EDUCATIONAL VISITS, OUTDOOR LEARNING & ADVENTUROUS ACTIVITIES POLICY

St George's CE Primary School

Date of issue	September 2026
Educational Visits Co-ordinator (EVC)	Lizzie Peters, Head of School
Administrative support	Lizzie Peters / Kay Worsley
Senior leader with overall responsibility	Executive Headteacher
Approved by	Governing Body
Date approved	
Next review	September 2027

1. Introduction and purpose

St George's CE Primary School recognises the value of learning beyond the classroom. Educational visits, outdoor learning and adventurous activities can raise achievement, develop independence and resilience, strengthen relationships and give pupils direct experiences that enrich the curriculum.

This policy sets out the school's arrangements for planning, approving, managing and reviewing educational visits so that opportunities are educationally worthwhile, inclusive and managed through sensible and proportionate risk management.

2. Scope

This policy applies to educational visits, local learning, off-site curriculum activities, sports fixtures, swimming visits, residential visits and adventurous activities undertaken on behalf of St George's CE Primary School. It should be read alongside the school's Health & Safety, Safeguarding, First Aid, Supporting Pupils with Medical Conditions, SEND and Charging & Lettings policies and the employer/local authority procedures applicable to educational visits.

3. Legal and guidance framework

The school will follow the current educational visits requirements and procedures of its employer and Salford City Council, together with relevant national guidance. Key sources include:

- Department for Education: Health and safety on educational visits;
- Department for Education: Health and safety – responsibilities and duties for schools;
- Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999;
- Keeping Children Safe in Education 2026;
- Outdoor Education Advisers' Panel (OEAP) National Guidance, where adopted or referenced by the employer;
- current Salford City Council educational visits/outdoor learning procedures and the EVOLVE system.

Where the employer or Salford City Council issues updated mandatory procedures, those requirements take precedence over any inconsistent local procedural wording in this policy.

4. Roles and responsibilities

Governing Body

The Governing Body has strategic oversight of learning beyond the classroom and will seek assurance that visits are planned and managed appropriately, provide educational value and comply with relevant financial, safeguarding and health and safety requirements.

Executive Headteacher

The Executive Headteacher has overall responsibility for ensuring appropriate systems are in place for educational visits and for approving visits at the level required by the employer's procedures. Approval may only be delegated where permitted by those procedures.

Educational Visits Co-ordinator (EVC)

The Educational Visits Co-ordinator is Lizzie Peters, Head of School. The EVC will be appropriately trained and will support staff in planning visits, assess the competence of visit leaders, check that required approvals and risk management are in place, monitor practice and maintain appropriate records.

Visit Leader

Every visit will have a named Visit Leader who is competent for the role and approved in accordance with school/employer procedures. The Visit Leader has operational responsibility for planning and safely managing the visit, including briefing accompanying adults and pupils, maintaining effective supervision and adapting plans dynamically if circumstances change.

Accompanying staff and volunteers

Adults accompanying visits must understand their roles, follow the Visit Leader's instructions and act in accordance with school safeguarding and health and safety procedures. Volunteers will be used and supervised in accordance with safeguarding requirements.

5. Planning and proportionate risk management

Risk management is a dynamic process, not simply a paperwork exercise. Planning will focus on significant and foreseeable risks and the measures needed to reduce them to an acceptable level while preserving the educational benefits of the activity.

Routine visits involving no more than an everyday level of risk may be managed through established school procedures and the Local Learning Area arrangements. Visits involving greater or unfamiliar risks require additional planning and a suitable and sufficient risk assessment.

Planning will consider, as appropriate:

- the educational purpose and suitability of the activity;
- the competence and experience of the Visit Leader and accompanying adults;
- the age, needs, behaviour, medical needs, SEND and vulnerability of pupils;
- staffing and supervision appropriate to the group, activity, environment and identified risks;
- travel and transport arrangements;
- venue/provider arrangements and public liability insurance;
- first aid, medication and intimate/personal care requirements;
- safeguarding and communication arrangements;
- weather, environmental conditions and contingency plans;
- emergency procedures and access to emergency contacts;
- food allergies, dietary needs and infection risks where relevant;
- accessibility, reasonable adjustments and inclusion;
- any additional risks associated with residential, adventurous or overseas visits.

The school does not use blanket adult:pupil ratios as a substitute for risk assessment. Supervision will be determined by the needs of the particular group and visit, while meeting any specific statutory, employer, provider or activity requirements.

6. EVOLVE and approval

EVOLVE is used by St George's and Salford City Council to support the planning, recording, approval and evaluation of educational visits. Visits will be recorded and submitted through EVOLVE where required by current employer/Salford procedures.

The precise approval route will depend on the nature of the visit and the current employer requirements. As a school procedure:

- routine Local Learning Area visits will be managed under the approved Local Learning Area procedure and recorded on EVOLVE where required;
- day visits outside the Local Learning Area will be recorded on EVOLVE and approved at the appropriate school level;
- residential, adventurous, overseas and other higher-risk visits will be submitted through EVOLVE and receive the additional scrutiny/approval required by the employer before the visit proceeds;
- no visit requiring approval may proceed until the required approval has been recorded.

The school will not rely on historic approval arrangements or named advisory services if these differ from Salford's current procedures.

7. Parental information and consent

Parents and carers will be given sufficient information about visits to understand the nature of the activity and any significant arrangements.

For pupils above nursery age, written consent is not normally required for most routine curriculum visits during the school day, although parents will be informed. Written consent will normally be obtained for visits that require a higher level of risk assessment, visits outside normal school hours, residential visits and adventurous activities. Written consent will always be obtained where required by law, employer procedures or the nature of the activity.

For nursery-age children, written parental consent will be obtained for off-site visits.

The school may use a general consent/acknowledgement obtained on admission where appropriate, but parents will still be informed about individual or recurring visits and given an opportunity to update relevant contact, medical and other information.

8. Medical needs, allergies and first aid

The Visit Leader will ensure that relevant medical, allergy, dietary and healthcare information is considered during planning. Necessary medication, including emergency medication, must be accessible throughout the visit and managed in accordance with the pupil's healthcare arrangements and school policy.

First-aid provision will be based on the needs of the group and activity. For Early Years visits, paediatric first-aid requirements will be met in accordance with the EYFS statutory framework. Where a pupil requires specific medical support or intimate care, this will be planned in advance with appropriate staff and parents/carers.

9. Inclusion and SEND

There is a presumption that pupils should be enabled to participate in educational visits wherever reasonably practicable. The school will consider reasonable adjustments, additional support and adaptations so that pupils with SEND, disabilities or medical needs are not placed at a substantial disadvantage.

Any decision that a pupil cannot safely participate in a particular activity will be based on an individual assessment of risk and need, rather than diagnosis alone. Staff expectations must remain reasonable and within their competence.

10. Safeguarding

Safeguarding is integral to visit planning. The Visit Leader will liaise with the DSL or Deputy DSL where there are relevant safeguarding issues and will ensure that the visit team knows how to respond to a concern or disclosure while off site.

The visit team must have a reliable means of contacting the school/base contact and, where required, the DSL or a trained Deputy DSL. Residential visits require particular consideration of sleeping arrangements, privacy, supervision, changing, personal care, online safety and the management of any safeguarding concerns.

Volunteers will be vetted and supervised in accordance with Keeping Children Safe in Education and the school's safeguarding procedures. A DBS check will be obtained where the role is eligible and the circumstances require it.

11. External providers and adventurous activities

Where an external organisation provides an activity, the school will obtain credible assurance that appropriate safety and safeguarding standards are in place. A current Learning Outside the Classroom Quality Badge may provide this assurance where relevant. Where a provider does not hold an appropriate recognised quality mark, proportionate checks will be undertaken in line with employer procedures.

Checks may include insurance, legal compliance, safeguarding, risk management, emergency procedures, staff competence and qualifications, vehicles, accommodation, sub-contracting and any required adventure activity licence.

Adventurous activities will only be led by appropriately competent and, where required, qualified persons.

12. Transport

Transport arrangements will be planned carefully and comply with legal and employer requirements. The school will consider the suitability of the vehicle/provider, seat belts/restraints, driver arrangements, supervision, accessibility and contingency arrangements.

Where staff or volunteers use private vehicles for school business, this will only take place in accordance with the employer's current requirements relating to insurance, licence, vehicle roadworthiness and safeguarding.

13. Charging and voluntary contributions

Charges, voluntary contributions and remission arrangements for educational visits will be made in accordance with the Education Act 1996, current DfE guidance and St George's Charging & Lettings Policy. No pupil will be excluded from a curriculum activity because their parent or carer is unwilling or unable to make a voluntary contribution.

14. Insurance

The school will ensure that appropriate insurance arrangements apply to educational visits. Where Salford City Council or the school provides a school journey/travel insurance scheme, the current terms of that scheme will apply. Any material limitations or additional insurance requirements will be considered during planning and communicated where appropriate.

15. Emergency and incident management

Every visit must have proportionate emergency arrangements. Visit Leaders and accompanying adults must know what to do if there is a serious incident, pupil missing, illness, injury, safeguarding concern, transport disruption or other emergency.

- The immediate priority is the safety and welfare of pupils and adults.
- Emergency services should be contacted where necessary.
- The school/base contact must be informed as soon as practicable.
- The Visit Leader should maintain an accurate record of significant events and actions.
- Parents/carers and the media should be contacted only through agreed school/employer communication arrangements following a serious incident.
- Accidents, incidents and near misses will be recorded and reported in accordance with school/employer procedures, including RIDDOR where applicable.

Visit Leaders must have access to emergency contact information and the school's incident management arrangements.

16. Monitoring and evaluation

The EVC will monitor educational visits and the implementation of this policy. Significant visits, incidents and near misses will be reviewed so that learning can inform future planning. The Governing Body will receive appropriate assurance about the effectiveness of the school's arrangements.

Appendix 1 – Local Learning Area

St George's uses its Local Learning Area regularly for curriculum and enrichment activities. The Local Learning Area includes the school's established local venues and routes, including:

- Salford Sports Village;
- Castle Irwell Flood Basin;
- green space between the River Irwell and Littleton Road;
- St Thomas' Church.

The EVC will maintain the current Local Learning Area map and operating procedure. Routine hazards include road traffic, members of the public and animals, separation from the group, uneven surfaces, slips/trips/falls, weather and activity-specific environmental hazards.

Controls include:

- approval/recording in accordance with current EVOLVE and Local Learning Area procedures;
- use of staff judged competent to lead groups in the locality;
- appropriate supervision based on the group, route and activity; normally at least two adults under the school's existing Local Learning Area procedure;
- staff familiarity with routes and any no-go areas;
- safe road-crossing procedures and pupil briefing;
- appropriate clothing and footwear;
- awareness of medical needs and access to required medication;
- a pupil/staff list, route and expected return time available to the school office;
- a reliable means of communication with school;
- appropriate equipment/PPE where required.

When crossing roads, crossings will be used where available. Groups will cross in safely managed waves where appropriate. Staff must not attempt to stop traffic.

Appendix 2 – Regular venues requiring transport

The school's existing regularly used venues requiring transport include:

- Riverview Primary School;
- Clarendon Leisure Centre;
- Broughton Leisure Centre;
- Kersal Moor;
- St Paul's CofE Primary School.

Visits requiring transport will be planned/recorded on EVOLVE where required. Transport and activity risks will be considered, staff must be competent for the visit, pupils will be briefed appropriately, relevant medical information and medication will be available, and the school office will hold the required visit information.

Appendix 3 – Visit Leader checklist

- Educational purpose and itinerary clear.
- Visit Leader approved as competent.
- EVOLVE entry completed where required.
- Required approval obtained before departure.
- Suitable and sufficient risk management completed.
- Provider checks completed where relevant.
- Parents informed and required consent obtained.
- Pupil medical/SEND/allergy information checked and reasonable adjustments planned.
- Medication and first-aid provision confirmed.
- Safeguarding issues discussed with DSL where relevant.
- Staffing/supervision appropriate to group and activity.
- Transport and venue arrangements confirmed.
- Emergency/base contact arrangements confirmed.
- Registers/contact details available and kept securely.
- Weather/contingency arrangements checked close to departure.
- Post-visit incidents/near misses reported and learning reviewed.