



Sedbergh

PREP AT CASTERTON

Educational Visits Policy	
Version	2025
Effective from	October 2025
Extent of Policy	Sedbergh Prep School
Policy Owner	Senior Deputy Head
Governor	Richard Biggs
Review by	September 2026
Frequency of Audit	Annual
Circulation	Parents by request
Publication	The Hub Website

1. Scope

1.1 This policy applies to all educational activities that take place outside of the normal classroom or routine co-curricular environment for pupils at Casterton Sedbergh Prep School. Such activities are defined as Educational Visits (EVs).

1.2 All EVs must be planned using the Evolve system, in close consultation with the Prep School EVC (Nick Goligher, Senior Deputy Head).

1.3 The School's safeguarding, health & safety, and conduct policies apply to all EVs.

2. Objectives

- Ensure visits are carefully planned with risks assessed and mitigated.
- Support staff with clear guidance to meet their duty of care.
- Enrich the Prep School curriculum with safe and enjoyable learning experiences.
- Ensure visits are affordable, good value, and minimise disruption to learning.
- Ensure contingency plans are in place for foreseeable changes in circumstances.
- Ensure those in charge of visits are competent and trained in line with school requirements.

3. The Evolve Process

3.1 Categories of Visit

Category 1 (Day Visits / Fixtures) – Routine day trips and local activities (e.g. sports fixtures, museum visits). Authorised by the EVC.

- Category 2 (Overnight Visits, UK-based) – Residentials, camps, or fixtures involving one or more nights away. Authorised by the EVC and the Headteacher (Kate Martin).
- Category 3 (Overseas / High-Risk / Adventurous) – Any overseas trip, adventurous activity, or remote location. Requires authorisation by the EVC, Headteacher, and SMT. No details may be shared with parents or pupils until outline approval is given by the EVC.

3.2 Staffing & Ratios

- Recommended minimum ratios: Years 3–8: 1:10; Years 1–2: 1:6. For Reception pupils on mixed trips, the ratio is at least 1:5.
- Group Leaders should also follow [Outdoor Education Advisers Panel](#) (OEAP) guidance.
- At least one paediatric first aider must accompany visits involving pupils under 8.

3.3 Planning & Information

- Visit Leader (VL) agrees dates, staffing, logistics with EVC.
- Complete Evolve documentation including risk assessments (generic and bespoke), medical/dietary needs, and first aid provision.
- Prepare trip packs with itinerary, staff contact details, pupil lists with medical and emergency contacts, nearest hospital, insurance documents.
- Medicines administered must be logged in iSAMS.

3.4 Financial Approval

- Day visits must remain within departmental budgets.
- Residential visits require cost plan approval from Finance.
- Parental consent required if: overnight stay, cost exceeds £50, or activity carries inherent risk.
- Parents must acknowledge deposits are non-refundable.

3.5 Parental Consent & Communication

- Consent is normally gathered via Evolve, but signed forms may be required in certain cases.
- Preliminary letters should be issued with details of trip purpose, programme, cost, clothing/equipment required.
- Parents informed of late returns via School whats app groups.

3.6 Lesson Cover

- Staff must submit cover requests in advance. VL ensures all cover is arranged in conjunction with Deputy Head (Academic).

3.7 Deadlines

- Category 3 (Overseas/High Risk): end of previous half-term.
- Category 2 (Overnight): at least 4 weeks before departure.
- Category 1 (Day Visits): at least 1 week before departure.

4. Roles & Responsibilities

- Visit Leader (VL): Responsible for safe delivery of visit, completion of documentation, and leading emergency procedures.
- Educational Visits Coordinator (EVC): Provides guidance and oversight, signs off day visits, co-signs overnight visits with Headteacher, maintains risk assessment library, ensures staff training.
- Headteacher (Kate Martin): Authorises overnight and Category 3 visits.

- Group Leaders: Act 'in loco parentis' and have authority to send pupils home if behaviour is unsafe.
- All staff: Must read relevant risk assessments, comply with safeguarding, and supervise pupils appropriately.

5. Insurance & Liability

- The School holds Employers' Liability Insurance (£20m) and Public Liability Insurance (£20m).
- A group travel policy covers most UK and overseas visits, including adventurous activities.
- Staff using own cars discouraged, but where permitted, covered by 'occasional business use' policy.

6. Emergency Procedures

- In the event of an incident, the VL ensures safety of group, summons emergency services, and informs the Headteacher/SLT.
- Serious incidents must be reported to insurers and recorded.
- Communication with the media should be referred to the Headteacher.
- Minor illness/injury: pupil taken to local hospital/clinic and parents informed.

7. Post-Visit Review

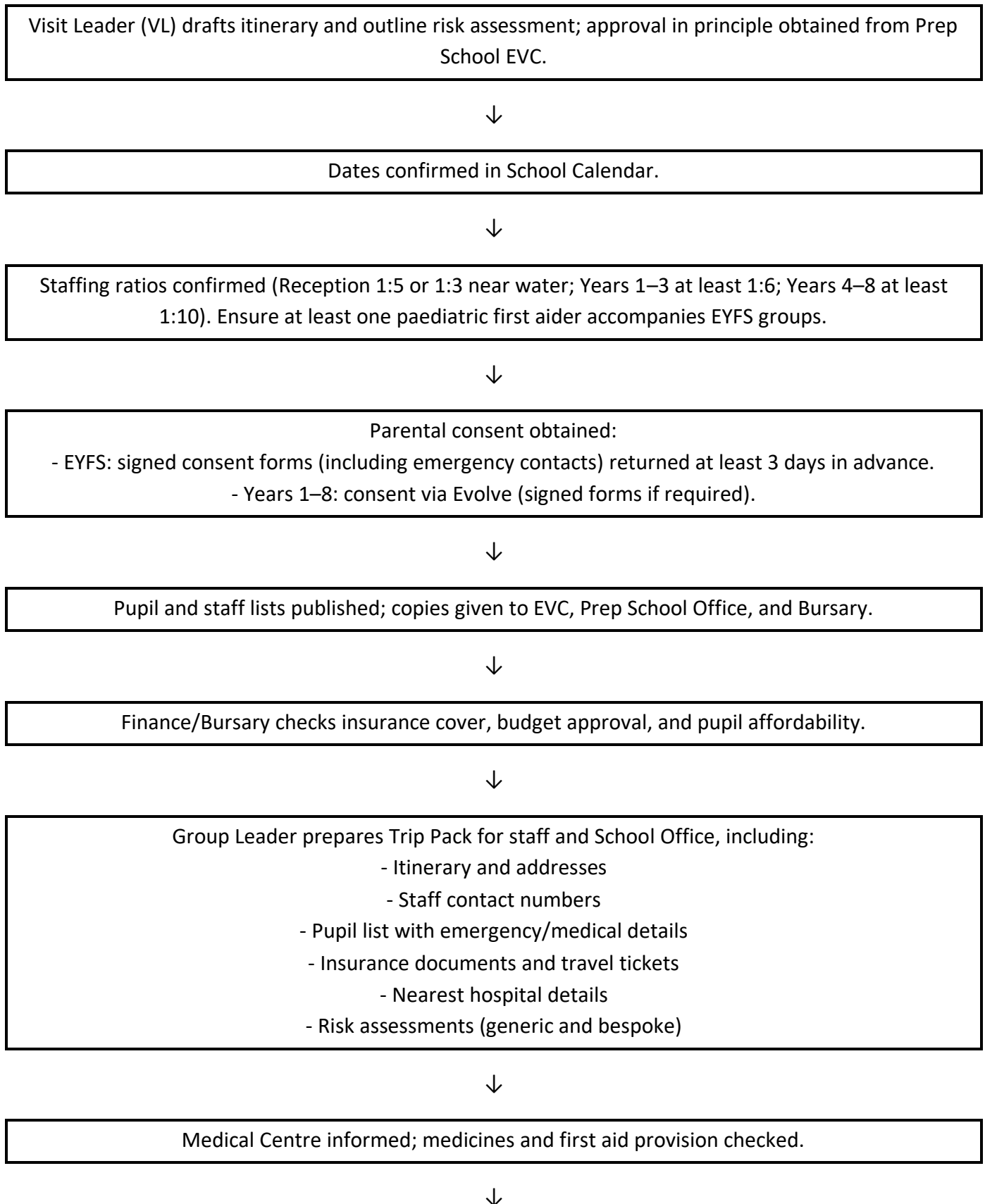
- VL to review trip with EVC within 48 hours.
- Accident/Near Miss reports to be filed with SMT within 24 hours.
- Risk assessments updated for future use.
- Documentation retained for 3 years, or until age 21 if pupil injured.

8. Specific EYFS Requirements

For all visits involving EYFS pupils (Reception), the following additional requirements apply in line with statutory Early Years guidance:

- Staffing ratios: Minimum of 1:5 for Reception pupils (increasing to 1:3 where water is involved).
- Parental consent: A signed consent form must be obtained for each trip, including up-to-date emergency contact details, returned at least three days before departure. Pupils without consent cannot participate.
- First Aid: A qualified paediatric first aider must accompany every EYFS visit.
- Safeguarding: The Group Leader will act as, or designate, a member of staff to act as the Designated Safeguarding Lead (DSL) during the trip.
- Trip packs: A full pack must be prepared for staff and the School Office, containing the itinerary, staff and pupil contact details, medical notes, nearest hospital details, insurance documents, and copies of all risk assessments.
- Conduct and exclusions: If a pupil is sent home early due to misconduct, any additional costs will be charged to the parents.

Appendix A – Educational Visits Flowchart (Reception – Year 8)



Final Sign-off:
- Day Visits – EVC
- Overnight/Residential – EVC + Headteacher
- Overseas/Adventurous – EVC + Headteacher + SMT



During Visit – Group Leader responsible for overall safety, safeguarding, and behaviour.



Staff carry out head counts, ensure seat belts worn, check accommodation fire exits, and enforce conduct standards.



Illness/Minor accidents managed by staff; parents informed if treatment needed.



Serious incidents: emergency services called, parents/Headteacher informed, insurers notified, records kept.



Pupils collected and signed out by parents.



Accident/Near Miss reports filed with EVC/SMT within 24 hours.



Visit reviewed with EVC within 48 hours; risk assessments updated.



Receipts and financial returns submitted to Bursary.



Records retained for 3 years (or until age 21 if pupil injured).