

Hob Moor Oaks Academy



Policy for Educational Visits, Outdoor Learning and Adventurous Activities

Approved by: Vikki Lane Chair of Governors	Approved date: 1st July 2026
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Introduction

This policy sets out the establishment procedures within which all employees must operate. This policy runs in line with the Ebor Academy Trust "Educational Visits Policy."

Every young person should experience the world beyond the classroom as an essential part of their Preparations for Life (PfL) learning and personal development, whatever their age, ability or circumstances. Educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Learning beyond the classroom is the use of places other than the classroom for teaching and learning. This involves children and young people accessing the local community and external learning opportunities, providing them with challenging, exciting and different experiences to help them learn. Appropriately planned visits are known to enhance learning and improve attainment, 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 rather 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 school has two Educational Visits Co-ordinators. 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: Ciaran Cunningham, Class teacher and Phase Leader,
- Final authorisation of visits by: Sarah Taylor, Senior Leader
- Administrative tasks will be carried out by: HMO Administration Team

2. Establishment policy and procedures

The Local Governing Body recognises that it is the employer and retains responsibilities for health and safety. It will discharge its duties through the adoption of the policy and retain competent advice, approval and monitoring through North Yorkshire Educational Visits Advisory Service. 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 or Ebor Academy Trust.

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 visit will be included in information to parents and carers. We will always aim to fully inform parents by Arbor 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 Arbor 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 whichever written method(s) the school deems appropriate of the nature of each visit, activity or series of a similar nature.

Specific consent:

Written consent which may be electronic via Arbor 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

whichever written method(s) the school deems appropriate 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 using the 'My Details' section of Evolve. 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/s 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. Generic or event specific risk assessments will be used to record significant findings. 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.

The headteacher, together with the governing body, will approve all residential trips longer than 24 hours. Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit.

4. Visit Planning and Management System

A Evolve is 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
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

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.

Additionally as the employer, approval will be retained for visits abroad and all self-led adventurous activities in line with the employer policy. The governing body delegates the approval and scrutiny of these visits to North Yorkshire Educational Visits Advisory Service.

Adviser: Visits abroad and all self-led adventurous activities regardless of location. (As detailed in guidance).

Headteacher: Visits abroad, all adventurous activities, residential visits and non-local day visits

Educational Visits Co-ordinator: Local walking visits, bike ability training, local sports fixtures and local swimming visits

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.

8. Inclusion & SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaptation 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 to Hob Moor Oaks SEND policy.

Where a pupil with a disability, an Education, Health and Care (EHC) plan, or other specific needs (including medical conditions such as allergies) is participating in a visit, the school will ensure that the level of support provided is consistent with that available during the school day. The visit programme will be adapted as required, in consultation with parents/carers, through reasonable adjustments to itineraries, the provision of additional support staff, and any other measures deemed appropriate.

Behaviour

Appropriate behaviour is essential for the smooth running of learning beyond the classroom activities and ensures that effective memorable learning can take place. Young people, parents and carers will be made aware of the school's behaviour policy. In addition, parents and carers will be made aware of their responsibilities for removing/collecting young people in prescribed circumstances.

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 vetted and be directly supervised by a member of staff. 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 Ebor Academy Trust Safeguarding Policy

Insurance

Young people participating in visits and activities will have appropriate insurance arranged independently by Ebor Academy Trust. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

10.Transport

Careful thought must be given to planning transport to support off-site activities and visits.

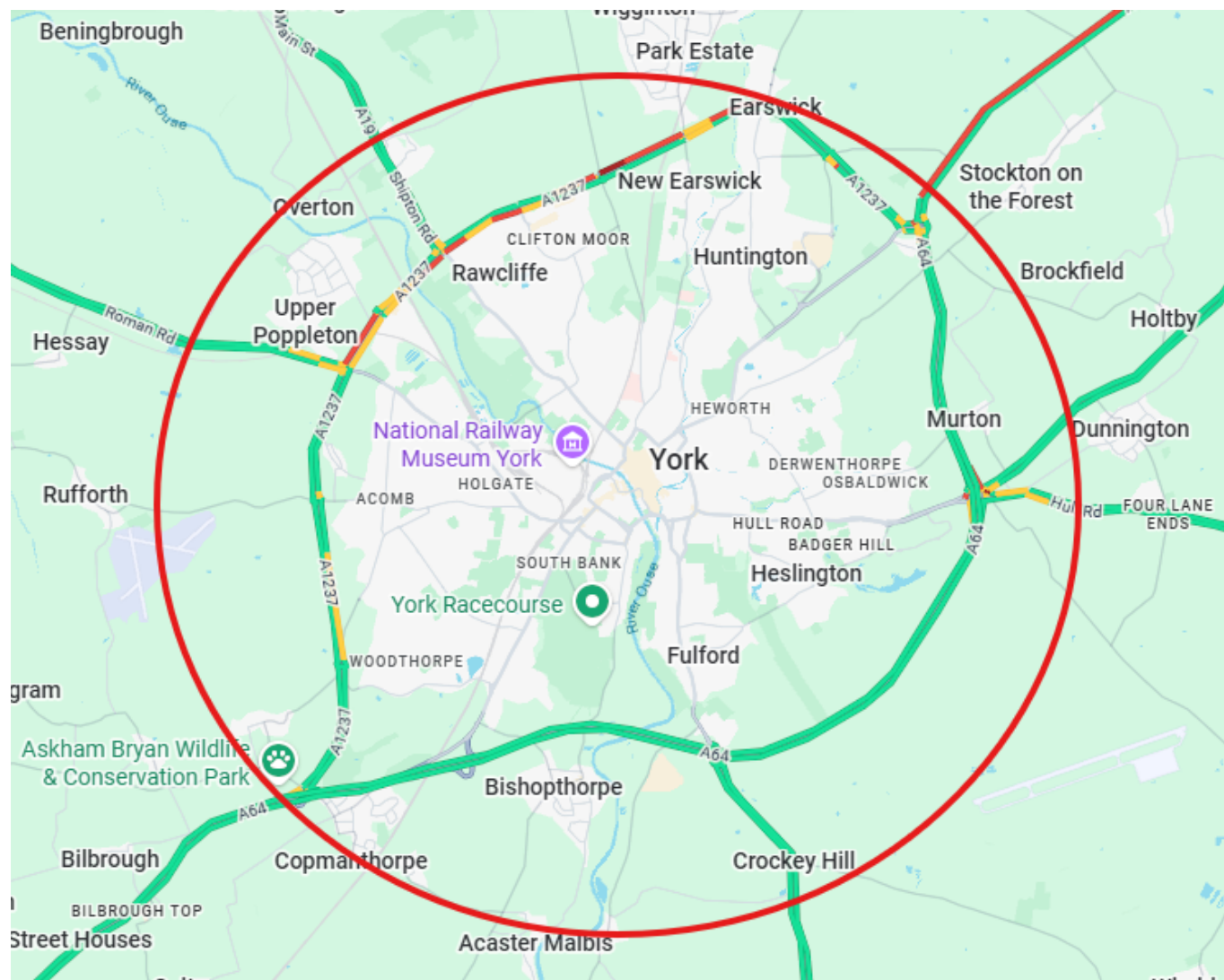
Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer.

Where possible the school minibus will be used for all visits. The driver will complete the daily checks on the vehicle before setting off. All drivers must hold up to date MIDAS test certificates.

Use of staff/private cars to transport pupils – This is allowed as long as the staff produce documents as necessary (business insurance and a valid MOT certificate and driving license)

Appendix 1

Local Area Map



This area includes the following routinely used venues:

- West Bank Park

- **Morrisons**
- **Acomb Library**
- **Energise**
- **Hob Moor**
- **Lidl**
- **York Station**
- **York Art Gallery**
- **York Theatre Royal**
- **York Minster**
- **Cliffords Tower**
- **York Castle Musuem**
- **Museum Gardens**
- **Yorkshire Museum**
- **York Market**
- **York Cold War Bunker**
- **LNER Community Stadium**

Appendix 2

Standard Operating Procedure for visits to the Local Area

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

- Traffic
- Children becoming lost
- Trips, stumble and bumps
- Weather conditions
- Members of the public

These are managed by developing a combination of the following:

1. The Operating Procedures for the 'Local Area' is explained to all new parents when their child joins the school.
2. 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.
3. Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
4. A school mobile is taken with each group, and the office has a note of the number.
5. Staff are aware of any relevant pupil medical/personal care information and ensure that any required medication or appropriate equipment is immediately available.

6. Ensure children are aware of strict guidelines on behaviour.
7. Good supervision to be maintained with adequate ratios of staff to pupils.
8. Adults to be at intervals in-group.
9. Identify safe places to cross roads prior to the day of visit.
10. Clear instructions to be given on crossing the road (use schools approved method)
11. Clear objectives are to be agreed so children know what is expected.
12. Children have clearly laid out plans of what they are expected to achieve during the visit.
13. Adequate supervisory ratios following LEA guidelines.
14. Awareness and understanding of own pupils and staff.
15. Staff to have a list of all groupings.
16. Arrangements are in place for periodic checking of numbers, either in their group or as a whole.
17. Clear instructions are given as to what to do if anyone becomes separated.
18. Meeting point to be arranged and communicated to everyone.
19. Leader to inform all members of any potential hazards e.g. obstructions, loose paving, steps etc.
20. Obtain weather forecast – arrange alternative if necessary (Plan B)
21. Adequate clothing to be worn (incl. Suncream if necessary)
22. Drinks to be taken if necessary
23. Good supervision at all times.
24. Clear instructions as to expectations of behaviour and responsibilities to one another and to members of the public.
25. Leaders should always use a crossing (Zebra or Pelican) if one is nearby or find a safe place to cross.
26. If a crossing is not close by then the school should have a recognised method of crossing which can be instilled in the children from their first visits and this should be used.
27. It is illegal for any member of the public, including teachers, to stop traffic on the highway.

The following are potentially significant issues/hazards whilst transporting children by road:

- Serious vehicle accident.

- Children left behind.
- Poor Driver behaviour
- Vehicle breakdown, particularly as side of major road/motorway.

These are managed by developing a combination of the following:

1. Use only Coaches from LA Approved List. Seek advice if other.
2. Everyone wears seat belts. Regular checks made throughout the journey.
3. Emergency plans, contact details, and mobile phone carried in case of breakdown/road traffic accident/driver can no longer drive.
4. Staff to maintain proper control of the bus/coach. Adequate supervisory ratios follow LA guidelines.
5. Any Driver adopting un-safe driving practices should be asked to pull over and stop the vehicle e.g. using a mobile.
6. **School Drivers** - hired mini buses, only from companies with Operator Licence.
7. **School Drivers**, long journeys - plan safe journey
(see: www.rosipa.com/roadsafety/info/safer_journey.pdf) Plan breaks, at least every 2hrs for 15 – 20 mins. (Coach and bus companies use tachographs to control Driver's hrs)
8. **School vehicles** – two Drivers where possible, to share the driving, and in case a Driver can no longer drive.
9. **School vehicles** - Driver carries out pre journey vehicle safety checks (record results, as per local arrangements) Also checks weather and road conditions.
10. **School vehicles** – driving licence checks, vehicle maintained to manufacturer's recommendations,
11. MOT as necessary.
12. **School vehicles** – all Drivers have undertaken MIDAS training, or have completed the national D1 minibus test.
13. **School vehicles** – has breakdown cover e.g. Green Flag, RAC
14. Children will be supervised on and off the coach. Adequate supervisory ratios follow LA guidelines.
15. Individuals likely to 'stray' carefully monitored by staff that know them.
16. Clear instructions as to expectations of behaviour and responsibilities to themselves and to one another.

17. Staff have a list of all pupils.
18. Staff are instructed to count pupils on/in to vehicle. Then a second count before setting off.
19. Clear instructions given as to what to do if someone becomes separated.
20. Disembarking - adult supervisors to alight first and supervise children, taking account of traffic in the vicinity.
21. Clear instructions given as to expectations of behaviour and responsibilities to one another and to members of the public.
22. Pupils are instructed in, and to use, the – 'buddy' system.
23. Those prone to sickness to be seated at the front.
24. Supplies to be taken on trip: sick bucket, water, cups, paper towels. Disinfectant and disposable gloves, for those cleaning up.
25. Written consent obtained from parents for anyone requiring travel sickness pills.

Appendix 3

EDUCATIONAL VISITS PARENT HELPER GUIDANCE

Educational visits are an integral part of learning at Hob Moor Oaks Academy and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper. You will have an important role to play in the success and safety of the school trip. This document sets out what we do to make off-site trips successful and safe. It forms part of our school's off-site visit planning and risk assessment. Please sign and return the form at the bottom of this agreement and return to the school in advance of the trip.

Role of the Volunteer Helper:

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public.
- To contact your child's class teacher/school member of staff if there are issues with first aid, safety and/or behaviour.

Working alongside School Staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff. Show commitment to their group and an interest in the focus of the visit
- Assist children in their learning by showing commitment to their group and an interest in the focus of the visit
- Follow any further guidance from the school staff.

What is not permitted Volunteer helpers are not allowed:

- to leave the visit site/premises.
- to bring additional siblings on the school trip.
- to re-organise school visit groups.
- to smoke, drink alcohol or engage in any illegal practices.
- to take photographs of children.
- to give / buy their group or staff any treats - e.g., ice-creams, biscuits, sweets, or any other gifts - before, during or after the school trip.

Volunteers will be under direct supervision of school staff and will not be allowed to carry out duties - such as escorting children to the toilet (unless essential in the circumstances) or leading a small group of children - without a member of the school's staff explicit instruction.

First Aid

You will be informed if any child in your group has medication / needs. If medication needs to be administered, this will be done by a trained member of staff.

Emergencies

Inform a member of staff as soon as possible if you become separated from the rest of the school party or encounter any problems by calling the school directly on 01904806655 if necessary.



EDUCATIONAL VISITS PARENT HELPER AGREEMENT



Dear Parent/Carer,

We really appreciate your support for Hob Moor Oaks Primary Academy and thank you for helping make our off site visits run smoothly.

Please complete the short form below. The completed form will be kept on file for future visits and will be retained in line with the school GDPR policy for one year.

Thank you

Your Name	
Child's Name	
Relationship to child	
Your mobile phone number	
Emergency contact	Name:
	Telephone:
	Relationship:
Details of any disability, health or medical information that ur first aider should be aware of, or which may affect your participation in the trip.	

- I confirm that I have read and will abide by the guidance in the Educational Visits Parent Helper Guidance
- I have signed the Volunteer Agreement
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion

Name	
Signature	
Date	



Planning a School Trip Guidelines

