

Riverside School

Educational Visits Policy



Date of this Review	Autumn 2026
Reviewed by	EVC
Date Approved by Governing Body	Autumn 2026
Review cycle	2 years
Date of next review	Autumn 2028

Riverside School adopts the guidance and procedures issued in the East Riding of Yorkshire Council document ***Educational Visits, Code of Practice and Safety Guidelines***, and, where relevant, the DfE

document ***Health and Safety of Pupils on Educational Visits (HASPEV)***. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

1. PROCEDURES – An ‘Excursions Checklist’ is available for staff to use to prepare fully for an Educational visit. A copy is available in Staff Shared; Subject Leadership; Subject Leader EVC folder. (App.1)

- 1.1 Staff wishing to plan and undertake a visit (prospective Group Leaders) should apply verbally, or via email, to the headteacher or educational visits co-ordinator (EVC) for permission to plan the visit. Once granted they should submit the details using the EVOLVE Online system, forwarding the form by email to the appropriate person as outlined.

Category 1 and 2 (Day) Visits that do not involve hazardous activities or environments must be checked and approved internally by the Headteacher and EVC preferably at least two weeks in advance of the proposed date.

Category 3, 4 and Sub Category “A” (Residential and ALL visits involving adventurous and hazardous activities) need approval by the Headteacher, the EVC, the Governing Body and LA. All visits needing LA approval must be planned using EVOLVE online submitted at least six weeks in advance to enable comments to be made and acted upon in good time.

Each EVOLVE upload should include;

- **An itinerary of events including emergency procedures**
- **Risk assessment using GRA forms (including specific pupil needs assessment)**
- **GDPR safe versions of staff and pupil contact details forms**
- **Copies of documents sent to parents**

For residential visits, an Emergency group contact list for staff and pupils must be submitted with the EVOLVE document to ensure the LA EVC (Clare Johnson) has all emergency details needed.

A letter informing parents carers of the visit should be agreed with a member of the Senior Leadership Team with a tear off slip so that parent carers can acknowledge the visit to take place and know who to contact for further details. These are also now routinely posted on the website for reference.

- 1.2 Outline permission will be granted when all the requirements identified have been considered, the visit can be accommodated within the school timetable and ‘Rarely Cover’ [the system by which staff voluntarily cover for absent colleagues whilst on a visit] and the ethos of the visit is one with which the school wishes to be associated.
- 1.3 Regularly repeated visits may receive block annual/termly approval.
- 1.4 Following each visit the leader will undertake a review. Any incidents or accidents will then be reported in accordance with the reporting requirements as listed in the ERYC ***Educational Visits, Code of Practice and Safety Guidelines***.
- 1.5 All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

- 1.6 All generic risk assessments are kept on the server and presented to staff for reading on a regular basis. Staff going on visits must read and sign the relevant risk assessments prior to the proposed visit date, in particular the Specific Risk Assessment relating to that visit.
- 1.7 Many day visits will take place using the school's minibuses. These should be booked on the online calendar (TEAM UP) when the visit has initial approval.
- 1.8 Group leaders should be aware of the school's Charging Policy.

2. LOCAL RESPONSIBILITIES

- 2.1 The Headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.
- 2.2 The Educational Visit Co-ordinator is the staff member who has received relevant training and induction and is delegated with the following indicated tasks: -
 - To liaise with the Senior Leadership Team when granting verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
 - To receive EV forms and check all visit details are completed and to ensure the record of visits is maintained. These are listed on the school's online diary and the Termly Overview planner on the shared area, a copy of which is regularly updated in the staffroom.
 - To check that all requirements for approving a visit, as identified in (*Seeking Visit Approval, Visit Approval status and feedback, Late Amendments to Visits*) of the ERYC document have been undertaken.
 - To liaise with the Headteacher and grant outline permission for a visit to go ahead and signify this by signing off the EVOLVE form.
 - To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.
 - To liaise with the ERYC on any visit involving residential or foreign travel and additional or high risk activities.
 - To grant final permission for a visit when all organisation and planning are complete and to signify the required forms as listed in 1.1.

The school's current EVC is Nicola Lazenby
(EVC coordinator trained by Claire Johnson 25/09/2025)
Headteacher EVC Training by Claire Johnson 25/09/2026)

The EVC must attend training every three years, as a minimum, in line with LA recommendations.

Note: Any tasks not indicated in the above list remain that of the Headteacher.

- 2.3 The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

3. EMERGENCY PROCEDURES

- 3.1 The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parent carers, the school and the Local Authority in the event of an emergency.
- 3.2 In the event of a delay (of more than 1 hour or beyond 3:30 pm), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the headteacher or designated deputy so that they can decide: -
- A. If the incident is of a less serious nature then the next of kin or parent carers of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
 - B. However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the headteacher, deputy or the home contact will inform the 24hour LA Emergency Contact line (01482 392999) and Chair of Governors. These numbers have been distributed to residential visit leaders and are available upon request from FB. When dealing with emergencies during educational visits, further advice will be sought from senior staff and the relevant officer of the Local Authority.
 - C. In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

The Governing Body

The governing body will receive reports at their meetings from the Headteacher detailing the school visits that have taken place.

