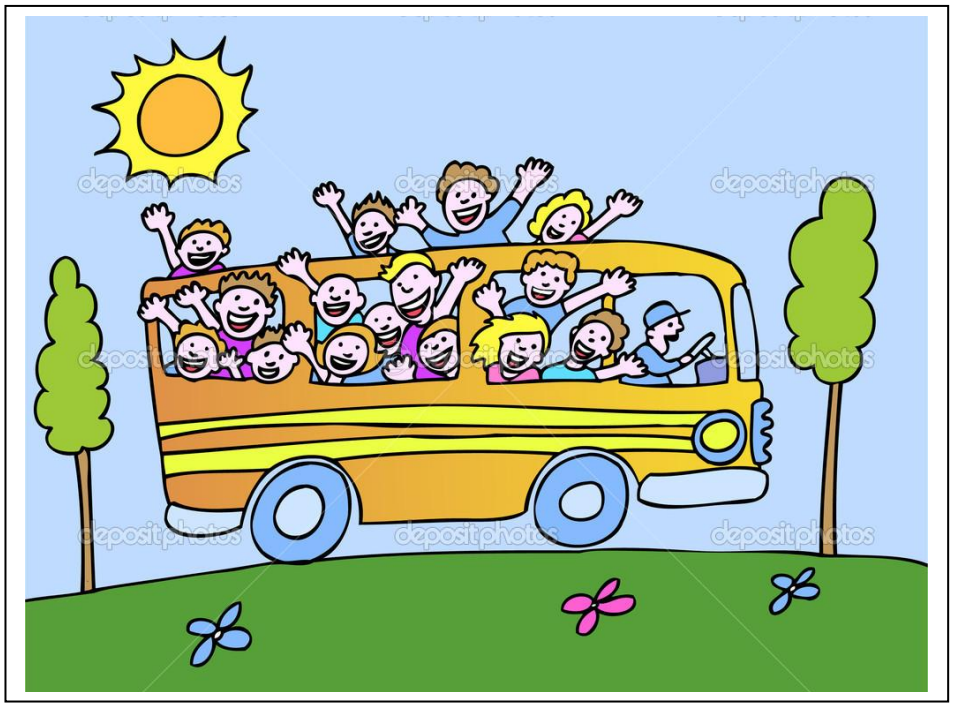
St Cuthbert's CE Primary School
Educational Visits Policy



BLACKBURN with DARWEN
BOROUGH COUNCIL

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1. Importance of Educational Visits

We believe that educational visits are an integral part of the entitlement of every child to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes St Cuthbert's CE Primary School a supportive and effective learning environment.

Supporting Educational visits and Adventurous Activities across the curriculum at St Cuthbert's CE Primary School is a key driver in engaging, inspiring and enthusing young people, enabling learning and development through real life experiences and helping all our young people to realise their potential. St Cuthbert's CE Primary School remains committed to promoting such experiences and recognises the impact and value they can have on children and young people's learning and development.

2. Purpose, Status & Remit

This document outlines St Cuthbert's CE Primary School policy and procedures for educational visits.

Any visit that leaves the school grounds, and any taking place on the school grounds facilitated by a third party, whether as part of the curriculum, during school time or outside the normal school day, is covered by this policy. This excludes local, routine sports fixtures and off-site swimming lessons where separate policies and procedures are in place (e.g. the BwDBC School Swimming Policy). Where no policies and procedures are in place for such activities then this policy should be followed.

All staff are required to plan and execute visits in line with this policy, which follows the BWDBC Educational Visits Guidance (the guidance), underpinned by the Outdoor Education Advisors' Panel National Guidance (OEAP NG). Staff are particularly directed to be familiar with the roles and responsibilities of key staff (see Section 4 of the guidance).

This policy must be approved by Governors and should be reviewed on an annual basis or when required in response to any incident or lessons learned.

3. EVOLVE

EVOLVE (**www.blackburnvisits.org**) is the web based planning, notification, approval, monitoring and communication system, used by BwDBC.

All staff leading or accompanying visits should have an EVOLVE login giving access to the BwDBC EVOLVE website. Staff requiring a login should see the EVC (Educational Visits Coordinator) who is able to set up logins for staff.

Staff should see the section in this document named 'Types of Visits' for details of what needs to be recorded on EVOLVE.

All relevant BwDBC guidance is available on EVOLVE.

4. Roles and Responsibilities

4.1 Visit Leader

Visit Leaders are responsible for the planning of visits but should involve both accompanying staff and the children in this process.

Staff must not sign any contracts; enter into any agreements; pay any money or deposits; or advertise visits with pupils/ young people until outline permission has been obtained from the Head Teacher.

Staff must make appropriate checks of any third party providers.

Visit Leaders should refer to:

- Section 4.1 of the BWDBC Educational Visits Guidance and familiarise themselves with the OEAP NG documents listed there which are relevant to their role;
- The Visit Leader Checklist from OEAP NG.

4.2 Educational Visits Coordinator (EVC)

The EVC is Mrs J. Moorhouse
Date of the last EVC training course attended: 09/11/21
(This should be within the last 3 years - the EVC should attend a full BwDBC EVC training day, and thereafter at least once every 3 years.)

The EVC will support and challenge colleagues over visits. They are the first point of contact for advice on visit related matters. The EVC will check final visit plans and risk assessments before submitting them to the head/senior manager for approval.

The EVC should refer to:

- Section 3 of the BWDBC Educational Visits Guidance and familiarise themselves with the OEAP NG documents listed there which are relevant to their role;
- The EVC Checklist from OEAP NG.

4.3 The Head Teacher/Senior Manager

The Head Teacher has responsibility for monitoring and final approval of all visits.

The Head Teacher should refer to:

- Section 4.3 of the and familiarise themselves with the OEAP NG documents listed there which are relevant to their role;

- The Head or Manager Checklist from OEAP NG.

4.4 The Governors

The Governors will be informed of Level 1 and Level 2 visits on a termly/annual basis. They will be informed of/ asked to approve in principle all Level 3 visits prior to them taking place. Visits are included on the agenda of Governor meetings allowing Governors to fulfil their role as 'critical friend' in the scrutiny of all visits and in particular Level 3 visits.

Governors will review and approve this policy on an annual basis or when required in response to an incident, and will maintain an overview and monitoring role to ensure that all visits are carried out in accordance with this establishment policy and the BWDBC Educational Visits Guidance.

The Governors should refer to:

- Section 4.4 of the BWDBC Educational Visits Guidance;
- The Management Board and Governor Checklist from OEAP NG;
- The Member of a Management Board or Governing Body – responsibilities OEAP National Guidance

5. Staff Competence

We realise that staff competence is the single most important aspect of safe visit management and so we support staff in developing this competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role;
- Supervision by Senior staff of more complex visits where appropriate;
- Regular CPD for all staff involved with visits, including: risk management, emergency procedures, visit leader training, group management, first aid;

In deciding whether any member of staff is competent to be a visit leader the head teacher will take into account the following factors:

- Level of relevant experience;
- Any relevant training undertaken, including any relevant qualifications such as for hill walking. These should be scanned and loaded onto the member of staff's profile on EVOLVE;
- The emotional and leadership ability of any prospective visit leader to make on-going risk management judgements and take charge of any emergencies that may arise;
- Knowledge of the children, the venue and the activities to be undertaken.

Accompanying staff should have clearly defined roles, be involved in the planning process and be competent to carry out their assigned role.

6 Types of visits

There are three types of visits:

- Level 1
- Level 2
- Level 3

See the table below for further details.

7 Visit planning and Approval

Table 1	Definition of visit	Do these visits need to be recorded on EVOLVE?	Approval process
Level 1	**Local, routine, low risk** (Please see the Level 2 definition to help clarify. If in doubt then count it as a Level 2)	**No** **Recommended:** • EV1 Form (or similar) • One-off 'whole time at establishment consent' (or at least annual consent) • Standard Operating Procedures or visit specific risk assessment	• **MUST BE SUBMITTED 7 DAYS BEFORE THE VISIT** • **Although all visits should be part of a planned programme it is recognised that some visits may need to take place at short notice, alternatively blanket approval may be appropriate for certain types of visits – please see the EVC for further details** • **Provisional agreement should be obtained from the Head/Manager before any commitment is made** • **EV1 Form (one-page Visit Form for Level 1 Visits) completed by Visit Leader and submitted to EVC with all planning documentation** (or alternatively complete visit form on EVOLVE - in accordance with school policy) • **Checked and submitted by EVC** • **Approved by Head/Manager (delegated approval from LA)**
Level 2	**Visits further afield** (Any visit involving travel outside Blackburn with Darwen) **Or** **Local visits of a more complex nature** (eg large scale sponsored walk; night time theatre visit; involvement in a large scale public event/gathering)	**Yes**	• **MUST BE SUBMITTED 14 DAYS BEFORE THE VISIT** • **Provisional agreement should be obtained from the Head/Manager before any commitment is made – Schools/Services may wish to use the Visit Proposal Form (VPF) (or something similar)** • **Visit Form completed on EVOLVE by Visit Leader** • **All planning documentation must be attached to the Visit Form on EVOLVE** (Including: itinerary, any specific risk assessments, parental info letters, parental meeting presentations, any info from providers, any other relevant info) • **Checked and submitted by EVC** • **Approved by Head/Manager (delegated approval from LA)**

Level 3	**Overseas** **Residential** **Adventurous**	**Yes**	• **MUST BE SUBMITTED 6 WEEKS BEFORE THE VISIT** • **Provisional agreement should be obtained from the Head/Manager before any commitment is made – Schools/Services may wish to use the Visit Proposal Form (VPF) (or something similar)** • **Visit Form completed on EVOLVE by Visit Leader** • **All planning documentation must be attached to the Visit Form on EVOLVE** (Including: itinerary, any specific risk assessments, parental info letters, parental meeting presentations, any info from providers, any other relevant info) • **Checked and submitted by EVC** • **Authorised by Head/Manager** • **Approved by Local Authority**

8 Planning a visit – the visit leader's "to do" list

Things to do		
All visits		
1	Obtain provisional agreement from Head Teacher before any commitment is made	
2	Funding arrangements and charging policy agreed	
3	Pre-visit carried out where practicable	
4	Clear learning outcomes linked into the curriculum	
5	Planned activities are appropriate to the needs of the group	
6	Activities will maximise the benefits to the pupils while managing significant risks	
7	Effective supervision is in place i.e. the visit is appropriately staffed	
8	There is a designated deputy leader	
9	This visit complies with the safeguarding policy	
10	This visit has been recorded on an EV1 form or on EVOLVE	
11	A visit specific risk assessment /Standard Operating Procedures (SOPs) are in place	
12	The risk assessment/SOPs are attached to the visit form (either EV1 or on EVOLVE)	
13	All staff on the visit have been involved in writing the risk assessment where possible	
14	Pupils have been involved in the planning and risk assessment process where possible	
15	Parents have been kept fully informed	
16	Appropriate consent is in place. 'Blanket' consent for Level 1 visits, specific consent for visits with a higher degree of risk or which extend beyond the school day	
17	Visit has been planned and executed in accordance with BWDBC Educational Visits Guidance	
18	Accompanying adults/providers/pupils have been briefed about their roles and responsibilities	
19	Accompanying adults/providers/pupils have been briefed about what to do in an emergency	
20	Accompanying adults/providers have been briefed about the needs of individual pupils	
21	Base contact has been fully briefed and has access to all relevant documentation	
22	Suitable checks on external providers have been made	
23	Reference to the appropriate Visit Leader Checklist on OEAP NG has been made	
Level 2 & 3 visits		
24	Entered and approved on EVOLVE	
25	Specific parental consent gained	
26	Itinerary Visit attached to visit form on EVOLVE	
27	Visit specific attached to visit form on EVOLVE	
28	Information provided to parents/pupils attached to visit form on EVOLVE	
29	Parents meeting presentation attached to visit form on EVOLVE (if applicable)	
30	EV4 and public liability insurance if an external provider does not have the CLOtC Quality Badge	
Required for all visits		
31	Visit leader holds the following:	
	• List of all adults and pupils on the visit	
	• EV7 Emergency procedures card (including 24hr contact where appropriate)	
	• First aid kit	
	• Mobile phone	

	• Any other relevant information e.g. medication, parents contact details	
32	Base contact holds the following:	
	• List of all adults and pupils on the visit	
	• EV7, EV8a & EV8b Emergency procedures cards including visit leader contact details	
	• Any other relevant information e.g. medication, parents contact details, staff next of kin	
	• 24/7 access to all visit details and documentation	

9 Parental Consent

Staff must ensure that appropriate consent is in place:

- 'Blanket' consent for Level 1 & Level 2 visits (annual or 'life at the school' consent).
- Specific consent for Level 2 & Level 3 visits and for visits that extend beyond the school day.

10 Risk Management

A visit specific risk assessment or, for level 1 visits, Standard Operating Procedures, must be implemented by staff for all visits and attached to the visit form (EV1 or on EVOLVE).

Level 1 Visits

It is expected that routine, low risk visits (Level 1 visits) will be managed using Standard Operating Procedures (SOPs).

Where additional factors apply such as a group with unusually challenging behaviour; extreme weather; an inexperienced leader; then a visit specific risk assessment may be required to cover any additional issues.

Level 2 & Level 3 Visits

For Level 2 and Level 3 (more complex) visits, a visit specific risk assessment must be carried out using the STAGED model as outlined below.

Please note any additional risk assessment must be attached to the EV1 or EVOLVE visit form for monitoring by the EVC and Head/Manager before approval can be given.

On-going (dynamic) risk assessments

This is what the staff do on a visit to keep the group safe – '*active risk management*'. It involves continuously assessing situations as they unfold and adjusting your response to effectively manage any issues/risks that may arise. This is not a written risk assessment.

All staff are responsible for carrying out effective on-going risk assessments based on competence, experience and common sense. Staff teams must be suitably competent and

experienced so that they are able to effectively manage any situations they are likely to encounter on the visit.

What to consider when carrying out an Off-site visit risk assessment

When considering whether there are any significant risks that need managing it is recommended that staff use the following model:

STAGED:

Staffing (Including competence, experience, ratios, effective supervision etc.)
Timings (Travel & Timings, itinerary, downtime etc.)
Activities (Programme, activities to be undertaken. Who will lead? Adventurous? Etc.)
Group (Additional needs: learning, behaviour, disabilities, medical, nature of the cohort etc.)
Environment (Venue, accommodation, weather, water levels, crowds, other users, culture etc.)
Distance from base (Support systems, particularly for residential visits and visits abroad)

Procedures for risk management:

1. Any significant risks must be recorded on an **visit specific risk assessment** (EV5 Form)
2. When completing the risk assessment/ planning the staff should ask the following question:

   What are the really important things we need to do keep the group safe?

3. The **On-going (dynamic Risk Assessment** is really important – this is what the staff do during the visit to keep the group safe (see the Ongoing risk assessment section above)
4. All staff have a responsibility to review risk assessments after every visit.
5. All staff going on the visit should be involved in the planning process, which should include the checking and writing of any risk assessments. The visit leader should take the lead with the planning but as a rule should not complete risk assessments on their own. Ideally, risk assessments will be the product of discussions between the staff team.
6. Young people should be included in the risk assessment process where appropriate. This can help them learn how to managing risk for themselves.
7. All staff, volunteers and young people must be briefed appropriately regarding the risk assessments prior to departure.
8. Staff only need to record **significant risks**. Risk assessments should be proportionate, simple and easy to use.
9. Where an external provider is being used, the provider has responsibility for risk assessing and managing the activities they deliver. Visit Leaders should **not** ask for copies of providers' risk assessments. It is appropriate, however, to ask for any

information that they publish that is specifically aimed at helping Visit Leaders to manage their visit.

11 Monitoring

The role of monitoring is shared between the EVC, the Head Teacher, the staff and the Governors. The checking and approval process is a very important part of monitoring and is shared between the EVC, Head and Governors.

Field monitoring is also recognised as important. Staff are encouraged to peer monitor and give feedback to colleagues. In addition the EVC, Head or other experienced senior staff should carry out monitoring visits from time to time in order to support staff and encourage good practice.

Any such monitoring should be intelligently targeted to support staff where appropriate and to identify and share good practice.

12 EV3 – Establishment Self-Assessment Form/ Compliance Checklist

The EV3 Form will be completed annually by the EVC and Head teacher and will be overseen by the Governors.

A copy will be provided to the Governors.

An electronic copy of the completed EV3 Form will be emailed to the Education Consultant (Learning Outside the Classroom).

Any action points raised by the EV3 Form should form the basis of an action plan and training programme for the coming year. This process can help to fulfil St Cuthbert's CE Primary School Health & Safety requirements and can help to inform any inspection regime e.g. Ofsted.

13 Induction, training, apprenticeship, succession planning

The EVC must attend a full BwDBC EVC training day, and thereafter attend EVC training at least once every 3 years.

New staff are trained by the EVC so that they are familiar with the procedures for Off-site Visits as part of their induction. This is included and recorded as part of their induction programme.

All staff should undergo regular training in relation to Educational Visits. This could be on an annual basis and should be at least every 3 years or when significant changes are implemented. The training could be led by the EVC and Head/Manager or contact julie.hemingway@blackburn.gov.uk for OEAP Visit Leader training.

An apprenticeship model should be used so that inexperienced staff can shadow experienced and competent visit leaders until they are ready to lead visits themselves. This model also allows for effective succession planning.

Training records are kept by the EVC.

Records of any relevant staff qualifications (e.g. Mountain Leader Award or First Aid qualification) including a scanned copy of the certificate should be saved on the member of staff's profile on EVOLVE. (See Section 16: **BwDBC Requirements for Off-site Visits and Adventurous Activities**).

14 Assessing venues and external providers

To confirm that all aspects of the operation of the provider are satisfactory, the establishment must ensure that either:

a) The Provider holds an LOtC Quality Badge **www.lotcqualitybadge.org.uk**

or

b) An **EV4 Provider Form** has been satisfactorily completed by the provider, and they have provided a copy if their public liability insurance.

Note: If a Provider holds an **AALA licence** (and/or any other accreditation) but ***not*** an LOtC Quality Badge, then an **EV4 Provider Form is still required**.

Where an external provider is being used, the provider has responsibility for risk assessing and managing the activities they deliver. Visit Leaders should **not** ask for copies of providers' risk assessments. It is appropriate, however, to ask for any information that they publish that is specifically aimed at helping Visit Leaders to manage their visit.

15 Volunteers

Volunteers will require a Criminal Record Check if they are involved in a regulated activity. Staff should discuss this with the EVC and the 'Designated Person' (DP) to establish if a check is required. Criminal Record Checks are now carried out by the DBS (Disclosure and Barring service).

Volunteers should be inducted/briefed and assessed as competent to carry out their assigned role. They will also require supervision by staff.

16 Emergency Procedures

The BwDBC Emergency procedures for visits can be found on the home page of the BwDBC EVOLVE website (select the Emergencies link on the red band).

In the event of an incident staff must use the EV7, EV8a and EV8b – by doing so staff will be led through the correct procedure.

Both the visit leader and the base contact should have 24/7 access to all the details of the visit, including medical and next of kin information for both the staff and the young people.

The visits emergency procedures should key into St Cuthbert's CE Primary School emergency planning.

Where there has been an incident/accident/near miss on a visit, staff should complete the Health and Safety incident reporting form and attach it to the visit form on EVOLVE.

17 Behaviour

Young people will be expected to follow the school behaviour policy while on Educational Visits. Where possible the children will be involved in discussing the risk assessment prior to the visit to establish clear boundaries. On occasions parents may be asked to sign a behaviour agreement as well.

Careful thought will be required to determine how mobile phones and other electronic devices will be managed.

18 Inclusion

The school/service ethos supports inclusions in all areas of school including visits. We encourage integration through participation with peers.

All visits must comply with the Equality Act 2012.

Staff must plan early to overcome any inclusion issues. Reasonable adjustments must be made to accommodate any young person with disabilities as long as the adjustments don't unduly impinge on the rest of the group.

Expectations of staff must be reasonable, so that what is required of them is within their competence and is reasonable.

Staff should discuss any issues with the EVC, the SENCO and where appropriate the BwDBC Inclusion Support Team. The views of the young person and the parent/carers should be included in the discussion.

19 Insurance

DFE RPA Insurance

20 Finance

There must be clear procedures for staff to follow including:

- ETPF must be completed and signed off prior to booking any trip. This will include information relating to financial plans and requirements for accounting, banking and reporting. Once these are received SLT can suggest appropriate cost per head and establish minimum numbers needed for voluntary contributions. Once initial payments have been received we can review and support families accordingly.

21 Transport

We follow the guidance in the Transport section of the BwDBC Educational Visits Guidance, Section 8.11.

22 First Aid arrangements

All Teachers and TA's are First Aid at Work trained. We also have three Paediatric First Aiders.

St Cuthbert's C of E Primary School

School/Class Educational Visit/Trip

UPDATED JAN 2026

****TO BE COMPLETED AT LEAST 6 SCHOOL WEEKS PRIOR TO THE TRIP****

**** NO TRIPS TO BE ARRANGED IN ASSESSMENT WEEKS OR IN JULY****

Please note if you choose your PPA day then you forgo your PPA

Name of Teacher in Charge..... Class..... No of Pupils.....**(Inc PSRP)**

Please name **ALL** extra helpers **including support staff** (min ratio of 1:12 dependent on risk and age of child). **Please ensure all duties are covered before your trip, and the details are put on the board in HMB's Office.**

.....

Date of Visit..... Location.....

Times: Depart School..... Depart Destination.....

School Uniform to be worn **Yes/No Additional Clothing requirements if any (please specify)

.....

Cost of Admission per child £..... **(does the cost include VAT / is VAT applicable?)**

Cost of Admission per adult £..... **(does the cost include VAT / is VAT applicable?)**

*****TO BE COMPLETED BY TEACHER IN CHARGE TWO WEEK PRIOR TO TRIP DATE*****

Confirmation of Visit by teacher in charge of trip and Risk Assessment and Action Plan completed and copied for the office **..... *****please initial***

Details of any hazardous activities planned.....

Support staff notified **..... **Additional Lunchtime cover arranged if necessary** **.....

Please remember to take with you:-

Risk Assessment Action Plan / EV7 Evolve Form
Parental Consent Forms (please notify the office of absentees on the day)
First Aid Bag
Other medicines applicable

TO BE COMPLETED BY OFFICE

Received 6 weeks prior Yes/No PPA Day Yes/No

Support/Lunch Staff Cover required Yes/No Support/Lunch Staff Cover arranged Yes/No

Coach Companies & Costs.....

School Meals cancelled/Packed Lunches Ordered **..... Class List Produced.....
Cost of Insurance 15p Per head Health & Safety notified (2 days prior to trip) **.....

Cost per child £..... Total raised £..... Surplus/Deficit £.....

Justine Moorhouse EVC.....