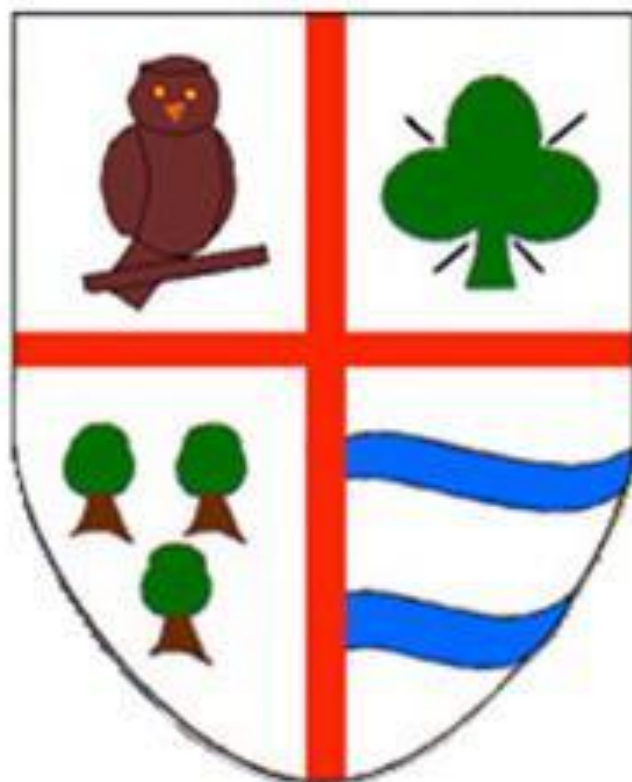


Policy for Educational Visits

Meanwood Church of England Primary School



Approved by:	Jamie Chapman	Date: September 2026
Last reviewed on:	September 2026	
Next review due by:	September 2027	

1. General Statement of Policy

Meanwood Church of England Primary School recognises the immense value of off-site educational visits to our pupils as an essential enrichment to their academic studies and to their personal, social, and spiritual development. These experiences actively build resilience, broaden perspectives, and enhance the classroom curriculum. Furthermore, visits play a vital role in improving each pupil's affiliation with the school and nurturing positive, trust-filled relationships between pupils and their educators.

This school is wholeheartedly committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and external partners to share this commitment. Safety is our paramount priority, and all educational visits will be planned, conducted, and reviewed with the highest standards of care and compliance.

To ensure robust compliance, Meanwood CE Primary School utilises the Leeds City Council EVOLVE online notification system to manage and approve visits. The system provides statutory assurance that every visit is planned methodically and safely. Every EVOLVE visit notification will state clearly:

- **Purpose:** The distinct educational purpose of the visit.
- **Objectives:** The specific learning objectives and intended developmental outcomes.
- **Curriculum Alignment:** How the activities conform to and enrich the school's curriculum aims.

2. Organisation and Responsibilities

Responsibility for educational visits ultimately rests with the Governing Body and the Headteacher. The respective roles of all leaders, staff, and supervisors are outlined below, and are aligned with Leeds City Council's Handbook for Educational Visits and the Outdoor Education Advisers' Panel (OEAP) National Guidance.

2.1 The Governing Body

The Governing Body provides strategic oversight, support, and constructive challenge to the school's leadership regarding the educational value and safe management of visits.

- **Nominated Governor:** Verity Stewart is the nominated governor for Educational Visits, in accordance with the OEAP National Guidance.
- **Category 3 Sign-Off:** Approval for all Category 3 visits (residential, adventurous, and/or overseas) must be formally undertaken by Verity Stewart on behalf of the Governing Body.
- **Annual Accountability:** The Governing Body will receive and review an annual Headteacher's report outlining all visits planned, undertaken, and evaluated throughout the academic year.

2.2 The Headteacher

The Headteacher, Jamie Chapman, has overall operational responsibility for ensuring that all educational visits are planned and conducted in strict accordance with Leeds City Council's policies, procedures, and national statutory guidance.

- **Competency Assessment:** Assessing and confirming the professional competency and suitability of the nominated Visit Leader and all accompanying supervisory staff.
- **EVOLVE Authorisation:** Authorising all visits via the EVOLVE system once satisfied that risk assessments are robust and arrangements are compliant.
- **ECT Support:** Providing guidance on Early Career Teachers (ECTs) or newly qualified educators, ensuring they are only permitted to act as Visit Leaders if deemed fully competent by the Headteacher.
- **Annual Reporting:** Reporting all educational visit activities and post-visit reviews to the Governing Body on an annual basis.

2.3 Educational Visits Co-ordinator (EVC)

The school's designated Educational Visits Co-ordinator is Ella Parker. The EVC works closely with the Headteacher to maintain administrative standards and provide advice to staff.

- **Expertise:** Remaining fully conversant with Leeds City Council's Handbook for Educational Visits and OEAP National Guidance.
- **Advisory Role:** Liaising with Visit Leaders throughout the planning, preparation, and hazard assessment of their trips.
- **Quality Assurance:** Assisting the Headteacher in verifying risk assessments and ensuring correct staff-to-pupil ratios are applied.
- **Active Monitoring:** Conducting quality control by monitoring at least 2 educational visits per academic year.

2.4 The Visit Leader

The designated Visit Leader has overall operational responsibility for the safe execution and supervision of the trip while it is underway. The Visit Leader must comply with the role definitions in the OEAP National Guidance and Leeds City Council directives.

- Completing and submitting all necessary notifications, itineraries, and risk documentation on EVOLVE.
- Liaising closely with EVC Ella Parker throughout the entire planning cycle.
- Ensuring that generic risk assessments on EVOLVE are customized, adjusted, and highlighted to fit the specific needs of the current visit.
- Providing parents with comprehensive information and answering all queries prior to departure.
- Conducting dynamic risk assessments during the trip should any unexpected changes to plans or environmental conditions arise.
- Completing a formal post-visit evaluation and review on EVOLVE upon return to school.

2.5 Supervisory Staff and Volunteers

All accompanying staff and adult volunteers are considered supervisors and have a legal duty of care to safeguard and assist the pupils.

- Supervisors must be fully conversant with Leeds City Council's Handbook for Educational Visits and feel confident to challenge any unsafe practice.
- They must strictly follow all risk assessments, safety guidelines, and control procedures.
- They must immediately report any newly identified hazards, incidents, or near-misses to the Visit Leader.
- Volunteers will be actively sought to assist. Any volunteer without a valid DBS check must not be left unsupervised with children at any time.
- Students on placement at Meanwood CE Primary can act as volunteers on visits under direct, permanent staff supervision.

3. Arrangements and Planning Cycles

All visits must be proposed, notified, and authorized using a structured timeframe to ensure that adequate safety and compliance reviews can take place.

3.1 Proposal Timelines

The Visit Leader must submit a formal proposal to Headteacher Jamie Chapman within the following mandated and recommended timescales:

Category	Description of Visit Type	Latest Submission Date
Category 1	Routine, local, low-risk visits (e.g., local park, local library)	1 week prior (Recommended)
Category 2	Day visits further afield, non-routine or complex day trips	2 weeks prior (Recommended)
Category 3	Residential, adventurous, and/or overseas visits	4 weeks prior (Mandatory)

3.2 EVOLVE System Usage

EVOLVE notifications are mandatory for all Category 2 and Category 3 visits. The system must be used to record the educational rationale, risk assessment adjustments, parent communications, and post-visit reviews.

3.3 External Providers

Where the school utilizes external providers (e.g., outdoor centres, tour companies, field study sites), the Visit Leader must ensure they are vetted. Each provider must complete and return

the standard LCC External Provider Checklists (Form E2 and/or E3). However, if the provider has already uploaded their active E2/E3 credentials directly to EVOLVE, or is registered on Kaddi (www.kaddi.com), this will be deemed sufficient, and no further physical form is required.

3.4 Parent Consent & Record Retention

Parents and guardians must always be provided with suitable and sufficient details to make an informed decision as to whether their child should accompany the visit. No pupil will ever be permitted to embark on an off-site visit without a signed, valid parent/guardian consent form.

- **Local Consent Forms (Category 1 & 2):** completed on Arbor by parents/carers. Consent is requested for each individual trip or visit.
- **Residential & Adventurous Consent Forms (Category 3):** completed on Arbor by parents/carers. Consent is requested for each individual trip or visit.
- **Retention of Records:** All physical consent forms may be shredded at the end of the academic year, with pupil records archived electronically. However, if any accident, injury, or significant near-miss occurs during a visit, all documentation concerning the affected child(ren) must be preserved in paper or digital format until the child reaches the age of 21.

4. Inclusion and Behaviour Management

At Meanwood CE Primary School, we believe that off-site visits are an entitlement for all pupils, supporting our core vision: 'Every person is valued, nurtured and empowered to achieve their full potential.' We are committed to equality of opportunity and physical and social inclusion.

4.1 Special Educational Needs & Disability (SEND)

Where a pupil has additional physical, medical, or sensory needs, the school will proactively implement reasonable accommodations based on an Individual Pupil Risk Assessment (IPRA). This ensures the child can safely participate and experience the educational benefits of the trip. The school may strongly recommend that a parent/carer accompanies their child to assist with personal or medical care; however, this must remain a collaborative recommendation and will not be a strict pre-requisite or stipulation of the child attending the visit.

4.2 Relational Behaviour Management Decisions

In the case of pupils with behavioral conditions that may raise health and safety concerns for staff and other children, decisions must be made with Open Minds and Open Hearts, in line with our Relational Culture and Behaviour Policy. The Headteacher will assess all available evidence and risk patterns relationally to make a case-by-case decision. Blanket behavioral bans or immediate exclusions from educational visits are not permitted. Every effort will be made to establish individual support measures to allow the pupil to join their peers safely.

5. Transport Regulations

All coach, minibus, or private transport arrangements must be organised and conducted in strict compliance with Leeds City Council regulations and local safety checks.

5.1 Minibus Use and Drivers

The school possesses an operational minibus. To ensure safety, only staff members who have successfully completed the MiDAS (Minibus Driver Awareness Scheme) training are permitted to drive the school minibus. The school's current MiDAS-certified drivers are:

- Jamie Chapman
- Hazel Core
- Fiona Ratcliffe
- Ella Parker
- Amanda Johnson

5.2 Private Vehicle Use

If private vehicles are utilized to transport pupils to or from educational events, the following regulations must be observed:

- **Staff Members:** Must have fully completed LCC Form E4, hold valid business-use insurance on their vehicle, and possess a valid driving license and MOT certificate.
- **Parents and Carers:** Must hold fully comprehensive insurance, a valid driving license, and an MOT certificate. Parents/carers are not required to be DBS-checked for transport but are only permitted to transport their own child alongside other pupils with explicit parent/guardian consent.

6. Supervision Ratios and First Aid

6.1 Staffing Ratios

Ratios for visits will, where possible, follow the recommended minimum guidelines stipulated within the EVOLVE system. However, we recognize that safety is contextual. If a trip is deemed exceptionally safe and controlled by the Headteacher, and is slightly below the standard recommended ratio, the trip may still be authorised to proceed. An example includes a visit to a closed concert hall (not open to the general public) where the only transport and transition involve pupils disembarking and embarking a chartered coach under strict supervisor oversight.

6.2 First Aid Provision

The provision of first aid must be assessed as part of the initial planning phase of every educational visit.

- **School-Led First Aid:** Whenever possible, there must be a certified, first-aid trained member of school staff accompanying every visit.

- **Venue-Based First Aid:** For visits to established venues, first aid may be provided by the venue's own qualified staff. In these specific instances, the Visit Leader in conjunction with EVC Ella Parker must conduct an informed and documented hazard assessment before deciding if the trip can proceed without an accompanying school first aider.
- **Early Years (EYFS) Mandatory First Aid:** In line with statutory early years regulations, any educational visit involving pupils within the Early Years Foundation Stage (EYFS) must be accompanied by at least one qualified Pediatric First Aider.

7. Undertaking the Visit and Pupil Identification

Once a visit has received formal Headteacher approval, it will commence in strict accordance with the approved itinerary and risk control measures. Any sudden deviation from the planned itinerary or activities must be carefully evaluated by the Visit Leader, and a dynamic risk assessment must be made prior to any alteration taking place.

For safeguarding and group control, all pupils must be easily recognizable to the Visit Leader and accompanying supervisors while in public spaces. School sweatshirts or school hooded tops must be worn by all participating pupils for this purpose. High-visibility reflective vests are generally not recommended or required, although they may be utilized if no other suitable school identification clothing is available.

8. Accident and Incident Reporting

Despite robust planning, accidents or near-misses can occur. Meanwood CE Primary School maintains clear and immediate channels of communication to manage incidents and protect pupils and staff, fully aligned with Leeds City Council.

8.1 Post-Visit Reporting on EVOLVE

Any accident, injury, or significant near-miss that occurs during an educational visit must be formally reported to Leeds City Council using the official CF50 and/or CF50a reporting forms, which are accessible directly on EVOLVE, immediately upon the group's return to the school.

8.2 Emergency Hospitalization Protocol

If a pupil or member of staff suffers an injury or medical emergency that results in them being taken to a hospital:

- **Immediate School Call:** The Visit Leader must telephone the designated school emergency contact immediately to report the situation, outline the details, and confirm which staff member is accompanying the patient to the hospital.
- **Immediate Local Authority Notification:** Immediately upon receiving the emergency call, the school contact must notify the Leeds City Council Health, Safety and Wellbeing Team via telephone.

- **Operational Feedback:** The Visit Leader will report any significant issues or operational barriers with the visit directly to the Health, Safety and Wellbeing Team to ensure learning is integrated.

9. Policy Monitoring, Evaluation and Review

9.1 Performance Monitoring

The school will actively monitor the implementation of this policy to ensure that all documentation, risk assessments, and EVOLVE notifications have been produced to a highly satisfactory and compliant standard.

- The EVC, Headteacher, a Senior Manager, or a member of the Governing Body will periodically accompany off-site groups to audit the practical implementation of safety procedures.
- The school may also request the Leeds City Council Health and Safety Team to undertake an official monitoring visit of a planned trip to provide external quality assurance and feed into the school's own monitoring cycle.

9.2 Evaluation and Review

Every educational visit is subject to an active evaluation. Visit Leaders must review their trips on EVOLVE. The results of these reviews are accessible to EVC Ella Parker and Headteacher Jamie Chapman on EVOLVE, and are compiled as part of the Headteacher's annual educational visits report submitted to the Governing Body.