Educational Visits Policy 2026-27

The Policy will be reviewed either:

- Annually.
- When statutory guidance changes.
- When incidents may dictate the need for review.

Policy created/updated by:	Lewis Wild	September 2026
Policy updates	N/A	
Ratification by LGB member:	Peter Howarth	October 2026

Policy for Educational Visits, Outdoor Learning and Adventurous Activities

Introduction

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 2.

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.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, 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. It is not an end in itself but a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

1. 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.

The Headteacher has appointed an Educational Visits Co-Ordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The Educational Visits Co-Ordinator is Andrew Walton (Head of PE).

The Headteacher retains overall responsibility for ensuring that educational visits are appropriately planned, approved, supervised and monitored. The Educational Visits Co-Ordinator (EVC) provides advice, support and oversight and will act in accordance with the employer's educational visits policy and procedures.

Visit Leaders are responsible for the safe management of individual visits within the approval and risk-management framework established by the school and employer. They must ensure that they understand and comply with the approved visit plan and

have authority to modify, postpone, curtail or abandon an activity where circumstances mean that risks can no longer be adequately controlled.

2. Establishment policy and procedures

The Albion Academy Policy for Educational Visits, Outdoor Learning and Adventurous Activities is the employer's policy. The governing body recognises that it is the employer and retains responsibilities for health and safety. It will discharge its duties through the adoption of the policy and retain competent advice, approval and monitoring through North Yorkshire Outdoor Learning. Specific local procedures will be in line with but will not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from North Yorkshire Educational Visits Advisory Service.

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 within the acknowledgment request. We will always aim to fully inform parents by letter and/or email of the nature of each visit, activity, or series of a 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 child will be off-site, 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 the written method(s) the school deems appropriate for 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 including but not limited to longer journeys, residential visits, and adventurous activities. We will fully inform parents by written method(s) explaining 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.

Parents/carers will be provided with sufficient information about a visit to enable them to make an informed decision where specific consent is required. Information will include any significant risks, arrangements for supervision, transport, accommodation where applicable, and relevant medical or safeguarding considerations. Where parental consent is withdrawn or a pupil is unable to participate safely despite reasonable adjustments, the school will consider appropriate alternative arrangements in accordance with the school's relevant policies.

Staff competence

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve. To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

EVC Training

The Educational Visits Co-Ordinator will attend appropriate training and revalidation as required by the employer.

Visit Leader Training

Visit leaders will be approved by the Headteacher and will have attended appropriate training as required by the employer. The EVC will maintain an appropriate record of EVC, Visit Leader and relevant accompanying staff training, qualifications and competence. The EVC will advise the Headteacher where additional training, experience or supervision is required before an individual undertakes a particular role.

3. Planning and approval procedures

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures, and standard assessments of risk.

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. At The Albion Academy we have identified a Local Learning Area which includes all the places that we visit and the activities that we undertake routinely. Details of our Local Learning Area are contained within the appendix which includes generic risk assessment. Wherever the need arises

additional risks and significant findings will be recorded using event specific risk assessment.

External providers

Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively, assurances will be gained through a Provider Statement as detailed in the employer policy.

Risk assessments will take account of the individual needs and circumstances of participating pupils and staff, including age, maturity, SEND, medical needs, behaviour, safeguarding concerns and any other relevant factors.

Risk assessments must be reviewed where circumstances change, including changes to weather, venue conditions, staffing, transport, pupil behaviour, medical circumstances, safeguarding information or activity conditions

The Visit Leader has the authority and responsibility to stop, modify, postpone, curtail or abandon an activity or visit where they judge that the safety, safeguarding or wellbeing of pupils or staff cannot be adequately assured. The school will support reasonable decisions made to reduce or eliminate risk

4. Visit Planning and Management System

Evolve is The Albion Academy's 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 Educational Visits Co-Ordinator.

All planned visits will be entered on Evolve as early as reasonably practicable and normally no later than three weeks before departure. Where a visit arises at shorter notice, the Visit Leader must obtain the appropriate approval and complete the required risk management before the visit takes place.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Visits will be recorded as detailed in the summary table below. Initial approval in principle will also be gained as required in the employer policy.

Governing Body

The governing body has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this, it will hold the Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained, and financial regulations are adhered to.

Additionally, as the employer, approval will be retained for visits abroad, all residential visits and all adventurous activities in line with the employer policy. The governing body delegates the approval or scrutiny of these visits to North Yorkshire Educational Visits Advisory Service.

Adviser: Visits abroad, residential and all adventurous activities regardless of leadership or location. (As detailed in guidance).

Educational Visits Co-Ordinator: Local walking visits, bike ability training, local sports fixtures, and local swimming visits.

Headteacher: Visits abroad, all adventurous activities, residential visits, and non-local day visits.

Where the approval categories overlap, the higher level of approval will apply. No visit will proceed until all required approval stages have been completed on Evolve and any additional employer/adviser requirements have been met.

Visit planning approval summary table for The Albion Academy.

	Planning/Recording Process	**Risk Management**	**Final Approval**
On-site/Local Learning Area/Local Area Visits	Recorded on Evolve	LLA risk management supplemented by specific documentation where necessary	EVC/Head
Day Visit outside Local Learning Area	Recorded on Evolve	School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	EVC/Head

Overseas	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Adviser
Residential	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Adviser
Adventure, provider led	Recorded 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	Adviser
Adventure, self-led	Recorded on Evolve	Local Learning Policy/Specific Risk Management	Adviser

For each visit, the Visit Leader must ensure that the educational purpose and intended outcomes are clear and that the benefits of the visit/activity justify the residual risks following control measures.

5. Incident Management: Emergency Procedures and Incident Reporting

In the case of an incident during a visit all members of staff will follow the Albion Academy incident management plan.

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 designated emergency contact based at the school. The primary contact will then contact parents/carers as required and inform them of emergencies, incidents, 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.
- The emergency/base contact arrangements must provide appropriate cover for the full duration of the visit, including outside normal school hours where

applicable. A named deputy/base contact should be identified where the primary contact is unavailable.

- Where a serious incident occurs, the Visit Leader should prioritise the immediate safety and welfare of pupils and staff, contact the emergency services where required, notify the school base contact and DSL as soon as practicable, and follow the school's critical incident procedures.
- All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).
- All accidents, incidents, near misses and significant safeguarding concerns will be recorded and reviewed in accordance with the school's and employer's procedures. Where an incident meets the statutory criteria for reporting under RIDDOR, the responsible person will ensure that the appropriate notification is made to the HSE within the required timescale.
- Staff must not make statements to the media or post information about incidents involving pupils on social media. Any media enquiries will be referred to the school's/employer's designated communications arrangements.

6. Monitoring of visits and procedures

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy. The Educational Visits Co-Ordinator will ensure that all trips and visits are recorded on the Evolve platform for appropriate monitoring and evaluation.

The EVC will monitor visit planning, approval, risk management, staff competence, incidents, near misses and evaluations and will identify any recurring issues or learning points

Visit Leaders should complete an evaluation following significant visits and residentials, and where appropriate following other visits. Evaluations should consider the educational value of the visit, effectiveness of risk controls, staffing, transport, provider performance, incidents/near misses and recommendations for future visits.

Significant incidents, concerns or recurring themes identified through monitoring will be reported to the Headteacher and, where appropriate, the governing body and employer/adviser.

7. Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance. Reference should also be made to the school charging and remissions policy.

Parents/carers will be provided with information about charges, voluntary contributions, deposits, cancellation arrangements and any applicable remission or exemption arrangements in accordance with the school's Charging and Remissions Policy

8. Inclusion & SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaptation or modification and integration through participation with peers.

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.

We also acknowledge that the 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 school SEND policy.

Accessibility, inclusion and reasonable adjustments will be considered at the earliest stage of planning rather than as an afterthought. This will include consideration of physical access, sensory needs, communication, medical needs, toileting/personal care, transport, accommodation, activity modification and additional staffing where appropriate.

The school will seek to enable pupils with SEND and/or medical needs to participate through reasonable adjustments wherever reasonably practicable. Decisions not to include a pupil must be based on an individualised assessment of risk and the school's legal duties, rather than on the pupil's diagnosis or disability alone.

9. Safeguarding

Safeguarding procedures should 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 Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues.
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.
- The DSL should be consulted where a pupil has known safeguarding vulnerabilities, is subject to a child protection or child-in-need plan, or where individual circumstances may affect their participation or the management of the visit

- Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to the schools safeguarding policy.

All volunteers and other non-school employees accompanying educational visits will be subject to the school's safeguarding, suitability and risk-assessment procedures. The level and type of DBS check required will be determined in accordance with current DBS, Department for Education and employer guidance.

From 1 September 2026, the removal of the supervision exemption for regulated activity with children will be taken into account when determining DBS eligibility. Where an individual is undertaking regulated activity with children, the appropriate enhanced DBS check and Children's Barred List check will be obtained where applicable.

For residential or overnight visits, the school will ensure that DBS requirements are assessed in advance for all adults accompanying the visit. No adult will undertake regulated activity where the required safeguarding checks have not been completed.

Visit Leaders and accompanying adults must maintain appropriate professional boundaries with pupils at all times. The school's Safeguarding and Child Protection Policy, Staff Code of Conduct and relevant procedures remain in force throughout all visits.

Safeguarding considerations for visits will include, where relevant, child-on-child abuse, sexual harassment and sexual violence, exploitation, missing pupils, contact with members of the public, online safety, use of mobile devices, photography and social media, intimate/personal care and allegations or concerns involving staff or volunteers

10. Insurance

Young people 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.

The school will maintain insurance arrangements appropriate to educational visits in accordance with the applicable insurance policy. Visit Leaders must ensure that planned activities, providers and destinations fall within the scope of the school's/employer's insurance arrangements. Parents/carers will be informed of any significant exclusions or additional insurance requirements before consent or payment is required.

11. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer.

Transport arrangements must be appropriate to the age and needs of pupils, the nature of the visit and the journey being undertaken. Risk assessment should consider boarding and alighting, seat belts, supervision, passenger numbers, driver competence, vehicle suitability, breakdowns, delays, emergency evacuation and behaviour

Where staff use school or hired vehicles, drivers and vehicles must meet the requirements of the employer's relevant transport/minibus procedures

Where pupils are transported in a private vehicle, the driver must have appropriate authorisation and insurance and the vehicle must meet all relevant legal and school/employer requirements.

For public transport, the visit plan should consider meeting points, headcounts, platform/station safety, group management, what to do if a pupil or member of staff becomes separated, and arrangements for delays or cancellations.

12. Residential Visits

The Principal, together with the governing body, will approve all residential trips longer than 24 hours. The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training.
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip.
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate e.g., if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks.
- All residential visits must also include specific consideration of night-time supervision, accommodation arrangements, fire and emergency procedures, medication, pupil welfare, safeguarding and staff/pupil boundaries.

Parents and carers will be given information about the visit and asked for permission at least 1 month before the visit for residentials and trips further afield, and at least two weeks before local visits. Information shared with parents will include:

- The dates and time of departure and return to school.
- The full address and contact details of the destination.
- Planned activities and options.
- Meal provision.

- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions).
- Clothing and equipment provided, and what pupils must bring themselves.
- Public health requirements, including any required vaccinations.
- Accommodation options and arrangements.
- The names of staff attending.

Residential visit planning must include clear arrangements for room allocation, staff accommodation, night-time supervision, emergency access, fire evacuation, pupil movement, medication and contact arrangements. Staff must maintain appropriate professional boundaries and follow the school's safeguarding and staff conduct requirements throughout the visit.

For visits abroad, we will make sure that any organisation providing activities hold the Learning Outside the Classroom Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.

For overseas visits, the school will use current Foreign, Commonwealth & Development Office (FCDO) travel advice and consider passport and visa requirements, travel insurance, healthcare arrangements, relevant health risks, local laws and customs, political/security risks, emergency contacts, communication arrangements, travel disruption and arrangements for lost documentation

The school will ensure that appropriate arrangements are in place for pupils who require medication or additional medical support while overseas or outside normal school hours

13. Review

This policy will be reviewed annually by the Operations Manager and ratified by the Local Governing Body. The policy will also be reviewed following significant changes to legislation, statutory guidance, employer procedures, significant incidents, serious near misses or other circumstances that indicate that an earlier review is required.

Appendix

Local Learning Area

At The Albion Academy we have identified a Local Learning Area which includes all places that we visit and the activities that we undertake routinely. Use of the LLA assumes that the visits are routine i.e. they occur regularly and at least once a month. The LLA is not intended for visits that are further afield or happen once a year.

Wherever the need arises, additional risks and significant findings will be recorded using an event specific risk assessment. Visits within the Local Learning Area will continue to be logged using the Evolve platform. The “On-site enrichment/Local Learning Area” option on the platform should be used for this trip.

Adventurous activities are excluded from the Local Learning Area approval arrangements regardless of their location and must follow the relevant employer/adviser approval process

Boundaries

Where Greater Manchester ends and surrounding districts start, please see map below for further guidance. The Local Learning Area boundary is defined by the map and the locations listed below. Where there is any uncertainty about whether a location falls within the Local Learning Area, the EVC should be consulted before the visit takes place.

Note: Any adventurous activity within this boundary is an excluded activity.

The boundaries of the locality are shown on the map below. This area includes the following frequently used venues:

- The Beacon Centre
- Salford University
- School campus perimeter and surrounding local area.
- Neighbouring Cluster Schools/Local School Campuses & Sports Facilities.

We use our Local Learning Area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area by inputting visits on EVOLVE using the Local Learning Area option, provided they follow the below Operating Procedure.

Operating Procedure for visits to the Local Learning Area

- The following are potentially significant issues/hazards within our extended locality:
- Road traffic and road crossings.
- Other people / members of the public / animals.
- Losing a pupil.

- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.).

These are managed by a combination of the following:

- The Head, Deputy or EVC must give Evolve approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults. Decisions are based on the area and the age / maturity of the pupils - the key determinant will always be 'what would the pupils do if the only adult collapsed?'
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and/or briefed on standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile is taken with each group where possible. Where not possible the group lead and group members will have access to safeguarding leads, EVC lead or Senior Leadership members at the school. With the aforementioned, making a note of the corresponding contact numbers.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles). Where any local issues have been identified, e.g. with drug needles, etc, in any area, this must be marked as "no-go" area with pupils educated on how to deal with it.
- Specifics relating to The Local Learning Area – When crossing any main road, all parties must use the safest crossing route (e.g. Pedestrian Crossing, Zebra Crossings etc).

- Where pupils are returning to school on foot (walking). Pupils must return back to school before returning home, unless parents/carers have stated otherwise, and permission has been given prior to the event.
- Before leaving school, the Visit Leader will ensure that the group has an accurate register, appropriate emergency contact information, required medication, suitable communication equipment and any activity-specific equipment required.
- The Visit Leader will ensure that pupils understand the expected standards of behaviour, group boundaries, road safety, what to do if separated from the group and how to raise a safeguarding or welfare concern. Weather and environmental conditions will be considered before and during visits. Activities will be modified, postponed or cancelled where conditions create risks that cannot be adequately controlled.

Local Learning Area Radius

Incident Management Plan

In the case of an incident during a visit all members of staff will follow the establishment's incident management plan as detailed.

Policy Review

Date of next review: September 2027
Policy owner: Operations Manager / Educational Visits Co-Ordinator
Ratification: Local Governing Body