



Stanley Crook Primary School Wooley Terrace,
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OUR MISSION: TO TRY OUR BEST, TO TELL THE TRUTH, TO LOOK AFTER EACH OTHER AND THE COMMUNITY

"Pupils' personal development, behaviour and welfare is OUTSTANDING" (Ofsted, 2019)

Educational Visits Policy

Completed by:

Mrs M Norris

Date Implemented:

September 2026

Review date:

September 2027

Stanley Crook Primary School is committed to improving outcomes for all pupils



SCHOOL
MEMBER



1. Context

Stanley Crook Primary School believes that educational visits are an integral part of every pupil's entitlement to a broad, balanced and enriched curriculum.

Learning outside the classroom provides valuable opportunities for pupils to develop knowledge, skills, understanding, confidence and independence. Educational visits support curriculum delivery and contribute significantly to pupils' personal development, wellbeing and achievement.

Educational visits enable pupils to:

- develop curiosity, resilience and confidence;
- experience learning in real-life contexts;
- enhance their understanding of the local and wider community;
- improve communication and teamwork skills;
- develop their understanding of risk and personal responsibility;
- increase cultural awareness and appreciation of the environment;
- support physical wellbeing and healthy lifestyles.

The school recognises that well-planned educational visits make a significant contribution to raising standards and improving outcomes for all pupils.

2. Scope

This policy applies to all educational visits, off-site activities and learning outside the classroom activities organised by Stanley Crook Primary School.

This includes:

- curriculum visits;
- sporting fixtures;
- after-school activities;
- residential visits;
- outdoor learning activities;
- adventurous activities;
- overseas visits;
- visits within the local community.

Any activity taking place away from the school site falls within the scope of this policy.

3. Legal Framework

The school recognises its duties under:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Equality Act 2010;
- Children Act 1989 and 2004;
- Keeping Children Safe in Education;
- DfE Health and Safety: Responsibilities and Duties for Schools;
- Durham County Council Educational Visits, Off-Site Activities and On-Site Adventures Policy and Guidance;
- Outdoor Education Advisers Panel (OEAP) National Guidance.

The school adopts Durham County Council guidance and OEAP National Guidance as the basis for all educational visit planning and approval processes.

4. Use of Evolve

Stanley Crook Primary School uses the Evolve Educational Visits Management System.

Evolve is used to:

- plan visits;
- record risk management arrangements;
- obtain approvals;
- maintain visit records;
- support monitoring and review processes.

Staff must follow school procedures regarding the use of Evolve and must not commit to bookings before appropriate approval has been obtained.

5. Types of Visits and Approval

Visits within the School Learning Area

These include routine local visits that:

- take place during the school day;
- support planned curriculum delivery;
- occur within walking distance of the school.

These visits follow the School Learning Area procedures and do not normally require Evolve approval. Parents will be informed that pupils may participate in such local activities.

Day Visits

Non-residential visits in the UK are entered onto Evolve and approved by the Educational Visits Coordinator (EVC) and Headteacher.

Residential, Overseas and Adventurous Activities

Residential visits, overseas visits and adventurous activities require approval through Evolve and must be submitted in accordance with Durham County Council requirements.

6. Roles and Responsibilities

Governing Body

The Governing Body will:

- ensure the school complies with statutory requirements;
- support the Headteacher in implementing this policy;
- receive information regarding educational visits through Headteacher reports;
- act as a critical friend regarding educational visits.

Headteacher

The Headteacher will:

- ensure this policy is implemented effectively;
- ensure visit leaders are appropriately trained and competent;
- approve educational visits;
- ensure suitable risk management arrangements are in place;
- ensure safeguarding requirements are met;
- ensure Evolve procedures are followed.

Educational Visits Coordinator (EVC)

The school's Educational Visits Coordinator is:

Mrs Michelle Norris (Headteacher) and Mrs Travina Bebb (Administrative Assistant)

The EVC will:

- support and challenge colleagues in visit planning;
- provide advice and guidance;
- review educational visits on Evolve;
- ensure records are maintained;
- monitor compliance with school, Durham County Council and OEAP guidance.

Visit Leaders

Visit Leaders are responsible for:

- planning visits;
- carrying out risk assessments;

- ensuring appropriate supervision;
 - obtaining necessary approvals;
 - ensuring all arrangements comply with guidance and this policy;
 - managing the visit safely.
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7. Staff Competence

The school recognises that staff competence is the most significant factor in ensuring safe and successful educational visits.

When assessing competence, the Headteacher and EVC will consider:

- relevant experience;
 - previous training;
 - familiarity with the venue;
 - knowledge of pupils;
 - ability to manage risk;
 - leadership skills;
 - understanding of emergency procedures.
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8. Risk Management

All visits require effective risk management.

Visit leaders must:

- consider foreseeable hazards;
- identify suitable control measures;
- assess specific pupil needs;
- consider transport and supervision;
- prepare contingency arrangements;
- undertake ongoing dynamic risk assessment throughout the visit.

The school adopts Durham County Council generic risk assessments where appropriate and supplements these with event-specific assessments when required.

9. Supervision

Staffing levels will be determined by risk assessment.

The following will be considered:

- age and maturity of pupils;
- SEND and medical needs;
- nature of activities;
- location and environment;
- competence of supervising adults;
- duration of the visit.

Staffing ratios published by Durham County Council are used as a guide only and do not replace professional judgement.

10. Safeguarding and Inclusion

The school is committed to ensuring that educational visits are inclusive and accessible to all pupils.

Reasonable adjustments will be made in accordance with the Equality Act 2010. Where appropriate, parents may be asked to support pupils with significant additional needs.

All adults working regularly with pupils will meet safeguarding and DBS requirements. Volunteers without enhanced DBS clearance will always be appropriately supervised.

11. Parental Information and Consent

Parents will be informed of all educational visits.

Specific consent will be obtained for:

- residential visits;
- adventurous activities;
- overseas visits;
- activities outside normal school hours.

Information provided to parents will include:

- purpose of the visit;
 - travel arrangements;
 - staffing;
 - emergency procedures;
 - costs;
 - medical arrangements;
 - expectations of behaviour.
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12. First Aid

At least one member of staff accompanying a visit will have appropriate first aid knowledge.

For Foundation Stage visits, a person holding a current paediatric first aid qualification will be present.

Appropriate first aid equipment will be carried on all visits.

13. Transport

Transport arrangements will comply with Durham County Council guidance.

The school will ensure:

- suitable vehicles are used;
 - transport providers are appropriately licensed and insured;
 - seatbelts are worn;
 - pupils travel safely at all times. Where private vehicles are used:
 - Volunteer Driver Agreements (EV5) will be completed;
 - insurance documentation will be checked;
 - appropriate supervision arrangements will be implemented.
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14. External Providers

Where visits involve external providers, the school will ensure appropriate checks are completed.

Where required, an EV6 External Provider Form will be obtained and retained. The school will give preference to providers holding the Learning Outside the Classroom Quality Badge wherever possible.

15. Emergency Procedures

Every educational visit will have identified emergency contacts.

Visit leaders will carry appropriate visit information and emergency documentation.

For all visits:

- staff will be familiar with emergency procedures;
 - emergency contact arrangements will be established;
 - emergency cards will be completed where required;
 - serious incidents will be reported immediately to school and Durham County Council where applicable.
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16. School Learning Area

The School Learning Area includes locations within walking distance of the school used regularly to support curriculum provision.

These may include:

- Stanley Crook village;
- local church;
- local parks and green spaces;
- community facilities;
- local environmental study areas.

Staff will follow the agreed School Learning Area procedures for all such activities.

17. Monitoring and Review

The Headteacher and Educational Visits Coordinator will monitor implementation of this policy.

The policy will be reviewed annually, or sooner if there are changes to:

- Durham County Council guidance;
- OEAP National Guidance;
- DfE guidance;
- health and safety legislation.

This policy should be read alongside:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy
- SEND Policy
- Durham County Council Educational Visits Guidance
- OEAP National Guidance