

ST. EDMUND'S CofE

*Learning through faith, we dream,
we believe and achieve.* ”



OUR VALUES: PERSEVERANCE • RESPECT • JUSTICE & FORGIVENESS • TRUTH & TRUST • COMPASSION • RESPONSIBILITY



EDUCATIONAL VISITS POLICY

2025 - 2026

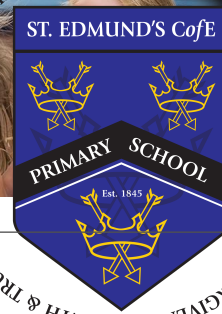
Find us on 

St. Edmund's CofE Primary
and Nursery School

....A journey to discover life in all its fullness
(John, 10:10)

#BeaconofExcellence #SixcessValues

EVERANCE | RESPECT | JUSTICE & FORGIVENESS



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1. Introduction

This policy is written in accordance with Nottinghamshire County Council's Educational Visits Policy and Guidance (2018) and supports the safe planning and delivery of educational visits at St. Edmund's CofE Primary School.

It is essential that the Nominated Manager, Educational Visits Coordinator (EVC), Visit Leaders and supervisory staff are familiar with this policy and the associated NCC guidance before planning or leading any educational visit.

Educational visits are a vital part of our curriculum offer and contribute significantly to pupils' learning, development and wellbeing.

2. Policy Statement

The Nominated Manager of St. Edmund's CofE Primary School accepts responsibility under the Health and Safety at Work Act 1974 and related legislation to ensure that all pupils, staff and volunteers are kept safe while participating in educational visits and journeys away from the school site.

3. Statement of Safety Policy

The school recognises that participation in a wide range of visits, journeys and experiences is essential in promoting high-quality learning and personal development.

As part of their responsibilities, the Nominated Manager will take all reasonably practicable steps to ensure the health, safety and welfare of all participants while travelling to, and taking part in, educational visits — whether activities are provided directly by the school or through external providers.



4. Organisation and Responsibilities

4.1 Overall Responsibility

Responsibility for all educational visits rests with the Nominated Manager. Roles and responsibilities are defined in line with Nottinghamshire County Council's Visits Guidance for Children and Young People.

The following person oversees and monitors this policy:

Nominated Manager (Headteacher): Anthony Bandy-Webb

4.2 Nominated Manager

The Nominated Manager will:

- Ensure all visits are planned, organised, controlled, monitored and reviewed in line with NCC guidance
- Authorise all educational visits
- Seek Local Authority approval for Category C visits
- Confirm the suitability, qualifications and experience of Visit Leaders and supervisory staff
- Agree delegated responsibilities with the Educational Visits Coordinator (EVC)

4.3 Educational Visits Coordinator (EVC)

The Educational Visits Coordinator at St. Edmund's is: Mrs Claire Hands

The EVC will:

- Support Visit Leaders in the planning and preparation of visits
- Ensure visits are recorded and quality-assured through EVOLVE
- Check that risk assessments are suitable, sufficient and proportionate
- Ensure compliance with NCC guidance and good practice
- Act as a point of professional advice for staff



The EVC will remain familiar with NCC guidance and national good practice, much of which is available through the EVOLVE system.

4.4 Visit Leader

The Visit Leader will:

- Be familiar with NCC Visits Guidance and school policy
- Liaise with the EVC throughout planning and preparation
- Ensure significant risks are identified and controlled
- Provide parents/carers with all required information
- Hold overall responsibility for the visit while it is taking place
- Be fully familiar with emergency procedures and contact details

4.5 Supervisory Staff

All staff supporting educational visits will:

- Be familiar with NCC guidance and visit-specific risk assessments
- Follow agreed control measures and safe systems of work
- Report any unforeseen hazards or concerns to the Visit Leader
- Contribute to post-visit review and evaluation



5. Planning and EVOLVE Arrangements

St. Edmund's CofE Primary School uses EVOLVE, the Nottinghamshire County Council online visit planning and approval system.

All non-routine visits must be recorded on EVOLVE. This ensures:

- Up-to-date guidance is applied
- Clear approval routes are followed
- Robust records are maintained

6. Categories of Educational Visits

Nottinghamshire County Council identifies three categories of visits, each requiring different levels of approval.

Category A – Locally Approved Visits

These include routine, low-risk visits.

At St. Edmund's:

- A local visit EVOLVE form will be completed
- Approval is given by the EVC
- Parent/carer consent is not usually required

Examples include:

- Visiting St. Edmund's Church for collective worship
- Visits to the local library



- Walks within the local area (Mansfield Woodhouse)
- Activities at The Manor Academy

Category B – Service Approved Visits

These include non-routine or all-day visits.

For these visits:

- Full EVOLVE submission is required
- Approval is given by the Nominated Manager
- Parent/carer consent is required

Category C – Service and Local Authority Approved Visits

These include:

- Residential visits
- Higher-risk or adventurous activities
- Visits requiring specialist competence

For these visits:

- EVOLVE submission is required
- Approval is given by the Nominated Manager and Local Authority
- Visits must not proceed until LA approval is confirmed

Where external providers are used, the school will seek appropriate assurance of competence and safety.



7. 'Sixcess' Christian Value Links

Educational visits at St. Edmund's CofE Primary & Nursery School are not simply about going beyond the classroom; they are opportunities for pupils to live out our Christian values in real and meaningful contexts. Through carefully planned visits, pupils are encouraged to reflect, act responsibly, and grow as compassionate, confident citizens.

7.1 Respect:

Educational visits promote respect by helping pupils appreciate different environments, cultures, people and communities. Pupils are taught to show respect for public spaces, places of worship, natural environments and those they encounter on visits. Respect also underpins positive behaviour, listening to instructions, and valuing the safety and wellbeing of others.

7.2 Responsibility:

Visits provide powerful opportunities for pupils to develop responsibility for themselves and others. Pupils are expected to follow safety guidance, manage their belongings, and make sensible choices. Staff model and promote responsible decision-making through clear expectations, risk awareness and appropriate supervision, supporting pupils to understand that responsibility is an essential part of independence.

7.3 Compassion:

Educational visits encourage pupils to show compassion by developing empathy, kindness and care for others. Whether supporting peers, engaging with members of the community, or learning about different life experiences, pupils are guided to act with understanding and sensitivity. Staff ensure that visits are inclusive and supportive, enabling all pupils to participate and feel valued.

7.4 Perseverance:

New environments and experiences can be challenging. Educational visits support perseverance by encouraging pupils to try new activities, overcome fears and respond positively to challenge. Through managed risk and supportive guidance, pupils learn that growth often comes from stepping outside their comfort zone and persisting when things feel difficult.

7.5 Truth and Trust:

Educational visits are built on trust between pupils, staff, families and the wider community. Pupils are trusted to behave responsibly and follow instructions, while staff act with honesty and integrity in



planning, communication and supervision. Clear expectations and transparent procedures help pupils understand the importance of trust in keeping everyone safe and learning effectively.

7.6 Justice and Forgiveness:

Educational visits provide opportunities to explore fairness, rules and consequences in real-life contexts. Pupils are supported to understand why boundaries exist and how choices affect others. When mistakes occur, restorative approaches are used to encourage reflection, learning and forgiveness, reinforcing a culture of fairness, understanding and reconciliation.

In Summary:

Through educational visits, pupils at St. Edmund's are supported to live out the school's Christian values beyond the classroom. These experiences contribute to the development of confident, compassionate and responsible learners who are prepared to engage positively with the wider world.

8. Concluding Notes

11.1 Monitoring & Review:

Educational visits will be evaluated to inform future planning and improve practice. This policy will be reviewed regularly to ensure continued compliance with legislation and local authority guidance.

11.2 Links to other Policies:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy
- SEND Policy
- Risk Assessment Procedures

Date adopted: February 2026

Review date: Spring Term 2027

Approved by: Governing Body

Headteacher: Anthony Bandy-Webb