



Education Visits Policy

March 2026

Edsential follow OEAP National Guidance - The professional association for outdoor education advisers and educational visits advisers

Statement from OEAP (The Association of Advisers for Outdoor Learning and Educational Visits)

As the lead body for guidance, advice and training related to outdoor learning and educational visits in England and Wales, the OEAP supports members in their work with schools and services to children and young people.

This policy has been written supporting the following acts of parliament and regulations that are relevant to the management of outdoor learning and off-site visits.

- Health and Safety at Work etc. Act (1974)
- Unfair Contract Terms Act (1977)
- Limitation Act (1980)
- Health & Safety (First Aid) Regulations (1981)
- Transport Act (1985)
- Children's Act (1989)
- Activity Centres (Young Person's Safety) Act (1995)
- Education Act (1996)
- School Standards and Framework Act (1998)
- Management of Health and Safety at Work Regulations (1999)
- Care Standards Act (2000)
- Education Act (2002)
- Education (Specified Work and Registration) (England) Regulations (2003)
- Adventure Activities Licensing Regulations (2004)
- Children Act (2004)
- Vulnerable Groups Act (2006)
- Childcare Act (2006) (England only)
- Motor Vehicles (Wearing of Seat Belts) (Amendment) Regulations (2006)
- Corporate Manslaughter and Corporate Homicide Act (2007)
- Local Transport Act (2008)
- Equality Act (2010)
- Protection of Freedoms Act (2012)
- 3.2a © OEAP 15-April-2025 Underpinning Legal Framework
- Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (2013)
- Children and Families Act (2014)

- Education Workforce Council (Main Functions) (Wales) Regulations (2015)
- General Data Protection Regulation (2016)
- Children and Social Work Act (2017) (England only)
- Childcare (Disqualification) Regulations (2018)
- Data Protection Act (2018)
- Package Travel and Linked Travel Arrangements Regulations (2018)
- Food Information (Amendment) (England) regulations (2019) ('Natasha's Law')
- Safeguarding Policies and Procedures KCSE 2025
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- High Quality Outdoor Learning 2025

And should link your

- Your Employer's Health and Safety Policies
- Your School Framework Health & Safety Policy

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Edsential Educational Visits & OffSite Activities Policy

1. Introduction

This policy applies to all schools and youth services using Edsential for Educational Visits Advice and Guidance, including those where the Local Authority commissions Edsential to act on the Employer's behalf.

Academies, Trusts, Independent and Free Schools should adopt their own Employer Policy but may use this as good practice.

This document should be read in conjunction with the following document:

'Edsential Guidance on Educational Visits'

Edsential LOtC Team

- Maintain professional competence and accreditation through the OEAP.
- Represent at a national level for the OEAP, CLOtC and BAPA
- Undergo internal and external quality assurance.
- Update schools on legislative and guidance changes.
- Provide advice and monitor schools educational visits, review, approve or provide further recommendations through the Evolve system.
- Report significant concerns to appropriate bodies.
- Maintain procedures for compliance (EVOLVE).
- Provide professional training on a broad range or learning outside the classroom Health and Safety and Educational visits.

Edsential LOtC Team provides:

- Professional advice on all visit planning.
- Access to the EVOLVE system.
- Approval and quality assurance of adventurous, residential and overseas visits visits.
- Certified training for EVCs, Visit Leaders and Activity Leaders (some courses may incur a charge).

Edsential follows **OEAP National Guidance**.

2. Definitions

- **Adventure Activities:** Activities requiring technical competence or delivered in challenging environments.
- **Educational Visits:** Any school or establishment planned activity that leaves the school site.
- **Offsite Activities:** Youth/Children's Services activities away from the usual work base.
- **LOtC:** Learning outside the classroom, on or off site.
- **Staff:** Any employees or registered volunteers of the school or youth establishment.

3. Application & Approval

Applies to all:

- Offsite visits
- LOtC activities
- Adventurous activities
- Residential and Overseas visits

This policy applies to activities that take place within or outside of normal working hours, including weekends and holiday periods. Edsential and LAs have formally adopted the Outdoor Education Advisor Panel (OEAP) 'National Guidance' as the source guidance for this policy from the website: www.oeapng.info

It is a legal requirement that employees must work within their Employer's policy and guidance. Where Employer's guidance differs from National Guidance, Employer's Guidance takes precedence.

Approval Requirement

It is expected that all off site visits are recorded on the Evolve system.

Activity Type	Approval Required	Timeframe
Local area visits	EVC/Head	As per school policy
Non adventurous day visits	Head	Before visit
UK Residential / Overseas	Edsential	20 working days termtime
Adventurous Activities	Edsential	20 working days termtime
Overseas Expeditions (non LOtC badge provider)	Edsential	Early involvement + final plan 20 days prior

Edsential have the discretion not to check or approve visits that are not submitted in the correct time frame.

Late submissions may not be approved and may incur a charge (£30).

Visits not approved by Edsential may invalidate insurance.

4. Policy Statement

All activities must:

- Follow OEAP National Guidance unless Employer policy supersedes it.
www.oeapng.info
 - Be properly resourced (time, staffing, budget).
 - Be planned using **Risk Benefit Assessment**.
 - Provide clear risk management strategies.
 - Be monitored and evaluated by the establishment.
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5. Third Party Providers

When using external providers:

- Reasonable checks must confirm acceptable standards of quality and safety.
 - Schools using an outside organisation to provide an activity must check the organisation has appropriate safety standards and public liability insurance. For maintained schools/youth services the LA recommendations are below:
 - CWAC £10 million
 - Cheshire East £10 million
 - Halton £10 million
 - Wirral £10 million
 - Trafford £5 million
 - The Council for Learning Outside the Classroom (LOtC) awards the [Learning Outside the Classroom Quality Badge](#) to organisations that meet nationally recognised standards. Schools can [check if an organisation holds the LOtC Quality Badge](#).
 - If an organisation does not hold the badge, the school must complete diligence checks by using a Provider Form found in the resources section on Evolve.
 - Provider performance must be monitored during the activity.
 - Concerns should be reported to the employer and Edsential LotC team notified.
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6. Roles & Responsibilities

6.1 Employer

- **Ensure staff are trained and competent to carry out their role.**
- Provide adequate training, resource and further competent advice.
- Monitor compliance via EVOLVE.
- Must carry out Risk Assessments.
- **Ensure incident reporting and investigation.**

6.2 Governing Bodies / Trustees

- Ensure suitable policies and procedures are in place.
- Review monitoring outcomes with leadership.

6.3 Headteacher / Head of Establishment

Please see: <https://oeapng.info/head-manager/>

- Ensure visits are adequately resourced.
- Approve and submit visits to Edsential as required via Evolve System
- **Ensure staff are trained and competent to carry out their role**
- Carry out due diligence checks on third party providers
- Monitor visits and report significant findings.
- Ensure suitable and sufficient risk management is implemented and shared.
- Appoint an EVC and ensure they are supported and trained.
- Ensure you have an Educational Visits Policy that meets your employer's requirements.

6.4 Educational Visits Coordinator (EVC)

Please read: [EVC](#)

- Be a champion for all aspects of visits and outdoor learning;
- Support/oversee planning of LOtC educational visits.
- Support the head/manager in ensuring that the establishment fulfils its duty of care and complies with legal requirements.
- Mentor leaders and aspirant leaders, supporting their ongoing development and training;
- Ensure that leaders are competent

- Ensure that Disclosure and Barring Service (DBS) disclosures are in place as necessary.
- Support leaders to ensure that parents are fully informed about visits, and to obtain parental consent as necessary.
- Ensure that emergency arrangements are sufficient, and that there are two emergency contact for each visit.
- Monitor provision in the establishment to ensure good practice and compliance with employer and establishment requirements, and to identify any training needs.
- Ensure that planning complies with the employer's requirements and that the arrangements are submitted for approval within agreed timescales.
- Support the head/manager and governors/trustees in approval decisions so that all those with responsibility have the competence to fulfil their roles.
- Ensure that all activity is monitored reviewed and evaluated.
- Keep records of individual visits including reports of accidents, incidents and near-misses.
- Keep the head/manager and governors/trustees informed.
- Ensure all documentation is attached to the Evolve form before it is submitted to Head/Edsential.

6.5 Visit Leaders

Follow OEAP NG roles and responsibilities - [Visit Leaders](#)

- Plan and lead visits competently.
- Manage risk, staff, and group safety.
- Ensure you have read, understood and followed your educational visits policy

6.6 Staff

- Follow employer policies.
- Cooperate with risk management (are familiar with Visit Risk Assessment)
- Report concerns.
- Be assessed as competent for their role.

7. Training & Competency

- **EVCs:** Initial + update every 3 years (maintained / SLA schools).
- **Visit Leaders:** Visit Leader training recommended.
- **Activity Leaders:** Relevant National Governing Body (NGB) award or employer signoff.

Please see guidance documents for the qualification framework.

- **First Aid:**
- Appropriate qualification for environment.
- EYFS groups require Paediatric First Aid.

Certificates must be uploaded to EVOLVE.

8. Educational Visits Policy

Educational visits policy should include:

- Medical, first aid, inclusion, charging, ratios, group management, environment, transport and activity needs.
- Accident and incident procedures and emergency and critical incident plans
- Reporting of Near misses and accidents.
- You stay current through EVC updates and revalidation.
- Documenting induction, training and competency of staff and volunteers.
- Assistant Leaders are competent for their assigned roles.
- Establishment policy should state the link between wider school policy (transport, mobile phone, lost child), Edsential policy and OEAP national guidance.
- Clarification of roles and responsibilities.
- Operational procedural requirements.
- Monitoring of educational visit.
- Risk Management Assessment.
- Quality checks of providers.
- Insurance, finance, data protection.

9. Emergency & Incident Procedures

A critical incident includes:

- Life threatening injuries or fatality
- Serious risk to participants
- Missing persons

Schools must follow their own Critical Incident Plan.

All staff must know emergency procedures.

All incidents and near misses must be reported per Employer requirements.

10. Additional Operational Guidance

Please see the Edsential Guidance document for further details to support you with the requirements regarding planning and delivery of LOtC and educational visit activities.