



School Educational Visits Statement

This statement sets out the school-specific arrangements for educational visits, outdoor learning and adventurous activities. It must be read in conjunction with:

- Yorkshire Learning Trust Educational Visits, Outdoor Learning and Adventurous Activities Policy
- Yorkshire Learning Trust Educational Visits Assurance Framework
- OEAP National Guidance for Learning Outside the Classroom
- North Yorkshire Council / NYES Educational Visits guidance
- EVOLVE system guidance

This statement is completed by the school, approved locally, and published on the school website.

1. School Details

Item	Details
School name	Kellington Primary School
Headteacher	Melanie Lawrence
Date of approval	06.05.2026
Review date	06.05.2027

2. Educational Visits Coordinator (EVC)

The school has appointed an Educational Visits Coordinator (EVC).

Item	Details
Name of EVC	Katie Houlden
Role	Assistant Headteacher
Date of most recent EVC training / revalidation	June 2025

Administrative support for visits (if applicable): Lisa Hurd and Jade Norton

3. Approval and Delegation

Educational visits are approved in line with Trust policy and employer guidance.

Approval overview

Type of visit	Final approval
Local Learning Area visits	EVC Coordinator - Katie Houlden
Day visits outside Local Learning Area	EVC Coordinator - Katie Houlden
Residential visits	Executive Headteacher - Melanie Lawrence
Overseas visits	Executive Headteacher - Melanie Lawrence
Adventurous or higher-risk activities	Executive Headteacher - Melanie Lawrence



Name/Role of Base Contact for all visits: Melanie Lawrence - Executive Headteacher

4. Local Learning Area (LLA)

The Local Learning Area is used for routine and regular visits.

Description of the Local Learning Area



Operating expectations for the Local Learning Area

Risks within the Local Learning Area are managed through:

- appropriate staff supervision
- clear pupil expectations and briefings
- staff familiarity with the area
- communication arrangements
- awareness of medical needs and emergency procedures

Any additional local considerations:

5. Planning and Risk Management

The school uses the EVOLVE online system, supported by North Yorkshire Educational Visits Service, to plan and record visits as required.

Risk management is proportionate, focused on significant hazards, and reviewed dynamically before and during visits.



6. Consent and Communication

The school's arrangements for informing parents and obtaining consent are:

- Consents gained for local areas visits on registration of a school place. Notification of local area visits each time this is planned.
- Consents gained for any visit further afield e.g. consent of out-of-hours, higher-risk visits

Medical and emergency contact information is reviewed proportionately, particularly for higher-risk visits.

7. Staff Competence and Supervision

The school ensures that:

- staff leading or accompanying visits are competent for their role
 - supervision arrangements are appropriate to the activity, group and environment
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8. Use of External Providers

Where external providers are used:

- appropriate assurances are obtained in line with national guidance
- responsibility for risk management is clearly understood

Providers manage risks associated with taught activities.

The school manages risks associated with travel, supervision and non-taught time.

9. Incident Management

The school operates an incident management plan for educational visits.

Staff involved in visits are aware of emergency and escalation procedures, including Trust expectations for reporting significant incidents or near misses.

10. Monitoring and Review

Educational visits are monitored by the Headteacher and EVC.

Learning from visits, incidents or near misses is used to inform future practice and contribute to Trust assurance where appropriate.

11. Approval

This School Educational Visits Statement has been approved by:

Role	Date
Headteacher	
Chair of Local Governing Committee (if applicable)	