LEAVENING COMMUNITY PRIMARY SCHOOL
'Together We Can'
Look and learn beyond the classroom | Have high aspirations and fulfil our potential
Care, share and belong | Lead, teach and learn with passion

Leavening Community Primary School

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 rather 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 retains the role of the 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: Sian Mitchell

Administrative tasks will be carried out by: S Bennett

2. Establishment policy and procedures

The Leavening Community Primary School] Policy for Educational Visits, Outdoor Learning and Adventurous Activities (June 2018) 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 visit will be included with the acknowledgment request. We will always aim to fully inform parents by email 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 offsite but this may not be possible.

Non-routine consent: Written consent which may be electronic via email 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 of the nature of each visit, activity or series of a similar nature.

Specific consent: Written consent by email 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 by email 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.

Management of Allergies During Educational Visits: The Federation is committed to ensuring that pupils with allergies or anaphylaxis are able to participate safely and fully in all educational visits. The safety and wellbeing of all pupils will be considered as part of the visit planning and risk assessment process.

Planning and Risk Assessment: Prior to any educational visit, the Visit Leader will:

- Obtain up-to-date information regarding pupils' medical needs, including any diagnosed allergies and prescribed medication.
- Ensure that individual healthcare plans are reviewed and considered during the planning process.
- Consider allergy-related risks as part of the visit risk assessment, including food provision, environmental allergens, animal contact, and activities that may increase the likelihood of exposure.
- Liaise with parents/carers where necessary to ensure appropriate control measures are in place.
- Communicate relevant information to accompanying staff whilst maintaining appropriate confidentiality.

Medication:

- Pupils prescribed adrenaline auto-injectors (AAIs), antihistamines, inhalers, or other allergy medication must have immediate access to their medication throughout the visit.
- Medication must not be stored in luggage or left on transport where it cannot be accessed quickly.
- The Visit Leader will ensure that designated adults are aware of which pupils require medication, where it is located, and how it should be administered.
- Where required by the pupil's healthcare plan, a spare adrenaline auto-injector will be taken on the visit.
- Staff attending the visit should be familiar with the school's procedures for managing allergic reactions and anaphylaxis.

Food and Catering Arrangements - Where food is provided during a visit:

- Catering providers will be informed of relevant dietary and allergy requirements in advance.
- Staff will take reasonable steps to verify allergen information where meals are provided externally.
- Pupils will be encouraged not to share food, drinks, utensils, or lunch items with others.
- Parents/carers may be asked to provide packed lunches where this is the safest option.

Supervision and Prevention - Staff will:

- Implement any control measures identified in the risk assessment or individual healthcare plan.
- Remain vigilant for potential allergens, including food products, insect stings, animal contact, plants, and environmental triggers.
- Ensure that pupils understand their own allergy management responsibilities in an age-appropriate manner.
- Monitor younger pupils and those requiring additional support to minimise risks of accidental exposure.

Emergency Procedures - In the event of a suspected allergic reaction:

1. The pupil's healthcare plan and emergency procedures will be followed immediately.
2. Prescribed medication will be administered without delay in accordance with staff training and school procedures.
3. Emergency services (999) will be contacted immediately if anaphylaxis is suspected or an adrenaline auto-injector has been administered.
4. Parents/carers and the school will be informed as soon as practicable.
5. A written record of the incident will be completed following the visit.

Residential and Overnight Visits - For residential visits, additional planning will be undertaken to:

- Liaise with accommodation providers and catering staff regarding allergy management.
- Ensure suitable meal options are available.
- Confirm emergency medical arrangements and access to healthcare services at the visit location.
- Ensure sufficient medication is available for the duration of the visit, including spare medication where appropriate.

Staff Training: The Allergy Lead will ensure that relevant staff accompanying educational visits receive appropriate training and information to support pupils with allergies, including awareness of the signs and symptoms of allergic reactions and anaphylaxis, and the administration of emergency medication where required.

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 [insert employers name] 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 or 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 principal 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 visits and activities – when they are also the EVC

Visit planning approval summary table

	Planning/Recording Process	Risk Management	Final Approval
On-site/Local Learning	School Risk assessment	LLA risk management	EVC/Head

Area		supplemented by specific documentation where necessary	
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	Head
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	Head
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 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 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 [insert name of school safeguarding policy]

10.Insurance

Young people participating in visits and activities will appropriate insurance arranged independently by the school. 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

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, must 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.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- 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)

Table of Amendments:

Section no.	Paragraph no.	Amendment
3	2	Amended to now include reference to the Local Learning Area.
4	1	Reference now made to Evolve.
4	3	Sentence completely changed from previous version.
4		Summary table now included.
2	7	Inclusion of *'Management of Allergies during Educational Visits'* section in response to implementation of statutory guidance – Allergy Safety in Schools – Statutory Guidance June 2026 (DfE)