



Policy for Educational Visits, Outdoor Learning and Adventurous Activities

Policy Date: September 2026

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 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 has appointed an 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: **Mrs Sarah Bates**

Administrative tasks will be carried out by: **Mrs Sarah Bates**

2. Establishment policy and procedures

The NYC Policy for Educational Visits, Outdoor Learning and Adventurous Activities (September 2026) 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 visits will be

included with the acknowledgment request. We will always aim to fully inform parents by ParentPay (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 off-site, but this may not be possible.

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

Specific consent: Written consent, which may be electronic via ParentPay, 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 or letter 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.

Staff competence

Records will be kept of induction, training, relevant qualifications and competence electronically in school. This is managed and kept securely by Helen Piercy.

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 Norton Community Primary school, we have identified our Local Area Visits which include all the places that we visit and the activities that we undertake routinely. Details of our Local Area Visits 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 NYC 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 (local to school site)
- 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 principle 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, residential and all adventurous activities regardless of leadership or location. (As detailed in guidance).

Headteacher: Visits abroad, all adventurous activities, residential visits, and non-local day visits beyond the school day.

Educational Visits Co-ordinator:

Local area visits, bike ability training, local sports fixtures, local swimming visits and other visits within the school day.

Visit planning approval summary table for Norton Community Primary School:

	Planning/Recording Process	Risk Management	Final Approval
On-site/Local Area Visits (LAV)	Recorded on EVOLVE	School risk manages routine risks e.g., <i>road crossings, moving around public places, the journey etc.</i> , and any non-provider led activities using LAV risk management supplemented by specific documentation where necessary.	EVC
Day Visit outside Local Area Visits (EVOLVE default: None of the above)	Recorded on Evolve		EVC/Head
Overseas	Recorded on Evolve	As above plus school also risk assesses/ manages down time activities and supervision overnight.	Adviser
Residential	Recorded on Evolve		Adviser
Adventure, provider led	Recorded on Evolve	As above for all activities not managed by a provider. Competence in leading activity will be evidenced.	Adviser
Adventure, self-led	Recorded on Evolve		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 Norton Community Primary School's 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 Norton C P school's 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 directly supervised by a member of staff and be vetted as required. 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 Norton C P school's safeguarding policy.

10. Insurance

Young people participating in visits and activities will have annual travel insurance provided under an annual Schools Journey Insurance policy. 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

Boundaries

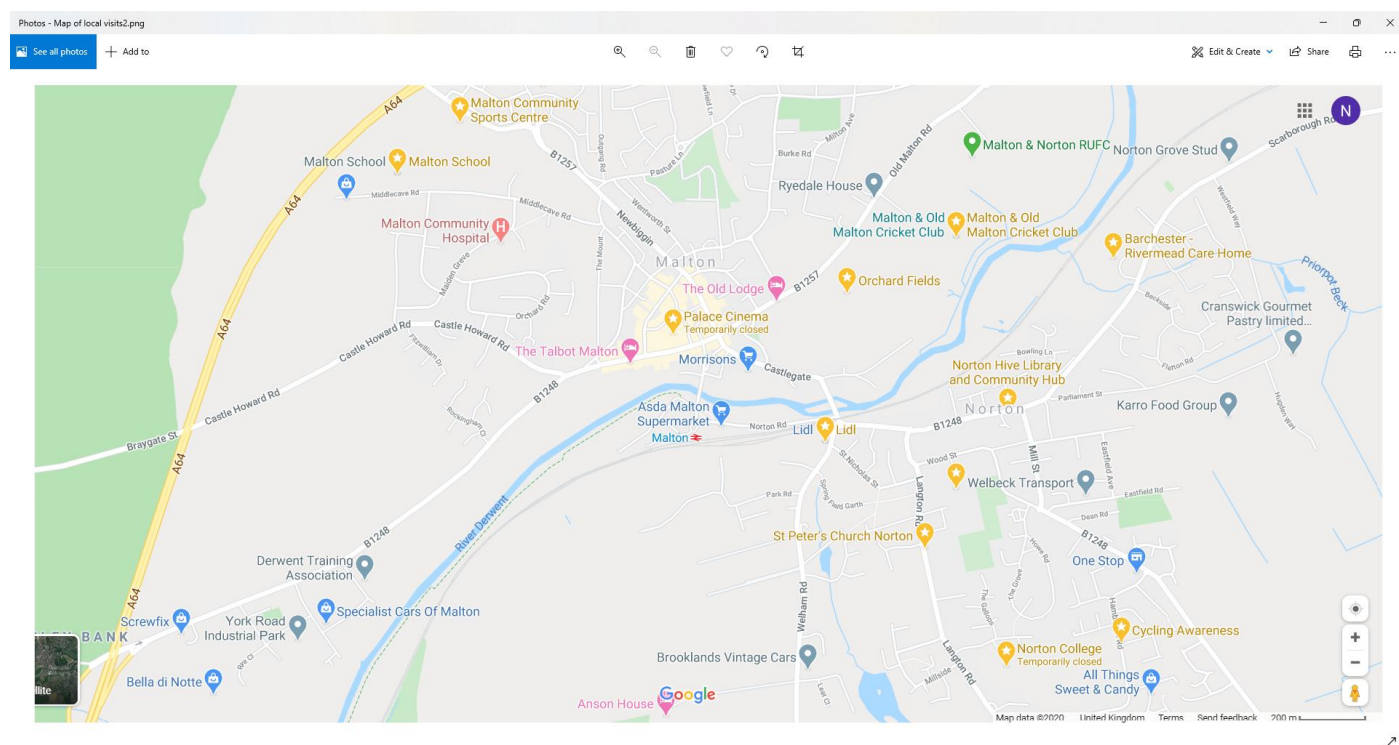
The boundaries of the locality are shown on the attached detailed map. This area includes the following routinely used venues:

e.g.

- Scots Hill
- Norton Hive Library and Community Centre
- Derwent Pool and Leisure Centre
- The Palace Cinema, Malton
- Commercial Street, Norton
- Norton School (secondary school)
- Langley Drive area (cycling proficiency)
- Malton School and Malton School Sports Centre
- Malton and Norton RUFC
- Orchard fields
- Malton Tennis and Squash Club
- St. Peters Church, Norton

We use our Local 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 Area Visits option, provided they follow the Operating Procedures below.

Attached map



Standard Operating Procedure for visits to the Local Area (our generic risk assessment for routine activities listed above)

The following are potentially significant issues/hazards within our extended locality:

- ROADS and traffic.
- PEOPLE including members of the public / animals.

- COMMUNICATIONS between the group, and with school/ losing a pupil
- SURFACES including uneven surfaces and slips, trips, and falls.
- WEATHER and other environmental considerations (rivers).
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- River Derwent
- Railway crossing
- Narrow pathways
- Low hanging tree branches

These are managed by developing a combination of the following:

- **The Head, or Deputy 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 Operating Procedures for the 'Local Area' is explained to all new parents when their child joins the school.
- **There will normally be a minimum of two adults**. However, decisions will be based on the area and the age / maturity of the pupils.
- **Staff are familiar with the area**, including any 'no go areas', and have practised appropriate group management techniques for working in the area.
- **Staff and pupils have been trained and have practised standard techniques for road crossings in a group**. Staff are reminded that it is illegal to stop traffic.
- **Pupils are fully briefed on what to do if they become separated from the group**. This will depend on the area the visit is in and the age of pupils but may include return to school, wait where they are.
- **All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum**.
- **Weather and environmental conditions will be assessed and group management plans adjusted**. This may involve postponement or cancellation.
- **Pupils' clothing and footwear is checked for appropriateness prior to leaving school based on activity and weather considerations**.
- **Staff are aware of any relevant pupil medical information and ensure that any required medication is immediately available**.
- **Visit leaders will deposit (via the office) a list of all pupils and staff, a proposed route, and an estimated time of return as they leave the building**.
- **A mobile phone 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)**.
- PLUS
 - If walking pupils over the railway crossing in Norton to get to Malton, **use the crossing halfway along the bridge** to cross the road safely.
 - If the River Derwent is high, routes should **avoid** Riverside walk.
 - Always use either the zebra crossing on Commercial Street or the pedestrian crossing on Church Street to cross the road safely with groups of children.

Routine Curriculum swimming and regular sports fixtures in the local area:

- **Dates of swimming lessons and regular sports fixtures will be entered on EVOLVE**.
- **Individual Generic risk assessments will be completed** and updated before each fixture/ lesson to ensure they remain accurate with current pupils attending. They **must** include details of staffing, transport and group management. These will be saved in SHAREPOINT and shared with the EVC.
- The risk assessments must be shared with all staff attending.
- Parents will consent to their child attending these events.

8.11.24	Updated possible hazards in the Appendix.	This now includes the railway crossing, narrow paths and natural obstacles such as branches, nettles and sharp bushes.
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	Updated the Employers Policy.	Revised Nov 2022.
18.11.25	Updated possible hazards in Appendix	River Derwent levels - it can flood around the Riverside walk way/ Blackboards.
13.9.26	Updated local area visits information	Included bike ability route.
13.9.26	Updated LAV risk assessment	Detailed where to cross on Commercial/ Church street. All LAVs must be recorded on EVOLVE. Visit Leaders must leave a list of pupils/ staff/ route via the office as they leave.