Educational Visits Policy

Elements Diocesan Learning Trust

Madresfield CE Primary School

Approved by:	LAB approval	**Date:**	22.10.2026
Last reviewed on:	September 2026		
Next review due by:	September 2029		

Elements Diocesan Learning Trust is a company limited by guarantee registered in England and Wales with the company number 10390487.
Registered address: St Barnabas CE First and Middle School | Stonebow Road | Drakes Broughton | WR10 2AW

Our Vision

Ignite Illuminate Inspire

At Madresfield we are a caring inclusive school, where everyone is welcome as Jesus welcomed all. We work closely with all stakeholders to support our children in achieving their God given potential. Inspired by ***Psalm 119:105 "God's word is a lamp to guide our feet and a light for our path"***.

As a school we aim to:

Ignite: to cultivate a love for learning and awe and respect for God's world.

Illuminate: to trust in God to guide us and develop our wisdom and compassion as we journey through school.

Inspire: to help our children to shine as we celebrate their successes and help them to develop into beacons of hope for others within our school and wider communities.

In order for children to achieve their potential we have in place and follow the following school rules:

Be kind- being kind to others.

Be ready- being ready to learn.

Be respectful- being respectful to all.

Be safe- being safe around school.

Equality and Diversity Statement
At Madresfield CE Primary School we promote equality of opportunity. We promote positive attitudes and encourage active participation of all stakeholders regardless of race, gender, disability, age, religion, belief and sexuality.

In so doing we strive to eliminate any unlawful discrimination or harassment of any group and where any such harassment is found appropriate action will be taken immediately.

This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community.

This policy is based on the Elements Diocesan Learning Trust Policy.

1. Context/Policy Statement

1.1 The Elements Diocesan Learning Trust "the Trust" believes that outdoor learning, off-site visits and learning outside the classroom are an integral part of the entitlement of every child to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes the Trust a supportive and effective learning environment. The benefits of pupils taking part in visits and learning outside the classroom include (but are not limited to):

- Improvements in their ability to cope with change and novelty.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participant's not passive consumers and a wide range of learning styles can flourish. Madresfield CE Primary School firmly believes that pupils benefit from 'active learning' both within and outside the school environment.
- Enhanced opportunities for 'real world' 'learning in context'.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions giving them the tools and experience necessary to assess their own risks in a range of contexts.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

1.2 The Trust fully recognises that learning outside the classroom helps to bring the curriculum to life as it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. The Trust adopts the Outdoor Education Adviser's Panel (OEAP) National Guidance for all educational visits available at www.oeapng.info

2. Employer responsibilities

2.1 As employer the Trust meets its obligations to provide staff with guidance, training and support in the following ways:

a. Appropriate guidance.

- The appropriate guidance for the management of outdoor learning , off site visits and LotC is on the Outdoor Education Adviser's Panel (OEAP) National Guidance website – www.oeapng.info

b. Training to support the guidance to ensure that it is understood.

- For those involved in managing and leading visits the relevant training courses are:

    - Educational Visit Coordinator (EVC) Training – the Trust requires the academy EVC to be appropriately trained in the OEAP Educational Visit Coordinator Training.

    - Visit Leader Training – the Trust requires all those who lead trips or visits of a residential nature (excluding residential facilities who meet the requirements of section 5) or whereby they lead an adventurous activity to undertake this training.

Note: Local trips within the Academy Learning Area (see appendix 1) or regularly undertaken day trips to environments regularly visited by schools may be led by competent staff who have not attended Visit Leader training on authorisation of the Head Teacher.

c. Suitable systems and processes to ensure that those trained are kept updated.
   - For the purposes of day-to-day updating of information, EVCs and Visit/Activity Leaders are directed to the periodic news items and updates of OEAP National Guidance.

d. Access to advice, support and further training.
   - Where an employee experiences problems with finding the material they are looking for, or require clarification or further help, guidance or bespoke training, they should contact their appointed Outdoor Education Advisor Service through Worcestershire County Council.

3. Application

3.1 This policy covers any visit that leaves the academy grounds, whether as part of the curriculum, during academy time or outside the normal academy day.

3.2 Madresfield CE Primary School adopts the Outdoor Education Adviser's Panel (OEAP) National Guidance available at www.oeapng.info

3.3 All staff are required to plan and execute visits in line with this policy and National Guidance. Staff are particularly directed to be familiar with the roles and responsibilities outlined within National Guidance.

4. Roles and responsibilities

4.1 **Visit Leaders** are responsible for the planning of visits but should involve both accompanying colleagues and the pupils in this process. Staff must make appropriate checks on venues and third-party providers. Staff are advised to obtain outline permission for a visit from the Head Teacher before beginning to plan/making any commitments.

See Outdoor Education Adviser's Panel National Guidance for the role of the Visit Leader - http://oeapng.info/visit-leader/

4.2 **The Education Visit Coordinator (EVC)** is Mrs C. Watts who will support and challenge colleagues over visits and learning outside the classroom. They are the first point of call for advice on visit related matters. The EVC will check final visit plans before submitting them to the Head Teacher.

See Outdoor Education Adviser's Panel National Guidance for the role of the EVC http://oeapng.info/evc/

4.3 **The Head Teacher** has responsibility for the monitoring and final approval of all visits.

See Outdoor Education Adviser's Panel National Guidance for the role of the Head Teacher http://oeapng.info/head-manager/

See Outdoor Education Adviser's Panel National Guidance for the role of the governing body http://oeapng.info/governors/

4.4 **The Elements Diocesan Learning Trust**

4.4.1 The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. The Trust is the employer.

4.4.2 As the employer the Trust must be informed all residential visits and any adventurous activities for example climbing, caving and water sports or trips that are over 50 miles from Madresfield CE Primary School or out of Worcestershire.

4.5 **Outdoor Education Advisor Service**

It is advisable that the visits and activities, listed below, are checked by your Outdoor Education Advisor Service (who should be an Accredited Member of the Outdoor Education Adviser's Panel) before the activity takes place – see also page 6 and 7 of this policy detailing the process to be followed.

- Overnight stays
- Foreign travel
- Adventurous activities

5. Preliminary Visits and Provider Assurances

Preliminary Visits

5.1 The Trust requires that all visits are thoroughly researched to establish the suitability of the venue and to check that facilities and third-party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people, it is a vital dimension of risk management.

5.2 It is good management practice to carry out a preliminary visit. The following identifies the circumstances where preliminary visit is a requirement:

- Pre-visit required for visits where there is a high complexity factor and the visit has not happened previously.
- Additionally required when visit is solely led by the academy.
- Residential visits, visits abroad, exchange visits, adventure led by the academy staff all have aspects of complexity.

5.3 If the visit is led and managed by the provider, then a variety of approaches can reduce the need to pre-visit.

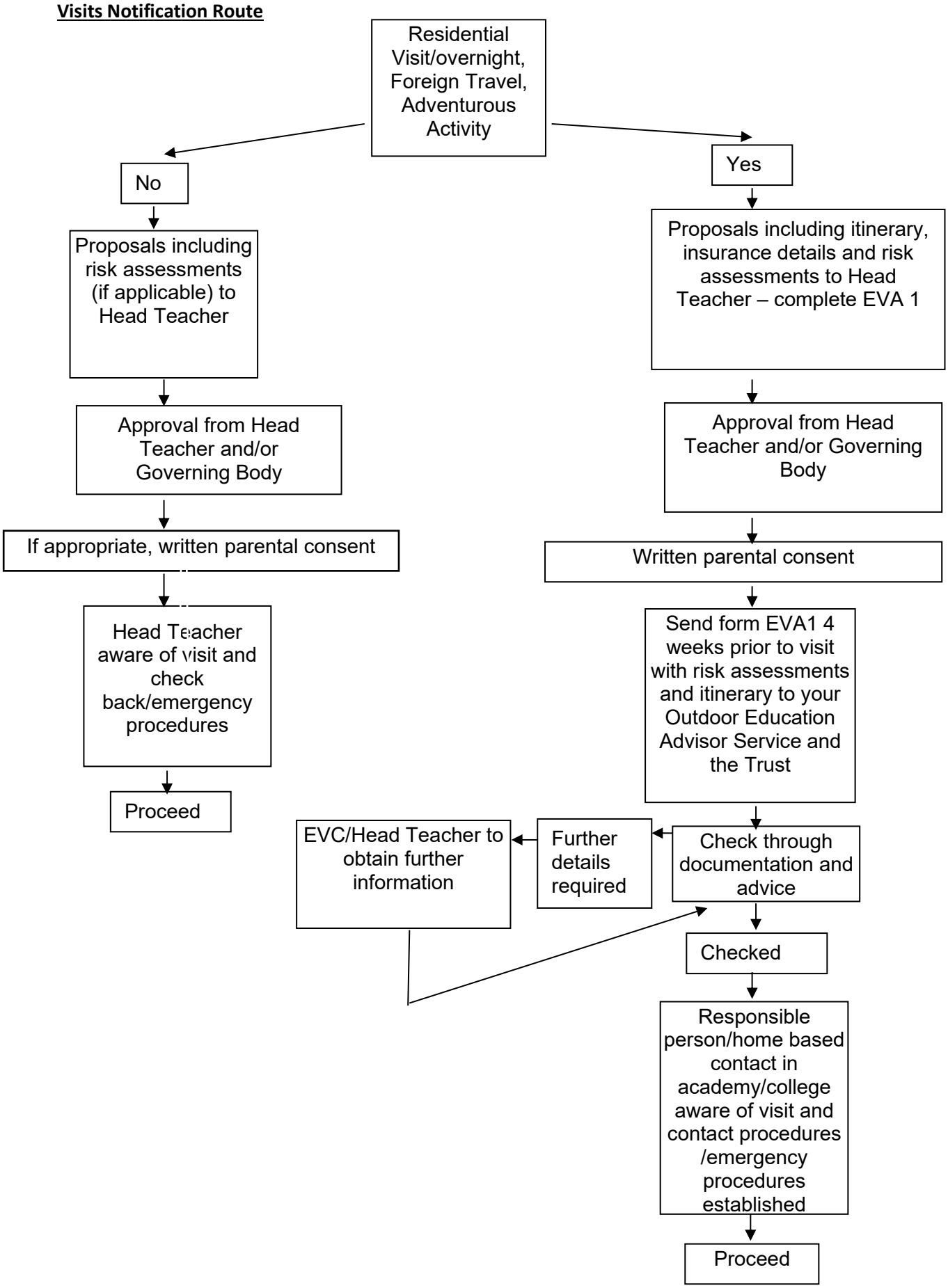
5.4 Visit Leaders can take full advantage of the nationally accredited provider assurance schemes that are now available and assists to reduce bureaucracy – examples include:

- The LotC Quality Badge
- AALS licensing
- Adventuremark

5.5 The Trust takes the view that where providers hold one of the above accreditations, there should be no need to seek further assurances.

5.6 The OEAP National Guidance 4.4f – Assessing an adventure activity provider check list, 4.4h – using external providers and facilities and 8.8p – Provider Questionnaire - http://oeapng.info/downloads/all-documents/ should be followed when undertaking pre-visits and assessing providers.

Visits Notification Route



6. Types of visit and approval

6.1 There are four types of visit, for each of which the approval process is slightly different:

1. **Visit / activities within the Academy Learning Area** (see Appendix 1) and which involve no more than an everyday level of risk. Visits that are part of the curriculum and take place during the academy day do not require consent. Those that are not part of the curriculum or extend beyond the academy day are covered by blanket consent but information will be provided to parents in advance and they will have the opportunity to withdraw their child.
   These follow the learning area operating procedure (Appendix 1).

2. **Other visits within the UK excluding adventurous activities (but residential)**
   These visits require an EVA1 (Appendix 2) to be completed by the visit leader and submitted to the EVC at least 2 months in advance. The EVC then submits to the Head Teacher and forwards it to their Outdoor Education Advisor Service for scrutiny at least 1 month in advance. For residential visits outside of Worcestershire or further than 50 miles from the school these must also be sent to the trust**.**

3. **Any visit involving adventure activities**
   These require an EVA1 (Appendix 2) to be completed and submitted to the EVC at least 2 months in advance. The academy submits these for scrutiny by your Outdoor Education Advisor Service for scrutiny at least 1 month in advance and to Trust. Visit Leaders must check if an activity provider holds either an AALA licence (http://www.aals.org.uk/aals/provider_search.php) or a LOTC quality badge (http://www.lotcqualitybadge.org.uk/search). If not, the Visit Leader must send the OEAP National Guidance document 8p provider questionnaire) http://oeapng.info/downloads/model-forms-mind-maps-and-checklists/). Returned questionnaires must be scrutinised by visit leaders.

4. **Any visit involving travel abroad**
   These require an EVA1 (Appendix 2) to be completed and submitted to the EVC at least 2 months in advance. The academy submits these for scrutiny by your Outdoor Education Advisor Service for scrutiny at least 1 month in advance and to the Trust. These require detailed planning to commence well in advance and the EVC must be kept up to date with progress. Checks must be made on any third-party providers and permission from the Head Teacher to use them be obtained before any deposits are paid. Third party providers who hold the LOTC quality badge do not require further checks. Those who do not hold this accreditation should complete and return a provider form (NG document 8p provider questionnaire) http://oeapng.info/downloads/model-forms-mind-maps-and-checklists/). Returned questionnaires must be scrutinised by Visit Leaders.

7. Staff Competence

7.1 The Trust recognises that staff competency is the single most important aspect of safe visit management and supports staff in developing this competence in the following ways:

- A mentoring system, where staff new to visits assist and work alongside experienced trip leaders before taking on a leadership role.
- Supervision by Senior staff of some educational visits.
- Support for staff to attend training courses relevant to the role of visit leader.

7.2 In deciding whether any member of staff is competent to be a Visit Leader the Head Teacher will take into account the following factors:

- Level of relevant experience.
- Any relevant training undertaken.
- The emotional and leadership ability of any prospective visit leader to make dynamic risk management judgements and take charge of any emergencies that may arise.
- Knowledge of the pupils, the venue and the activities to be undertaken.

8. Requirement to ensure effective supervision

8.1 Health and Safety law does not prescribe activity specific staffing ratios, but it does require that the level of supervision and group management is 'effective'.

8.2 Madresfield CE Primary School will assess/determine effective supervision by proper consideration of:

- Staff competence.
- Activity – nature and location of the activity (including the type of activity, duration, skill levels involved).
- Group – age (including the development age) of the group, ability of the group (including special learning needs, behaviour, medical and vulnerability characteristics etc.).
- Environment – nature and location of the activity including the type of the activity, duration, skill levels involved, as well as the time of year and prevailing conditions.
- Distance away from base.

8.3 The Visit Leader should follow OEAP National Guidance 4.3b Ratio and effective supervision
http://oeapng.info/downloads/download-info/4-3b-ratios-and-effective-supervision/
and 4.3c Risk Management http://oeapng.info/downloads/download-info/4-3c-risk-management/

9. Emergency procedures

9.1 A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

9.2 Madresfield CE Primary School has an emergency plan in place to deal with a critical incident during a visit (see Appendix 3). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes. See also http://oeapng.info/downloads/good-practice/

9.3 When an incident overwhelms the establishment's emergency response capability, where it involves serious injury or fatality or where it is likely to attract media attention then assistance will be sought from the Trust.

9.4 Madresfield CE Primary School will practice their response to emergency situations on educational visits at regular intervals.

10. Visit Planning

10.1 The Visit Leader checklist – National Guidance document 3.3e http://oeapng.info/visit-leader/ is an important check on the planning of a visit. When a Visit Leader cannot answer yes to a question on this checklist there should be a discussion with the EVC and/or Head Teacher. In addition the following steps must be completed for any visit:

- gain outline approval from the Head Teacher to begin planning the visit and agree funding mechanism / charging policy.
- ensure the visit:
    - has clear learning outcomes
    - has activities appropriate to the group
    - is planned to maximise benefits to the pupils while managing significant risks
    - is appropriately staffed
    - complies with the academy's Safeguarding policy
- involve pupils in the planning of the visit, and how it will be managed, wherever possible.
- ensure emergency procedures include what would happen in the event of illness or injury affecting the visit leader.
- ensure the base contact back at academy is fully briefed and has copies of all relevant information.

- ensure that the visit is correctly approved and recorded.

11. Risk Management

11.1 The risk management of an activity/visit should be informed by the benefits to be gained from participating. It is recommended a "Risk-Benefit Assessment" approach, whereby the starting point for planning should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained, through participation, provides some objectivity to a decision that any residual risk (i.e. the risks remaining after control measures have been put in place) is "acceptable". The Health and Safety Executive endorse this approach through their "***Principles of Sensible Risk Management"*** and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

11.2 There is a legal requirement for the risk assessment process to be recorded and for suitable and sufficient control measures to be identified for any significant risks. There is no legal requirement to produce this risk assessment record in a particular format but academies and visit leaders should use the format that has been identified in the academy risk assessment procedure and follows the Health and Safety Executives guidance on risk assessment http://www.hse.gov.uk/pubns/indg163.htm

11.3 See National Guidance on good practice for risk management http://oeapng.info/downloads/good-practice/

12. Parental Consent

12.1 Some visits do not require consent; all the rest can be covered by a combination of blanket consent (with subsequent information to parents) and visit specific consent - See the National Guidance document 4.3d on consent http://oeapng.info/downloads/all-documents/. It is advisable that all parents/guardians are advised of educational trips and permission obtained for visits which take place off the academy site.

13. Monitoring

13.1 The Visit Leader should undertake an evaluation of each educational visit and submit this to the Head Teacher and EVC. This should be saved alongside the risk assessment.

14. Inclusion

14.1 All academies must follow the National Guidance on inclusion see 3.2e http://oeapng.info/downloads/all-documents/

15. Charging / funding for trips

15.1 All academies must follow the National Guidance on charging for academy trips 3.2c http://oeapng.info/downloads/all-documents/

16. Transport

16.1 All academies must follow the National Guidance on Transport for academy trips see 4.5a transport, 4.5b minibuses, 4.5c Transport in private cars and 4.5d seat belts http://oeapng.info/downloads/all-documents/

17. Insurance

17.1 Insurance cover for approved educational visits is usually provided by the academy insurance provider (public liability) insurance policy. However, as academies may have moved to different insurance providers when they moved

away from local authority control confirmation/checks should be made with the insurance provider before the visit takes place. See National Guidance 4.4c Insurance http://oeapng.info/downloads/all-documents/

Appendix 1

Academy Learning Area

General

1.1 This operating procedure applies to visits within the Academy Learning Area. It covers:

a. Visits / activities that are part of the normal curriculum and take place during the normal academy day. These do not require parental consent.

b. All other visits / activities within the Learning Area (those that take place beyond the academy day or are not part of the curriculum) are covered by blanket consent but parents will be informed in advance and given the opportunity to withdraw their child.

1.2 These visits/activities:

- do not normally need additional risk assessments / controls beyond following the operating procedure below. However, where a specific risk is identified because of, for example, a particular pupil's needs then a review of the individual pupil's risk assessment should be made and a record kept.

Boundaries

2.1 The boundaries of the territory include, but are not limited to, the following frequently used venues:

- Madresfield Court
- St Mary's Parish Church, Madresfield
- Madresfield Early Years Centre
- Local walking paths

Operating Procedure for Academy Learning Area

3.1 The following are potentially significant hazards within **Madresfield CE Primary School** Learning area:

- road traffic
- other people / members of the public / animals
- uneven surfaces and slips, trips, falls
- weather conditions
- activity specific issues when doing environmental fieldwork (nettles, brambles rubbish etc)

3.2 These are managed by a combination of the following:

- the Head Teacher must give approval before a group leaves.
- only staff judged competent to supervise groups in this environment and who have completed EVL training are approved to lead such visits.
- the concept and operating procedure of the extended learning area are explained to all new parents when their child joins the academy.
- there will normally be a minimum of two adults (t*his depends on the area and the age / maturity of the pupils).*
- staff are familiar with the area and visited previously, including any 'no go areas' and have practiced appropriate management techniques.

- pupils have been trained and practiced standard techniques for road crossings in a group.
- where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- all remotely supervised work in the Academy Learning Area is done in 'buddy' pairs as a minimum (*this depends on age/maturity and location).*
- pupil's clothing and footwear is checked for appropriateness before leaving academy.
- staff are aware of any relevant pupil medical information and ensure that any required medication is available and staff are appropriately trained.
- a mobile phone is taken with each group and the office have a note of the numbers.
- appropriate personal protective equipment is taken when needed (e.g. Hi-viz waist coat).
- a member of the staff accompanying the group is first aid trained.

Appendix 2

NOTIFICATION OF ACADEMY VISIT FORM EVA1

Academy		**DfE No.**	
Contact Address			
Telephone		**Fax No.**	
Date of Departure	/ /	**Date of Return**	/ /

Number in Party (by age group)

Year	R	1	2	3	4	5	6	7	8	9	10	11	12	13	TOTAL
Boys															
Girls															

Accommodation Address			
Telephone		**Email or Fax**	
Aim or Purpose of Visit			
Activity Centre Licence Number (if appropriate)			
Mode of Transport		**Operator or Tour**	
Hire Agreement in Place	**YES / NO**	**Company Name & Tel:**	

Staff	First Name & Surname	M/F	Qualifications	First Aid (✓)	Leader (✓)	DBS (✓)
1.						
2.						
3.						
4.						
5.						

*** Please also list Non-Teachers or Volunteers who may be used as Assistant Leaders/Instructors.**
*** Please list overleaf or enclose Programme of Activities.**

Academy confirms that:

1.	Parents have been fully informed and have signed the consent form
2.	The visit has been approved by the Principal/Head Teacher/Academy Governors
3.	All monies collected and accounts will be subject to audit
4.	The appropriate sections of Outdoor Education Advisors Panel National Guidance have been read by all adults accompanying the group
5.	A preliminary visit has been made to the area/all available information on the area has been obtained and a written risk assessment has been completed and are attached
6.	Additional insurance has been arranged (attach details)

Signature	**(Visit Leader)**	**Signature**	**(Head/Principal)**
Date		**Date**	

For Office Use

Rec'd

(If appropriate) - to be sent for checking to Elements Diocesan learning Trust "the Trust" **TO BE RECEIVED 4 WEEKS PRIOR TO VISIT**

Are you leading an adventurous activity?

Yes ❑ **NO** ❑

FOR ACADEMY LED ADVENTURE ACTIVITY PLEASE COMPLETE REVERSE

Activity	

Venue/accommodation address if appropriate:

1.		☎	
2.		☎	
3.		☎	
4.		☎	

Activity locations to be used (full address):

1.	
2.	
3.	
4.	

Staffing Information:

Persons leading the activity (first name and surname)	**Relevant National Governing Body Qualification**	**Date of Award**	**Expiry**	**Leadership Category**

I/We confirm that:

1.	A preliminary visit has been made to the area/all available information on the area has been obtained and an activity specific risk assessment has been completed.
2.	This venture will be operated within the guidance laid down the Outdoor Education Advisors Panel http://oeapng.info/

Appendix 3

Emergency procedure

The academy's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during academy hours this is the school office).
2. This nominated base contact will either be an experienced member of the senior management team or will be able to contact an experienced senior manager at all times.
3. The visit leadership team and the emergency base contact will both have relevant medical and emergency contact information on all the visit participants, including staff.
4. The visit leader(s) and the base contact know to request support from the Trust in the event that an incident overwhelms the establishment's emergency response capability; involves serious injury or fatality or where it is likely to attract media attention.
5. The Academy Head Teacher has an emergency out of hours contact for the Trust to obtain additional support and resources as required.
6. The academy has personalised National Guidance emergency action cards and the appropriate cards are held by:
    a. The visit leader(s) http://oeapng.info/downloads/download-info/4-1d-8-1d-visit-leader-emergency-action-card
    The visit leader should also have a copy of the visit leader emergency checklist
    http://oeapng.info/downloads/download-info/4-1k-visit-leader-emergency-checklist/
    b. The first point of contact **Mrs R. Hibell (Headteacher)**
    http://oeapng.info/downloads/download-info/4-1e-8-1e-first-contact-emergency-action-card/
    c. The designated emergency contact senior manager http://oeapng.info/downloads/download-info/4-1f-8-1f-establishment-management-emergency-action-card/