change;
- a significant incident identifies a need for amendment;
- monitoring identifies weaknesses;
- the school's educational visits arrangements change.

The EVC will lead the review with the Headteacher and appropriate Trust/governance involvement.

Appendix 1 – Educational Visits Planning Checklist

Before approval, the Visit Leader and EVC should consider:

Educational purpose

- What will pupils learn?
- How does the visit support the curriculum?
- Is the visit appropriate for the pupils?

Planning

- Is the destination appropriate?
- Has a preliminary visit been considered?
- Are timings realistic?
- Is there a Plan B?



Staffing

- Is the Visit Leader competent?
- Are staffing and supervision appropriate?
- Are volunteers appropriately briefed?

Pupils

- Have age, maturity and behaviour been considered?
- Have SEND needs been considered?
- Have medical needs been considered?
- Are reasonable adjustments required?

Risk

- Have significant foreseeable hazards been identified?
- Are control measures appropriate?
- Has dynamic risk management been considered?

Provider

- Is the provider suitable?
- Has insurance been checked?
- Are relevant licences/accreditation in place?
- Are safeguarding arrangements appropriate?
- Are responsibilities clearly defined?

Transport

- Is transport suitable?
- Are drivers and vehicles appropriately checked?
- Are supervision arrangements clear?

Parents

- Have parents/carers received appropriate information?
- Is consent required?
- Have medical/emergency details been checked?

Emergency

- Is there an emergency plan?
- Is there a 24-hour emergency contact where required?
- Does the Visit Leader have access to emergency procedures?
- Are communication/check-in arrangements appropriate?

Approval

- Has the correct person approved the visit?
- Has the visit been recorded on EVOLVE where required?

Appendix 2 – Visit Leader “Go To” Pack

The Visit Leader should have access to information appropriate to the visit, including:

- approved visit plan;
- risk assessments;
- itinerary;
- pupil register;
- emergency contact information;
- medical information;
- medication;
- staff/volunteer details;
- provider contact details;
- venue contact details;
- transport information;
- emergency procedures;
- school emergency contact;
- relevant insurance information;
- parent/carer contact information where required;
- contingency arrangements.

Information containing personal or sensitive data must be handled securely.

Appendix 3 – Emergency Procedure

In the event of a serious incident, the Visit Leader should:

1. **Make the group safe.**
2. **Provide or obtain appropriate first aid/medical assistance.**
3. **Contact the emergency services where necessary.**
4. **Account for all pupils and staff.**
5. **Contact the school's designated emergency contact.**
6. **Follow the school's Emergency Plan.**
7. **Provide accurate factual information.**
8. **Record significant actions and decisions.**
9. **Do not make statements to the media or social media unless authorised.**
10. **Continue to follow instructions from the school/Trust and emergency services.**

The detailed Emergency Plan will contain the school's current emergency contact arrangements and communication procedures.



Appendix 4 – External Provider Checks

Where appropriate, the EVC/Visit Leader should establish:

- provider identity and suitability;
- relevant accreditation;
- public liability insurance;
- relevant licences;
- safeguarding arrangements;
- staff competence;
- health and safety arrangements;
- emergency procedures;
- equipment;
- vehicles;
- accommodation;
- subcontracting;
- activity-specific requirements;
- responsibilities of school staff and provider staff;
- arrangements for communicating safety instructions to pupils.

A written agreement should be used where the provider is taking responsibility for delivering or supervising an activity.

Appendix 5 – Post-Visit Evaluation

The Visit Leader should record:

Visit:

Date:

Visit Leader:

Educational outcomes

- Were the intended learning objectives achieved?
- What worked particularly well?

Safety

- Were risk assessments appropriate?
- Were any new risks identified?
- Were there accidents, incidents or near misses?

Staffing

- Was supervision appropriate?
- Were staffing arrangements effective?



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Pupils

- Were behaviour expectations effective?
- Were SEND and medical needs appropriately supported?

Provider

- Was the provider satisfactory?
- Were responsibilities clear?
- Were any concerns identified?

Organisation

- Was transport satisfactory?
- Were timings realistic?
- Were communication arrangements effective?

Future action

- What should be repeated?
- What should be changed?
- Does any risk assessment need amendment?
- Are any staff training needs identified?

Completed by:

Date:

EVC review required: Yes / No

Appendix 6 – Related School and Trust Policies

This policy should be read alongside the most current versions of:

- The Legacy Learning Trust Health and Safety Policy;
- Abingdon Primary School Safeguarding and Child Protection Policy;
- Abingdon Primary School First Aid/Medical Conditions Policy;
- Abingdon Primary School SEND Policy;
- Abingdon Primary School Equality Policy;
- Abingdon Primary School Behaviour Policy;
- Abingdon Primary School Charging and Remissions Policy;
- Abingdon Primary School Emergency/Critical Incident Plan;
- Trust educational visits/EVOLVE procedures;
- current DfE *Health and safety on educational visits* guidance;
- current OEAP National Guidance.



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