



Educational Visits Policy

Kenilworth Primary School

for Establishments using EVOLVE Advice

Our Vision

*'High Aspirations Today, Inspiring the
Leaders of Tomorrow.'*

Introduction

1. This policy defines the expectations and intentions for educational visits undertaken by Kenilworth Primary School. It applies to situations where the Establishment has responsibility for pupils taking part in learning activities in an environment that is outside of the classroom. It supports the principle of inclusion.
2. This policy applies to all pupils, including those in the early years (where applicable).

Policy Statement

1. Kenilworth Primary School has contracted EVOLVE Advice to provide advice, guidance, training and support to its staff, and adopts EVOLVE Advice's 'Beyond the Gates' Guidance, which formally adopts www.oeapng.info (OEAP National Guidance) as its source of guidance about educational visits.
2. Educational visits are valued as an integral part of a Kenilworth Primary School education.
3. The Headteacher is ultimately responsible for the purposeful and safe provision of educational visits and other offsite activities. This includes ensuring that all adults accompanying a visit have appropriate background checks, the staff team are competent, and appropriate risk management has been undertaken.
4. Delegated duties are given to the Educational Visits Coordinator (EVC) and, where a deputy has been appointed, the Deputy Educational Visits Coordinator (DEVC), to oversee the school's educational visits.
5. Delegated duties are also given to Visit Leaders to plan and run specific educational visits, as per the Visit Leader Job Description available at www.oeapng.info.
6. The headteacher will ensure adventurous, residential and overseas trips are booked only with providers who hold the LOTC Quality Badge, or where a completed unmodified provider form has been used.

Principles

1. Kenilworth Primary School will provide the Headteacher, EVC (and DEVC where appointed) with access to relevant EVC training and information necessary for them to carry out their duties safely.
2. The Headteacher will ensure staff are trained appropriately, including ensuring provision for any pupils with additional vulnerabilities.
3. The Headteacher will ensure all overseas, and/or residential and/or adventurous offsite visits are entered on EVOLVE prior to any bookings or payments being made.

4. The Headteacher will ensure all overseas, and/or residential and/or adventurous offsite visits are submitted for approval no less than 4 weeks (28 calendar days) before the trip departure date (except in Exceptional Circumstances - see below).
5. Exceptional Circumstances may include the following:
 - Sporting or other fixtures/competitions where the Establishment qualifies for a next round at short notice
 - Last-minute opportunities, e.g. cultural visits, theatre performances, reduced-cost residentials
 - Where third-party provider information is delayed, despite evidenced best efforts to obtain it
 - a. EVCs must communicate their reasons for their Exceptional Circumstances to the EVOLVE Advice Educational Visits Adviser by emailing advice@evolveadvice.co.uk, as soon as possible, indicating 'Exceptional Circumstance' in the subject line of the email.
 - b. Any offsite extra-curricular activities (such as horse riding, climbing etc.) must be added to the EVOLVE platform.
 - c. The Headteacher will ensure all other (non-overseas, non-residential and non-adventurous) offsite visits are entered on EVOLVE and approve at least 7 days before departure.
 - d. EVCs will ensure all Local Area Visits are added to the EVOLVE local area visit section prior to departure, and the Local Area Visit Policy is amended and uploaded to the EVOLVE documents section.

Safeguarding

1. Safeguarding is everyone's responsibility. All staff accompanying pupils on visits have a duty to provide a safe environment in which children can learn.
2. Visit Leaders must ensure that they, and all accompanying visit staff, uphold the highest safeguarding standards when on trips and visits, including adhering to the Establishment's Safeguarding and Child Protection Policy and Staff Code of Conduct, as well as complying with local child protection procedures.
3. All staff to follow the Establishment's Safeguarding Policy.

Allergy Management

1. A child or young person's Individual Healthcare Plan will consider arrangements for visits and shared with the relevant staff teams. Before any off-site visit, the school will carry out a specific risk assessment for any child or young person at risk of anaphylaxis

or with another significant allergy. School staff will receive training to undertake this risk assessment.

2. The risk assessment will consider the child or young person's needs in the context of the visit. Pupils at risk of anaphylaxis will bring their own prescribed adrenaline devices (2x where these have been prescribed), and at least one accompanying staff member will be trained and confident to administer them in an emergency. The school will also consider, on a case-by-case basis and as a result of the risk assessment, whether it is appropriate to take "spare" adrenaline devices on the trip, while ensuring this doesn't leave the main site without adequate spare stock.
3. All allergies will be considered, not just catering and food-related arrangements for the visit. All allergies will be considered early, and no child will be excluded from a trip or have a parent required to attend simply because of their allergy, and the school's inclusion policy will be followed. When external venues or providers are used, the school will liaise with providers and venues and share medical and dietary information well in advance of the start date. Serious incidents and "near misses" during visits will be investigated, recorded, and reported in line with the school's wider procedures. Any lessons learned will be shared.

Post Trip Evaluation

1. Visit Leaders must complete and submit one Post-Trip Evaluation form for each visit (excluding Local Area Visits) to the EVC, including elements around safeguarding, i.e. what went well and what lessons can be learned for future planning. These must be uploaded to EVOLVE within 14 days of a visit.
2. The EVC must read and action, where appropriate, any findings from the Post Trip Evaluation Form.
3. The Headteacher is ultimately responsible for ensuring Post Trip Evaluations are completed in a timely manner, and that the EVC has actioned any findings.

Contact Names

Role	Name / Details
Headteacher	Katherine Sampson
Educational Visits Coordinator (EVC)	Kayleigh Chidley
Deputy EVC (DEV), where appointed	N/A
Designated Safeguarding Lead and Deputy Designated Safeguarding Leads	Katherine Sampson – DSL Kayleigh Chidley – DDSL Emma Schumacher – DDSL
EVOLVE Advice Educational Visits Adviser	advice@evolveadvice.co.uk

Source of information on educational visits

Outdoor Education Advisers' Panel National Guidance	www.oeapng.info
Beyond the Gates	www.evolveadvice.co.uk/beyond-the-gates

Review and Sign-Off

This document will be reviewed annually and is endorsed by Kenilworth Primary School's Senior Leadership.

Date of issue: September 2026

Version number: 2

Date of next review: September 2027