Knowsley Junior School

Educational Visits Policy



2026

Adopted & ratified by full governing body: June 2026

Next review due: June 2028

Dovestone
LEARNING PARTNERSHIP

Knowsley Junior School

Educational Visits Policy

Rationale

Knowsley Junior School's Curriculum Policy commits us to providing effective teaching and learning so that all children reach their full potential with a relevant and engaging curriculum. This is important for all groups of learners. We believe that learning is an enjoyable, lifelong process through which everyone can achieve their potential and exceed their expectations. We challenge and support our students to do their very best by providing an extensive range of learning experiences beyond the statutory requirement.

An essential element of this commitment is to provide a wide range of educational visits to enhance all aspects of our curriculum. Knowsley Junior School is committed to inclusion and will include all students in our offsite activities, wherever this is reasonably practicable.

Procedures for Educational Visits

Knowsley Junior School has adopted Oldham Council's procedures for planning and managing educational visits.

- All staff involved in running or helping with visits have log–ins giving access to the Evolve system for managing visits.
- The Governing Body has adopted Oldham's *Guidance for Off Site Visits and Adventure Activities* (GOVAA). This document (together with this Knowsley Junior School Policy) gives local arrangements and variations, where necessary, to complement *National Guidance for the Management of Outdoor Learning, Off-site visits and Learning Outside the Classroom.* Together these documents summarise the arrangements for educational visits at Knowsley Junior School and are available to staff via the Evolve website.

Clarification of Roles

In line with National Guidance the key roles and responsibilities with regard to visits at Knowsley Junior School relate to:

Governors / Management Board

- Adopt and periodically review this policy, as required.
- Ensure there is a competent EVC in place who meets the requirements outlined in the National Guidance and has completed the Local Authority EVC Training Programme and any updates, as required.
- Periodically review the range of visits provided by the school via a report submitted by the EVC.

Headteacher

- Appoint a competent EVC who meets the requirements outlined in the National Guidance and has completed the Local Authority EVC Training Programme and any updates, as required.

- Formally approve all visits via the Evolve visit management system, confirming competence of staff, as required for the planned visit. Visits are also reviewed by the Local Authority via the Evolve system.
- In the event of absence of the headteacher, the assistant head, who is identified as acting head, will have temporary delegated responsibility for approving all visits.

Educational Visits Co-ordinator (EVC)
The EVC has delegated responsibility for overseeing the arrangements for educational visits. All visits are vetted by the EVC prior to approval by the headteacher (as outlined above). Monitoring of the running of educational visits in the field may be undertaken by the EVC or other senior staff.

Visit Leader
The visit leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single visit leader should be appointed. If this role changes during a visit, a clear handover should be made.
All visits must be planned and recorded on the Evolve visit management system.
Visits must not proceed without approval – the visit leader should check their Evolve account to ensure this has been confirmed.

All visits should be evaluated to monitor and develop the quality of provision. This evaluation should be done by reviewing the visit with the staff involved using the Evolve system.

Procedural Requirements

Knowsley Junior School uses the Evolve system to plan, manage and record all educational visits.

Visit Leaders should plan and prepare visits allowing time for internal and external vetting and approval, as required. Usually this will mean that visit plans should be submitted to the EVC by the following deadlines:

- 3 to 6 months before departure for **overseas visits**
- 4 weeks before departure for **residential visits**
- 4 weeks before departure for **adventure activities**
- 1 week before departure for **other** types of visit.

If, for any reason, these deadlines cannot be met, clarification and approval should be sought from the EVC.

Risk Management

This is an important element of planning for visits. Visit leaders are usually responsible for assessing and managing the risks of visits they are planning and aim to involve other staff and volunteers in the planning of events, whenever it is reasonably possible. Staff should follow advice on risk management included in GOVAA and National Guidance. Advice and support is available from the EVC and other experienced staff.

All everyday activities include inherent risks and Knowsley Junior School recognises that experiencing and learning to manage risk within an appropriate framework is an important part of growing up. We aim to have procedures which are effective and proportional to the risks involved in a visit and recognise the important learning opportunities and benefits involved in visits that include inherent risks (for example, sports activities). Where activities include inherent risks the following statement should form part of the information to pupils, parents and staff:

'Staff at Knowsley Junior School plan and prepare visits carefully and aim to take good care of all participants. However parents and guardians must understand that well run activities can still include inherent risks and learning to cope with these sensibly is an important part of education and growing up.'

Generic risk assessments may be available for visits previously run, in which case the visit leader is responsible for reviewing and modifying these as required, to allow for the specific circumstances of the visit. Additional significant factors (not already recorded on a generic RA form or within this policy) must be recorded, included on the RA form.

Where external providers are used, the visit leader is responsible for risk assessing the activities they provide. This is not necessary for providers with a LOtC Quality Badge.

Evaluation of External Providers and Venues

Visit leaders are responsible for ensuring that external providers and venues can meet the learning outcomes required for the group of pupils identified to attend and, where appropriate, they offer reasonable value for money. Provider Forms should be completed by external providers where required (see GOVAA for guidance). These should be checked as part of the planning and safety checks for the visit.

Visit leaders should not routinely ask for copies of providers' risk assessments, but it is appropriate to ask for any information that they publish specifically aimed at helping visit leaders to manage their visit and assess the risks of any school-led activities.

Preliminary Visits

The National Guidance on visits states:

'*While the wide availability of web sites, ease of communication through electronic mailing and establishment of the LOtC Quality Badge scheme all have an important part to play in information gathering, there can be no substitute for a preliminary visit. This will back up research and enable you to clarify issues face to face. So, wherever reasonably practicable, it is good practice to carry out a preliminary visit. The cost of this can be built into the pricing structure of the visit.'*

Pre-visits should normally be made for new visits or if a venue has not been used in some time. In some cases (for low risk visits or if, for some reason, a pre-visit is not reasonably practicable) a preliminary visit may not be required. Staff should contact the EVC for clarification. If for any reason a pre-visit is not possible, the visit leader should research the venue carefully and contact a member of staff who has been to the venue for advice.

Learning Outside the Classroom Quality Badge (LOtC Quality Badge), AALA Assessment and Adventuremark

Holding one of the above is a credible assurance of appropriate Health and Safety management systems, and no further verification of these systems should be necessary. The LOtC Quality Badge also covers learning quality. Providers that hold a LOtC Quality Badge are not normally required to submit a Provider Form but Public Liability insurance levels should be checked out on the LOtC Badge website. The provider must have public liability cover for at least £5 million.

Parental Consent

Currently, parents/guardians are requested to provide consent for each educational visit. This may be done as a paper copy or online through the school payment system.

Specific consent forms will continue to be used for these types of visit:

- Residential visits
- Overseas visits
- Adventure activities

Parents/guardians should be provided with information on visits in one or more of the following formats:

- Information letter to parents
- Parents' evening
- Termly newsletter
- School website
- Or in suitable circumstances, text message

'Checking Out' and 'Checking In' Before, During and After a Visit

- Prior to departure, the visit leader must ensure that the school administrator has information about the participants taking part in the visit (via the Trip File, kept in the school office).
- The visit leader is responsible for ensuring that all participants are returned to school safely and either dismissed at the end of the day, or to continue with their school day.
- Pupils should not normally be dropped at locations other than school unless this has been approved in advance and agreed with parents.
- For overseas and residential visits the visit leader should confirm safe return by phone call or text message to the EVC.

Emergencies

All visit leaders must ensure that adequate arrangements are in place for first aid and emergency numbers are carried.

The headteacher should be notified at the earliest opportunity in the event of an emergency.

In the event of an emergency, the headteacher will assess and respond to the situation with support from Oldham Council if required. The headteacher will have access to all medical and next-of-kin information for staff and pupils.

Staff Induction and Training

Knowsley Junior School recognises that staff may require training and experience to maximise learning outcomes from educational visits and to operate safely.
Knowsley Junior School will actively promote professional development by providing opportunities for a wide range of training for staff involved in running and supporting visits including:

- First aid courses
- Educational Visit Coordinator (EVC) training
- Evolve training

Induction for New Staff

The headteacher will ensure that staff:

- Have an Evolve log-in and understand how to use the website
- Are familiar with Knowsley Junior School and GOVAA requirements
- Have support when planning their first visit
- Have mentoring opportunities, as appropriate

Transport Arrangements

Transport arrangements must be approved as part of the visit planning process.

Use of staff cars must be approved. Staff must:

- Fill in a registration form (renewable each year)
- Produce a clean driving licence (if staff have endorsements on their licence, approval to drive is required from the headteacher)
- Produce evidence of insurance cover for carrying students whilst at work (business use cover on insurance certificate)
- Ensure students wear seatbelts on journeys

Coaches and minibuses with drivers are booked via the school finance office to ensure they meet required standards and to obtain best value. In the case of a rented mini bus, drivers must hold a current MIDAS certificate and ensure that there is adequate insurance in place.

Taxis should be booked through the school finance office to ensure they meet required standards and to obtain best value.

Volunteers

Visit leaders are responsible for briefing and supervising volunteers. Visit leaders are also responsible for ensuring that volunteer staff on visits have clearly defined roles and are clear about expectations of them. The school has a duty of care for all participants,

including volunteers, and the visit leader should ensure this is considered as part of the planning and risk assessment. Regular volunteers should be listed on the Evolve system.

Behaviour

The school's Behaviour Policy, rewards and sanctions apply offsite as well as in school. Staff should apply the same behaviour management principles and pupils must understand that the same expectations apply.

Inclusion

Visits should be planned with a presumption of entitlement to participate, ensuring integration through participation with peers wherever possible. Accessibility should be ensured through direct or realistic adaptation or modification if required. Advice is available from the EVC where necessary.

Insurance

Knowsley Junior School currently buys into an annual policy with Oldham Council, which provides personal insurance for all educational visits.

Charging for Trips

Voluntary contributions will be sought from parents for activities which supplement the normal school curriculum, e.g. outings and visits which take place wholly or mainly during school hours; visits to the school by theatre groups and other organisations providing an educational service. A suggested amount for a contribution to cover costs will be provided in advance of the trip/visit.

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits will be offered at no charge or a reduced charge to parents in particular circumstances.

Data Protection Statement

The procedures and practices created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For This Policy					
What?	**Probable Content**	**Why?**	**Who?**	**Where?**	**When?**
Registration / Admissions Data	Name Class Address Telephone Medical Issues Parental Details	Legally Required To For Admission To School Well-Being of Your Child Communication	All Staff (Where Necessary)	Completed on paper Paper Version is Shredded	Held until the return from the visit.

Has Few / No Data Compliance Requirements	**Has A Moderate Level of Data Compliance Requirements**	**Has a High Level Of Data Compliance Requirements**
	✓	