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King James's School, Knaresborough

POLICY STATEMENT

Educational Visits Policy

Policy last reviewed (date)	June 2026
Ratified by Governors (date)	September 2026
Next policy review due (date)	September 2029
Due for review by Governors (date)	September 2029
Staff Lead	Business Manager

MISSION STATEMENT:

This policy will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner by promoting that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Significant revisions since the last review:

Updates to staff vehicles and student transport.
Updates to safeguarding measures around Volunteers and Coach Companies – June 2026
Updates around PE fixtures and the removal of the Local Area Visit (30 miles) – June 2026
New update around Post Trip Evaluation – June 2026

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Section 1: Introduction

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. This Policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the NYCC Employer Policy: *Educational Visits, Outdoor Learning and Adventurous Activities July 2018 (Revised October 2022)*.

Learning beyond the classroom involves the use of places other than the classroom for teaching and learning. It is about providing opportunities for children and young people to be 'out and about' outdoors or at other venues, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn, educational visits performing as a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

"National guidance for the management of outdoor learning, off-site visits and learning outside the classroom" (www.oeapng.info) has been adopted as our guidance for good practice for outdoor learning, educational visits and adventurous activities. In this policy this is referred to as 'National Guidance'.

Further guidance can be obtained from North Yorkshire Educational Visits Advisory Service:

Simon Willis simon.willis@northyorks.gov.uk 07970 679517 Schools Support Team
educationalvisits@northyorks.gov.uk 01609 798864

Section 2: Scope and Responsibilities

This Policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision. This policy is based on the Department for Education Guidance health and safety on educational visits, and the following legislation and statutory guidance:

- **Equality Act 2010**
- **SEND Code of Practice**
- **Keeping Children Safe in Education 2025**

This policy has also been created with due regard to the following guidance:

- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school minibuses

This policy should be used in conjunction with the following school policies:

- Complaints Procedures Policy
- Behaviour Policy
- Health and Safety Policy
- Charging and Remissions Policy
- Single Equalities Policy

Roles and Responsibilities

Both Headteachers have appointed Educational Visits Coordinators. They will have the training and experience to enable them to competently discharge their responsibilities as listed in NYC The Employer Policy.

Appointed Educational Visits Co-ordinator(s):

- Maureen Braden, Business Manager (King James's School)
- Sarah Bloomfield, Assistant Head (Boroughbridge High School)
- Secondary Contact: Phoebe Logan, Business Services Assistant

Governing Board

The Local Governing Board retains responsibilities for Health and Safety. It will discharge its duties through the adoption of this policy and retain competent advice, approval and monitoring through North Yorkshire Educational Visits Advisory Service.

Headteacher:

The Headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational day visits
- Making sure staff, including the Educational Visits Coordinator, have received any necessary training
- Working with North Yorkshire Educational Visits Advisory Service to approve residential, overseas or

adventurous trips.

Educational Visits Coordinator (EVC):
The role of the EVC is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the Headteacher when they are approving trips
- Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself and use this to improve future arrangements
- Ensuring compliance with school policies and external regulations

Trip Lead
Every educational visit will have one member of staff designated as the trip lead. The trip lead will:

- Complete the relevant training to ensure compliance, visit leaders will be approved by the Headteacher and / or EVC
- Check the school calendar for availability before planning a trip
- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- Assign staff and volunteer roles, as needed (undertaking relevant safeguarding checks e.g. DBS)
- Make sure the school has accurate and up to date information about the trip destination, to be used in risk assessments
- Make sure the needs of everyone taking part are considered, including coordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents / carers, including roles and responsibilities and expected behaviours
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others
- Complete a post visit evaluation to consider the overall effectiveness of the trip

Staff:
Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the Headteacher
- Carry out any required risk assessments and work with the trip lead
- Communicate with parents / carers and make sure trips are inclusive for all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate.

Parents / Carers
By agreeing that pupils can take part in educational visits, parents / carers agree that they will:

- Provide all information required, such as emergency contact details and health / medicine information if applicable
- Sign and return consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Volunteers:
Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately and raise any issues with staff as soon as possible

Pupil Responsibilities:
Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip. Demonstrate school values by being **ready, respectful, and engaged**
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- Understand that unsafe behaviour may result in removal from trip activities or, in severe cases, the trip itself.

Pupils will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to uphold the school's behaviour policy at all times.

Section 3: Visit Planning

The decision on whether or not a visit will take place will be made by the Headteacher / EVC and based on factors including:

- Cost (including any potential cost to parents / carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and Safety considerations
- Staff-to-pupil ratio
- Inclusion and accessiblity

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers and physical supplies
- Accommodation options, where needed
- Insurance details, where needed
- Risk assessment plans and first aid provision

To ensure the effective planning and management of trips the information gathered from proposal, through planning to completion must be recorded on the school's trip management system, Evolve. Evolve is the web-based system used to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own account which is set up by the EVC.

Visit planning approval summary table:

IMPORTANT – Trips / visits **must** have full, final approval one week before they are due to take place otherwise, they may be stood down and not permitted to proceed. **See Appendix 1 for PE Fixtures.**

	Planning / Recording process	Risk Management	Submit to EVC	Final Approval
On-site / Local Learning Area (LLA) / Local Area Visits	Record on Evolve	LLA risk management supplemented by specific documentation where necessary	At least **two weeks** before trip	EVC / Head
Day Visit outside Local Learning Area (LLA)	Record on Evolve	School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	At least **two weeks** before trip	EVC / Head
Overseas	Record on Evolve	LLA risk management supplemented by specific documentation where necessary	At least **six weeks** before trip	EVC, Head & Adviser
Residential	Record on Evolve	LLA risk management supplemented by specific documentation where necessary	At least **six weeks** before trip	EVC and Head
Outdoor, Adventurous Activity (OAA) provider led	Record on Evolve	Provider risk manages activities, School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	At least **six weeks** before trip	EVC, Head & Adviser
Outdoor Adventurous Activity (OAA), self led	Record on Evolve	Local Learning Policy / Specific Risk Management	At least **six weeks** before trip	EVC, Head & Adviser

Section 4: Risk Assessment

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm.

A full risk assessment must be carried out at least 2 weeks before the start of all day trips and at least 6 weeks before residential, overseas or OAA trips, this must be recorded on Evolve. The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out as well as risks associated with transport to and from the destination.

To demonstrate best practice, where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is no mandatory.

External Providers: Wherever possible visit leaders will gain credible assurances of health and safety management systems and quality provision through a Learning Outside the Classroom (LotC) Quality Badge. Where an organisation does not hold an LotC badge, we will check additional details as outlined in the DfE's guidance on **Health and Safety on Educational Visits** to make sure it's an appropriate organisation to use. There will be a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

Section 5: Staff Ratios and First Aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- Where it is possible, at least 1 male and 1 female supervision adult is present (for mixed pupil groups)
- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead will take regular headcounts and / or rollcalls
- For residential, overseas and adventurous it is expected that a suitably senior member of staff is present at all times.

Section 6: Training

EVC Training
The Educational Visits Coordinator will attend appropriate training and revalidation as required. New appointees must complete the EVC Training Course delivered by NY Educational Visits Team and attend an accredited revalidation session every three years.

Visit Leader Training
Visit leaders will be approved by the Headteacher and will have attended appropriate training, which has been conducted by someone with relevant educational visits experience. The Headteacher / EVC lead will be responsible for determining the needs and appropriate training provision within their school.

Staff Competence
Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve. Records will also be kept on the schools' personnel records system, Every.

Section 7: Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents / carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents / carers selected to volunteer will be asked to confirm their attendance in writing and also to confirm they agree with the expected behaviour.

Volunteers will receive a full induction from staff members on the day of the visit, which will include their responsibilities, expected behaviour, the process for raising concerns, emergency procedures, contact details, and the expected timetable of the trip.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with students without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers who have no safeguarding checks having been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

Section 8: Emergency Procedures and Incident Reporting

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the EVC. The EVC will liaise with the Headteacher where necessary. Parents / Carers will be informed of any changes to plans or cancellations of trips and / or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

One member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the EVC who will notify the Headteacher, DSL and parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our Health and Safety policy, including required reporting to the Health and Safety Executive (HSE) if the pupil is injured.

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

Section 9: Monitoring of Visits and Procedures

Governors, by way of the Health and Safety link Governors will monitor the implementation of this policy by acting as a critical friend in observing the implementation and effectiveness of the policy.

The EVC will ensure that there is a system in place for appropriate monitoring of visits and activities.

Post trip evaluations assessing the effectiveness of the planning, that value for money was obtained and any lessons learned will be completed and recorded on Evolve within one month of the trip concluding. In order to ensure that any issues or improvement can be actioned prior to the next trip taking place (see Appendix 2 – Post Trip Evaluation Form).

Section 10: Consent

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day and information regarding the nature of the types of visits will be included on our website at the time of visit. We will always aim to fully inform parents of the nature of each visit, activity or series of similar nature, remind parents that they have acknowledged this, and give

opportunity to update information and emergency contact details. On occasions a curriculum opportunity may become available at short notice, and we will always aim to notify parents that their children(ren) will be offsite, but this may not be possible.

Non-routine consent: Written consent will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents by letter of the nature of each visit, activity, or series of a similar nature.

Specific consent: Written consent will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk of including but not limited to longer journeys, residential visits and adventurous activities. We will fully inform parents of the nature of each visit, activity or series of a similar nature.

Medical information: We will use the medical information on record in our Student Information Management System alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

Section 11: Inclusion and SEND

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits. We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

SEND

If a pupil with a disability or an education, health and care plan (EHCP), or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents / carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to the individual schools' SEND Policy.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Challenging Behaviour
In some cases, it may be reasonable and necessary to prevent a pupil with challenging behaviour from coming on a trip to protect their safety and the safety of the other pupils attending.

We will consider all reasonable options to help the pupil go on the trip safely, such as adapting the trip itinerary and increasing staffing numbers so the pupil can be supervised on a 1:1 basis.

Safeguarding
Safeguarding procedures must be considered as part of the planning process with additional consideration for residential visits.

Visit leadership teams should:

- As part of planning, liaise with the DSL and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or deputy) either directly or through the base contact.

Section 12: Charging

We will follow our schools' charging and remissions policy at all times.

In line with DfE guidance and where necessary, we may ask for voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip.

Section 13: Insurance

Pupils participating in visits and activities will have appropriate insurance arranged independently by the school. Any differences to this will be notified to parents / carers as appropriate before any consent or payment is made. External providers are required to hold a minimum of £5 million public liability insurance, and this must be evidence on Evolve.

Section 14: Transport

Transportation for trips will be organised by the school, in line with our safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently with the required first aid provision.

Assurances that appropriate checks, in particular safeguarding and insurance documentation, have taken place should be obtained before engaging with any third-party transportation companies.

Unless previously agreed with parents / carers, transport for visits will leave from and return to the school site.

School Minibus
The school minibuses are an approved, appropriate form of transport for school visits, fixtures and trips. Any staff using the minibus MUST have completed their MIDAS training thought North Yorkshire. Approval for this training must come from the Training Budget Holder. Once approved, training can be organised via the finance and business services team.

The designated driver must:

- Hold a current and valid driving licence.
- Possess a full Category D PCV licence to operate the minibus for domestic school trips.
- MIDAS or equivalent trained
- Follow all minibus procedures for checking the bus's integrity **before and after travel** and **complete all accompanying, relevant documentation.**
- Drivers must comply with all road traffic legislation, including regulations relating to driver hours, mobile phone use, and speed limits.
- Appropriate procedures must be in place for emergency situations, including breakdowns, accidents, or delays.
- A first aid kit, emergency contact details, and any required pupil medical information must be carried on all journeys.
- Staff must conduct and record headcounts before departure, during stops, and on arrival at each destination.
- Consideration must be given to the needs of pupils with medical conditions, disabilities, or additional support requirements.

Any fines incurred while operating the minibus will be the responsibility of the driver at the time the offence was committed.

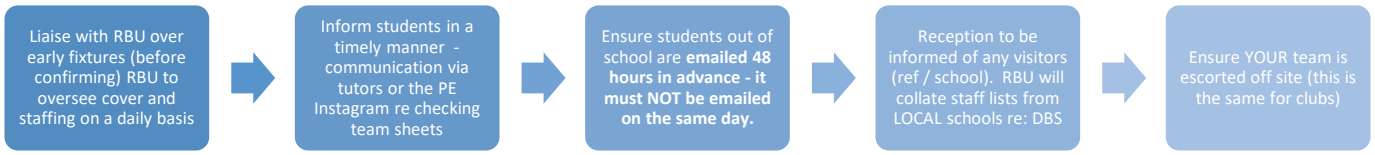
Section 15: Associated Documents

This policy should be considered in conjunction with:

- Health and Safety Policy
- Inclusion Policy
- Charging and Remissions Policy
- School Medical Policy
- Behaviour Policy
- Equality Policy
- Accessibility Plan
- SEND Policy
- Child Protection Policy
- NYC Policy for Educational Visits, Outdoor Learning and Adventurous Activities

Appendix 1 – PE Fixtures Procedure (King James' School)

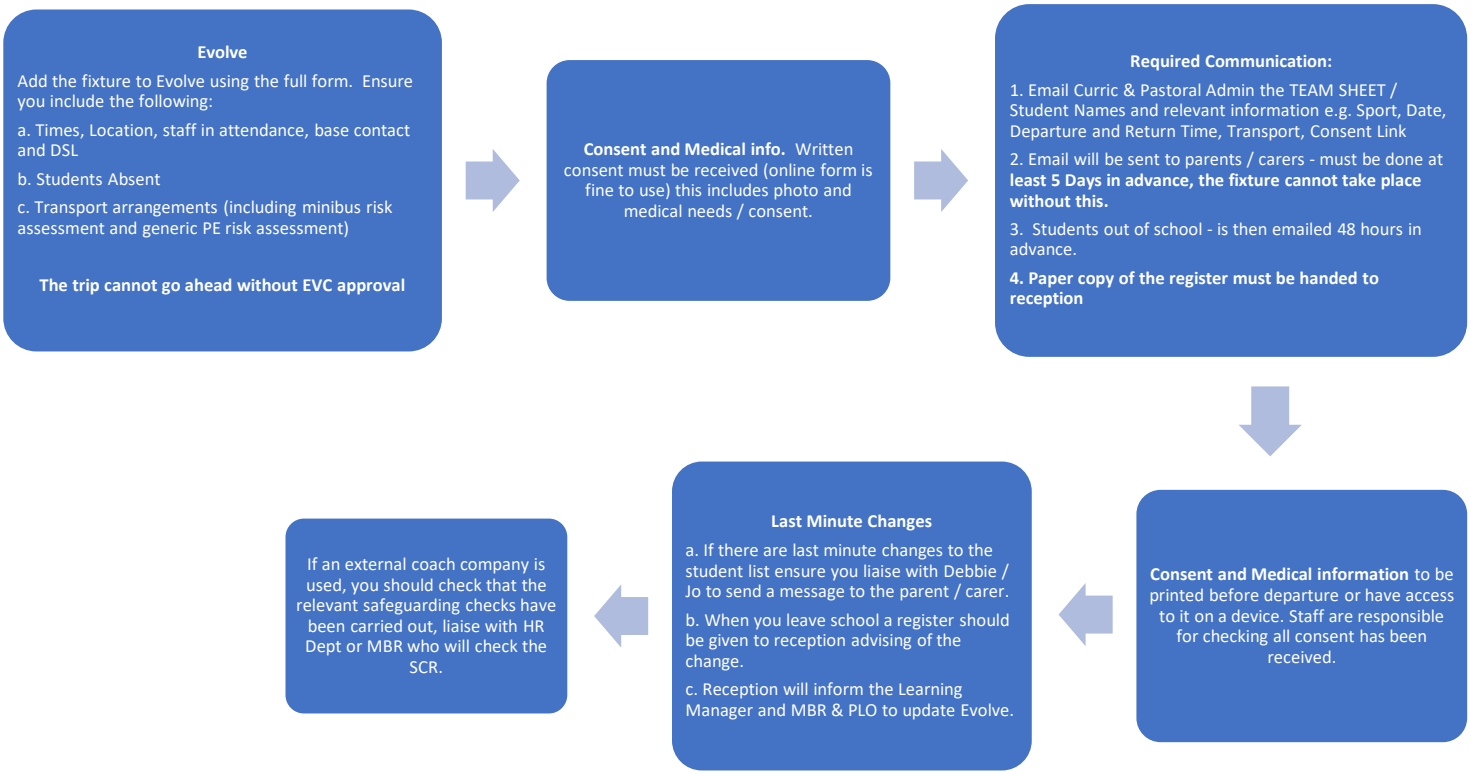
Home Fixtures



Mini Bus Process



Away Fixtures – must be done **IN ADVANCE** of the Fixture, at least 7 days where possible



Appendix 2 – Post Trip Evaluation Form

To be completed by the trip leader and returned to the Business Manager within one month of the trip concluding.

Trip Name / Destination:			
Date(s) of Trip:		**Trip Leader:**	
Number of Students:		**Number of Staff:** **Number of Volunteers:**	

Purpose of the trip:	
Provide a brief summary of educational or enrichment objectives	
Were these objectives met?	Yes ☐ No ☐

Evaluation Criteria		
Area	**RAG Rating**	**Comments (including N/A if relevant)**
Educational Value	Red ☐ Amber ☐ Green ☐	
Student Engagement	Red ☐ Amber ☐ Green ☐	
Behaviour and Conduct	Red ☐ Amber ☐ Green ☐	
Organisation and Logistics	Red ☐ Amber ☐ Green ☐	
Transport and Travel	Red ☐ Amber ☐ Green ☐	
Accommodation (if applicable)	Red ☐ Amber ☐ Green ☐	
Catering / Food	Red ☐ Amber ☐ Green ☐	
Health and Safety	Red ☐ Amber ☐ Green ☐	
Staffing Levels	Red ☐ Amber ☐ Green ☐	
Value for Money	Red ☐ Amber ☐ Green ☐	

Costings	
Total cost of trip	£
Cost per student	£
Was the trip within budget?	Yes ☐ No ☐
Were there any unexpected costs?	Yes ☐ No ☐

Impact on disadvantaged students	
Number of disadvantaged students who attended the trip:	
Support provided (e.g. funding, equipment, extra staffing etc)	
Any barriers faced or lessons learned:	

Incidents or Issues	
Were there any incidents?	Yes ☐ No ☐

Lessons Learned / Recommendations	
What went well?	
What could be improved for future trips?	
Would you recommend this trip again?	Yes ☐ No ☐