



Tow Law Millennium Primary School

Educational Visits Policy September 2026

TLMPS has adopted the DCC [Educational Visits, Off Site Activities and On-Site 'Adventures' Policy and Guidance](#). All staff are required to plan and execute visits in line with this (see Attached policy).

Tow Law Millennium Primary School Educational Visits Policy

Updated September 2026 - Based on September 2023 LA model policy

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Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Tow Law Millennium Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning, making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.

- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. For example, encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Tow Law Millennium Primary School:

1. Adopts the Local Authority's (LA) document: 'Durham County Council Educational Visits, Off-Site Activities and On-Site Adventures Policy and Guidance' (All staff have access to this via Evolve).
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses Evolve, the web-based planning, notification, approval, monitoring and communication system for off-site activities and on-site adventures.

All staff are required to plan and execute visits in line with school policy (this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit & Approval

There are three 'types' of visit:

1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.
These follow the 'School Learning Area' Operating Procedure (Appendix 1).
2. Other non-residential visits within the UK that do not involve an adventurous activity.
These are entered on Evolve by the visit leader and submitted to the Educational Visits Coordinator (EVC) for checking. The EVC then submits to the Head for approval.
3. Visits that are residential, or involve an adventurous activity.
As above, but the Head authorises and then submits to the LA for approval. Note that there are venues which have been given delegated approval so the Head can approve – see Evolve for the most up to date list.

Roles and Responsibilities

Visit Leaders are responsible for the planning of their visits, and for entering these on Evolve (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is the Secretary, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters and will check final visit plans on Evolve before submitting them to the

Head. The EVC sets up and manages the staff accounts on Evolve, and uploads generic school documents, et cetera.

The Head Teacher has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via Evolve.

The Governing Body's role is that of a 'critical friend'. There is no requirement for governors to approve visits, but they will be informed at regular governor meetings what visits have taken place and what is planned. Individual governors may request 'read-only' access to Evolve.

The Local Authority is responsible for the final approval (via Evolve) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Emergency Procedures

Every visit will have nominated emergency contacts. If the visit is off site for only the duration of the school day the school telephone number is sufficient to give as an emergency contact. However, if the visit is of a residential nature **two** 24hr contact numbers will be identified (For example, mobile and/or home phone number). The emergency contacts will have a copy of the Emergency Card (EV8) with the relevant emergency contact details on. They will also have access to all the relevant medical and next of kin information. The visit leader will have a completed Emergency Card (EV7) with them at all times (this will detail the contact details for the emergency contacts).

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist

Tow Law Millennium Primary's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'Yes'. Tow Law Millennium's Educational Visits Checklist may be downloaded from Evolve Resources.

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time. However, parents will always be informed of the detail when their child is undertaking an educational visit.

Written consent is only requested for activities which need a higher level of risk management or those that take place outside of school hours. A 'one off' consent will be signed by parents when their child enrolls at school. This will cover a child's participation in any of these types of activities throughout their time at the school.

However, specific parental consent will be obtained for visits of a residential or adventurous nature. For these visits, sufficient information must be made available to parents so that consent is given on a 'fully informed' basis.

Inclusion

Tow Law Millennium will make reasonable adjustments to avoid disabled participants being placed at a substantial disadvantage. However, the Equality Act 2010 does not require us to place employees or participants at risk of injury or ill health in order to make reasonable adjustments.

If appropriate, we may ask the parent/carer of a particular pupil to accompany them on the visit. If there are any concerns about whether school can provide for a pupil's safety or the safety of others on a visit due to the specific needs of a pupil we will seek advice from the Durham County Council Health & Safety Team.

Charging/funding for visits

Tow Law Millennium will arrange payment for visits on an individual visit basis. Visits such as residential trips, which will be more expensive, will have arrangements in place for payment to be made gradually over a period of time leading up to the visit. This will be assessed on a case-by-case basis.

Transport

Tow Law Millennium Primary School follows National Guidance relating to the hiring of coaches/ minibuses and only use authorised companies (for example Moores/ Weardale/ Shaws of Durham).

Use of staff cars to transport pupils – Tow Law Millennium Primary School follows the Local Authority advice.

Use of Parents and Volunteers Cars – Tow Law Millennium Primary School follows the guidance in the DCC Educational Visits Policy. The Parent and Volunteer Drivers Agreement form (EV5) will be completed and retained in school. This will be done on an annual basis. Tow Law Millennium Primary School will ensure supervision arrangements are considered and the relevant Disclosure Barring Service (DBS) checks are undertaken. We will also complete the Driving at Work Risk Assessment. (This will also be done where employees are using their own vehicle to transport pupils.)

When transporting pupils in private vehicles Tow Law Millennium Primary School will ensure the relevant car seats are used as required by law and that the appropriate insurance is in place.

Insurance

Tow Law Millennium Primary School is covered by Durham County Council Employers Liability and Public Liability insurance for activities when away from the school site, home base or when employees are working in the community within the UK. We are not covered for personal accident benefits or loss of personal property while on educational visits. If necessary, we can arrange this insurance for individual visits.

Other topics

Swimming lessons: A member of staff takes responsibility for overseeing swimming. Dependent on the number of pupils and/or additional needs, the school will make the decision to send a second member of staff as well. The school uses St. John's at Bishop and the changing rooms are gender specific. Our staff do not go into the changing rooms. If there was an incident, the swimming instructor would accompany the teacher to investigate.

Dismissal of pupils after evening activities: KS2 parents inform the Class Teacher if their child is allowed to walk home from after-school clubs. Children will never be dismissed early. All other children, from EYFS to Y6, will be handed over to an appropriate adult.

Appendix 1 – School Learning Area: This is defined as in and around Tow Law. This area includes, but is not limited to, the following frequently used venues: e.g.

- *Local Church*
- *Local Supermarket*
- *Venues within in walking distance*
- *Blessed John Duckett RCVA Primary School*
- *Football Club/Sports facilities*
- *Community Centre*
- *Baring Court*
- *Millennium Green*

Operating Procedure for School Learning Area

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic, particularly on A68.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day (For example museums, libraries, farms et cetera) follow the Operating Procedure below.

These visits/activities:

- do not require parental consent
- do not normally need additional risk assessments/notes (other than following the Operating Procedure below).
- do not need to be recorded on Evolve. **Boundaries**

These are managed by a combination of the following:

- The Head or EVC 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 concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- Adult: Pupil ratio will be in accordance with page 11 of the policy.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- The class teacher's mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles).

Appendix 2 – Emergency Procedure (see pages 32-34)

For information:

1. The nominated emergency base contact for any visit during school hours this is the office who will get a member of the SMT.
2. Out of school hours a designated member of the SMT will be on standby, including for our biannual residential visit.
3. For all activities the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.

If you require this information summarised in another language or format please contact the school office on:



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