



ST.MARY'S RC
PRIMARY SCHOOL

WE PRAY, PLAY & RESPECT ALL

EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES POLICY

1. Purpose and Principles

Educational visits and off-site activities are an important part of pupils' learning and personal development. The school will plan and manage visits in a sensible and proportionate way so that pupils can benefit from enriching experiences while significant risks are appropriately controlled.

This policy applies to school-organised educational visits, local visits, off-site curriculum activities, residential visits and other activities away from the school site.

The school adopts Rochdale Local Authority educational visits guidance available through EVOLVE and follows the Outdoor Education Advisers' Panel (OEAP) National Guidance recommended by the Local Authority. Staff must plan and undertake visits in accordance with this policy, current Local Authority requirements and National Guidance.

2. Roles and Approval

- The school will appoint a competent Educational Visits Coordinator (EVC), who will support and challenge colleagues in the planning and management of visits and act as the first point of contact for visit-related advice.
- The EVC will check visit plans in accordance with the school's EVOLVE procedures before submission for approval and will maintain appropriate oversight of the school's EVOLVE arrangements.
- Visit leaders are responsible for planning and leading their visits, completing the required EVOLVE documentation and ensuring compliance with this policy, Local Authority requirements and National Guidance.
- The Headteacher retains overall responsibility for educational visits, including where aspects of approval are delegated. Non-residential UK visits not involving adventurous activity will be checked and approved through the school's EVOLVE process. Overseas, residential and/or adventurous activity visits will be submitted through EVOLVE for Local Authority approval in accordance with Rochdale requirements.
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3. EVOLVE

The school uses EVOLVE as its online system for educational visit planning, risk management, recording and approval. Staff will use EVOLVE in accordance with the school's current procedures and the requirements applying to the type of visit.

Staff will complete the appropriate EVOLVE visit submission and any required supporting documentation, including relevant ESRA, EV7 and EV8 documentation, in accordance with the school's current procedures and the requirements applying to the type of visit.

The policy does not reproduce the detailed EVOLVE workflow. Staff organising visits are expected to follow the current system requirements and seek advice from the EVC where needed.

4. Planning and Risk Management

Planning will be proportionate to the nature and level of risk. Routine visits involving everyday levels of risk may be covered by established school procedures, generic assessments and previous successful planning, subject to the school's EVOLVE requirements.

Visits involving significant or unusual risks, unfamiliar activities or locations, adventurous activities, residential stays, overseas travel or other additional complexities will require an appropriate level of specific risk assessment and planning.

Visit leaders and accompanying staff must be appropriately competent for their roles, taking account of relevant experience and training, knowledge of the pupils, venue and activities, and the ability to make appropriate dynamic risk-management judgements and respond effectively in an emergency.

Planning will consider, as relevant, supervision, travel, the location and activities, safeguarding, first aid, emergency arrangements, weather, medical and allergy needs, SEND and disability, communication needs and any other factors affecting the group or individual pupils.

Where individual pupils require reasonable adjustments or additional measures, these will be considered so that pupils can participate safely wherever reasonably possible.

The school will seek to ensure that educational visits are inclusive and accessible to all pupils and that no pupil is excluded solely because of disability, SEND or financial circumstances.

5. Parental Information and Consent

Parents/carers will be provided with appropriate information about educational visits according to the nature of the activity.

The school will obtain written parental consent for educational visits in accordance with its current procedures. Consent may be obtained specifically for an individual visit or, where the school introduces such arrangements, through appropriate general consent covering specified routine or local visits.

Where general consent is used, parents/carers will still receive appropriate information about visits and will be given any opportunity to withdraw their child that is required by the school's procedures or applicable guidance.

Written consent will always be obtained where it is legally required, including for nursery-age children.

6. Local and Routine Visits

The school may establish local-area or routine-visit arrangements to simplify the planning of frequently repeated, low-risk visits. Such arrangements may include generic risk assessments and general parental consent where the school decides to introduce these.

Until such arrangements are formally adopted, staff will continue to follow the school's current visit-planning and consent procedures.

7. External Providers and Adventurous Activities

Where an external provider is used, the school will take reasonable steps to satisfy itself that the provider is suitable and has appropriate safety, safeguarding, insurance and competence arrangements. Relevant accreditation or quality assurance may be taken into account.

Adventurous activities and activities requiring specialist competence will be identified and approved in advance. Appropriate qualifications, licences and provider arrangements will be checked where required.

8. Supervision and Safeguarding

Supervision arrangements will be determined by the needs of the group, the activity, the environment and the competence of accompanying adults rather than by a fixed staffing ratio alone.

Normal school safeguarding expectations apply on all visits. Staff and volunteers will be appropriately briefed about responsibilities, pupils' needs and emergency procedures.

9. Emergency Arrangements and Evaluation

Visit leaders must be familiar with the school's emergency arrangements and have access to appropriate contact and medical information during the visit. A nominated school base contact will be identified as appropriate, with access to senior management support. For visits outside any formally adopted School Learning Area, visit leaders will carry the required EV7 documentation in accordance with Rochdale procedures.

Significant incidents, accidents and near misses will be recorded and reported through the appropriate school procedures. Visits will be reviewed where necessary so that lessons can inform future planning.

10. Review

This policy will be reviewed every two years, in line with the current Rochdale example policy, and earlier where there are significant staffing changes or where legislation, guidance, EVOLVE procedures or school arrangements change. The next scheduled review is September 2028.

Revised and adopted by the Governing Body

Date: September 2026

Review Date: September 2028