Educational Visits Policy

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Effective from	October 2026
Extent of Policy	Sedbergh School
Policy Owner	Senior Deputy Head
Governance	Education Committee
Review by	October 2027
Circulation	Parents by request
Publication	Website The Hub

1. Scope

1.1 This policy covers any activity that is outside of a normal classroom or routine co-curricular environment. Such activity should be referred to as an educational visit (EV).

1.2 The policy requires all such EVs to be planned to use the Evolve platform, working closely with the EV Co-ordinator (EVC) who is responsible for the implementation of this policy.

1.3 The School's existing policies and procedures apply to all EVs for both staff and pupils.

2 Objectives

2.1 To ensure that EVs are well planned and that significant risks are identified and managed appropriately.

2.2 To ensure that those responsible for EVs have the necessary information and guidance to manage the visit appropriately and can demonstrate that they have met their duty of care.

2.3 To enable educational visits to enrich the curriculum on offer at Sedbergh whilst minimising the disruption to normal education.

2.4 To ensure that all such trips are value for money and remain within budget.

3 Visit details

3.1 Categories

Local area visits (LAV)	Routine and regular visits in the local area including all day fixtures	Covered by generic RAs in the Hub
CAT 1	• Non routine visits • Those beyond the local area • Any overnight visit or fixture	Entered in Evolve and authorised by the EVC
CAT 2	• anywhere over 600m above sea level • anywhere which is >30 minutes by ambulance • any river trip involving white water • any trip on the sea • any trip abroad	Entered in Evolve and authorised by EVC, & SMT

No details of any CAT 1 or CAT 2 visit can be published until the EVC has given outline approval. Only then can details be shared with pupils and parents.

3.2 Staffing

A staffing ratio of 1-12 is recommended unless the needs of the group and risk assessment dictate a higher level of supervision. The visit leader (VL) should also refer to OEAP guidance. https://oeapng.info/

4 Outline approval in Evolve

4.1 Complete the Educational Visits Planning Form and submit to SMT, and to finance if costs exceed the thresholds of £300/pupil or £10,000 in total.

4.2 If approved, the VL to set up the visit in Evolve, SMT & finance (if requested,) to forward the approved educational visit planning forms to the EVC and the EVC to grant outline approval in Evolve. The visit educational visit can now be published in the iSAMS calendar.

5 Writing to parents

5.1 The VL should write to parents using the email wizard in iSAMS:

* Merge Templates
* Shared Templates
* Select: Trips and Tours - Parent Letter Template

There is a support video available in the HUB Video Links.

The letter to parents must set out payment deadlines and state that:

"Parental consent for the trip is acknowledgement that once the deposit is paid, it is non-refundable and parents are liable for the full cost of the trip."

5.2 Parental consent is required in the Evolve portal if any of the following apply:

i. An overnight stay of three nights or more.
ii. Overseas visits.
iii. Cost exceeding £100.
iv. Visits during the School holidays.
v. Activities that involve an inherent additional risk.

The consent process is activated from the "Invite attendees" section of the Evolve form.

6 Full approval in Evolve

6.1 All travel arrangements should be recorded in Evolve and include any details of additional travel arrangements agreed with parents before departure or after return of the EV.

6.2 Pupils First Aid & Medical Provision:

i. The VL should import a list of pupils from iSAMS which includes all medical, medication and dietary notes from iSAMS into Evolve.
ii. Before departure, the VL should double check with Houses that the medical/medication details are up to date and that all EV staff are aware of these details.
iii. All medicines administered are to be logged in iSAMS as in the medicines policy.
iv. The VL is to ensure that a first aider is on the trip where possible and appropriate first aid kits are available.

6.3 Lesson Cover:

The VL should remind all staff to submit cover requests well in advance of departure.

6.4 Payments and affordability:

i. Finance must approve that all individual pupils are able to join the EV.
ii. The VL is responsible for coordinating payments to external providers, venues and transport providers.
iii. The VL should then liaise with Finance to chase any parents who miss the payment deadline.

6.5 Policy Statement Agreement and Risk Assessments (RA):

i. The VL to agree to all policy statements in Evolve.
ii. All LAV trips are covered by generic RAs, on the Hub.
iii. All CAT 1 and 2 trips must be covered by a new RA bespoke to that EV and that activity.
iv. All staff present on an EV are to confirm that they have read and understand all RAs relevant to their EV and that they understand the staff code of conduct still applies on educational visits.

6.6 GDPR**:** The VL to seek GDPR approval from the Compliance Officer.

6.7 Once all complete, the VL should submit the form for full approval from the EVC.

6.8 Deadlines**:**

i. For overseas trips, full approval must be granted by the end of the previous half term*.

ii. For all other trips, full approval must be granted, one full week before departure*.

* Where trips involve selection issues and pupil involvement cannot be confirmed in advance, the deadlines are more flexible. All other parts of Evolve should stick with these deadlines.

Failure to meet these deadlines may result in the EV being cancelled.

Before departure on any overseas trip, the VL should consult with a Senior Deputy Head to address pupils attending the trip and explain general expectations of behaviour, School rules and sanctions.

7 EVC Support & Follow up

7.1 The EVC will work with the VL to complete the process above in Evolve and ensure that all documentation and necessary checks have been completed.

7.2 The EVC will report any failure to complete the Evolve process at the weekly operations meeting so that staff are given due warning as deadlines approach.

7.3 The EVC will assist the VL with an evaluation of all completed EVs within 72 hours of the trip, this includes the register being taken to confirm that all pupils attended the trip.

7.4 The EVC will offer training in Evolve for any staff.

7.5 The EVC will maintain a reference library of RAs in Evolve.