



Educational Visits Policy Review :-updated Autumn 2025 Next update Autumn 2026

This policy is based on the DfE's Health and Safety of Pupils on Educational Visits policy (HASPEV, 1998), and has been adapted to meet the requirements of local policy and good practice.

Introduction

Educational learning experiences outside the everyday nursery classroom or normal outdoor learning environment are effective, complimentary and often essential for delivering the Early Years curriculum and providing excellent learning and character development for children and young people.

Offsite educational visits have many benefits:

- raise achievement by boosting self-esteem and motivation;
 - develop key skills;
 - develop social education and citizenship;
- helps children to see their world in action and foster real links between school learning and the wider environment.
 - enable children to learn in different ways; and
 - promote health and fitness.

It is firmly the belief of DCSF, Ofsted and the EYFS curriculum that Outdoor Learning is embedded into the school year, with daily opportunities of outdoor learning provided in the EYFS on a daily basis, as a fundamental educational tool, and should not be regarded as a 'bonus' or subject 'enricher'.

In 2006, the government published the Learning Outside the Classroom Manifesto that sends a clear message regarding the value of Outdoor Learning.

Overview of Roles and Responsibilities

Local Authority (LA)

- Overall Health & Safety responsibility
- Health, safety and welfare of teachers and other education staff
 - Health and safety of pupils in-school and on off-site visits
- Health and safety of visitors to LA establishments - and volunteers involved in any LA activity
- Manage response to, and aftermath of, any significant incidents

Outdoor Education Adviser (OEA)

- Establish Educational Visits Co-ordinators in every relevant service (Headteacher)
 - Provide support for Educational Visits Co-ordinators
- Approve or decline visits based on safety issues (not quality)
 - Enable a clear audit trail and database
 - Provide expert advice, training and monitoring

Headteacher/ Local Manager

- Considers delegation of Educational Visits Co-ordinator's role
 - Agree who will approve the visits
- Be aware of Best Value in the planning of visits
 - Ensure contingency planning
- Advise Educational Visits Co-ordinators
 - Monitor

Educational Visits Co-ordinators for requirements of LA and DCSF (Headteacher)

- Approves or declines visits on grounds of safety and quality prior to OEA approval.

Educational Visits Co-ordinator (EVC) (Headteacher)

- Support local management
- Ensure all visits meet Local Authority requirements
 - Assess the competence of leaders
 - Induct and train leaders
- Ensure emergency plans are in place and understood
- Record, review and monitor visits Visit Leader **(Headteacher)**
- Plan and deliver a safe and beneficial visit work to the requirements of DCSF and the Local Authority, advised by the Educational Visits Co-ordinator **(Headteacher)**
- Immediately contact Stoke-on-Call (01782 234567.) in the event of a significant incident during a trip.

(Appendix 1).

Local Authority Policy.

The school has adopted the Local Authority Educational Visits Policy.

Planning a visit

- All staff when undertaking a visit with pupils discuss this with the Headteacher.
 - The visit is carefully planned for using the LA Policy guide.
- All visits are entered on to the EVOLVE website, where all details are entered and risk assessments.
 - The EVC ensures that the visit leader has entered the information accurately.
 - The EVC/Headteacher has the ability to approve all visits.
- If any visit is deemed unsafe, or all areas have not been considered, it will be stopped.
- All ratios based on the DfES's Health and Safety of Pupils on Educational Visits policy (HASPEV, 1998) are adhered to.
- Any visit requires written parental consent, in the absence of this noted verbal consent is sufficient. On arrival to the school, all parents are asked to give their consent to local visits which may occur. Any child who does not have any form of parental consent will not be permitted to attend a visit out of school.
- Parents will be asked to contribute towards the cost of the travel and admission to the venue or workshops.

In most cases this will be for the full amount, although a partial contribution is welcomed.

Whilst on the visit.

- Regular headcounts of all visit members.
- Medication must be taken for those members who require it.
 - First Aid equipment taken.
- Contact is maintained between the visit leader and the Headteacher/EVC.
 - Visit members continue to risk assess the visit environment.
- When crossing the roads, adults stop traffic if required, and allow children to cross the roads at safe points.
 - When required children and adults will wear high visibility vests.

After the visit

- Visits will be evaluated against the learning experience expected, and how this has impacted on learning through discussions with pupils, SLT (Pupil Progress Meetings) and other staff members.
 - Visits providers will also be evaluated for value for money.

Governor Role

- Visits are reported to Governors every term through the Headteacher's Report.
- Finance Committee Governors challenge any budgetary allocations to educational visits.
 - Support the school in the event of an emergency.

Appendix 1

CHANGE TO THE PROCESS FOR CRITICAL INCIDENT SUPPORT ON SCHOOL VISITS

This is an addendum to the Chapter 16: Safety Off-Site Document.

Please ensure that this is circulated to and understood by all employees that attend visits and activities off-site.

There may be occasions where the Visit Leader is unable to make the phone call, and therefore the Assistant Leaders should also be aware of this protocol.

Definition of a Critical Incident:

When a group is undertaking an off-site activity and any member of the group has been involved in an incident where a group member:

- Has either suffered a life threatening injury or fatality;
 - is at serious risk;
- or has gone missing for a significant and unacceptable period.

In such a case, the incident should be treated as a "critical incident" and this protocol should be implemented.

OUT OF HOURS SUPPORT

The number to call if you are a Visit Leader that requires Local Authority support with a critical incident on a school/service trip out of hours is still **01782 234567**. However, you no longer ask for the Civil Contingencies Officer.

If you require LA support for a critical incident or need to notify the LA of a critical incident you should now do the following:

- Call 01782 234567;
- Inform the operator that you are a Visit Leader on a school or [insert name] service trip and a critical incident has occurred;
- Provide the operator with information about the incident, including your contact details.
 - Ask Stoke on Call to contact the Director on Call
- The Director on Call will then contact you to obtain further information and help to coordinate the City Councils Response.

The Director on call will either advise you on what to do straightaway or they will call you back. It may be that no action is required if the incident is under control and the school/service contact has made the appropriate phone calls to parents, Headteacher/Head of Service etc. However, the Director on Call may decide to involve the Director of Children and Young People's Services, and the Chief Executive, depending on the nature and severity of the incident.

The Director on Call will also ensure that the LA press office are notified so that all press enquiries can be directed to them.

SUPPORT DURING SCHOOL/OFFICE HOURS

If a Visit Leader requires LA support with a serious incident during school hours, they could call the Director of Children and Young People's Services on 01782 236100 and explain the situation directly to this person.

If the Director is unavailable you will either be transferred to the Director on Call or you should call 01782 234567 and follow the above procedure for out of hours incidents.

For further information on incident management you should refer to the Chapter 16: Safety Off-Site document (available on Evolve and Score)

If you require any further information about this, please contact Adam Geens, Outdoor Education Adviser – on 01782 503208 or adam.geens@stoke.gov.uk.