THE HARBOUR SCHOOLS PARTNERSHIP

Management of Outdoor Education, Visits and Off-Site Activities (OEVOSA) Policy (Primary and Secondary)

St. Martin's CofE Primary and Nursery School

Policy category	2: Trust policy, approved by Trustees; schools add factual information
Date approved by Board of Trustees	September 2026
Review period	Two-yearly, aligned to the Devon/Torbay OEVOSA cycle
Next review date	September 2028

1. Introduction

This policy covers all off-site visits and activities organised through the school, for which the Headteacher is responsible under the governance of the Board of Trustees. The Board of Trustees endorses the Devon County Council/Torbay Council policy document "Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2026" (OEVOSA) as the basis for the Trust's policy for the management of visits and off-site activities.

The purpose of this policy is to explain how OEVOSA will be applied in practical terms at a local level and, in particular, the specific roles, responsibilities and arrangements that will apply at St. Martin's CofE Primary and Nursery School.

This single Trust policy applies to all THSP primary and secondary schools. It replaces the separate primary and secondary policies approved in December 2024.

This policy complements and should be read in conjunction with the Trust's Health & Safety, Safeguarding and Child Protection, Allergy Safety, and Supporting Pupils with Medical Conditions policies.

2. Responsibilities of the Headteacher

The Headteacher will:

- ensure all visits and off-site activities have specific and appropriate educational objectives
- have overall responsibility for the approval of all visits and activities, based on compliance with OEVOSA and recognised good practice
- ensure that all off-site visits, and especially residential visits, are carried out with reference to the Trust's Safeguarding Policy and Staff Code of Conduct
- ensure that there is a suitably experienced and competent Educational Visits Co-ordinator (EVC) to oversee adherence to OEVOSA, with the tasks associated with this role clearly outlined in this policy
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group
- provide relevant induction, training and other professional development for staff involved in visits and off-site activities

- ensure that for all visits and off-site activities risks have been assessed, the significant findings recorded, and appropriate safety measures implemented
- ensure that staff in pupil-facing roles involved in visits have completed allergy awareness training, as required by Benedict's Law and the Trust Allergy Safety Policy
- ensure the school's Standard Operating Procedures (SOPs) are finalised from the Trust-standard set, signed by the Headteacher and Designated Safeguarding Lead, and uploaded to the Establishment Documents area of Evolve

3. Responsibilities of the Educational Visits Co-ordinator

Although holding ultimate responsibility, the Headteacher has delegated specified tasks to a suitably experienced and competent EVC. The EVC will attend the relevant training and update training provided by the Local Authority (LA).

Name of EVC: Katie Spicer Date of most recent EVC training: 22nd September 2025

The functions delegated to the EVC are:

- to be the principal contact with the LA over planned visits
- to establish monitoring systems to ensure that visits are undertaken in accordance with OEVOSA and this policy
- to ensure that the management of visits and off-site activities is informed by appropriate risk assessment
- to work with the Headteacher, Designated Safeguarding Lead (DSL) and other senior leaders to finalise the school's SOPs from the Trust-standard set
- to manage and update Evolve, including staff lists and training records
- to ensure that approval and endorsement arrangements for all visits are in accordance with OEVOSA
- to provide staff with the support, advice and information they need to comply with OEVOSA
- to ensure that leaders and staff have relevant qualifications and are competent to lead and support particular visits and activities
- to ensure that procedures to inform parents and obtain their consent are in place
- to work with each Visit Leader to ensure that appropriate emergency arrangements are in place
- to review accident and incident reports relating to visits to ensure lessons are learnt
- to ensure that any third-party provider, contractor or coach has been vetted for competence in accordance with OEVOSA

Where the EVC does not have practical experience of leading the range of visits the school runs (for example, where the EVC is an administrator), the Headteacher will limit the delegation to administrative tasks and retain the judgement-based functions above. The school records any such change here:

Functions retained by the Headteacher:

- to establish monitoring systems to ensure that visits are undertaken in accordance with OEVOSA and this policy
- to ensure that the management of visits and off-site activities is informed by appropriate risk assessment
- to provide staff with the support, advice and information they need to comply with OEVOSA

4. Responsibilities of the Visit Leader

The Visit Leader will:

- have overall responsibility for the supervision and conduct of the visit or activity
- obtain approval and, where appropriate, LA endorsement for the visit in line with OEVOSA and this policy before the activity takes place

- assess the risks to staff, pupils and members of the public in line with section 8, and implement any safety measures
- carry out specific activities in accordance with OEVOSA
- use the OEVOSA planning checklist to ensure all procedures have been followed
- vet any third-party provider, contractor or coach for competence in accordance with OEVOSA
- brief all supervising staff, volunteers and pupils in roles, responsibilities and expectations
- inform parents about the visit and gain their consent in accordance with OEVOSA
- establish appropriate emergency and contingency arrangements, including sufficient first aid cover in line with OEVOSA
- ensure that all staff and any external provider have access to emergency contact and emergency procedure details
- identify every participant with a known allergy or medical condition; complete an individual-specific risk assessment that references any Individual Healthcare Plan in the enhanced risk assessment column; and ensure prescribed emergency medication (for example adrenaline auto-injectors and reliever inhalers) travels with the pupil and remains accessible at all times, with spares where appropriate
- check weather forecasts and any Met Office or UKHSA heat alerts before the visit, and agree arrangements for extreme heat with any provider, including heat in accommodation
- continually and dynamically re-assess risks during the activity and make adjustments accordingly

5. Responsibilities of additional members of staff

Members of staff, volunteers and parent helpers should:

- assist the Visit Leader to ensure the health, safety and welfare of others, including pupils
- take time to understand their roles and responsibilities
- be competent to carry out their allocated roles
- be clear about emergency contacts and procedures
- (staff) have completed allergy awareness training, and be briefed on any Individual Healthcare Plans and emergency protocols relevant to the visit

6. Responsibilities of pupils

Pupils should be made aware of their responsibilities for their own health and safety and that of the group. Pupils should:

- avoid unnecessary risks
- follow the instructions of the Visit Leader and other staff
- behave sensibly, keeping to any agreed code of conduct and the school's behaviour policy
- inform a member of staff of safety concerns

7. Responsibilities of parents

Parents have an important role in deciding whether a visit or off-site activity is suitable for their child. Subject to their agreement, parents should:

- support any agreed code of conduct and the school's behaviour policy
- inform the Visit Leader about any medical, psychological or physical condition relevant to the visit
- ensure any prescribed emergency medication is in date and provided for the visitr

- provide an emergency contact number
- provide consent in accordance with OEVOSA

8. Risk assessment

Risk assessment is a legal requirement.

The school is committed to a wide variety of outdoor activities and visits. Risks are managed through a risk assessment led by the Visit Leader for each visit or series of visits, guided by the school's Standard Operating Procedures (SOPs). The SOPs are drawn from a Trust-standard set, adapted by the Headteacher, EVC and DSL for local arrangements, signed by the Headteacher and DSL, and held in the Establishment Documents area of Evolve. They are not reproduced in this policy.

The Trust-standard SOPs are:

- Day visits walking from school
- Day visits using transport: coach travel
- Day visits using transport: minibus
- Day visits using transport: public transport
- Day visits using transport: private cars
- UK residential visits
- Overseas visits
- Off-site alternative provision

Schools use only the SOPs relevant to the visits they run. The school's SOPs currently in use are:

- THSP SOP – Day Visits – Walking from school 2026
- THSP SOP – Day Visits – Coach travel 2026
- THSP SOP – Day Visits – Minibus 2026
- THSP SOP – Day Visits – Public transport 2026
- THSP SOP – Day Visits – Private cars 2026
- THSP SOP – UK Residential visits 2026
- THSP SOP – Overseas visits 2026
- THSP SOP – Off-site alternative provision 2026

In assessing the risks of a planned visit, the Visit Leader must judge whether the controls described in the SOP are adequate, and add any additional control measures in the enhanced risk assessment column.

Where pupils taking part have special educational needs, the Visit Leader must consult the SENDCo to ensure enhanced measures are adequate. Where a pupil has an EHCP, Individual Healthcare Plan or Behaviour Care Plan, the SENDCo must confirm that the enhanced measures meet the requirements of the pupil's plan and countersign the enhanced risk assessment.

Any activity delivered by school staff that falls within Category B will have a separate stand-alone risk assessment, the "Adventurous Activities Led by School Staff Risk Assessment", completed by the Visit Leader with EVC support and recorded using the risk assessment format on Evolve.

9. Approval of off-site activities

The Headteacher is responsible for approving all off-site activities, subject to assurance that arrangements are in line with this policy and risks are adequately controlled. This includes approving the Visit Leader for each visit.

There are three categories of visit:

- **Category A:** non-adventurous visits (e.g. places of worship, farms, public places) and non-adventurous residential visits (e.g. cultural visits to towns and cities)
- **Category B:** adventurous visits where activities are delivered by school staff; adventurous day visits led by external providers; adventurous residential visits to outdoor centres
- **Category C:** visits of all types outside the UK

In line with OEVOSA, Category B and C visits are uploaded to Evolve for approval by the Headteacher ahead of final endorsement by the LA Adviser for Outdoor Education. Category A visits are also uploaded to Evolve so that the Headteacher and EVC can monitor the management of all off-site visits.

10. Safeguarding

The safety and welfare of children is paramount. If a safeguarding concern arises during a visit, the Visit Leader follows the Trust's Safeguarding and Child Protection Policy. All staff and volunteers are made aware of these procedures before the visit. Arrangements are in place to contact the school's Designated Safeguarding Lead outside normal school hours if necessary; contact details are given to all staff and volunteers on the visit, as well as the Visit Leader, in case the concern is about the Visit Leader.

11. Training and information

A copy of this policy and OEVOSA must be uploaded to the Evolve document space, made available to all staff who may take part in visits, and to any parent on request. OEVOSA and additional guidance are also available through Evolve.

The Headteacher will ensure that staff leading or taking part in visits are competent for the activities involved. Specific training will be undertaken and competencies maintained in accordance with OEVOSA, including allergy awareness training for all staff in pupil-facing roles. The Headteacher oversees this process and records of qualifications are uploaded to Evolve.

12. Action in an emergency

The Headteacher will ensure that emergency arrangements are in place before approving visits. The Visit Leader identifies these arrangements through risk assessment (section 8), including contingency plans where necessary, sufficient first aiders, and emergency contact details including a school contact outside normal hours.

Accidents and incidents during off-site visits are reported and recorded in accordance with the Trust's Health & Safety Policy and reviewed within the school to identify learning.

All emergencies must be reported to the Headteacher immediately, who will inform the Director of School Improvement and, for any serious incident, the Trust Estates and Health & Safety Lead.

13. Monitoring and review

The application of this policy is monitored as follows:

- the EVC reviews visits on Evolve each term, including any incidents and near misses, and reports to the Headteacher
- the Headteacher reports annually to the Local Governing Body on visits undertaken, incidents and lessons learnt
- the Trust samples visit planning and risk assessments across schools as part of its health and safety monitoring

The Board of Trustees will review this policy: every two years; after significant changes to the management of outdoor education locally; after significant changes to OEVOSA; and after a significant incident.

14. Submission of visit form timescales

Visit forms must be submitted by the Visit Leader to the EVC within the following timescales. Failure to meet them may result in the visit being postponed or cancelled.

Visit	Visit Leader to school EVC	School to Local Authority
Category A day visits	At least 2 weeks	Not required
Category A residentials	At least 4 weeks	Not required
Category B adventurous day visits	At least 4 weeks	At least 2 weeks
Category B adventurous camping (e.g. Ten Tors)	At least 4 weeks	At least 2 weeks
Category B adventurous residentials	At least 3 months	At least 2 months
Category C overseas visits	At least 4 months	At least 3 months

This policy should be reviewed in September 2028, when the LA policy is next updated.

Appendix: Policy history

Version/Date	Summary of change	Review date	Lead author
September 2026	Primary and secondary policies merged into a single Trust policy with a secondary section (15). Updated to OEVOSA 2026: Benedict's Law/allergy duties (sections 1, 2, 4, 5, 7, 11); extreme heat (4); EVC works with DSL on SOPs and note on administrator EVCs (3); SOPs moved out of the policy to a Trust-standard set held on Evolve, including four transport SOPs and a new alternative provision SOP (8); DSL terminology (10); emergency escalation includes Trust H&S lead (12); monitoring method specified (13); governance wording made consistent; review date September 2028. Earlier history (2021–2024) retained in the 2024 version.	September 2028	Jonathan Gower

Drafted with AI assistance (Claude); reviewed and edited by Jonathan Gower.