

Educational Visits Policy



Written by	Harriet Carter	August 2025
Next review due by		August 2027

Introduction

Educational trips and visits provide an excellent opportunity for the personal growth of students. They can have a positive effect on students' self-esteem and can significantly improve many skills, including their ability to work with others, powers of investigation, and improved understanding of their surroundings. They are an integral part of the life of children and young people and can enhance the quality of their educational experience, providing opportunities which cannot be offered easily in a school setting.

It is important that all visits are well managed and risks assessed to ensure children get the very most out of their experience in an environment which encourages 'safe' risk-taking.

Scope

This document aims to provide advice and guidance which will enable those involved with educational visits to have confidence in knowing they have taken all reasonable precautions to ensure the safety of those in their care, their colleagues, and themselves, and have minimised the likelihood of anything going seriously wrong and maximised the benefit to those taking part.

Earley Springs has adopted most of the national guidance published by the Outdoor Education Advisers Panel (OEAP). This provides detailed guidance about many aspects of off-site visits, and the advice contained within it also forms part of this policy. In order to keep this policy succinct, links have been provided where more detailed guidance is appropriate. The OEAP guidance incorporates a regular update process to ensure that all documents are kept up-to-date.

Earley Springs is committed to protecting and enhancing the environment as well as ensuring safe practice. It is hoped that all those involved in educational visits will encourage young people to enjoy the outdoor environment responsibly and take care of their surroundings (for example, by following the Countryside Code and leaving no trace) and will take practicable steps to uphold the principle of sustainability.

Roles and Responsibilities

The Educational Visits Lead Teacher and Educational Visits Coordinator (EVC) will be Harriet Carter. They are competent, with significant practical experience in leading and managing a range of visits.

The EVC may delegate the responsibility for the administration associated with the role. The EVC should attend initial training and annual updates as provided by the Local Authority or other agencies.

The Headteacher, advised by the EVC, must ensure that visit leaders are competent to carry out their responsibilities.

Advice and Support

The Local Authority provides advice, training, and support for EVCs and headteachers and the sharing of good practice through the Outdoor Education Adviser. Similarly, advice relating to health and safety aspects of visits is also available from Corporate Health and Safety.

Notification and Approval of Visits

The Headteacher may approve all visits except for:

- Visits with a destination abroad
- Visits involving an overnight stay
- Visits that include adventurous activities

The Local Authority approves and processes these types of journeys using the EVOLVE online educational visits system.

Applications for Local Authority approval should be submitted at least half a term in advance. Some types of visits (such as ski trips and overseas expeditions) involve an enhanced planning process, and in these cases, requests for approval should be submitted at least a term in advance.

The Outdoor Education Adviser can advise over whether a particular activity requires Local Authority approval.

Visit Planning

A thorough planning process, usually involving a preliminary visit, is integral to the success and safety of a visit. Where a provider is being used for the first time and is not recognised by a suitable body, then it will be necessary to seek further assurance using form EVF 1.

Assessing Venues and Providers

There are several nationally recognised schemes that provide assurances about activity providers, including:

- The Learning Outside the Classroom (LOtC) Quality Badge
- Adventure Activities Licensing Scheme (AALS) licensing
- Adventuremark
- National Governing Body (NGB) centre approval schemes (where the only provision is a single, specialist activity)

If the provider holds such accreditation, there should be no need to seek further assurances.

For further information or support regarding this policy, please contact the office at officeadmin@earleyspringsschool.com