



SEDBERGH SCHOOL

Educational Visits Policy	
Version	2026.1
Effective from	May 2026
Extent of Policy	Sedbergh School
Policy Owner	Senior Deputy Head
Governance oversight	Education Committee
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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 The Evolve Process

3.1 EV basic details –

- i. The visit leader (VL) needs to agree the trip details, dates, times and staffing with a sponsor from SMT to minimise any disruption to the education or care of pupils. The sponsor from SMT then emails the EVC that the trip is now provisional.
- ii. A staffing ratio of 1-12 is recommended unless the needs of the group and risk assessment dictate a higher level of supervision. The VL should also refer to OEAP guidance. <https://oeapng.info/>
- iii. The VL should categorise the visits as follows:

LAV	Routine and regular visits in the local area (local area visit LAV) including all fixtures	Covered by generic RAs in the Hub
CAT 1	Non routine visits, those beyond the local area or any overnight visit or fixture	Entered in Evolve and authorised by the EVC
CAT 2	Visits involving – <ul style="list-style-type: none"> • 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, OEA & SMT

- iv. 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.

The VL should now complete the Evolve process with guidance from the EVC.

3.2 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.

3.3 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.

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

3.5 Financial Approval:

- i. All costs incurred must be included in the total including (but not limited to) catering, transport and external instructors
- ii. Staff on educational visits should be transported and catered for as the pupils and only in exceptional circumstances have different arrangements.
- iii. All staff costs must be included in the budget for the EV.
- iv. If the EV costs more than £200/head or more than £5000 in total, then finance must authorise the budget for the EV.
- v. Finance must also approve that all individual pupils are able to join the EV.

3.6 Parental Approval: The VL should obtain parental consent via 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.

Parental consent must include an acknowledgement that once deposits are paid, costs are non-refundable.

3.7 Policy Statement Agreement and Risk Assessments (RA):

- i. The VL to agree all policy statements in Evolve.
- ii. All LAV trips are can be 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.

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

3.9 Once all complete, the VL should submit the form for full approval from the EVC. Once approved, the EV may be confirmed in the calendar.

3.10 Deadlines: For overseas trips, the Evolve process must be fully completed by the end of the previous half term. For all other trips, the Evolve process must be completed one full week before departure. 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.

4 EVC Support

- 4.1 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.
- 4.2 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.
- 4.3 The EVC will assist the VL with a review of all completed EVs, ideally within 48 hours of the trip.
- 4.4 The EVC will offer training in Evolve for any staff.
- 4.5 The EVC will maintain a reference library of RAs in Evolve.

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