

Educational Visits Policy

This policy was approved by Governors on 12th March 2026 and will be reviewed annually.

1. INTRODUCTION

The local authority (Lincolnshire County Council) and EVOLVE Advice adopt the OEAP's 'National Guidance' as the definitive source of educational visits guidance, as accessed with this link <https://oeapng.info/about-national-guidance/#1630498524064-6b6df7ce-4513>.

Navenby CE Primary School has a strong commitment to the added value of a carefully planned and progressive programme of educational visits, enabling our pupils to explore our **community** and providing them with **wider opportunities**, in line with our curriculum drivers.

This is part of the school's required role to provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Each year, Navenby CE Primary School will arrange a number of visits that take place off the school site, which support the aims of the school/setting. The range of visits are outlined in Section 3.

Key principles:

- Young people should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity and health & safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

In the event of an incident, the employer and employees will be judged against their employer's policy and risk assessments carried out in line with the OEAP's National Guidance.

2. ROLES AND RESPONSIBILITIES

Navenby CE Primary School recognises the importance of clearly defined roles. See Appendix A for approved roles and responsibilities. Stakeholders should contact the EVC if they are unclear about their roles and responsibilities. Communicating roles and responsibilities form an important part of the School's Induction process. Roles and responsibilities are reviewed on an annual basis or immediately after a serious incident/near miss or a change in law, policy or guidance.

2.1 The Use of Parents / Carers

Parents / carers may be invited to support educational visits by assisting with small groups. Generally, they will not usually support groups with their child in it; however, if there is a specific need where this would be beneficial to the child (e.g. medical / SEND) then the parent could be permitted to lead a group with their child in it.

3. APPROVAL PROCEDURES

It is essential in the early stages of planning for the visit leader to determine the appropriate category of visit, utilising the Lincolnshire Educational Visits Policy and Guidance document (2024/25).

VISIT CATEGORIES, VISITS AND APPROVAL PROCEDURES

Cat	Description of visit / activity	Existing Visits at Navenby CE Primary School	Approval Procedure for Voluntary Controlled Schools	Appropriate Forms and Timescales
A	Visits and journeys with risks similar to that of everyday life, e.g. historic sites, museums, local walk, theatre, fieldwork in the locality.	Fieldwork in Navenby Village	Headteacher or EVC approval Visit leader approved by head Governors - notification of visit only. LA advice if required These may be pre-approved on an annual basis to reduce paperwork and workload. Approval is based on each visit meeting a certain set of criteria.	Risk assessment to be completed online at evolve.com Appropriate provider forms to be attached – supplied by the venue. Risks to be identified as part of the online form. Form to be reviewed by head and EVC. <i>Forms provided 10 working days before the visit</i>
		International Bomber Command Centre, Lincoln		
		Lincoln Castle		
		Lincoln Cathedral		
		National Holocaust Centre, Laxton		
		Skegness Aquarium		
		Swimming lessons		
		St Peter's Church		
		Travelling to and from sporting events		
		Wild Woodcraft		
Young Voices, Sheffield Arena				
B	Outdoor / Adventure Activities in more remote areas having an element of risk. Activities in countryside environments. Any visit with a residential element within the UK, e.g. Activity Centre. Specialised activities require NGB Qualification for instructors	Annual visits to PGL for Y6 pupils	EVC – approval and Headteacher approval Governors – notification for day visit, approval if residential. LA notification if residential; advice where necessary.	RESIDENTIAL: Complete online risk assessment at evolve.com and attach any other relevant paperwork. Automatically notifies LA EVC for external approval. <i>Forms provided at least 2 months in advance</i>
C	All activities in, on, close to water. All visits abroad. All recognised hazardous activities. Any school-led activity within the scope of AALA. Activities with significant Health and Safety concerns. Activity leaders require NGB qualifications.	None	Headteacher/Setting Leader and EVC - approval. Governors - approval. LA - approval.	Online form to be completed on evolve.com which notifies LA EVC for external approval. <i>Forms provided 3 months in advance</i>

4. PLANNING CHECKLIST FOR VISITS

The checklist in **Appendix B** will be used by the visit leader to ensure that all reasonable and practicable steps have been taken to:

- Manage the health, safety and welfare of young people and staff;
- Maximise the educational benefits for young people;
- Maintain effective organisational and administrative records.

The satisfactory completion of the checklist could become the basis on which final approval for the visit is given at school level.

5. SUPERVISION

For every visit, there should be a visit leader who manages the whole visit. For individual activities within the visit, small groups each with a supervisor is an effective way of ensuring safe supervision.

5.1 Supervision Ratios

The following ratios are put forward therefore as minimum **guidelines**, these are not statutory, (the EVC must be consulted):

Category	Stage	Ratio	Minimum Staffing
Category visits A	Early Years Foundation Stage	SEE Section 7.1.4	SEE Section 7.1.4
	Key Stage 1	2:15 - 1:8 thereafter	1QT/CE** + 1 other competent member of school/setting staff.
	Key Stage 2	2:24 - 1:10 thereafter	1QT/CE** + 1 other competent member of school/setting staff.
	Key Stage 3+	2:35 - 1:15 thereafter	1QT/CE** + 1 other competent member of school/setting staff.
Category visits B	Early Years Foundation Stage	SEE Section 7.1.4	SEE Section 7.1.4
	Key Stage 1	2:12 - 1:8 thereafter	1QT + 1 other competent member of school/setting staff.
	Key Stage 2	2:20 - 1:10 thereafter	1QT + 1 other competent member of school/setting staff.
	Key Stage 3+	2:25 - 1:12 thereafter	1QT + 1 other competent member of school/setting staff.
Category visits C *SEE COMMENT BELOW	Early Years Foundation Stage	SEE Section 7.1.4*	SEE Section 7.1.4*
	Key Stage 1	2:10 - 1:5 thereafter*	2QTs*
	Key Stage 2	2:15 – 1:8 thereafter	1QT + 1 other competent member of school/setting staff.
	Key Stage 3+	2:20 – 1:8 thereafter	1QT + 1 other competent member of school/setting staff.
ALL VISIT ABROAD	Key Stage 2+	2:15 – 1:8 thereafter	2QTs

IMPORTANT: MINIMUM RATIOS ARE JUST ONE PART OF EFFECTIVE SUPERVISION. THE QUALITY OF ADULTS IS CRUCIALLY IMPORTANT. NAVENBY WILL CONSIDER IMPROVING RATIOS IF THERE IS A PARTICULAR NEED.

*Early Years Foundation Stage and Key Stage 1 children will not normally engage in Category C activities at Navenby CE Primary. Exceptions might include a carefully planned visit to the beach/coastline or a shallow and narrow local stream. Ratios must be assessed. LCC will expect to see before approval clear control measures, a suitable location and experienced adults accompanying the visit.

QT = Qualified Teacher, CE = Competent Employee (see below)

5.2 Important Policy Statements Linked to Supervision

Visit Leaders - small groups of young people on LOW-RISK LOCAL CATEGORY A VISITS	Competent employees/non-teachers, including Higher Level Teaching Assistants, are permitted to lead small groups of young people on LOW-RISK LOCAL CATEGORY A VISITS. The Headteacher will judge an employee's competency and decide as to whether certain individuals can lead such visits. Teachers will lead whole-class visits.
Supervision – Early Years Foundation Stage	Please refer to Section 7.1.4 of the Education visits Lincolnshire Employer Guidance
Supervision and Special Needs	Navenby CE Primary is committed to inclusion. Parents/carers will be consulted and kept informed at all stages of the planning process. Where a pupil requires 'one-to-one' support, such supervisors will not be counted in the overall supervision ratio.

6. ORGANISATION – OTHER IMPORTANT POLICY DECISIONS

Key area	Relevant section in the Lincs EV Policy & Guidance Document	Important Policy Decision
First Aid	7.2	The level of first aid cover will be decided at the planning stage. At least one of the supervisory staff on an off-site visit will have as a minimum, undertaken the 1 day, 'Emergency Aid in Schools' course and have a good working knowledge of first aid.
Child Protection/ Safeguarding	7.3	All members of staff and volunteer helpers having unsupervised contact with children and young people must be subject to Disclosure and Barring Service (DBS) checks as per the LA and school guidelines. Any adult accompanying a residential visit must have undergone a fully enhanced DBS check. This will be recorded.
Insurance	7.4	The Governing Body will ensure adequate insurance is in place for educational visits. The school buys into the Lincolnshire County Council scheme. This covers a comprehensive range of visits. The Governing Body, Headteacher and EVC will be aware of any exclusions.
Transport – COACH	7.5	The school will use a Lincolnshire County Council approved operator of PCVs for visits. LEV 13 should be used to gain written assurances, particularly when not using an LCC approved company. <i>This is completed on an annual basis for 'commonly used companies' in order to reduce workload.</i> This form will be adapted by the EVC/Visit Leader to meet any specific requirements.
Transport - MINIBUS	7.5	If we intend to use a minibus, we will consult with the Educational Visits Team to ensure all requirements will be met. The Educational Visits Team might put the school in contact with the Transport Services Group (TSG) for expert advice and guidance.
Transport – USE OF PRIVATE VEHICLES	7.5	Unless such prior arrangements have been made, LCC does not insure the driving of private motor vehicles by members of staff on school/setting business.

<p>Transport – Public Transport</p>	<p>7.5.4</p>	<p>Coaches will normally be used for visits. The Governing Body however approves the use of public transport where appropriate (e.g. to reduce costs, to support specific educational outcomes). The visit leader must follow the Lincolnshire Educational Visits Policy and Guidance. The EVC, Headteacher and Governing Body must approve the use of public transport and safety must not be compromised.</p>
<p>Finance – charging</p>		<p>The Education Reform Act of 1988 set out which aspects of education may or may not be subject to charging. The School's Charges Policy will be adhered to.</p> <p>The school will apply the following key principles: Education provided wholly or mainly during school hours should be provided without charge. Off-site activities can be financed through voluntary contributions. This should not discriminate against parents/carers who do not contribute. If there are insufficient contributions, the visit may be cancelled.</p> <p>Programmes which take place wholly or mainly outside school hours and are not part of statutory curriculum provision are considered 'optional extras' and may be charged.</p> <p>Parents/carers in receipt of certain types of benefit may be entitled to the remission of the board and lodging element of those visits which are not 'optional extras'.</p> <p>All letters regarding school visits should explain which principles apply and that for visits wholly or mainly in school time, contributions are voluntary. Arrangements for remission of charges should also be explained (See Appendix C for approved templates).</p>
<p>Emergency Procedures</p>	<p>7.8</p>	<p>The Visit Leader and other accompanying adults must be familiar with the school's Critical Incident Plan. This includes arrangements for educational visits. All visit leaders have access to emergency numbers, a mobile phone, emergency funds and a senior member of the school.</p>

6.3 ORGANISATION – CONSENT

Stakeholders must read Section 7.7 of the Lincolnshire Educational Visits Policy and Guidance.

<p>Cat</p>	<p>Example of visit / activity</p>	<p>Recommended Method of Obtaining Written Consent</p>	<p>Notes</p>
<p>A</p>	<p>Visits and journeys with risks similar to that of everyday life, e.g. historic sites, museums, local walk, theatre, fieldwork in the locality. Can also include sport fixtures and regular trips to another local school (as long as the activity/activities do not fall into Category B)</p>	<p>Local: Annual Consent Form. Distant: Individual Consent Form specific to each visit.</p>	<p>The school creates one annual form for updating consent relating to educational visits, photographs and medication, capturing emergency phone numbers and up to date medical information. It is good practice to define the visit type by giving examples. Parents/carers/carers must still be informed of where their young person will be at all times. Consent for travelling in cars should always be obtained. Visits further away from the school may require an individual consent form.</p>
<p>B</p>	<p>Outdoor / Adventure Activities</p>	<p>Day or residential:</p>	<p>This ensures all parents/carers have received</p>

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	<p>in more remote areas having an element of risk, e.g. Walks below 600m altitude. Activities in countryside environments. Any visit with a residential element within the UK, e.g. Activity Centre. Specialised activities require NGB Qualification for leaders/instructors.</p>	<p>Individual Consent Form specific to each visit.</p>	<p>information about the visit including times, location, food and clothing requirements and a further opportunity to update the school with any new medical information.</p>
C	<p>All activities in, on, close to water. All visits abroad. All recognised hazardous activities. Any school-led activity within the scope of AALA. Activities with significant Health and Safety concerns. Activity leaders require NGB qualifications.</p>	<p>Day or residential: Individual Consent Form specific to each visit.</p>	<p>This ensures all parents/carers have received information about the visit including times, location, food and clothing requirements and a further opportunity to update the school with any new medical information</p>

7. ENVIRONMENTS AND ACTIVITIES - IMPORTANT POLICY DECISIONS

Key area	Relevant section in the Lincs EV Policy & Guidance Document	Important Policy Decision
Leadership and Training	8.1 and 8.2	<p>The Educational Visit Coordinator will undertake initial LA EVC training as part of their induction. This will be renewed every 3 years. New visit leaders will undertake Visit Leader Training. Newly Qualified Teachers will undertake Visit Leader Training.</p>
Quality Assurance	Various	<p>We will look for the LOtC Quality Badge and School Travel Forum Assured Member status when planning educational visits to gain assurance. It is normal practice to locate suitable providers to deliver category B and C visits. We will support 'school self-led' Category B visits if the visit leader (and other staff) are judged to be competent, the visit has been planned in detail, recommendations from the Lincolnshire Educational Visits Service have been followed and the Lincolnshire Education Visits Policy and Guidance document has been adhered to. We will require a new provider to complete LEV11 in order to gain written assurances about the quality and safety of the provision provided. This form should be adapted by the EVC/Visit Leader to meet any specific requirements.</p>
Accommodation – BALCONIES AND/OR LARGE OPENING WINDOWS	8.10	<p>Hotels or rooms with balconies and/or large opening windows should be avoided. Where possible accommodation will be for sole use of Navenby children to ensure safeguarding guidelines are met.</p>

8. OTHER IMPORTANT POLICY DECISIONS

Key area	Important Policy Decision
Mobile phones	Children will not take or use their own mobile phones on any trips unless in exceptional

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(children and young people).	circumstances
Small electrical handheld games/computers.	No small electrical handheld equipment is permitted on any visit.
Clothing	Children will wear school uniform to the vast majority of trips. Clear guidance will be given to parents on what the child should wear should this not be the case (e.g. outdoor fieldwork).
The use of approved volunteers	The school encourages approved volunteers to accompany groups of children on school trips. They will follow school policy and will be deemed 'competent' by the EVC or Headteacher. Where possible they will not be included in pupil/adult ratios but can be depending on the circumstances.

Policy approved on 12th March 2026

Signed: Mr J Kirby (Chair of Governors)

..... Mr C Elliott (Headteacher)

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Appendix 1 Optional Navenby CE Primary School Planning Checklist

	Recommended Stages (order can change)	Criteria	Notes	Visit Leader Initials	EVC Initials
1	Party Leader	Is there a clearly identified and competent Visit Leader who has overall responsibility for planning and organisation? Is a deputy leader identified?			
2	Purpose	Has the visit a clearly defined educational purpose related to the aims and needs of the school or the personal and social development of the young people?			
3	Age, aptitude, experience	Is the visit suited to the age, aptitude and experience of the young people?			
4	Location	Is the location of the visit appropriate to the activity to be undertaken?			
5	Information Gathering	Has the visit leader made a preliminary visit to check arrangements and suitability?			
6	Advice and initial approval	Has the visit leader discussed plans with any other suitably qualified and experienced staff? Which Category of visit does this fall within? Has the party leader consulted the LA for Category C visits? If using Commercial, Charitable or Private facilities, is use being made of form LEV 11? Has the visit been initially approved by the School?			
7	Staff/ Volunteers	Are members of staff suitably qualified and experienced for leading the proposed activities within the visit? Are all adult roles clearly defined? Is the adult / pupil ratio within the guidelines for the proposed activities? Will this include male and female supervision? If residential, will all accompanying adults be DBS checked?			
8	Consent	Has parental consent been obtained for all young people under 18? (form LEV 3)			
9	The Programme	Will all young people and staff have appropriate clothing and equipment? Will another provider be offering additional clothing or equipment? Are alternative activities available, planned and risk assessed?			
10	Finance and Insurance	Have adequate arrangements been made for finance? Is there a contingency fund where necessary? Have parents/carers in receipt of certain benefits been informed of arrangements for claiming partial reimbursement? Has additional insurance been arranged?			
11	General Organisation	Is there an adult with appropriate First Aid qualifications assisting with supervision? Is the party leader aware of any dietary, medical or other special needs? Is appropriate transport available? Has use been made of the form for agreements with PCV Operators? What use will be made of mobile telephones? (staff and young people)			

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12	Pre-Visit Briefings?	<p>Young people:</p> <ul style="list-style-type: none"> - Code of Behaviour - What to do if lost - Emergency re-call and action - Groupings Relevance to prior and future learning. <p>Parents/carers:</p> <ul style="list-style-type: none"> - Location and times - Supervision arrangements - Code of Conduct - Activities to be undertaken - Transport arrangements - Equipment list including prohibited items 	<p>Staff:</p> <p>Responsibility is continuous</p> <p>Anticipation of hazards</p> <p>Code of Conduct and pupil expectations</p> <p>Pupil groupings</p> <p>Lists of names in sub-groups</p> <p>Location of all relevant documentation</p> <p>Own copies of all emergency contact information</p> <p>Accident- emergency procedure.</p> <p>Emergency contact point at home base.</p>			
12	Communication.	<p>Has all relevant information been retained at the establishment?</p> <p>Has a named point of contact been identified at base in the event of an emergency?</p> <p>Is there an emergency telephone number known to all adults at base and at the site? A 24 hour contact number is needed for residential visits in the UK or abroad.</p> <p>Has a system of communicating with parents/carers been arranged for notifying events such as late return?</p>				
13	Risk Assessment	<p>Have all aspects of the visit been properly risk assessed and the findings recorded by the party leader? (forms LEV 2a, 2b)</p>				
14	Emergency Procedures	<p>Will a copy of the emergency procedures been taken by all adults accompanying the party?</p>				
15	Formal Approval	<p>Have the proposals been reported to, or approved by, the Headteacher, Governors and LCC (if required)?</p> <p>Signatures:</p> <p>Chair of Off-site sub committee</p> <p>Head of Establishment</p> <p>Visit Leader</p> <p>EVC</p> <p>LCC Educational Visits Adviser if required</p>				
16	After the visit	<p>Have arrangements been considered for appropriate follow-up work, evaluation and contacts on return? This should include:</p> <p>Report back to head or line manager;</p> <p>Copy of the Evaluation Form to be retained by the school.</p> <p>Forms sent to the Education Visits Adviser if there has been a SIGNIFICANT ISSUE/NEAR MISS;</p> <p>Collate and file all documentation;</p> <p>Enter visit details in school log;</p> <p>Produce a balance sheet;</p> <p>Ensure any accident forms are sent to the LA and Health and Safety.</p>				