EAVES PRIMARY SCHOOL

Educational Visits Policy and Arrangements

2026-27

Policy status	School operational, safeguarding and health & safety policy
Headteacher	Mrs Melissa Lawrenson
Educational Visits Coordinator (EVC)	Mrs Antrobus
Planning and approval system	EVOLVE
Safeguarding lead	Mrs Lloyd (DSL); Mrs Lawrenson, Mrs Leavesley and Mrs Bowles (DDSLs)
Approval	Governing Body Approved 24.11.2026
Review	September 2027, or earlier if national/local guidance changes

Core principle
Educational visits are an important part of Eaves' curriculum and personal development offer. Visits should be educationally worthwhile, inclusive and enjoyable, with real risks managed proportionately rather than through unnecessary bureaucracy.

1. Purpose and scope

This policy sets out how Eaves Primary School plans, approves, manages and evaluates educational visits and off-site activities. It applies to curriculum visits, local learning, sporting events, swimming, enrichment, residential visits, adventurous activities, trips involving external providers and other activities where pupils are in the care of school staff away from the school site.

It should be read alongside the school's Child Protection and Safeguarding Policy, Health and Safety Policy, First Aid/Medical Needs arrangements, Supporting Pupils with Medical Conditions Policy, Allergy and Anaphylaxis procedures, Behaviour Policy, SEND Policy, Charging and Remissions Policy, Emergency/Lockdown procedures and relevant local-authority educational visits guidance.

2. Legal and national framework

Eaves will have regard to current legislation and guidance, including:

- Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999;
- Department for Education: Health and safety on educational visits;
- Department for Education: Health and safety - responsibilities and duties for schools;
- Keeping Children Safe in Education 2026 (KCSIE 2026);
- Equality Act 2010, including the duty to make reasonable adjustments for disabled pupils;
- Children Act safeguarding duties and Working Together to Safeguard Children, where relevant;
- Adventure Activities Licensing Regulations 2004 where activities fall within the licensing regime;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where applicable;
- current St Helens/local-authority educational visits procedures and approval requirements, as reflected through EVOLVE; and
- current provider, transport, insurance and emergency guidance applicable to the visit.

Where local-authority requirements are more specific than this school policy, the school will follow those requirements. EVOLVE is the school's formal system for recording, checking and approving visits that require entry under local procedures.

3. Roles and responsibilities

Governing Body

- provides strategic oversight and assurance that suitable arrangements are in place;
- ensures appropriate health and safety and safeguarding arrangements are maintained;

- receives information about significant incidents, patterns or concerns where appropriate;
- approves visits where required by local-authority or school procedures.

Headteacher

- has day-to-day responsibility for ensuring visits are planned and managed safely;
- ensures an appropriately trained and competent EVC is appointed;
- ensures visit leaders are competent and suitable for the proposed activity;
- gives school approval through EVOLVE or other agreed process and refers visits for further approval where required;
- ensures safeguarding, inclusion, medical and emergency arrangements are adequate.

Educational Visits Coordinator (EVC)

- supports and challenges visit planning and ensures EVOLVE requirements are followed;
- checks that planning is proportionate to the visit and that significant risks and controls are clear;
- supports the Headteacher in assessing visit-leader competence and external providers;
- maintains access to current training, advice and local-authority guidance;
- monitors visits, incidents, near misses and evaluation so that lessons are learned.

Visit Leader

- has overall operational responsibility for the visit and pupils throughout;
- completes EVOLVE planning in sufficient time for required checks and approvals;
- ensures the educational purpose, itinerary, supervision, risk management, pupil information, medical needs and emergency arrangements are clear;
- briefs staff, volunteers, pupils and parents appropriately;
- continually reviews risk during the visit and changes or stops an activity where safety requires it;
- reports accidents, incidents, safeguarding concerns and near misses promptly.

All accompanying adults

All staff and volunteers must follow the visit leader's instructions, maintain appropriate supervision, act in accordance with their safeguarding responsibilities and immediately report concerns. Volunteers must be appropriately selected, briefed and supervised; safeguarding checks will be undertaken where required by KCSIE 2026 and the school's safer recruitment procedures.

4. EVOLVE: planning and approval

Eaves uses EVOLVE as its educational visits planning and approval system. Staff must not treat a booking, payment, parent letter or provider confirmation as approval for a visit.

1. Visit leader discusses the proposal with the EVC before commitments are made where the visit is non-routine, residential, adventurous, overseas or otherwise higher risk.
2. The visit is entered on EVOLVE where required by school/local-authority procedures, with sufficient lead time for checking and approval.
3. Required documents are attached or referenced, including risk-management information, itinerary, provider information, staffing, pupil/medical information and emergency arrangements.
4. The EVC checks the submission and seeks amendments where necessary.
5. The Headteacher gives school approval when satisfied that arrangements are suitable.
6. Any visit requiring local-authority or governing-body approval is not authorised until that approval is recorded.
7. Material changes after approval must be reviewed and, where necessary, re-approved.

No approval = no visit
A visit that requires EVOLVE approval must not proceed until the appropriate approval has been recorded. Staff must allow enough time for scrutiny; late submissions may be postponed.

5. Proportionate risk management

Risk management will focus on real and significant risks. Routine, low-risk visits may rely on established school procedures and generic controls, with any visit-specific issues added. More complex or higher-risk visits require more detailed assessment and planning.

The significant findings should identify the hazard, who may be harmed, existing controls and any further action needed. Planning should consider, as relevant, travel, venue, activity, environment/weather, water, roads, public spaces, supervision, behaviour, medical needs, SEND, safeguarding, emergency communication, lost child procedures and contingency/Plan B arrangements.

Risk assessment is dynamic: staff must continue to assess circumstances during the visit. If conditions differ materially from those planned, the visit leader may adapt, postpone or stop an activity.

6. Supervision and staffing

There is no single statutory pupil-to-adult ratio for school trips. Staffing will be determined through risk assessment, taking account of pupils' age, maturity, behaviour, SEND and medical needs; the nature and location of the activity; travel; staff competence; gender and privacy considerations; and emergency arrangements.

- The visit leader must be competent for the visit and activity.
- At least one person must be clearly identified as visit leader.
- Staffing must remain adequate if an adult has to accompany a pupil in an emergency.
- EYFS statutory requirements and first-aid requirements will be considered where applicable.
- Remote or indirect supervision will only be used where appropriate to pupils' age and development and where specifically planned.

7. Safeguarding on educational visits

KCSIE 2026 applies during educational visits just as it does in school. Safeguarding is everyone's responsibility. Staff must remain alert to abuse, neglect, exploitation, peer-on-peer concerns, online harms, inappropriate adult behaviour and changes in a pupil's presentation.

- Any safeguarding concern must be acted on immediately and reported to the DSL or a DDSL without delay.
- Where a child is in immediate danger, emergency services must be contacted.
- Staff must follow the school's procedures for allegations or concerns about adults, including supply staff, volunteers, contractors and provider staff.
- Information sharing and recording must be timely, factual and sufficient to protect the child.
- The visit leader must know how to contact school/DSL support throughout the visit, including outside normal hours for residential visits.

For residential visits, sleeping arrangements, changing, showers/toilets, night supervision, staff accommodation, privacy, mobile devices and one-to-one situations must be explicitly considered in safeguarding planning.

8. Inclusion, SEND and reasonable adjustments

Eaves is committed to enabling pupils to participate in educational visits wherever reasonably possible. Pupils will not be excluded from a visit simply because of SEND, disability, medical need, disadvantage or other vulnerability.

- reasonable adjustments and additional support are considered at the earliest planning stage;
- individual risk-management or care plans are used where needed;
- parents/carers and relevant staff are consulted where this will help safe participation;
- staffing, transport, accessibility, sensory needs, communication, medication and personal care are considered;
- decisions are individual, evidence-based and consistent with the Equality Act 2010.

9. Medical needs, first aid and allergy/anaphylaxis

Up-to-date medical information must be available to the visit leader. Medication and emergency treatment must remain accessible, stored and administered in accordance with school procedures and individual healthcare plans.

- appropriate first-aid provision is identified through risk assessment;
- pupils with asthma, allergy/anaphylaxis, epilepsy, diabetes or other significant needs have their required medication/equipment available;
- Eaves KITT Medical/allergy arrangements are incorporated where relevant;
- food, catering and allergen risks are checked in advance and communicated clearly with providers;
- emergency medication must travel with the pupil/group and not be inaccessible in luggage or a separate vehicle;
- staff know how to summon emergency assistance and communicate with parents/school.

10. Parental information and consent

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

DfE guidance states that written consent must always be obtained for nursery-age children. For pupils over nursery age, written consent is not normally required for most routine curriculum visits during normal school hours, although parents should be informed. Written consent will normally be obtained for visits requiring a higher level of risk assessment, visits outside normal school hours, residential visits and other visits where school/local-authority procedures require it.

The school may use an appropriately worded general consent covering routine visits, while still informing parents about individual visits. Specific consent will be sought where required.

11. External providers and venues

Using an external provider does not remove the school's responsibility to satisfy itself that arrangements are suitable.

- check appropriate safety standards and public liability insurance;
- consider the Learning Outside the Classroom Quality Badge where applicable;
- where no recognised quality badge applies, make proportionate checks of legal compliance, safeguarding, risk management, staff competence, vehicles, accommodation, emergency arrangements and subcontracting;
- check licences required for adventurous activities;
- agree clearly who is responsible for supervision and safety at each stage;
- ensure school staff retain responsibility for safeguarding pupils and know how concerns about provider staff will be managed.

12. Adventurous activities, water and residential visits

Adventurous activities must be identified and approved in advance; staff must not add unplanned adventurous activities during a visit. Where an activity falls within the Adventure Activities Licensing Regulations, the provider's licensing status must be checked.

Water-based activities require specific consideration of instructor/lifeguard provision, swimming ability, buoyancy equipment, water conditions and emergency rescue arrangements. Hotel or leisure pools require particular care where no trained lifeguard is provided.

Residential visits require additional planning for accommodation, fire/emergency arrangements, sleeping and night supervision, safeguarding/privacy, medication, food/allergens, behaviour, contact with home and contingency arrangements.

13. Transport

Transport arrangements must be suitable, lawful and proportionate to the visit. Planning should consider competent/licensed drivers, vehicle roadworthiness, seat belts/restraints, supervision, boarding/alighting, accessible transport, breakdown/emergency arrangements and safe pick-up/drop-off points.

Where staff or volunteers use private vehicles for school business, the school will follow its insurance and local-authority requirements. Parents transporting only their own child by private arrangement are responsible for that arrangement; any school-organised transport must be managed through school procedures.

14. Behaviour, mobile phones, photographs and data

The Eaves Way and school Behaviour Policy apply on visits. Expectations will be made clear before departure. Individual behaviour risks will be planned for where necessary.

Photographs, mobile phones, pupil information and emergency contact details must be handled in line with safeguarding, data-protection and school procedures. Staff must not use personal devices in ways that conflict with the school's staff code of conduct. Essential pupil information should be securely available to those who need it and returned or securely disposed of after the visit.

15. Emergency and critical-incident arrangements

Every visit must have workable emergency arrangements proportionate to its nature. The visit leader and school emergency contact must know what to do if there is a serious incident.

- protect life and prevent further harm;
- call emergency services where required;
- account for all pupils and adults;
- administer first aid within competence;
- contact the school's emergency contact/Headteacher as soon as practicable;
- follow safeguarding procedures where relevant;
- preserve accurate records of events, decisions and communications;
- do not make statements to the media; refer media contact to the designated school/local-authority route;
- ensure parents are contacted through an agreed coordinated process;
- notify insurers, local authority, HSE/RIDDOR or other bodies where required.

The school will maintain a communications plan for serious incidents and residential/out-of-hours visits. Staff must have access to key emergency numbers even if normal electronic systems fail.

16. Accidents, incidents, near misses and safeguarding records

Accidents, incidents and near misses must be recorded through the appropriate school and EVOLVE/local-authority systems. Safeguarding concerns must also be recorded through the school's safeguarding system in accordance with the Child Protection and Safeguarding Policy.

The Headteacher/EVC will consider whether any incident is reportable under RIDDOR or requires notification to the local authority, insurer, governing body, provider or another agency.

17. Evaluation and learning

Visits should be evaluated after completion, proportionately to their complexity. Significant incidents, near misses, provider concerns, changes to risk controls and useful learning must be recorded so that future visits benefit from experience. The EVC will monitor patterns and share relevant learning.

18. Finance, charging and insurance

Charging and voluntary contributions will comply with the school's Charging and Remissions Policy and relevant law. No pupil will be treated differently because a parent is unable or unwilling to make a voluntary contribution where the activity is provided on that basis.

The visit leader/EVC must ensure that appropriate insurance arrangements are in place and understand any exclusions, excesses or specific conditions, particularly for residential, adventurous or overseas visits.

19. Practical Eaves visit workflow

Stage	Required action
1. Proposal	Clarify educational purpose, date, pupils, venue/activity and likely cost. Discuss higher-risk/non-routine visits with EVC before booking.
2. EVOLVE	Create the visit on EVOLVE where required and allow sufficient lead time.
3. Risk and inclusion	Identify significant risks, SEND/medical/allergy needs, staffing, transport, safeguarding and Plan B.
4. Provider checks	Check venue/provider, insurance, competence, safeguarding, licences/quality badge where relevant.
5. Parent information	Send clear information and obtain consent where required.
6. Approval	EVC check -> Headteacher approval -> LA/governor approval where required. Do not proceed without approval.
7. Final checks	Confirm numbers, staffing, registers, medication, first aid, emergency contacts, weather/conditions and changes.
8. Visit	Maintain supervision and dynamic risk assessment. Act immediately on safeguarding or safety concerns.

9. Return	Account for all pupils, return medication/information, communicate any relevant issues.
10. Record and evaluate	Record accidents/incidents/near misses/safeguarding concerns and evaluate significant learning.

Appendix 1 - Visit Leader Final Check

- ☐ Educational purpose and itinerary are clear.
- ☐ EVOLVE approval is complete where required.
- ☐ Staffing and supervision are sufficient and all adults are briefed.
- ☐ Registers and emergency contacts are available.
- ☐ SEND, medical, allergy/anaphylaxis and personal-care arrangements are confirmed.
- ☐ Medication, KITT Medical/emergency equipment and first-aid provision are accessible.
- ☐ Provider/venue/transport checks are complete.
- ☐ Significant risks, weather/conditions and Plan B have been reviewed.
- ☐ Safeguarding and lost/missing child procedures are understood.
- ☐ Parents have been informed and consent obtained where required.
- ☐ School emergency contact knows the visit details and return arrangements.
- ☐ Any last-minute material change has been referred to EVC/Headteacher.

Appendix 2 - EVC / Headteacher Approval Prompts

- ☐ Is the visit educationally worthwhile and appropriately planned?
- ☐ Is the visit leader competent and are accompanying adults suitable?
- ☐ Are significant risks and control measures proportionate and clear?
- ☐ Are supervision levels justified by the risk assessment rather than a fixed ratio?
- ☐ Are safeguarding arrangements consistent with KCSIE 2026 and school policy?
- ☐ Are SEND, disability, medical and allergy needs appropriately planned for?
- ☐ Are external-provider assurances/licences/insurance satisfactory?
- ☐ Are emergency and communications arrangements workable?
- ☐ Is parental information/consent appropriate?
- ☐ Does the visit require further LA/governing-body approval under EVOLVE/local procedures?
- ☐ Has sufficient lead time been allowed and are any conditions of approval recorded?

Appendix 3 - Key references

Source	Application
DfE	Keeping Children Safe in Education 2026 - statutory guidance, effective 1 September 2026.
DfE	Health and safety on educational visits - guidance for schools on routine and higher-risk visits, consent, providers, adventurous activities, emergencies, evaluation and EVCs.
DfE	Health and safety: responsibilities and duties for schools - proportionate risk management, emergency procedures, first aid and incident reporting.
HSE	School trips and education FAQs - Health and Safety at Work etc. Act 1974, Management Regulations 1999, competence, risk assessment, supervision and adventurous activities.
Local authority / EVOLVE	Current St Helens/local-authority educational visits procedures, approval routes and EVOLVE requirements.

Policy assurance
This policy is designed to align Eaves' arrangements with current national requirements as at September 2026 and with the

school's use of EVOLVE. Because EVOLVE approval categories and local-authority procedural requirements can be locally configured and updated, the EVC must also follow the current St Helens/local-authority guidance visible through EVOLVE at the time each visit is planned.