



Heritage Coast Federation

Educational Visit Policy



Written/Reviewed by	Approved by	Date of Approval	Version Approved	Next Review Date	Changes to Policy
Helen Thompson	Governors	November 2022	Version 1	November 2024	
Alison Dykes	Governors/ Gwilliam (NYC Educational Visits Coordinator)	September 2024	Version 2	September 2026	Addition of local area visits, risks and labeled maps
Helen Thompson	Governors	2/12/25	Version 2	November 2026	Reviewed and staffing updated

Policy for Educational Visits, Outdoor Learning and Adventurous Activities

Introduction

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 2.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability, or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting, and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

1. Scope and responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision.

The Headteacher has appointed an Educational Visits Co-ordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The Educational Visits Co-ordinator is: Miss Dykes

Administrative tasks will be carried out by: Mrs Steph Glasby and Mrs Rachel Barron

2. Establishment policy and procedures

The Heritage Coast Federation Policy for Educational Visits, Outdoor Learning and Adventurous Activities (November 2022)

This is the employer's policy. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from North Yorkshire Educational Visits Advisory Service.

Consent

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day and information regarding the nature of the types of visits will be included with the acknowledgment request. We will always aim to fully inform parents by email, dojo or letter of the nature of each visit, activity, or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasions a curriculum opportunity may become available at short notice, and we will always aim to notify parents that their child will be off-site, but this may not be possible.

Non-routine consent: Written consent via our Arbor portal will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents by an email, Dojo message or letter the nature of each visit, activity, or series of a similar nature.

Specific consent: Written consent either via Arbor or reply slip will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits, and adventurous activities. We will fully inform parents of the nature of each visit, activity, or series of a similar nature.

Medical information: We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

Staff competence

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve.

To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

EVC Training

The Educational Visits Co-ordinator will attend appropriate training and revalidation as required by the employer.

Visit Leader Training

Visit leaders will be approved by the Headteacher and will have attended appropriate training as required by the employer.

3. Planning and approval procedures

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures, and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. At [insert name of school] we have identified a Local Learning Area which includes all the places that we visit and the activities that we undertake routinely. Details of our Local Learning Area are contained within the appendix which includes generic risk assessment. Wherever the need arises additional risks and significant findings will be recorded using event specific risk assessment.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively, assurances will be gained through a Provider Statement as detailed in the employer policy

4. Visit Planning and Management System

Evolve is the Heritage Coast Federation's web-based system used to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own account which is set up by the Educational Visits Co-ordinator.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site
- Local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Visits will be recorded as detailed in the summary table below.

Approval of visits will be made as detailed below. Initial approval in principle will also be gained as required in the employer policy.

Governing Body:

The governing body has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this, it will hold the Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained, and financial regulations are adhered to.

Adviser: Visits abroad and all self-led adventurous activities regardless of location. (As detailed in guidance).

Headteacher:

All adventurous activities, residential visits, and non-local day visits

Educational Visits Co-ordinator:

Local walking visits, bike ability training, local sports fixtures, and local swimming visits

Visit planning approval summary table for The Heritage Coast Federation

	Planning/Recording Process	Risk Management	Final Approval
On-site/Local Learning Area/Local Area Visits / Moorland visits	Risk assessment and planning added to Evolve	LLA risk management supplemented by specific documentation where necessary	EVC/Head
Day Visit outside Local Learning Area	Recorded on Evolve	School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	EVC/Head

Overseas	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Adviser
Residential	Recorded on Evolve	LLA risk management and supplemented by specific documentation necessary	Adviser
Adventure, provider led	Recorded on Evolve	Provider risk manages activities School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary	Adviser
Adventure, self-led	Recorded on Evolve	Local Learning Policy/Specific Risk Management	Adviser

5. Incident Management

In the case of an incident during a visit all members of staff will follow the establishment's incident management plan as detailed in the appendix.

6. Monitoring of visits and procedures

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

7. Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance. Reference should also be made to the school charging and remissions policy.

8. Inclusion & SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to the school SEND policy.

9. Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people, then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to the school safeguarding policy.

10. Insurance

Young people participating in visits and activities will have annual travel insurance provided under an annual Schools Journey Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

11. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer.

Appendix - Local Learning Area

Boundaries

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues: e.g.

- Fylingthorpe Local Area
- Robin Hood's Bay/Beach Local Area
- Local School Churches
- Whitby Pool and Leisure Centre
- Whitby School (3G Pitch)
- Whitby School (Prospect Site)
- Whitby School (Airy Hill Site)

We use our Local Learning Area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area by inputting visits on EVOLVE using the Local Learning Area option, provided they follow the below Operating Procedure

Operating Procedure for visits to the Local Learning Area

The following are potentially significant issues/hazards within our extended locality:

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

These are managed by a combination of the following:

- The Head, Assistant Head or EVC give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have 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.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- When crossing the road by the churches, locations are selected to ensure that the teacher has a clear line of site for traffic.

Table of Amendments:

This table only summarises significant changes. Typos and date changes are not listed.

Section no.	Page no.	Amendment
4	5	Summary Table: Local Area Visits option now added – this reflects the option that schools can now record visits as taking place in the Local Learning Area, n.b. this module is activated on a school-by-school basis. The Final Approval Column for Residential and Provider Led Adventure visits has been amended from Head to Adviser. This change reflects common practice across the UK for the level of approval/checking of these cate
	6	List of Local Area Options added to policy.

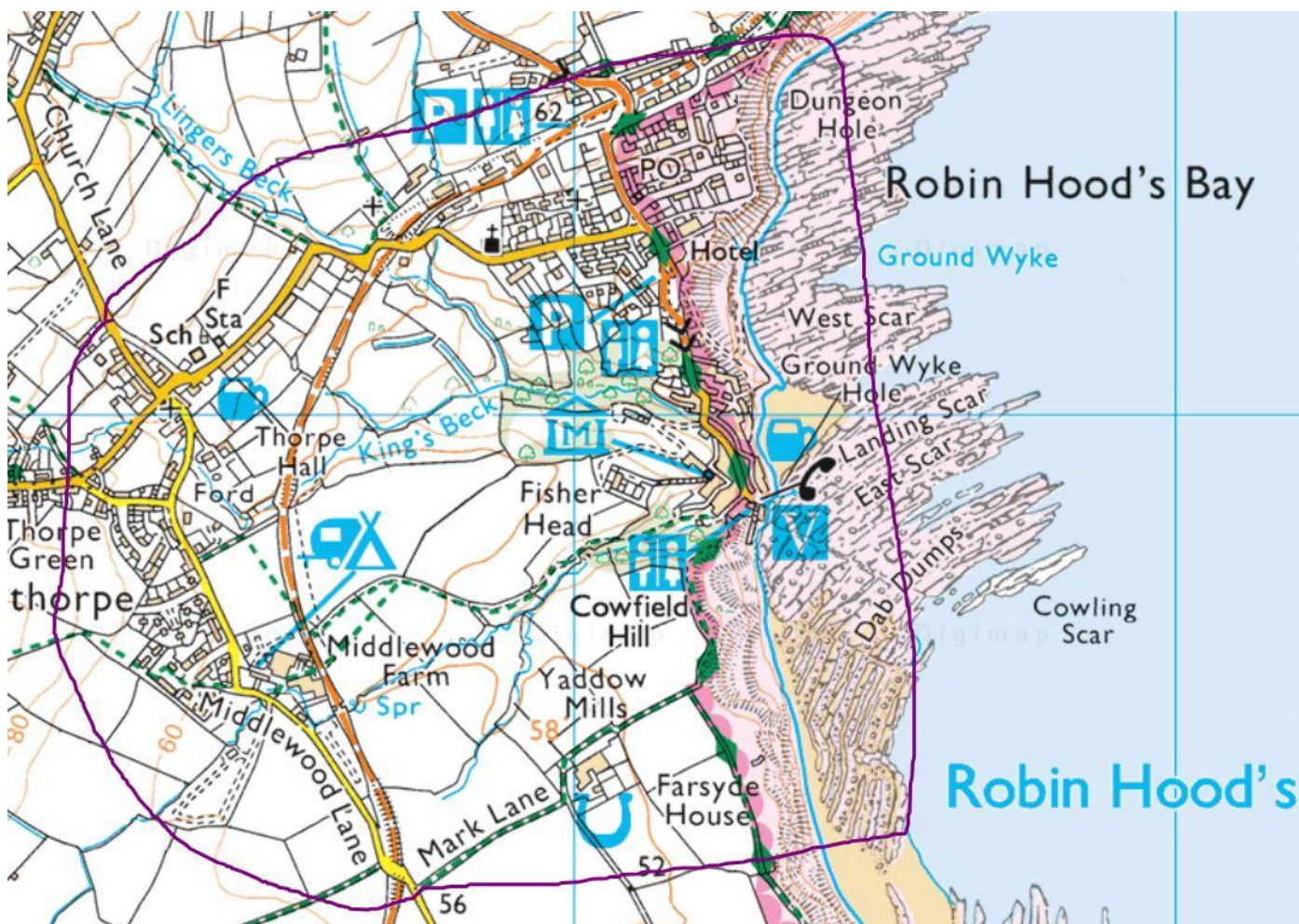
Appendix - Local Learning Area

Fylingthorpe and Robin Hood's Bay Local Area (FYLINGDALES SCHOOL ONLY)

Used when out in the community, visiting our local churches and village hall and taking part in beach and outdoor learning

PLEASE NOTE: Visit leader must always check the tide times and weather conditions before each trip. Parents will then be advised on the correct clothing that children require each day. Tide times and weather conditions to be discussed with EVC.

When crossing the road outside of school, staff are to use the small group wave method, this is also to be used in the local area when a specific crossing is unavailable. Staff judgment to be used, when road conditions and local area is busy.

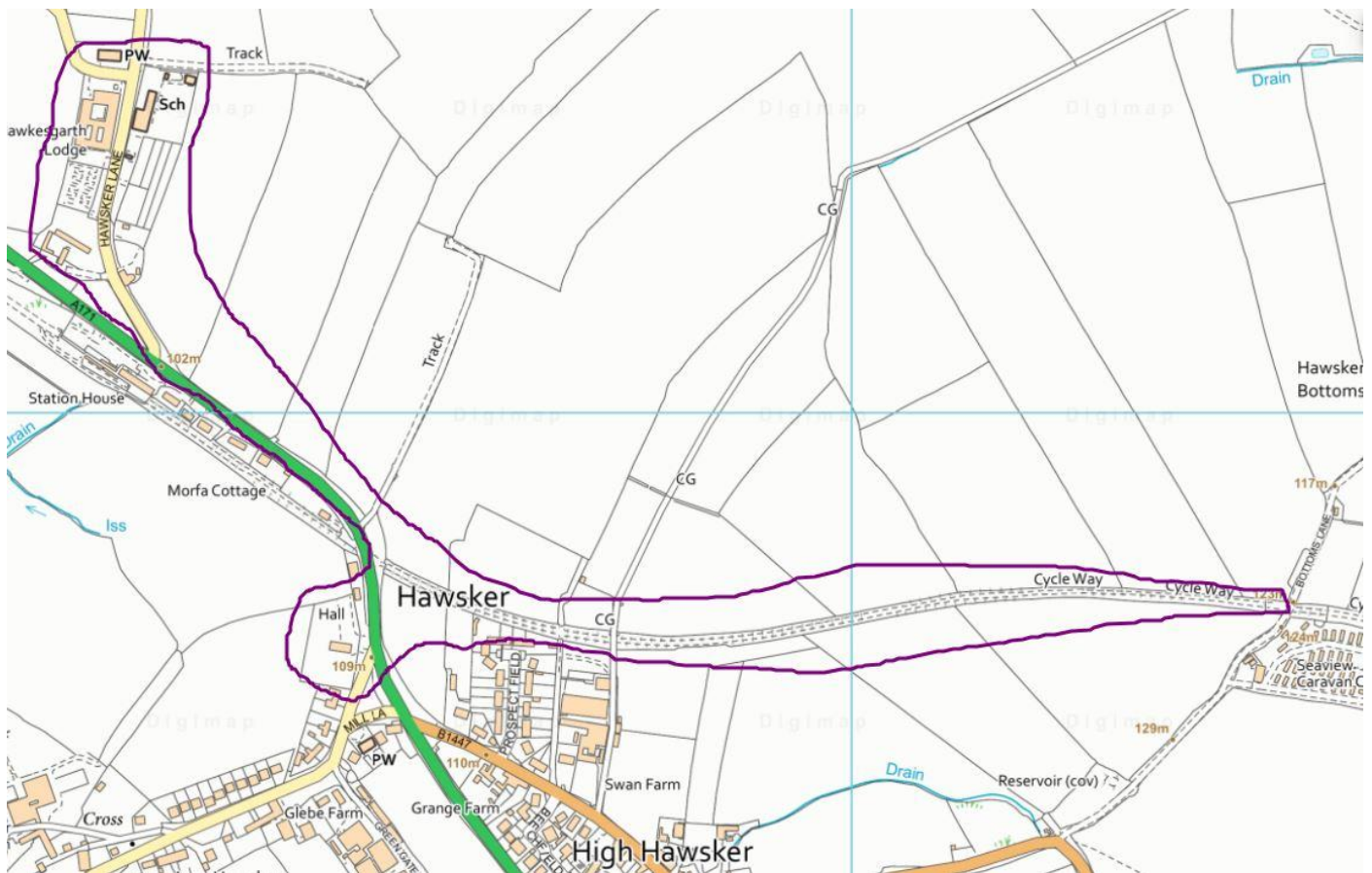


Hawsker Local Area (HAWSKER SCHOOL ONLY)

Used when out in the community, visiting our local church and village hall and taking part in and outdoor learning

PLEASE NOTE: Visit leader must always check the weather conditions before each trip. Parents will then be advised on the correct clothing that children require each day. Weather conditions to be discussed with EVC.

When crossing the road outside of school to church, due to no pavement the children cross the road supported by staff in a line. This is also to be used in the local area when a specific crossing is unavailable. The pelican/Pegasus crossing must be used in all cases to cross the A171, when accessing the village hall- this is non-negotiable unless crossing is broken. Children and staff would return to school in this case. Staff judgment to be used, when road conditions and local area is busy.



Whitby Pool and Leisure Centre

Used on a weekly basis for swimming lessons

PLEASE NOTE: Visit leader must always check the weather conditions before each trip. Parents will then be advised on the correct clothing that children require each day. Weather conditions to be discussed with EVC.

Transport is always provided by Coastal and Country Coaches or Esk Valley Coaches. Staff are always present with children on the buses and they are never left unattended. Coach companies have the correct insurance in place for transporting children. Children and staff are dropped and collected from specific drop off and pick up points at all sporting and swimming venues.



Whitby School (Prospect Site)

Used for weekly sporting events

PLEASE NOTE: Visit leader must always check the weather conditions before each trip. Parents will then be advised on the correct clothing that children require each day. Weather conditions to be discussed with EVC.

Transport is always provided by Coastal and Country Coaches or Esk Valley Coaches. Staff are always present with children on the buses and they are never left unattended. Coach companies have the correct insurance in place for transporting children. Children and staff are dropped and collected from specific drop off and pick up points at all sporting and swimming venues.



Whitby School (3G Pitch)
Used for weekly sporting events

PLEASE NOTE: Visit leader must always check the weather conditions before each trip. Parents will then be advised on the correct clothing that children require each day. Weather conditions to be discussed with EVC.

Transport is always provided by Coastal and Country Coaches or Esk Valley Coaches. Staff are always present with children on the buses and they are never left unattended. Coach companies have the correct insurance in place for transporting children. Children and staff are dropped and collected from specific drop off and pick up points at all sporting and swimming venues.



Whitby School (Airy Hill Site)

Used for weekly sporting events

PLEASE NOTE: Visit leader must always check the weather conditions before each trip. Parents will then be advised on the correct clothing that children require each day. Weather conditions to be discussed with EVC.

Transport is always provided by Coastal and Country Coaches or Esk Valley Coaches. Staff are always present with children on the buses and they are never left unattended. Coach companies have the correct insurance in place for transporting children. Children and staff are dropped and collected from specific drop off and pick up points at all sporting and swimming venues.

