Educational Visits Policy

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2.0	16/09/2025	Exceptional Review	Added bullet point 2 in section 1; added reference to national guidance
Choose an item.	Click or tap to enter a date.	Choose an item.	

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1.   Introduction

The Trust recognises that the participation of children and young people in a wide range of visits, journeys and experiences is important in promoting learning and development.
The Trust acknowledges and accepts its duty under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledges the requirement to ensure that participants are kept safe whilst on visits and journeys away from their normal place of attendance.
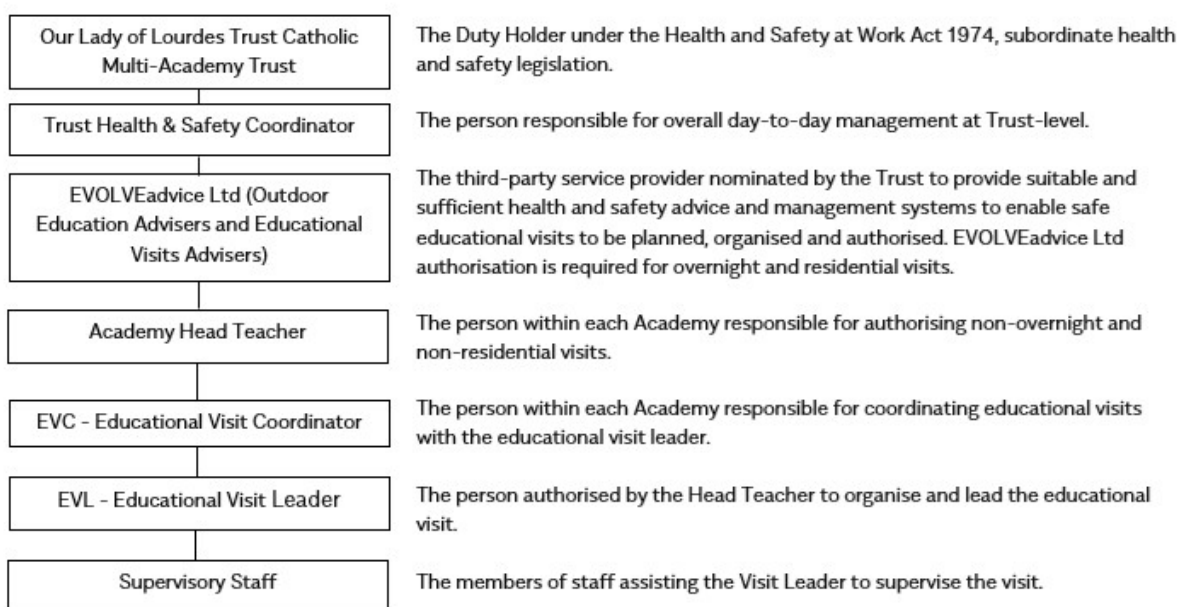This policy sets out the scheme of delegation for managing and authorising educational visits.
Where 'Educational Visits' or 'Visits' are referenced within this policy.
This includes:

- Any educational or off-site-visit from any of the Trust's sites, including sporting arrangements.
- Any remotely supervised off-site activities (e.g. museum free time, Duke of Edinburgh, sixth-form independent travel to open days), which must still be recorded on EVOLVE with a named Visit Leader.

2.   Scheme of Delegation

Responsibility for all educational visits' rests with the Academy Head Teacher. The respective roles of each are outlined within OLOL educational Visit Guidance 2025.

Role	Description
Our Lady of Lourdes Trust Catholic Multi-Academy Trust	The Duty Holder under the Health and Safety at Work Act 1974, subordinate health and safety legislation.
Trust Health & Safety Coordinator	The person responsible for overall day-to-day management at Trust-level.
EVOLVEadvice Ltd (Outdoor Education Advisers and Educational Visits Advisers)	The third-party service provider nominated by the Trust to provide suitable and sufficient health and safety advice and management systems to enable safe educational visits to be planned, organised and authorised. EVOLVEadvice Ltd authorisation is required for overnight and residential visits.
Academy Head Teacher	The person within each Academy responsible for authorising non-overnight and non-residential visits.
EVC - Educational Visit Coordinator	The person within each Academy responsible for coordinating educational visits with the educational visit leader.
EVL - Educational Visit Leader	The person authorised by the Head Teacher to organise and lead the educational visit.
Supervisory Staff	The members of staff assisting the Visit Leader to supervise the visit.

The Trust Health & Safety Coordinator

- The Trust Health & Safety Coordinator will make suitable and sufficient arrangements through the procurement of suitable health and safety advice services and management systems to enable academies to arrange, manage and authorise educational visits in accordance with this policy. The Trust Health & Safety Coordinator will liaise with EVOLVEadvice Ltd in respect of the provision of suitable EVOLVE system accounts for personnel at each Academy.

EVOLVEadvice Ltd (Outdoor Education Advisers and Educational Visits Advisers)

- EVOLVEadvice Ltd provide access to licensed access to EVOLVE including an unlimited number of user accounts at the required access levels.
- EVOLVEadvice Ltd provide advice and guidance in respect of educational visits at the planning and authorisation stage.
- EVOLVEadvice Ltd authorise category C visits

The Academy Head Teacher

- The Academy Head Teacher will authorise all visits and where applicable seek the approval of EVOLVEadvice Ltd for overnight and residential visits.
- The Academy Head Teacher will confirm the qualifications, training records and experience of the Educational Visit Leader who will lead the specific visit and the supervisory personnel, and will approve these people as suitable to lead/supervise the visit/s.
- The Academy Head Teacher will agree with a named Educational Visit Coordinator (EVC), the duties delegated to the EVC or in the absence of an EVC will fulfil this function themselves.
- The Academy Head Teacher will be conversant with the OLOL Educational Visit Guidance 2023 available to download from the Trust Estates Portal >> Common Documents >> EVC Resources >>

The Educational Visit Coordinator (EVC)

- The Educational Visit Coordinator will undertake duties as agreed between themselves and the Academy Head Teacher.
- The Educational Visit Coordinator will have received suitable and sufficient training to perform the role as well as having knowledge of good practice issued by Government Departments, National Governing Bodies and national interest groups (available from EVOLVEadvice Ltd).
- The Educational Visit Coordinator will be conversant with the OLOL Educational Visit Guidance 2023 available to download from the Trust Estates Portal >> Common Documents >> EVC Resources >>

The Educational Visit Leader (EVL)

- The Educational Visit Leader will liaise with the EVC throughout the planning and preparation of their trip to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place.
- The Educational Visit Leader will ensure that all parents of children on their trip are provided with all required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place.
- The Educational Visit Leader will have overall responsibility for that visit whilst it is underway.
- The Educational Visit Leader will be fully familiar with emergency procedures and contact numbers.
- The Educational Visit Leader will be conversant with the OLOL Educational Visit Guidance 2023 available to download from the Trust Estates Portal >> Common Documents >> EVC Resources >>

Supervisory Staff

- Supervisory Staff assisting with supervision on any trip will be conversant with the specific risk assessments for that event.
- Supervisory Staff will be conversant with the OLOL Educational Visit Guidance 2023 available to download from the Trust Estates Portal >> Common Documents >> EVC Resources >>

All Staff
- All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

- All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified, that they are brought to the attention of the Visit Leader without delay.
- All staff will feed back information to the Visit Leader to enable a full review of the trip to be completed.

3.   Safeguarding on Educational Visits

This section outlines the safeguarding responsibilities and procedures that must be followed during all educational visits, in line with the requirements of Keeping Children Safe in Education (KCSIE) 2025 and our Trust safeguarding policy.

3.1. General Safeguarding Responsibilities

All educational visits fall under the scope of the school's safeguarding policy. Educational Visit Leaders must be aware of their duty to safeguard pupils in any off-site context and must carry a copy of the emergency safeguarding procedures. Staff should remain alert to indicators of abuse or risk, maintain professional boundaries, and report concerns immediately to the Designated Safeguarding Lead (DSL).

The Trust adopts the National Guidance 'effective supervision' approach. As a baseline, *no off-site visit will run with fewer than two adults*. EYFS statutory ratios apply on all outings. For KS1/KS2 and post-16, leaders must set staffing using risk assessment (activity, venue, group, season, SEND medical), and increase supervision where indicated (e.g. water-margin, complex travel, evening activities, mixed-gender accommodation). Remote or indirect supervision will follow National Guidance and be recorded on EVOLVE with a named Visit Leader and clear check-in points.

3.2 Professional Conduct outside school

Staff must comply with the Trust Staff Code of Conduct regarding professional boundaries, including informal contact outside school (e.g. social media, messaging apps, public encounters during residentials). [Insert hyperlink to the Trust Staff Code of Conduct / Staff–Pupil Relationships policy]. Breaches must be reported as a low-level concern or allegation in line with Trust procedures.

3.3 Whistleblowing and Low-Level Concerns

All staff are reminded of the need to report any safeguarding concern or low-level concern involving colleagues, section 6.6 in the safeguarding policy.

3.3.1   Allegation against a member of staff (inclusive of EYFS, supply/agency staff and 6th Form) report to the headteacher.

- **Ensure all LADO allegations are discussed with the DPS team first unless the child is at immediate risk of harm or if a criminal act has taken place, you must:**

    1. **Immediately report to the police 2) Inform Social Care 3) Inform the LADO 4) Inform HR and your link DPS**

3.3.2   Allegation against the headteacher report to James McGeachie CEO.
3.3.3   Anyone can report any concern to their LADO.
3.3.4   When school receives an allegation relating to an incident where an individual or organisation was using your school premises for running an activity for children, you should report it to the Head Teacher and inform the local authority designated officer (LADO) (Paragraph 384 KCSIE)

In situations where concerns cannot be raised internally or have not been addressed, staff should follow the whistleblowing policy.

3.4 Host Families / Homestay Arrangements (Annex D)

Where the school arranges for pupils to be accommodated with host families in the UK or abroad, full safeguarding checks must be undertaken. This includes enhanced DBS checks with barred list information for UK host families and appropriate checks for overseas placements. A clear risk assessment and safeguarding briefing must be conducted for all exchange programmes.

3.5 Specific Safeguarding Risks (Annex B)

Visit leaders must be trained to identify and respond to specific safeguarding risks as outlined in Annex B of KCSIE 2025, including child criminal exploitation (CCE), child sexual exploitation (CSE), county lines, serious violence, and online abuse. Staff should apply professional curiosity and be alert to changes in pupil behaviour or wellbeing during the visit.

3.6 AI and Digital Safety

The use of Artificial Intelligence (AI) tools or unsupervised internet access during residential trips should be carefully managed. In line with the Trust's AI Charter and KCSIE 2025, staff must ensure no personal or identifiable data is shared with AI systems, and any misuse of digital technology should be recorded and reported.

3.7 Emergency Safeguarding Procedures

All staff must be familiar with the safeguarding protocols in the event of an emergency during an educational visit. This includes procedures for a missing child, handling disclosures off-site, and making contact with the DSL or emergency contact. Any safeguarding incidents must be recorded promptly on CPOMs upon return or as soon as is practically possible.

4   Arrangements

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. The online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated. EVOLVE is provided through EVOLVEadvice Ltd. Academies must use this system.

The Trust identifies 3 categories of Educational Visits which require differing levels of approval:

Category A – Reoccurring and Locally Approved Visits

Reoccurring and Locally Approved Educational Visits forming a normal part of the academy's regular activities such as sports fixtures. All such Category A Educational Visits will be recorded on EVOLVE and authorised and approved by the Head Teacher. A mobile telephone is to be taken with each group, and the school office will have a note of the number. Pupils' clothing and footwear should be checked for appropriateness prior to leaving school. Staff should be aware of any relevant pupil medical information and ensure that any required medication is available. Supervisory staff should be familiar with the area, including any 'no-go' areas. The following should always be taken into account:

- Road traffic
- Other people
- Social distancing
- Members of the public
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

Using the Local Area Visits (LAV) Module in EVOLVE

The local area visits module in EVOLVE simplifies the approval of visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day, the EVOLVE **Local Area Visits (LAV) Module may be utilised.** Utilising LAV's saves time when planning visits to places that we know are safe. This is because we can pre-approve these visits through our policy (please see template attached) and we don't necessarily require parental permission, though you can define when this is in your policy.

Local Area Visits (LAV's) – when to use

By utilising LAV's it saves us lots of time when planning visits to places that we know are safe. This is because we can pre-approve these visits through our LAV policy (please see template attached).

- An LAV is a visit within a predefined local area that is not overnight or adventurous and does not normally require any additional risk assessments.
- EVOLVE automatically authorises Local Area Visits. This is because the Head Teacher will have pre-authorised these trips by approving the school's Local Area Visit policy.
- The school's Local Area Visit policy determines when it is safe to use this option.
- The school's Local Area Visit policy needs to be in place when using the LAV module as these trips are automatically authorised.
- The school's Local Area Visit policy may include regular inter-school sporting fixtures as pre-approved venues, where appropriate.
- Please see the attached policy template in section 7.
- Ensure that all trip leaders are aware of, and follow, the school's Local Area Visit policy and that it is uploaded to EVOLVE.

   Link to a short EVOLVE LAV training video - https://vimeo.com/515477011/c8cbd6c9ef

Category B – EVOLVE Approved Visits

Educational Visits not normally forming part of the Academies regular activities such as all day excursions or trips. All such events will be processed via the EVOLVE system and authorised and approved by the Head Teacher.

Category C EVOLVEadvice Ltd Approved Visits

Residential visits, Overnight Visits, Educational Visits requiring specific competency to deliver or events that are more hazardous. All category C Educational Visits will be processed via the EVOLVE system, approved by the Academy Head Teacher and will only proceed once approved by EVOLVEadvice Ltd.

Where the Academies use external providers for activity provision, suitable assurance must be sought to ensure that they are suitable and appropriate for use. The Department for Education (DfE) recommends that LOTC (Council for Learning Outside the Classroom) accreditation be sought for activity providers. LOTC accreditation is awarded on a 3-year cycle. In years 2 and 3 an LOTC accreditation should be supplemented by other suitable assurances which may include assessment visits to proposed providers and destinations by the EVL and requesting updated assurances in the form of documentation.

All Categories (infectious diseases)

   The group leader will take into account the current advice on infectious diseases and restrictions and ensure that suitable and sufficient controls are in place, including:

- Social distancing.
- Regular handwashing or regular hand sanitising is in place.
- Students are briefed on keeping their distance from members of the public.
- The selected route takes the least busy option.
- Use antibacterial / antiviral wipes to clean any equipment before use.
- Appropriate personal protective equipment is taken when needed (e.g., gloves, facemasks bag for waste, tissues etc.).

5   Transport

Trust Minibus Transport

Please refer to the Trust Minibus Policy.

Staff Private Vehicle Transport

Staff are required to register their vehicle prior to use.

Parent or Carer Private Vehicle Transport

Consent should be obtained from the parent or carer of the child being transported prior to a child being transported in another parent's private vehicle.

6   Contacts

EVOLVEadvice Ltd (Outdoor Education Advisers and Educational Visits Advisers)
W. [EVOLVEadvice](#)
T. Please email the address below and request a call back.
E. advice@evolveadvice.co.uk

Dave Burrough, Dir. Estates, Trust Health & Safety Coordinator
E. d.burrough@ololcatholicmat.co.uk
T. **07858 284 509**

Emily Harman, Trust Estate Manager
E. d.burrough@ololcatholicmat.co.uk
T. 07356 100 745

General Health & Safety Advice
E. david.thompson@nottinghamcity.gov.uk
T. **0115 87 64608 / Emergency Tel/SMS/WhatsApp 07817 887 168**   (includes out of hours service)

7   Local Arrangements

Name of Academy / Site...

Name of Head Teacher..

Name of Educational Visit Coordinator(s)..

8 Local Area Visit Policy Template

LOCAL AREA VISITS POLICY TEMPLATE

School name:	
School address:	
Headteacher:	
Educational Visit Coordinator (EVC):	
Policy date:	

Our Lady of Lourdes Catholic Multi-Academy Trust and enter school name here are committed to providing and maintaining a safe and healthy learning environment for children and this extends beyond the school facilities and grounds.

1. General
   Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.
   These visits/activities:
   - Must be recorded on EVOLVE via the 'Local Area Visit' module.
   - Do not require parental consent, however, there may be situations where you would like parents to be informed in advance, e.g., via EVOLVE or a slip sent home).
   - Do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

2. Boundaries
   The boundaries of the Local Learning Area are shown on the attached map (optional). This area includes, but is not limited to, the following frequently used venues:
   a.   enter details
   b.   enter details
   c.   enter details
   d.   enter details
   e.   enter details

   The 'No-go' areas within the Boundaries are:
   a.   enter details
   b.   enter details
   c.   enter details
   d.   enter details
   e.   enter details

3. Operating Procedure for Local Learning Area
   3.1 Significant issues/hazards

   The following are potentially significant issues/hazards within our Local Learning Area:
   a.   Road traffic
   b.   Other people
   c.   Members of the public
   d.   Animals
   e.   Losing a pupil.
   f.   Uneven surfaces and slips, trips, and falls.
   g.   Weather conditions.
   h.   Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc).

i. add anything else specifically relating to your Local Learning Area

3.2 Managing risk

Risks are managed by a combination of the following:
The following are generic and should be reviewed

a. The Head, Deputy or EVC must give verbal approval before a group leaves. Not strictly necessary if you have clearly identified competent staff, and are confident in your operating procedure, and the fact that staff will follow it (delete as necessary according to your circumstances).
b. Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC.
c. The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
d. There will normally be a minimum of two adults. This statement is probably appropriate for all primary schools, although in benign locations it may be OK to relax it for year 6s. Decisions should be 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?'
e. Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
f. Pupils have been trained and have practiced standard techniques for road crossings in a group. For primary schools this is easy to do with some simple road markings in the playground – with a little practice this can become drilled and slick, as everyone knows what is going to happen.
g. Where appropriate, pupils are fully briefed on what to do if they become separated from the group. This needs a decision and will depend on the area you are in – return to school, wait where they are, go to x and ask for help, etc)
h. All remotely supervised work in the Local Learning Area is suspended.
i. Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
j. Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
k. Staff will record the activity on EVOLVE (Local Area Visit module).
l. A mobile is taken with each group and the office have a note of the number.
m. Appropriate personal protective equipment is taken when needed (e.g., gloves, facemasks bag for waste, tissues etc.) If you have a local issue, e.g., with drug needles, etc, in any area, then you can mark that bit as no-go, or add here how you will educate the pupils to deal with it – it is their home after all, so they need to be able to cope with it!

IMPORTANT - the following are examples only – replace with your own area-specific risks.
n. Where indirect supervision takes place at the Museum, the meeting point will be the seating area in the main concourse. There must always be a member of staff there.
o. Pupils must be informed that they are not allowed to use the vending machines at the Leisure Centre.

A map of the Local Learning Area is attached (optional).